

Project Plan

Online Document Generator

IT Clan Consulting Services

Industry Partner	Vimal
Primary Instructor	Vimal
Team Member	Minh Duc Cung
Team Member	Dilan Piyasenage Don
Team Member	Kunga Lhosel
Team Member	Dominic Gopalakrishnan

Document Revision History

Revision #	Date
1.0	10-09-2021
2.0	10-10-2021
3.0	02-06-2022

Table of Contents

Contents

1. Executive Summary	3
2. Project Approvers, Reviews and Distribution List	3
3. Scope.....	3
4. Deliverables	4
5. Assumptions.....	4
6. Dependencies	4
7. Risk Management	5
8. Communication	5
9. Task Listing (WBS- Work Breakdown Structure)	6
10. Gantt Chart	6
11. Milestones	6
12. RAM – Responsibility Assignment Matrix.....	7
13. Approval	7

1. Executive Summary

The following describes the project to be executed.

Objective	Create an automated generation application for documents.
Corporate Goals Addressed	Allow the company to generate documents automatically to reduce time spent and errors from creating them manually.
Planned Start Date	September 20th, 2021
Planned End Date	April 1st, 2022

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Member	Cung Minh Duc	101234383@georgebrown.ca	10-09-2021
Member	R. Dilan Piyasenage Don	101278656@georgebrown.ca	10-10-2021
Member	Kunga Lhosel	101266937@georgebrown.ca	10-10-2021
Member	Dominic Gopalakrishnan	101289239@georgebrown.ca	10-10-2021

3. Scope

Define the sum-total of all its products and their requirements or features.

In Scope	Out of Scope
Auto-generate tool	TBD

4. Deliverables

This project will deliver the following.

Deliverable	Description
Auto-generate tool	The main part of this project is to be able to auto-generate the document correctly for the client
Customization	The user would be able to customize the template to their/companies preferred liking.
Validation	The service would allow the user to validate the template before sending the document out to see if there are any errors.

5. Assumptions

Project team members will help each other to complete their tasks on time.

The in-scope of the project will not change throughout the life cycle.

Out of scope product will be work on and improve after in scope has been finished.

Project will follow team governance guidelines and requirements.

6. Dependencies

The following are the internal and external dependencies that will have to be acknowledged and addressed.

Client go-ahead is an external dependency, the project cannot be started until the stakeholder gives the go-ahead.

Testing the application is an internal dependency, the application must be created and finalized before we can test it and its functionality.

Templates that are pre-uploaded to the application are an internal dependency that it depends on as without it the application would not be able to function.

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Similar product	H	H	To have more detail and customer preferences.
Less popular	L	H	As a new project would be less known to the people

8. Communication

Reporting

The following reports will be produced.

Report	Audience	Frequency
Project team meeting	Project team / Primary Instructor	Daily/Weekly
Stakeholder update	Stakeholder	Weekly

Meetings

The following meetings/communication will be established.

Meeting	Purpose	Attendees	Frequency
#1	To confirm that the application is functioning with its intended purpose without any errors.	Dilan, Dominic, Kunga, Minh and Vimal	Once

9. Task Listing (WBS- Work Breakdown Structure)

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

Reference	Tasks	Duration	Dependency
A	Allow uploading of templates and input files.	Jan 10 – Jan 15	
B	User can input in fields required for selected template.	Jan 15 – Feb 01	A
C	Document should be automatically generated once input is submitted.	Feb 15 – Mar 01	A, B
D	User can manually validate the document.	Feb 15 – Mar 01	A, B, C
E	User can select the recipient and send the documents.	Feb 15 – Mar 01	A, B, C, D
F	Implement application to company's website	Mar 01 – Apr 01	A, B, C, D, E

10. Gantt Chart

Gantt Chart

Task	Periods					Due Date
	Jan 10 – Jan 15	Jan 15 – Feb 01	Feb 01 – Feb 15	Feb 15 – Mar 01	Mar 01 – Apr 01	
A	✓					Jan 15
B	✓	✓				Feb 01
C		✓	✓	✓		Mar 15
D				✓		April 15
E				✓	✓	April 01
F	✓	✓	✓	✓	✓	April 01

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Application is completed.	April 1 st , 2022	Kunga Lhosel, Cung Minh Duc, Dominic Gopalakrishnan
Testing is completed with no issues or errors.	April 5 th , 2022	Kunga Lhosel, Cung Minh Duc, Dominic Gopalakrishnan

12. RAM – Responsibility Assignment Matrix

Project Team Responsibilities

Project Name:	Online Document Generator
Project Manager:	Anjana Shah

Task	Kunga	Dominic	Dilan	Minh	Vimal
Allow uploading of templates and input files.	C / I	C / I	A / R	R	C / I
User can input in fields required for selected template.	A / R	R	C	C / I	C / I
Document should be automatically generated once input is submitted.	A / R	I	R	I	C / I
User can manually validate the document.	I	A / R	C / I	R	C / I
User can select the recipient and send the documents.	R	I	R	A / R	C / I
Implement application to company's website.	C / I	A / R	C / I	R	C / I

Legend: R – Responsible | A – Accountable | C – Consulted | I – Informed

13. Approval

The signatures below indicate their approval of the contents of this document.

Project Role	Name	Signature	Date
Member	Minh Duc Cung	M.C	02-06-2022
Member	R. Dilan Piyasenage Don	D.P	02-06-2022
Member	Kunga Lhosel	K.L	02-06-2022
Member	Dominic Gopalakrishnan	D.G	02-06-2022