**Project Timeline for Share2Teach Upgrade**

**Team Members: 5  
Start Date: 8th July 2024  
End Date: 30th October 2024  
Duration: 16 weeks (Approximately 4 months)**

**Key Phases and Milestones:**

1. **Initial Planning and Setup (1 week)**
   * 8th July - 14th July
     + Project kick-off meeting
       1. Define roles and responsibilities.
       2. Set up project management initial table (Task completion list)
     + Initial requirement gathering and clarification.
2. **Development Phase (11 weeks)**
   * 15th July - 29th September
     + Split into 6 sprints (2 weeks each) with biweekly sprint reviews.

**Sprint Breakdown:**

**Sprint 1: 15th July - 28th July**

* **Functional Requirements:**
  + Account Creation and Secure Sign-in
  + File Uploading & Storage
* **Deliverables:**
  + User authentication system
  + Initial file upload and storage feature
* **Sprint Review: 29th July**

**Sprint 2: 29th July - 11th August**

* **Functional Requirements:**
  + File Moderation (Gatekeeping, reviewing, approving/denying documents)
  + File Reporting
* **Deliverables:**
  + Moderation interface and logic
  + Reporting functionality
* **Sprint Review: 12th August**

**Sprint 3: 12th August - 25th August**

* **Functional Requirements:**
  + Pre-pending Watermark/License to files (Metadata)
  + Tagging of Documents when uploading
* **Deliverables:**
  + Watermark/license feature.
  + Document tagging system.
* **Sprint Review: 26th August**

**Sprint 4: 26th August - 8th September**

* **Functional Requirements:**
  + Searching for Documents
  + Implementing Analytics to monitor user engagement and behaviour.
* **Deliverables:**
  + Document search functionality.
  + Basic analytics dashboard
* **Sprint Review: 9th September**

**Sprint 5: 9th September - 22nd September**

* **Functional Requirements:**
  + Document Ratings
  + FAQ page creation
* **Deliverables:**
  + Rating system for documents
  + FAQ page
* **Sprint Review: 23rd September**

**Sprint 6: 23rd September - 6th October**

* **Functional Requirements:**
  + Integration and final feature refinements
* **Deliverables:**
  + Integration of all components
  + Final feature refinements
* **Sprint Review: 7th October**

1. **Testing and QA (2 weeks)**
   * **7th October - 20th October**
     + Full system integration testing
     + User acceptance testing (UAT)
     + Bug fixing and performance optimisation.
     + Review and finalise documentation.
2. **Final Review and Deployment (1 week)**
   * **21st October - 27th October**
     + Final stakeholder review and sign-off
     + Prepare deployment plan.
     + Deploy the system to the live environment.
     + Conduct post-deployment checks.
3. **Project Wrap-up (1 week)**
   * 28th October - 30th October
     + Final documentation
     + Project retrospective meeting
     + Handover to Client

**Biweekly Sprint Review Schedule:**

* **Sprint 1 Review**: 29th July
* **Sprint 2 Review**: 12th August
* **Sprint 3 Review**: 26th August
* **Sprint 4 Review**: 9th September
* **Sprint 5 Review**: 23rd September
* **Sprint 6 Review**: 7th October