Project Plan, Team Charter

KIKAKUYA
Event Planning Management Application

Primary Instructor	Anjana Shah
Team Member	Aline Neves Alencar
Team Member	Kie Ogiya
Team Member	Maria Alyssa Villacete
Team Member	Princess Ilasin

Document Revision History

Revision #	Date
3.0	March 29th, 2018

Table of Contents

Table of Contents

1. Executive Summary **3**

2. Project Approvers, Reviews and Distribution List **3**

3. Scope **4**

4. Deliverables **4**

5. Assumptions **5**

6. Dependencies **5**

7. Risk Management **6**

8. Communication **7**

9. Task Listing (WBS- Work Breakdown Structure) **8**

10. Gantt Chart **8**

11. Milestones **12**

12. RAM – Responsibility Assignment Matrix **12**

13. Approval **13**

1. Executive Summary

The following describes the project to be executed.

Objective	The purpose of the project is to build an online responsive web application that aims to assist its user in the planning of any kind of event. The application seeks to provide the user with an uncomplicated and centralized tool capable of assisting them in all aspects of the event planning process. The application will be developed according to the priority order of its specifications. In other words, the development will be done in a feature-per-feature basis, with subsequent integration to the complete application and testing.
Planned Start Date	October 30th, 2017
Planned End Date	March 30th, 2018

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Back-End Web Developer / DBA	Aline N. Alencar	Aline.NevesAlencar@georgebrown.ca	Oct 10th, 2017
Front-End Web Developer	Kie Ogiya	Kie.Ogiya@georgebrown.ca	Oct 10th, 2017
Back-End Web Developer / DBA	M. Alyssa Villacete	MariaAlyssa.Villacete@georgebrown.ca	Oct 10th, 2017
Front-End Web Developer	Princess Ilasin	Princess.Ilasin@georgebrown.ca	Oct 10th, 2017
Project Consultant	Anjana Shah	ashah@georgebrown.ca	Oct 10th, 2017

3. Scope

In Scope	Out of Scope
Online Responsive Web Application	Multiple Profiles
User Profile	Interface Customization
Dashboard	Countdown
Calendar	Prices for Services
Lists	Bookmark Favorite Vendors
Budget Management	Collaborators
Search for Vendors	
Guest List	

4. Deliverables

This project will deliver the coding, implementation and integration of each feature separately, followed by the complete and live integrated web application.

Deliverable	Description
User-related features	Registration, login and dashboard requirements.
Calendar	Calendar requirement.
Lists	Lists requirement.
Budget Management	Budget Management requirement.
Vendor search	Vendor search requirement, utilizing the Yelp Fusion API.
Guest-related features	Guest list, announcements and RSVP requirements.
Integrated Online Web Application	The integration of the six deliverables above, consisting of a complete web application.

5. Assumptions

This project makes the following assumptions;

- The project will not change in scope.
- The Yelp Fusion API will work as intended, providing the best suggested vendors (and their details) in each area and category.
- The devices used by the users will have all software and hardware required for the running of the application.
- The users of the application will have a connection to the internet to access and interact with the application.

6. Dependencies

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

6.1 External dependencies:

1. The implementation of the vendors search feature depends on the reliable functioning of the Yelp Fusion API.
2. The web application is dependent on the well-functioning of the server where it will be hosted.
3. The efficiency and certainty in the retrieval of information saved by the user in the application depends on a consistent and well-structured database.

6.2 Internal dependencies:

1. The analysis and gathering of software requirements is dependent on the delimitation of the project's scope.
2. The development of the application is dependent of the completion of the design and analysis of the system.
3. The deployment of the application is dependent of the success status in the testing phase.

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Yelp Fusion API: the API might stop working/providing service.	H	L	Adapt the specifications that have any dependency to the Yelp API to work with the Google Places API.
Host: the server might face irreparable internal issues.	H	L	Move the application to another server provider.
Responsiveness: features that require a relatively big screen space might not be compatible to be shown in every detail in mobile devices.	L	M	Decrease the amount of information shown on the screen.
Time Management: the time allocated for the development might not be enough.	H	L	Reduce the size of the scope of the project.

8. Communication

Reporting

The following reports will be produced;

Report	Audience	Frequency
Meeting Minutes	Project Team members + Project Consultant	Weekly

Meetings

The following meetings/communication will be established;

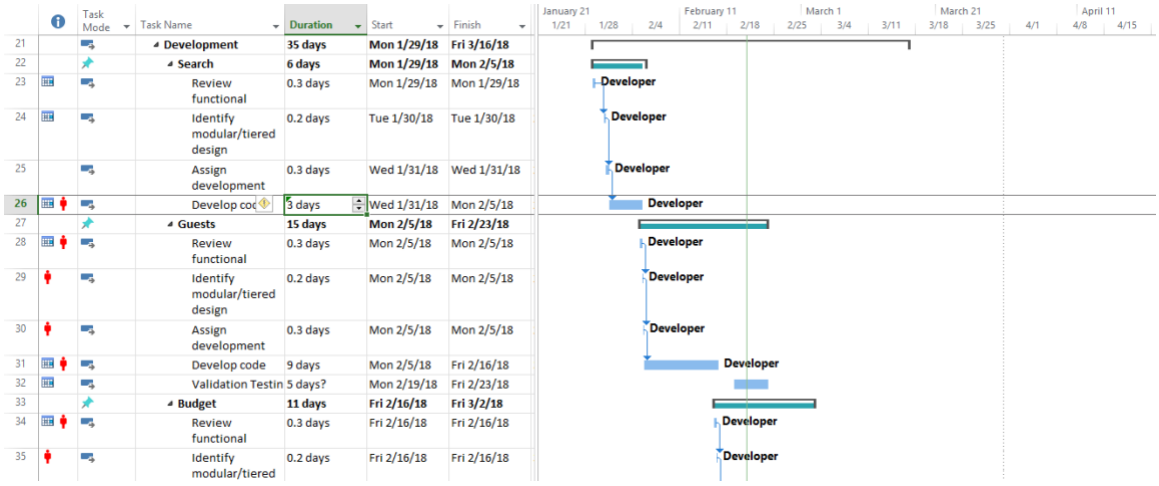
Meeting	Purpose	Attendees	Frequency
Project Team Meeting	Review status of the project with the team. Delegate the tasks for the week to the development team.	Project Team Members	Weekly
Development Team Meeting	Provide assistance or reallocation of resources to the developers who might be facing any issues.	Project Team Members	As-needed
Project Consultant Meeting	Report on the status of the project to the Project Consultant.	Project Team Members + Project Consultant	Weekly

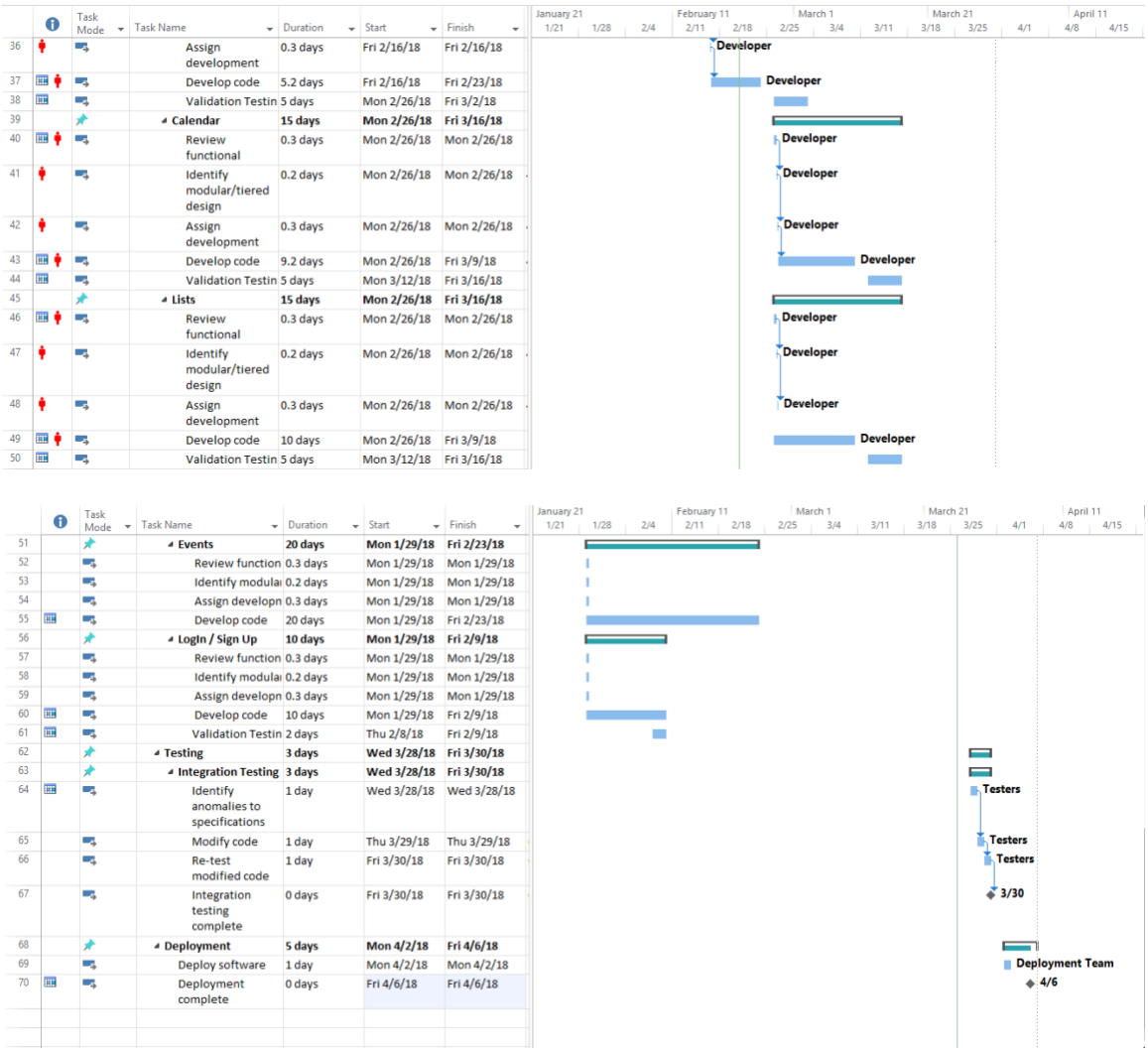
9. Task Listing (WBS- Work Breakdown Structure)

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

Reference	Tasks	Duration	Dependency
A	Scope	16 days	
B	Analysis/Software Requirements	14 days	A
C	Design	14 days	B
D	Development	71 days	C
E	Testing	8 days	D
F	Pilot	5 days	E
G	Development	1 day	F

10. Gantt Chart





	Task Mode	Task Name	Duration	Start	Finish
36		Assign development	0.3 days	Fri 2/16/18	Fri 2/16/18
37		Develop code	5.2 days	Fri 2/16/18	Fri 2/23/18
38		Validation Testin	5 days	Mon 2/26/18	Fri 3/2/18
39		**Calendar**	**15 days**	**Mon 2/26/18**	**Fri 3/16/18**
40		Review functional	0.3 days	Mon 2/26/18	Mon 2/26/18
41		Identify modular/tiered design	0.2 days	Mon 2/26/18	Mon 2/26/18
42		Assign development	0.3 days	Mon 2/26/18	Mon 2/26/18
43		Develop code	9.2 days	Mon 2/26/18	Fri 3/9/18
44		Validation Testin	5 days	Mon 3/12/18	Fri 3/16/18
45		**Lists**	**15 days**	**Mon 2/26/18**	**Fri 3/16/18**
46		Review functional	0.3 days	Mon 2/26/18	Mon 2/26/18
47		Identify modular/tiered design	0.2 days	Mon 2/26/18	Mon 2/26/18
48		Assign development	0.3 days	Mon 2/26/18	Mon 2/26/18
49		Develop code	10 days	Mon 2/26/18	Fri 3/9/18
50		Validation Testin	5 days	Mon 3/12/18	Fri 3/16/18

	Task Mode	Task Name	Duration	Start	Finish
51		**Events**	**20 days**	**Mon 1/29/18**	**Fri 2/23/18**
52		Review function	0.3 days	Mon 1/29/18	Mon 1/29/18
53		Identify modulai	0.2 days	Mon 1/29/18	Mon 1/29/18
54		Assign developn	0.3 days	Mon 1/29/18	Mon 1/29/18
55		Develop code	20 days	Mon 1/29/18	Fri 2/23/18
56		**Login / Sign Up**	**10 days**	**Mon 1/29/18**	**Fri 2/9/18**
57		Review function	0.3 days	Mon 1/29/18	Mon 1/29/18
58		Identify modulai	0.2 days	Mon 1/29/18	Mon 1/29/18
59		Assign developn	0.3 days	Mon 1/29/18	Mon 1/29/18
60		Develop code	10 days	Mon 1/29/18	Fri 2/9/18
61		Validation Testin	2 days	Thu 2/8/18	Fri 2/9/18
62		**Testing**	**3 days**	**Wed 3/28/18**	**Fri 3/30/18**
63		**Integration Testing**	**3 days**	**Wed 3/28/18**	**Fri 3/30/18**
64		Identify anomalies to specifications	1 day	Wed 3/28/18	Wed 3/28/18
65		Modify code	1 day	Thu 3/29/18	Thu 3/29/18
66		Re-test modified code	1 day	Fri 3/30/18	Fri 3/30/18
67		Integration testing complete	0 days	Fri 3/30/18	Fri 3/30/18
68		**Deployment**	**5 days**	**Mon 4/2/18**	**Fri 4/6/18**
69		Deploy software	1 day	Mon 4/2/18	Mon 4/2/18
70		Deployment complete	0 days	Fri 4/6/18	Fri 4/6/18

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Scope	Oct 10th, 2017	Project Team Members
Analysis/Software Requirements	Oct 13th, 2017	Project Team Members
Design	Nov 2nd, 2017	Project Team Members
Development	Feb 9th, 2018	Project Team Members
Testing	Feb 21st, 2018	Project Team Members
Pilot	Feb 28th, 2018	Project Team Members
Deployment	Mar 1st, 2018	Project Team Members

12. RAM – Responsibility Assignment Matrix

Project Team Responsibilities

Project Name: KIKAKUYA – Event Planning Management Application

Project Manager: Aline N. Alencar

Task	Aline	Kie	M. Alyssa	Princess
Requirements gathering	P	P	P	P
UI design		P		S
Database design	S		P	
Integration of the Yelp Fusion API with KIKAKUYA			P	
Testing	P	P	P	P
Deployment	P	P	P	P
Front-End Development		P		S
Back-End Development	P		P	
	P = Primary S = Secondary			

13. Approval

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

Project Role	Name	Signature	Date
Back-End Web Developer/ DBA	Aline Neves Alencar		Oct 10th, 17
Front-End Web Developer	Kie Ogiya		Oct 10th, 17
Back-End Web Developer/ DBA	M. Alyssa Villacete		Oct 10th, 17

Database Administrator	Princess Ilasin		Oct 10th, 17

TEAM CHARTER

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally, it facilitates stakeholder buy in by including

key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. Purpose

The purpose of the all team members is the application of skills acquired as students in a project. The team is committed in recognizing their own individual weaknesses and compensate them with individual and common strengths and technology.

2. Background

The project consists of an online responsive web application responsible for assisting its users in the event planning process, named KIKAKUYA. The users of the application are the event planners themselves. Event planners can be described as the person who oversees the organization of an event. The application aims to provide them with a simple and centralized tool. KIKAKUYA will also help its users in finding the businesses they need via an API provided by Yelp.

3. Scope

KIKAKUYA will be an online responsive web application. The scope of the project includes the following features: user registering; dashboard for easy access to the other featured of the application; calendar that allows the user to overview their schedules and manager their appointments; lists so the user can build and manage lists in a to-do list fashion, with the option of ticking off tasks that were completed or updating the tasks' status (started or completed); budget management that allows the user to overview their budget allocation; vendors search, where the user can search for vendors by category; and guest list, where invited guests can receive announcements, invites and RSVPs by email.

The mission of the project is to provide event planners with a simpler and centralized process to aid them in the event planning process.

4. Team composition

The project team consists of Aline Neves Alencar, Kie Ogiya, Princess Ilasin, and Maria Alyssa Villacete. The Project Manager is Aline Neves Alencar. She is also one of the Back-End Developers. Maria Alyssa Villacete is the other Back-End Developer and she handles the system architecture design as well. Kie Ogiya is the UI/UX Designer and the Front-End Developer. Princess Ilasin is the team's Database Administrator and responsible for managing the required documentation.

Although different roles are assigned to each member, everyone is involved in every stage of the project. Each member takes part in planning, conceptualizing, creating, and updating each deliverable from the analysis and design, up to the implementation phase.

5. Team empowerment

Even though the team is led by a Project Manager, who oversees the team operations and assigns tasks to each member, the team strongly believes in the collaborative process when completing tasks. Every opinion and suggestion is heard, and the decision-making is a team. The team will use open sharing programs such as Google Drive and GitHub to keep track of the progress of assigned deliverables. Weekly meetings are also scheduled to touch base and collaborate with each other as well as follow the project's development.

6. Team operations

Harmonious collaboration and good working relationship make up the embodiment of a successful team. The project team members have modeled their operations to represent these features and characterize a highly effective work structure.

The team has set out ground rules to serve as guidelines for effective group management, communication, and operation. The team focused on two areas which are believed to be likely a source of conflict, brainstorming and decision-making. The rules and guidelines are as follows:

1. All team members must actively cooperate in every stage of the project.
2. There must be open and honest communication among all members.
3. All opinions must be acknowledged, considered, and respected, regardless of the differences.
4. All team members must own and take responsibility for their own issues and problems.
5. If disagreements may arise, they should be tackled in a constructive and professional manner.
6. Feedbacks and constructive criticisms must be acknowledged professionally and must serve as a learning experience.
7. A consensus decision making system will be implemented. By listening closely to each other's ideas, the team aims to come up with proposals that work for everyone.

7. Team Performance Assessment

For this project to succeed, each team member is expected to complete whatever task was assigned to them in an efficient and timely manner. Progress will be measured based on the quality of work being produced, whether it satisfies the requirements and if due dates are met by everyone. Team work is an important factor in the group, so team assessments will be carried out each week during our meetings to discuss how everyone is handling up and how assistance can be offered, if necessary. Depending on how these standards are met, goals are further set and, if needed, modifications and adjustments are discoursed to guide and assist each member.

8. Signature Page

Aline Neves Alencar x _____

Princess Ilasin x _____

Kie Ogiya x _____

Maria Alyssa Villacete x _____