

Project Plan

COSMIC

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Team Member	Angela Efremova
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Document Revision History

Revision #	Date
0.1.0	10/04/2022
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1. Executive Summary

The following describes the project to be executed.

Objective	Our objective is to develop a mobile and web application that will serve as a platform for businesses, particularly personal care-related businesses, to advertise their products and services.
Corporate Goals Addressed	Our primary directive is to first encourage small businesses, such as owners that use Instagram to advertise, to sign up for our application to help them gain traction online. Upon establishing a solid client base, the team will invite more local businesses to sign up for the application for their cosmetic and other services.
Planned Start Date	Wednesday, September 21, 2022
Planned End Date	Friday, March 31, 2023

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Project Consultant	Anjana Shah	ashah@georgebrown.ca	05/10/2022
Project Team Lead	Angela Efremova	angela.efremova@georgebrown.ca	05/10/2022
Team Member	Le An Nguyen	lean.nguyen@georgebrown.ca	05/10/2022
Team Member	Renzzi Adorador	renzzi.adorador@georgebrown.ca	05/10/2022
Team Member	Ronak Gala	ronak.gala@georgebrown.ca	05/10/2022

3. Scope

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

In Scope	Out of Scope
Reservation System	Payment System
Android and Web Application	iOS devices
Search Engine Feature	
Post Reviews and Comments	
Messaging Feature	

4. Deliverables

This project will deliver the following.

Deliverable	Description
Cosmic Web Application	Our team will develop a website that will deploy our application functions.
Cosmic Mobile Application	Our team will develop a mobile application that will deploy our application functions.
Live Implementation	Our applications will be available live once finalized.

5. Assumptions

This project makes the following assumptions

- Users are assumed to have stable internet connection and are using supported devices to access Cosmic.
- Users adopt and use the deliverables on a daily basis.
- Clients are assumed to have a business that offers goods and services before registering an account for Cosmic.

6. Dependencies

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

Internal

- ER Diagram must start before starting Wireframe and Prototype
- Business Side Application must be started before starting Units Testing
- Client Side Application must be started before starting Units Testing

Preference

- User Stories must be done before starting User personas
- User Stories must be done before starting ER Diagram and other Flow charts

Resource-based

- The application will be dependent on a structured database the team will develop
- Web Application must be started before starting Mobile Application
- Local Server Configuration must be done before configuring Remote Server

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Project Timeline			
Underestimated Project Timeline Planning	H	H	Be more specific and efficient in task planning
Unreachable Timeline Planning	H	H	Timeline reviewed bi-weekly to agilely adapt new scopes and resource changes
Project Exceptions Handling			
Application Complexity	M	H	Conduct UX/UI tests, implement a support system for users
Processes in the application is not working as intended	H	M	Implement a customer support feature for the clients to issue a ticket
Project Leadership			
Absence of Team member	L	Unlikely	Conduct a meeting where everyone could participate
Third-party Sides			
User Data Breach	H	L	Improve data encryption
Losing connection to remote server	H	Unlikely	Run regular data backup

8. Communication

8.1 Reporting

The following reports will be produced

Report	Audience	Frequency
Software Requirements, Analysis and Design	Project Consultant	Once
Wireframes	Project Consultant	Once
Project Status	Project Consultant	Monthly
Project Implementation	Project Consultant	Once

8.2 Meetings

The following meetings/communication will be established;

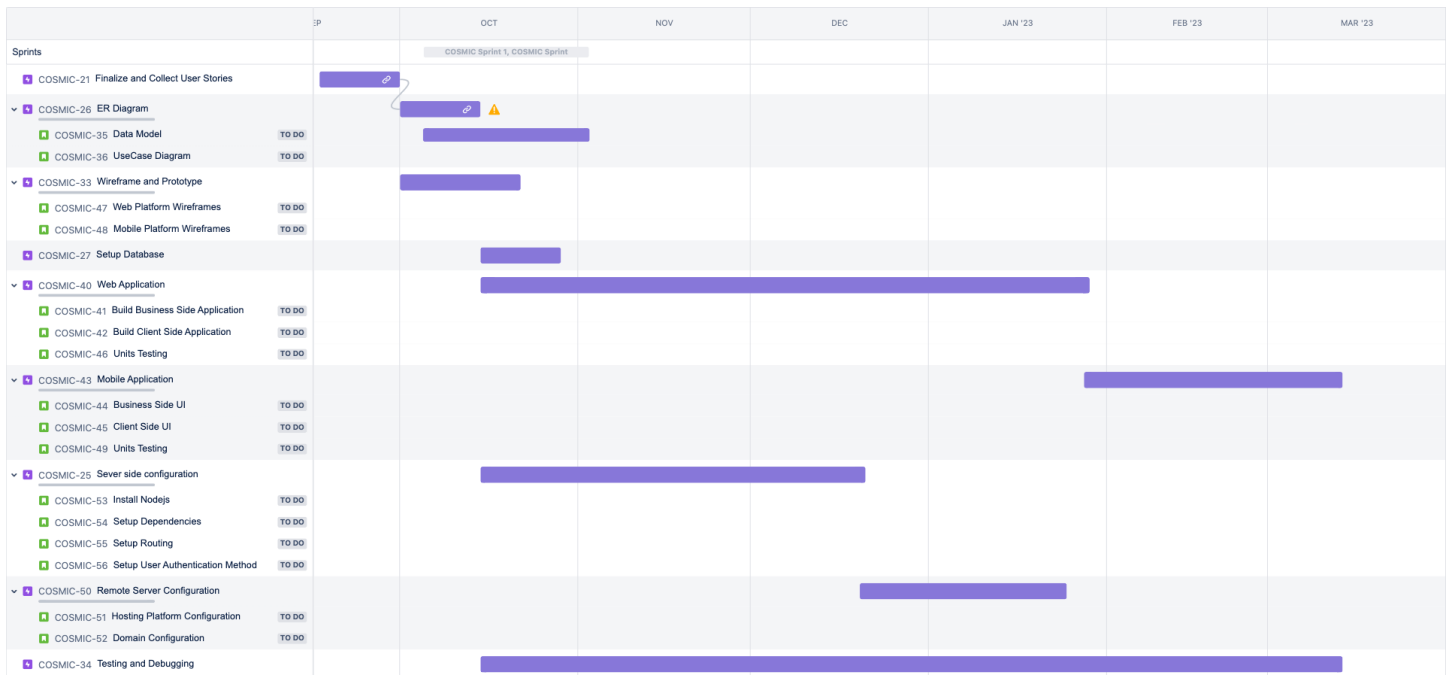
Meeting	Purpose	Attendees	Frequency
Discussion meeting	Go over sprint requirements and split work accordingly. Discuss any issues we came across.	Team Members	Weekly
Application meeting	Work together on sprint and application.	Team Members	Weekly

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	ER Diagrams and Flowcharts	1 Week	
B	Database Implementation through MySQL	1 Week	A
C	Finalize and collect data to be entered in the database	1.5 Week	A
D	Finalize database CRUD function	2 Week	B
E	Prepare scripts that will be needed for the software - database connection	2 Weeks	D
F	Ensure database and software communication is working properly	3 Week	E
G	Create a wireframe / prototype for the system (Mobile and Web)	3 Week	
H	Implement the code for the wireframes	3 Weeks	G
I	Test and debug the application	3 Weeks	I

10. Gantt Chart



11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Initial Project Presentation	October 12, 2022	Project Members
System Requirements, Analysis and Design Completion	November 4, 2022	Project Members
Wireframes, Prototype, Technical Requirements	November 25, 2022	Project Members
Software Completion	February 2023	Project Members
Testing and Debugging	March 2023	Project Members
Project Deployment	March 2023	Project Members
Project Completion and Live Implementation	April 2023	Project Members

12. RAM – Responsibility Assignment Matrix

Task	Angela	Le An	Renzzi	Ronak
Finalize and Collect User Personas & Stories	S	P	S	S
ER Diagram	S	S	S	P
Wireframes and Prototype	S	S	P	S
Setup Database	S	P	S	S
Web-based Application	P	P	S	S
Mobile-based Application	S	S	P	P
Server Side Configuration	S	S	S	P
Remote Server Configuration	S	P	S	S
Test and debug the application	P	S	S	S

13. Approval

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

Project Role	Name	Signature	Date
	Anjana Shah		Oct. 11, 2022
	Angela Efremova		Oct. 11, 2022
	Le An Nguyen		Oct. 11, 2022
	Renzzi Adorador		Oct. 11, 2022
	Ronak Gala		Oct. 11, 2022