PROJECT CHARTER PLAN
CHUBBY GOURMET'S E-COMMERCE WEB APPLICATION

HIGHTABLE

PROJECT DOCUMENTATION SUBMITTED TO THE FACULTY OF THE SCHOOL OF COMPUTING AND INFORMATION TECHNOLOGIES

ASIA PACIFIC COLLEGE

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR SYSTEMS ANALYSIS AND DETAILED DESIGN FOR IT MSYADD1

BY
GIANNA BERNICE R. ARTAJOS
MARCUS PHILIP L. FLORES
JOHN RYSAL C. ROSEL
LESTER DAVE M. SALAZAR

TABLE OF CONTENTS

EXECUTIVE SUMMARY

Chubby Gourmet is a micro-enterprise established in Laguna Bel Air, Sta. Rosa Laguna during in 2020. They sell and deliver freshly cooked food ranging from pastas to pizzas, to wings, to baked sweets, and regularly post on their Facebook page to promote their business. They also use Facebook messenger to communicate with their customers in terms of ordering, total bill payment, and arranging delivery. Chubby Gourmet is a one-woman business and relies on time consuming tasks such as manually noting down orders and payment records on a notepad and managing inventory items on a whiteboard.

HighTable aims to help Chubby Gourmet by automating these time-consuming manual tasks with the help of an e-commerce web application. The web application will also serve to further promote Chubby Gourmet's business, giving it an edge against other local food businesses.

PROJECT PURPOSE/JUSTIFICATION

This section will discuss the purpose and justification of Chubby Gourmet's E-Commerce Web Application in the form of a business case and will also discuss the objectives to be achieved in the project. The business will also provide reasoning behind the need for this project as it relates to the function of the business.

Business Objectives

This section lists out the Business Objectives for Chubby Gourmet's E-Commerce Web Application which is aligned the organizational strategic plan of the project. Below the team used the S.M.A.R.T criteria to list out the objectives of the project:

1. Chubby Gourmet should be able to see a 50% increase in revenue by the first year of implementation.

2. The proposed system will be able to save up on labor costs by acting as two key roles to the business: digital marketing handler (for market expanding) and inventory manager (cost savings).

3. Daily customer frequency will increase by at least ten (10) customers per day instead of the current system's average of six (6) customers.

All of these objectives are based off from the group's Cost Benefit Analysis, which can be further explained through the Business Case Document. All figures are rough estimates and have been broken down into consideration of the development of the project.

PROJECT DESCRIPTION

This section discusses a high-level description of Chubby Gourmet's E-Commerce Web Application, its details as it moves forward, objectives to be achieved and its success criterion.

Chubby Gourmet's E-Commerce Web Application will increase rate in organizing orders as most processes will be automated. The project also aims to extend the business into the e-commerce forefront, to gain an upper edge towards similar local micro-enterprises. The project will utilize the business owner's knowledge on technology by executing an easy-to-understand yet stylish web application that they can manage on their own. The web application should be able to work for both consumers' side that browse the menu and order, and the administrator's side that can manage a digitized form of inventory, order requests, and payment records. All hardware and software that will be required to create the output has been consulted with the project sponsor and has been placed into consideration of what can be used.

Project Objectives and Success Criteria

The objectives which mutually support the milestones and deliverables for this project have been identified. To achieve success with Chubby Gourmet's E-Commerce Web Application, the following objectives must be met within the designated time and budget allocations:

- Finalize the required proposal documents of Chubby Gourmet's E-Commerce Web Application to present to the project sponsor within the schedule.
- Create a working prototype to be tested and presented to the project sponsor.
- Develop a complete web application with no bugs, errors, and all business information present and complete testing within the schedule.
- Implement the e-commerce web application in the project sponsor's business within the designated time.

Requirements

This project must meet the following requirements in order to achieve success.
- The web application must be tested and approved by the project sponsor prior to deployment.
- All documentation must be approved and reviewed by the project sponsor.

Additional requirements may be added as necessary as the project moves forward.

Constraints

The following constraints pertain to Chubby Gourmet's Web Application development:

- All hardware and software must be compatible with the project sponsor's hardware and software.
- The development team will only be working on the following features for the web application:
    - Product Management (Admin Side)
    - Order Management (Admin Side)
    - Inventory Management (Admin Side)
    - Generation of Reports (Admin Side)
    - Print Reports (Customer Side)
    - Customer Account Creation (Customer Side)
    - Shopping Cart (Customer Side)
    - Checkout (Customer Side)
    - Payment (Customer Side)
    - Delivery Schedule (Customer Side)
    - Order Tracking (Customer and Admin Side)
    - Catering Schedule (Customer Side)

- Two developers and one documentation specialist will be provided as resources for this project.

Assumptions

The following is the list of assumptions. Upon agreement and signing of this document, all parties acknowledge that these assumptions are true and correct:

- This project has the full support of the project sponsor.
- The developers and documentation specialists will be communicating their needs to one another throughout the development of the project.

Preliminary Scope Statement

The development of Chubby Gourmet's E-commerce Web Application will include the design, testing, and delivery of an improved online platform for the business. All personnel, hardware, and software resources will be managed by the product manager. All project work will be independent of daily and ongoing schoolwork and business, and all required testing will be done within the group up to their discretion. All project funding will be managed by the product owner up to and including the allocated amounts in this document. This project will conclude when they receive the feedback from the project sponsor, the output has achieved the success criteria, and the group has received a signed project acceptance/completion document from the project sponsor. This feedback and signed

acceptance/completion documents will be archived for safe keeping and for future refence if needed.

Risks

The following risks for Chubby Gourmet's E-commerce Web Application have been identified. The product owner and developers will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

1. **Resource Risks:** There is a risk that the project may not have sufficient resources, such as personnel, budget, or equipment, which could impede the successful completion of the project

2. **Technical Risks:** There is a risk of mistakes or errors made by project team members, which could impact the project's progress, quality, or functionality.

3. **Quality Assurance Risks:** There is a risk that the quality assurance of the project may not be able to reach the quality the team had initially planned and may cause further delay before completion.

4. **Communication Risks:** There is the risk of the group committing miscommunication amongst each other and towards the project sponsor.

5. **Vendor or Supplier Risks:** There is a risk that the appointed vendor/supplier may be unavailable and can cause some deviation from the project's initial milestone plan.

6. **External Factors Risks:** There is the risk of external factors that neither the team nor the project sponsor can do. External factors may include hazardous weather conditions, health conditions, etc.

PROJECT DELIVERABLES

The following deliverables must be produced upon the successful completion of the Chubby Gourmet's E-commerce Web Application project. Any changes to these deliverables must be approved by the project sponsor, Ms. Priscilla Mariano.

- Fully Developed E-commerce Web Application
- Complete documentation for Chubby Gourmet's E-commerce Web Application
- Feedback review of project sponsor (post-deployment)
- Signed project acceptance/completion document from the project sponsor

SUMMARY MILESTONE SCHEDULE

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

Summary Milestone Schedule	
Project Milestone	**Target Completion Date (mm/dd/yyyy)**
Project Start	01/03/2023
Initiation Phase	02/02/2023
Planning Phase	06/02/2023
Execution Phase	09/20/2023
Monitoring Phase	10/04/2023
Closeout Phase	10/20/2023
Close Out Meeting	10/25/2023

PROJECT APPROVAL REQUIREMENTS

Success of the project will be achieved when a fully functioning e-commerce web application has been developed, all required documentation submitted and reviewed, and the project has been fully deployed for the project sponsor to use within the time and cost constraints indicated in the charter. Additionally, this measure of success must be able to follow the success criteria and include a feedback review from the project sponsor.

PROJECT MANAGER

Gianna Artajos is the Product Owner for the duration of the development of the Chubby Gourmet's E-Commerce Web Application Project. Ms. Artajos' responsibility is to manage all project tasks, scheduling, and communication between the team and the project sponsor. The team consists of two developers (John Rysal Rosel and Lester Dave Salazar) and one documentation specialist (Marcus Philip Flores). Ms. Artajos will coordinate all resource, time, and budget requirements amongst the developers and the stakeholders involved in the project. Any additional tasks and requirements for the improvement of the project will be requested and approved by the project sponsor, Ms. Priscilla Mariano.

AUTHORIZATION

Approved by the Project Sponsor:

_____   Date: _____

Priscilla Mariano
Owner