**ISDS 551**

**INFORMATION RESOURCES AND IT PROJECT MANAGEMENT**

**PROJECT CHECKPOINT #2**

Team NEXA

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**SUMMARY**

Green Vibe Cafe is our response to Cal State Fullerton's ever-increasing demand for greater variety. Since the inception of time, students have consistently sought out an optimal location to sip coffee while studying. The primary concern pertains to the scarcity of spaces available after the customary closing hours of the majority of establishments. Green Vibe Cafe endeavors to accommodate the majority of students by providing convenient hours, an enticing menu, and convenient location for those who reside in the heart of the school campus. Due to its location directly outside the CSUF campus, the business will primarily attract faculty, staff, and students. The organization's mission is to facilitate the advancement and prospects of individuals who operate most efficiently in a setting populated by individuals who share similar values and objectives. Our objective is to furnish a workspace that is conducive to productivity, featuring essential supplies, beverages, and like-minded individuals who are open to working both independently and collectively. Annie Xu, Arundhathi Roy, Rewa Garg and Srija Vellanki will each hold an equal share of the management. Given that every founding member is an active Cal State Fullerton student, we deem it highly appropriate to unite in order to foster an atmosphere that promotes personal growth and inspires others to do the same. Green Vibe Cafe’s product is primarily distinguished by the manner in which we accommodate students in particular: extended hours, reasonable prices, and an atmosphere that encourages individuals of all types to concentrate on their education. Although situated directly outside the school campus, the establishment welcomes all individuals seeking a beverage or a place to hold a meeting.

Second part of the project will be application development.

**IT ARTIFACT**

Project team members will be following the Agile scrum project management framework for delivering the application design. Team members are working on the requirements and will be using project management tools like Jira, Google Cloud, and Zoom for collaboration. For data analysis, we use Microsoft Excel and for developing Gantt Chart, we use Google Sheets. For the application design part of the project, the team has a designated product owner, scrum master and a development team for delivering the prototype of the application. As a team we will be using Figma for designing the application. As the final project deliverable, we will be providing prototypes of the application (UI design) by satisfying the requirements from a user perspective.

All the completed tasks for this week can be found in the attached document. Please click the link to open the document: [Project weekly Tasks #1](https://docs.google.com/document/d/1BrXY9JC_Ts21Nofnz7021W2rViwAeHFpZ1_wZ-lvCLg/edit?usp=sharing)

**WEEKLY TASKS CHECK POINT**

1. Develop a team charter/contract. Use the sample team contract in Table 3-8 on page 110 as a guide.
   * A detailed team contract is established, covering aspects like code of conduct, participation guidelines, and meeting protocols.Team Contract defines the collaborative structure that Team NEXA will follow in the execution of the Green Vibe Café project. It emphasizes proactive issue anticipation, prioritizes the collective interests of the project, and ensures that all team members are consistently informed. Consistent gatherings are arranged to deliberate on current affairs and make decisions, adhering to a democratic framework and consideration of various time zones. The team fosters a culture of constructive problem-solving by actively encouraging members to participate and contribute their ideas.
2. Because starting a business takes some thought and planning, consider the time, cost, and scope of what your business should consider (beyond the IT component). Meaning, the team should think about all of the various planning and costs associated with having a business such as hiring employees, acquiring inventory, acquiring a location (if applicable), training, and others. Keeping these other costs in mind, develop a plan that pre-defines the three key areas of a project: time, scope, and cost.
   * A comprehensive cost estimate is provided, covering physical infrastructure, equipment, hardware, software, supplies, employees, advertising, and travel. The comprehensive project estimate for the Green Vibe Café amounts to $1,236,687.56. The budget comprises a multitude of components: Physical Infrastructure ($109,300) comprises lease, insurance, licensing, utilities, and decorations; Equipment ($176,330.56) comprises coffee machines, ovens, and refrigerators; Hardware ($18,287, including POS systems and computers); Software ($525, including licensed book-keeping and design tools); Supplies ($143,750, including office materials and furniture); Expenses for marketing ($13,750) comprises advertising(see the attached document for all the detailed calculations). The entirety of this all-encompassing budget is allocated to the establishment and operation of the café.
3. Prepare a draft project charter for your business idea project. The project charter should consider the three key areas identified in #2. Refer to the sample project charter in Table 5-2 on page 210 - 211 as a guide. Teams will need to identify a project manager and other roles among team members.

The project charter includes key milestones, budget information, project manager details, project objectives, success criteria, and the approach. The Green Vibe Cafe Project Charter focuses on the establishment of a distinctive coffee shop near the Cal State Fullerton campus, and is the objective of the initiative. Commencing on November 5, 2023, and concluding on December 4, 2023, the undertaking endeavors to provide nutritious food and beverage alternatives within an environmentally sustainable setting, with a primary focus on faculty, staff, and students. Significant achievements consist of budget estimation, lease finalization, café design, and staff recruitment; the process concludes with the launch of a mobile application.

1. Develop a project scope statement. Use Table 5-3 on page 212 as a guide. This will be one statement expanding and detailing the project objective listed in the project charter.

The project scope emphasizes environmental protection, supporting local agriculture, creating a welcoming space, and various product characteristics and requirements.The GreenVibe Café project, set to launch in Fullerton, California, aims to establish a coffee shop with a focus on environmental protection, supporting local agriculture, and creating a welcoming space for reading. The project will feature locally sourced ingredients, eco-friendly packaging, and green décor, including an efficient IT system for enhanced customer experience. Key deliverables include a team contract, scope statement, Work Breakdown Structure, cost baseline, status reports, final presentation and report, as well as a unique café brand, menu, and operational location. The project's success hinges on fulfilling its defined scope and social responsibility commitments.

1. Develop a work breakdown structure (WBS) for the project. Break downtime work to Level 3 or Level 4, as appropriate. Be sure the WBS is based on the project charter and project scope statement (created above) and other relevant information. The WBS should not be limited to IT artifact development. Instead, the WBS should include all tasks involved in getting the business ready for opening day.

A detailed WBS is created, breaking down tasks into Level 1 to 3, covering physical infrastructure, equipment, hardware, software, supplies, employees, advertising, and travel. The Green Vibe Café project's Work Breakdown Structure (WBS) outlines critical responsibilities spanning multiple domains. The aforementioned tasks comprise acquiring the requisite insurance and permits, planning sustainable interior design, and procuring the building lease. The procurement of equipment consists of espresso machines, coffee processors, and other vital appliances. The hardware component consists of installing a point-of-sale system and processors, whereas the software component comprises the procurement of authorized software for bookkeeping and design. Provisions for groceries, office supplies, and dining furniture are included in the supplies section. The duties of employees consist of role definition, recruitment, and training. In conclusion, the undertaking comprises an all-encompassing marketing strategy and preparations for the formal opening ceremony.

1. Use the WBS you developed in Task #5 to begin creating a Gantt chart. Enter any durations or dependencies as appropriate. Refer to the various examples on WBS and Gantt charts within the chapter.

A Gantt chart has been created using Google Sheets (see the attached document: [Projectcheckpoint\_WT1](https://docs.google.com/document/u/2/d/1BrXY9JC_Ts21Nofnz7021W2rViwAeHFpZ1_wZ-lvCLg/edit)) to model the WBS, outlining tasks and their durations or dependencies.

1. Develop a strategy for scope validation and change control for this project. Write a short section summarizing key points of the strategy developed by the team.

Two strategies are presented, both emphasizing stakeholder engagement, rigorous change request management, impact assessment, communication excellence, digital integration, continuous monitoring, and governed approval processes.The methodology employed for scope validation and change control in the GreenVibe Cafe project is a dynamic and novel strategy. Comprehensive stakeholder engagement is prioritized, which entails consistent and transparent communication as well as a shared comprehension of the project's boundaries. The group places emphasis on the maintenance of thorough and current documentation, which comprises the Project Charter, Scope Statement, and Work Breakdown Structure. Changes are effectively managed by means of thorough scrutiny, whereby impact assessments are performed for every proposed modification. The strategy incorporates contemporary digital tools to enhance efficiency and monitoring effectiveness, employing key performance indicators to monitor advancements. The approval process is rigorously regulated to guarantee that decisions are in accordance with strategic goals and uphold elevated standards of quality.

**GENERAL TEAM PROGRESS**

* Active engagement in completion of weekly assigned tasks. All the 7 tasks have been completed by the team members.
* Maintaining effective communication and collaboration using tools Google Cloud, and Zoom.
* Team members will be focusing on the development of prototypes/design for the coffee shop mobile application by the due date.
* Focused on meeting the project deadline of December 4.