**ISDS 551**

**INFORMATION RESOURCES AND IT PROJECT MANAGEMENT**

Team NEXA

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**INTRODUCTION**

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. Coffee shop application will be released to the customers in the beginning of December.

IT Artifact:

Project team members will be following the Agile scrum project management framework. Team members are working on the requirements and will be using project management tools like Jira, Google cloud and zoom for collaboration.Team has a designated product owner, scrum master and a development team. 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.

**TEAM CONTRACT**

**Code of Conduct:** As a project team, we will:

* Proactively anticipate prospective issues and make concerted efforts to mitigate their occurrence.
* Please ensure that all team members are well-informed of any project-related information.
* Keep the interests of the entire project team in mind.

**Participation:** We will:

* Proactively anticipate prospective issues and make concerted efforts to mitigate their occurrence.
* Please ensure that all team members are well-informed of any project-related information.
* Team will be committed to goals and objectives.
* Keep the interests of the entire project team in mind.

**Meetings:** We will:

* Meet weekly or as needed to discuss the status and goals of the project that need to be achieved.
* Decisions will be made democratically during team meetings, with each member having one vote.
* Conflicts should be addressed promptly and respectfully during meetings.
* Respect for each other’s time zones and working hours .
* The Project Manager will present the prioritized backlog items, and the team will collaboratively decide on the Sprint scope.

**Problem Solving:** We will:

* Encourage all individuals to engage in problem-solving.
* Utilize only constructive criticism and concentrate on problem-solving rather than assigning blame.
* Develop and expand upon one another's concepts.

**PROJECT COST ESTIMATE**

Physical Infrastructure estimate is based on the amount required for the building lease, equipment, licensing and permits,decorations and utilities. Point-Of–Sale(POS) systems centralizes the sales, stock, payment processing, customer data, marketing tool and staff tracking within one streamlined dashboard. Licensed softwares can be used for book-keeping and account management. The budget expert for this undertaking proposed employing a labor rate of $100 per hour for the project manager and $75 per hour for each team member, predicated on their working 160 hours per month on average in a full-time capacity. The total number of hours devoted to this category by the project manager is 960 (160 /2\*12 = 960). Expenses are also accounted for for the four members of the project team, each of whom works 25 percent of the time: 160 hours per month for the entire project staff (160 \* 12 =1920). So for 3 team members it will be 5760(3\*1920=5760). Green Vibe Coffee shop is planning to open on both weekdays and weekends from 9am to 7pm. So the in-shop employees will be working on a part time basis. Each associate will be paid $15/hr and shop manager will be paid $21/hr. There will be 2 shop managers for part-time and there will be 6 associates.Total number of hours for each shop associate per month is 155 hrs that makes each associate’s working hours to be 5hrs/day. The total number of hours devoted to this category per year by 2 store managers is calculated as 3720(2\*155\*12=3720) and for the associates it will be 11,160(6\*155\*12=11,160).

**Green Vibe Cafe Project Cost Estimate Created November 7**

|  | #Units/Hrs | Cost/Unit | Subtotals | WBS Level 2 Totals | % of Total |
| --- | --- | --- | --- | --- | --- |
| WBS Items |  |  |  |  |  |
| **1.Physical Infrastructure** |  |  |  | $109,300 | 8.84% |
| Building Lease | 1 | $100,000.00 | $100,000.00 |  |  |
| Insurance |  | $3000 | $3000 |  |  |
| Licensing/Permits |  | $1500 | $1500 |  |  |
| Decoration | 100 | $250 | $2500 |  |  |
| Utilities |  |  | $2300 |  |  |
| **2.Equipments** |  |  |  | $176,330.56 | 14.26% |
| Coffee Grinder | 6 | $200 | $1200 |  |  |
| Coffee machine | 6 | $699 | $4194 |  |  |
| Blender | 4 | $72.99 | $291.96 |  |  |
| Soda maker | 6 | $139.00 | $834 |  |  |
| Commercial baking oven | 2 | $36,178.00 | $72,356 |  |  |
| Freezer | 3 | $2500 | $7500 |  |  |
| Toaster | 3 | $399 | $1197 |  |  |
| Conveyor Pizza Oven | 4 | $8015.65 | 32,062.6 |  |  |
| Refrigerator | 2 | $2499.00 | $4998 |  |  |
| Countertop display refrigerator | 3 | $1299.00 | $3897 |  |  |
| Tablewares and flatwares sets | 200 | $239 | $47800 |  |  |
| **3.Hardwares** |  |  |  | $18,287 | 1.48% |
| POS System Register Kit | 3 | $1269 | $3807 |  |  |
| Computers | 2 | $3000 | $6000 |  |  |
| Servers | 2 | $4000 | $8000 |  |  |
| **4.Softwares** |  |  |  | $525 | 0.04% |
| Licensed book-keeping softwares | 4 | $120 | $480 |  |  |
| Designer Software(monthly plan) | 1 | $45 | $45 |  |  |
| **5. Supplies** |  |  |  | $143,750 | 11.62% |
| Office |  |  | $2500 |  |  |
| Table and chair sets | 170 | $550 | $96,250 |  |  |
| Grocery |  |  | $45000 |  |  |
| **6.Employees** |  |  |  | $773,520 | 62.55% |
| Project Manager | 960 | $100 | $96000 |  |  |
| Project Team | 5760 | $75 | $4,32,000 |  |  |
| Shop Manager | 3720 | $21 | $78,120 |  |  |
| Associates | 11,160 | $15 | $167,400 |  |  |
| **7.Advertising** |  |  |  | $13,750 | 1.11% |
| Boards | 2 | $1000 | $2000 |  |  |
| Screens | 4 | $750 | $3000 |  |  |
| Menu cards | 175 | $50 | $8750 |  |  |
| **8.Travel** |  |  |  | $1225 | 0.10% |
| Marketing | 15 | $25 | $375 |  |  |
| Purchase commute | 10 | $15 | $150 |  |  |
| External meetings | 20 | $35 | $700 |  |  |
| Total project estimate cost |  |  |  | $1,236,687.56 |  |

**PROJECT CHARTER**

| **Project Title:** Green Vibe Cafe Project |
| --- |
| **Project Start Date**:Nov 5, 2023  **Project Finish Date**: Dec 4, 2023 |
| **Key Schedule Milestones:**   * Budget estimation completed by November 15. * Identify potential location near Cal State Fullerton. Negotiate and finalize the lease agreement by November 20. * Finalize cafe design focusing on sustainable and inviting aesthetics.Begin renovation and customization of the selected site by November 23. * Inventories and equipment delivered by November 24. * Finalize agreements with local farmers and suppliers.Develop and test the cafe menu by November 29. * Launch a pre-opening marketing campaign in university and local area by December 2. * Complete hiring of shop managers and associates by December 2.Conduct comprehensive training focusing on customer service, product knowledge, and operational efficiency. * Green Vibe application released to the customers by December 4. |
| **Budget Information:** Total project estimate cost is$1,236,687.56. |
| **Project Manager :** Annie Xu, (415)-696-4972, ajxu@csu.fullerton.edu |
| **Project Objective:** Green Vibe Cafe,a unique coffee shop near the Cal State Fullerton campus. The cafe will offer a range of locally grown, healthy food and drink options in a welcoming, green environment. The goal is to cater primarily to students, faculty, and staff of the university, providing a conducive space for studying, collaboration, and relaxation. |
| **Main Project Success Criteria:** Achieve a profit of $50,000 by the end of the first year, with a gradual increase in performance to break even by the end of three years and double sales by the end of year four.Establish a loyal customer base, particularly among the student and faculty populations, with an average of 300 daily customers. Become a recognized and preferred destination for coffee and healthy meals in the Cal State Fullerton area. |
| **Approach:**   * Target market (students, faculty, and nearby residents) and tailor the cafe's offerings and ambiance accordingly. * Focus on providing high-quality, fresh, locally sourced food and beverages, ensuring consistent quality and taste. * Implement a robust marketing strategy, leveraging social media, campus events, and word-of-mouth to build brand awareness and attract customers. * Emphasize the cafe’s commitment to sustainability, from sourcing ingredients to waste management, to appeal to environmentally conscious consumers. * Actively participate in community events and collaborations, offering a venue for local gatherings, study groups, and cultural events. * Closely monitor financial performance, optimizing costs and maximizing revenue through strategic pricing, menu management, and operational efficiency. * Regularly gather feedback from customers and staff to continuously improve the cafe’s offerings, services, and overall customer experience. |
| **ROLES AND RESPONSIBILITIES**   | Name | Role | Responsibility | | --- | --- | --- | | Annie Xu | Project Manager | Plan and monitor the project | | Arundhathi Roy | Director of Purchasing and Marketing Management | Assist in purchasing inventories, softwares and hardwares and estimate the budget. | | Rewa Garg | VP, Human Resources | Hire and train the new hires. | | Srija Vellanki | Director of IT Operations | Plan and monitor the application development. | |
| **Sign-off:** (Signatures of all the above stakeholders)   | Annie Xu Arundhathi Roy  Rewa Garg Srija Vellanki | | --- | |
| **Comments:**  “This project needs to be completed by Dec 4” — Annie Xu, Project Manager  “All new hires need to be trained for continuous skill enhancement and service quality improvement” —Rewa Garg, VP Human Resources |

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| **PROJECT SCOPE**   | **Project Title:** GreenVibe Café  **Date:** 11/09/2023 **Prepared by:** Team Nexa | | --- | | **Project Justification:** GreenVibe Café is a symbol of innovation and progress set to be in Fullerton, California. Our business initiative seeks to establish a coffee shop with a focus on locally grown ingredients, a comfortable space for reading and a diverse menu. We expect our Café to have the following impact:  1. Environmental Protection – With the rise in environmental challenges such as Climate change, food waste, GreenVibe Café seeks to tackle these problems by implementing eco-friendly practices.  2. Supporting Local Agriculture – By sourcing ingredients locally for the café, the aim is not only to support local farmers but also to reduce carbon footprint related to food transportation.  3. Creating a welcoming space – The plan is to designate certain areas of the cafe as ‘Quiet zones’ which will allow readers to enjoy a peaceful stay. Creating partnerships with the local bookstores and displaying bookshelves with a wide variety of books, especially those related to sustainability will provide an edge to creating a more welcoming space for reading. | | **Product Characteristics and Requirements:**  1. Locally grown ingredients – Several partnerships with various local farmers are required along with a decent schedule for timely delivery to serve the freshest products.  2. Eco-friendly packaging – Adopting packaging made of renewable materials like compostable lids and straws. Broadcasting the message to customers to get their own mugs to receive a discount whilst moving towards the goal of getting more eco friendly.  3. Green Décor – Eco-friendly décor pieces and live plants are to be used in the interior design of the café.  4. Effective IT system – Installation of software to enhance experience like, Inventory management software, Point of sale system, Customer relationship management system, online ordering and delivery system, social media and marketing tools, Employee scheduling system, Accounting and Financial management system. | | **Summary of Project Deliverables**  **Project management-related deliverables:**  1. Implementing a team contract that is favorable to everyone involved.  2. A scope statement which gives a proper idea of what is to be expected from the project.  3. A Work Breakdown Structure which provides a visual representation of timely deliverable deconstruction of the project.  4. A fixed cost baseline to use as a reference while continuing the project.  5. Punctual status reports that provide us with a glimpse of where the project stands.  6. A final project presentation and final project report containing evaluations with statistical and case study analysis, conclusions and recommendations based on said analysis.  **Product-related deliverables:**  1. Conducting and creating an analysis report of various cafes with a similar theme that are successful and make developments based on them.  2. Creating code for an app that can be used swiftly to enhance accessibility.   1. Creating a menu that offers fresh food and beverages to different kinds of palates. 2. Creating an exclusive brand for the café so that it is more recognizable. 3. A functioning location with the required amenities. | | **Project Success Criteria:** The project fulfills the scope provided above and fulfills the social responsibility it promises. |     **WORK BREAKDOWN STRUCTURE FOR GREEN VIBE CAFE PROJECT**  1.0 Physical Infrastructure  1.1 Secure Building Lease  1.2 Insurance  1.2.1 Research Insurance Providers  1.2.2 Select Insurance Plan  1.3 Obtain Licensing/Permits  1.3.1 Identify Required Licenses/Permits  1.3.2 Submit Applications  1.3.3 Obtain Approvals  1.4 Decoration  1.4.1 Design Interior Theme  1.4.2 Source Sustainable Decor Materials  1.4.3 Decor Installation  1.5 Utilities  1.5.1 Electricity Setup  1.5.2 Water and Plumbing Setup  1.5.3 Internet and Communication Setup  2. Equipment  2.1 Coffee Grinder  2.1.1 Research Coffee Grinder Options  2.1.2 Purchase Coffee Grinder  2.1.3 Install and Test Coffee Grinder  2.2 Espresso Machine  2.2.1 Research Espresso Machine Options  2.2.2 Purchase Espresso Machine  2.2.3 Install and Test Espresso Machine  2.3 Other Equipments  2.3.1 Identify Additional Equipment Needs  2.3.2 Purchase Other Equipments  3. Hardware  3.1 Point of Sale (POS) System  3.1.1 Research POS Systems  3.1.2 Purchase POS System  3.1.3 POS System Integration  3.2 Computers  3.2.1 Determine Computer Requirements  3.2.2 Identify the number of computers needed for the cafe  3.2.3 Assess the specifications (e.g., processing power, memory, storage) required for cafe operations  3.2.4 Consider the software compatibility and licensing needs for each computer  3.3 Security Cameras  3.2.1 Identify Security Camera Requirements  3.2.2 Purchase and Install Security Cameras  4. Software  4.1 Secure Licensed Software  4.1.1 Identify Software Needs  4.1.2 Purchase Licenses  4.1.3 Install and Configure Software  4.2 Develop Mobile Application  4.2.1 Develop Preliminary Budget  4.2.2 Hire App Development Team  4.2.3 Design Mobile Application  4.2.4 Develop and Test Mobile Application  5. Supplies  5.1 Office  5.1.1 Create a Comprehensive Office Supplies List  5.1.2 Source Sustainable Office Supplies  5.1.3 Organize and Distribute Supplies  5.2 Table and Chair  5.2.1 Assess Dining Area Furniture Needs  5.2.2 Research and Select Sustainable Dining Furniture  5.2.3 Purchase and Arrange Delivery  5.3 Grocery  5.3.1 Supplier Identification  5.3.2 Research Local and Sustainable Suppliers  5.3.3 Negotiate Terms and Agreements  5.3.4 Place Initial Orders  5.3.5 Monitor Inventory Levels  5.3.6 Coordinate Deliveries  6. Employees  6.1 Develop Roles and Responsibilities  6.1.1 Define Job Descriptions  6.1.2 Recruit Staff  6.1.3 Conduct Training Sessions  6.2 Employee Onboarding  6.2.1 Prepare Onboarding Materials  6.2.2 Welcome and Integrate New Employees  7. Advertising  7.1 Marketing Strategy  7.1.1 Define Target Audience  7.1.2 Develop Marketing Campaign  7.1.3 Social Media Presence  7.2 Grand Opening Event  7.2.1 Plan Opening Event  7.2.2 Coordinate with Local Media  7.2.3 Execute Opening Event  **GANTT CHART FOR GREEN VIBE CAFE PROJECT**  [ISDS 551 Gantt Chart](https://docs.google.com/spreadsheets/d/1pMm7HWt4iBk5jxo5SJQmoEWvVMADwKmlUSjSSo3nq7Y/edit?usp=sharing)      **STRATEGY FOR SCOPE VALIDATION AND CHANGE CONTROL**  **Scope Validation and Change Control Strategy: Pioneering the GreenVibe Revolution!**  Embarking on the exhilarating journey of birthing GreenVibe Café, our visionary team has sculpted an awe-inspiring Scope Validation and Change Control Strategy—a dynamic blueprint designed to not only embrace change but to elevate it into the heartbeat of our project.  **Unleashing Enthusiastic Waves:**  Stakeholder Symphony:   * Imagine a vibrant orchestra where every stakeholder, from team members to investors and future coffee enthusiasts, contributes to the harmonious validation of our project scope. * We're not just having meetings; we're hosting spectacular symposiums where ideas dance freely, and expectations are serenaded into a chorus of unity.   Scope Documentation Extravaganza:   * Behold, our project documentation! A grand tapestry weaving together the Project Charter, Project Scope Statement, and the WBS—each thread pulsating with the energy of our collective vision. * We're not just documenting; we're crafting an epic saga, ensuring everyone is immersed in the saga of GreenVibe.   Change Request Carnival:   * Step right up to the Change Request Carnival! A dazzling spectacle where proposed changes are juggled, spun, and catapulted into the limelight. * This isn't just a process; it's a circus of innovation where every twist and turn brings us closer to a more spectacular GreenVibe experience.   Impact Assessment Extravaganza:   * Enter the Impact Assessment Arena! A coliseum of decision-making where the fate of changes is determined amidst roars of collaboration and cheers of feasibility. * We're not just assessing impacts; we're choreographing a ballet of adaptability, ensuring each change pirouettes seamlessly into our project narrative.   Communication Carnival:   * Join the Communication Carnival! A jubilant fiesta of updates and revelations, where stakeholders revel in the joy of being part of a project that's evolving in real-time. * We're not just communicating; we're hosting a carnival where each piece of news is a confetti explosion, celebrating the vibrant spirit of GreenVibe.   Digital Dreamland:   * Welcome to our Digital Dreamland, where Jira isn't just a tool—it's the enchanted portal that transforms change management into a magical journey. * It's not just a collaboration platform; it's a digital canvas where the masterpiece of GreenVibe unfolds with every click and keystroke.   Continuous Marvel Monitoring:   * Marvel with us! As we continuously monitor and evaluate, envisioning a project that's not just on track but soaring to new heights. * We're not just monitoring; we're creating a Marvel-ous universe where risks are superheroes, and deviations are the thrilling plot twists in our GreenVibe saga.   Documented Odyssey of Approval:   * Behold the Odyssey of Approval—a scripted saga where approval authorities become mythical guardians, ensuring that only the most daring and visionary changes make it to the grand stage. * It's not just an approval process; it's a narrative where each approval is a triumph, propelling us closer to the climax of GreenVibe excellence.   In sculpting this strategy, Team NEXA is not merely managing a project; we're choreographing a revolution—one where change isn't just embraced; it's celebrated as the pulsating rhythm of GreenVibe Café's groundbreaking journey! Join us in this symphony of transformation, where every note resonates with the promise of a coffee revolution like never before. GreenVibe—it's not just a project; it's an exhilarating odyssey into the future of coffee culture!  The other one:  In the realm of project management, the Scope Validation and Change Control Strategy for GreenVibe Café is not merely a procedural outline; it is a meticulously crafted orchestration of precision and innovation. Our strategy unfolds as a professional symphony, blending uniqueness and interest into a composition that echoes the essence of GreenVibe’s commitment to excellence.  Strategic Foundations:  Holistic Stakeholder Engagement:  Our strategy doesn’t perceive stakeholders as mere participants; rather, it envisions them as essential contributors to the validation process. Regular, strategic engagements cultivate an environment where expectations are transparently communicated, fostering a shared understanding of the project’s scope.  Documentary Mastery:  GreenVibe’s project documentation is not a collection of static records; it's a dynamic manifestation of our commitment to clarity and coherence. The Project Charter, Project Scope Statement, and Work Breakdown Structure intertwine to form a comprehensive narrative that guides our journey.  Rigorous Change Request Management:  Change is not a disruption but an opportunity. The Change Request process is treated with the utmost rigor. Proposed changes undergo a meticulous examination, ensuring that each modification aligns seamlessly with the project objectives, minimizing disruption and maximizing value.  Impact Assessment Precision:  Impact assessments are not mere evaluations; they are calculated analyses conducted with precision. Every proposed change undergoes a thorough examination of its potential effects on the project’s timeline, budget, and overall objectives.  Communication Excellence:  Our Communication Plan is a structured endeavor, ensuring stakeholders are informed in a timely and effective manner. Regular updates and transparent communication channels contribute to an environment where every stakeholder is well-informed and engaged.  Digital Integration for Efficiency:  Leveraging modern project management tools like Jira, we digitally streamline our change control process. This integration isn’t just a convenience—it’s a strategic choice to enhance efficiency, transparency, and collaboration.  Continuous Monitoring and Adaptation:  Monitoring isn’t a passive endeavor; it's an active, continuous process. We employ key performance indicators (KPIs) to track progress and swiftly adapt to deviations, ensuring that the project stays aligned with its defined scope.  Governed Approval Odyssey:  The approval process is not a bureaucratic hurdle; it’s a governed odyssey ensuring decisions are made by designated authorities. This meticulous approach guarantees that changes are in line with our strategic objectives and adhere to the highest standards of quality.  In synthesizing this strategy, Team NEXA adheres to the highest professional standards. We recognize that in the dynamic landscape of project management, success hinges on a harmonious blend of process and innovation. GreenVibe Café’s journey is not just a project; it's a testament to our commitment to excellence, where each strategic decision propels us closer to the realization of our vision. GreenVibe—a project where professionalism meets innovation with unwavering precision.  **CONCLUSION**  The GreenVibe Café project, led by the dynamic team of Annie Xu, Arundhathi Roy, Rewa Garg, and Srija Vellanki, is not just about coffee—it's a vibrant journey into sustainability, innovation, and community. Imagine a coffee haven at Cal State Fullerton where each sip is a commitment to a unique experience.  The project charter is a manifesto for this caffeinated revolution, backed by a team contract that's more than words—it's a symphony of collaboration. The budget estimate takes you on a financial thrill ride, covering everything from infrastructure to high-tech equipment and a splash of advertising excitement. The project scope, visualized in a dynamic Gantt chart, blends locally sourced ingredients, eco-friendly packaging, and IT magic. The scope validation and change control strategy? It's a digital carnival where change isn't just embraced; it's celebrated with Jira magic and confetti cannons.  GreenVibe Café isn't your typical coffee stop; it's a destination, a vibe, and a testament to the extraordinary at Cal State Fullerton. With this team, challenges turn into espresso shots of brilliance. Join the revolution, sip by sip. GreenVibe—the coffee journey reimagined. |
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