

Project plan

Travel Advisor Web Application

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Revision History

Author	Date	Reason for change	Change by	Version
Nesma Bahgat	29-4-2019	Initial draft	Nesma Bahgat	1.0
	1-5-2019	Changes after reviewing process	Nesma Bahgat	1.1
	2-5-2019	Adding items in project's scope	Nesma Bahgat	1.2

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INTRODUCTION

Purpose of Plan

The Travel Advisor Web Application plan will provide a definition of the project, including the project's goals and objectives. Additionally the plan will serve as an agreement between the following parties: Project Manager, Product Owner, Project Team, and other personnel associated with and/or affected by the project.

The Project Plan defines the following:

- Project purpose.
- Business and project goals and objectives.
- Scope and expectations.
- Roles and responsibilities.
- Assumptions and constraints.
- Project management approach.
- Project budget.

Goals and objectives

Business Goals and Objectives

Our business strategy will revolve around the need to provide quality service to our target customers, in the process fully satisfying their needs. This shall be undertaken through choose a professional team to work on Travel Advisor Web App (TAWA), ensure the product quality, and provide our customers with their favorite places based on their reviews to gain customers loyalty in addition to their trust.

Project Goals and Objectives

TAWA is a web application dedicated for anyone who likes to travel, and/or discovering new and different places.

The project goals and objectives are:

- Finish the project before a week from it's specified deadline time to apply the buffering process.
- Have a well-documented, managed and organized work products of the project to reuse them in other projects.
- Apply a well defined process to apply it in other projects.
- Increase the knowledge of the team members in this business domain.

Scope

Scope Definition

This project will consist of creating a web application with the main functionalities that help users and guest to choose their targeted countries and flights, and a rating system so users can send their feedback and share their experience.

Non-functional scope is **Performance** only.

The project will be completed by 25-5-2019.

The targeted machines are **PCs** only.

The targeted platform is **Microsoft Windows** only.

The targeted browsers are Chrome, Firefox, Safari, Edge

Items beyond Scope

- Other non-functional except **Performance**.
- Other machines except **PCs** (Ex: Mobile, Tablets, etc.).
- Mac OS, iPhone, Android platforms.
- UI responsiveness.

Assumptions

Project Assumptions

- A search page which will be used by admin, so he can search for a specific user to do one of his features which is “deletion”.
- The website will have users from type “Guest” who are not registered in the website.

Constraints

Project Constraints

The following represents known project constraints:

- ☐ Time: The deliverable items are Mandatory on Friday of each week.
- ☐ Scope: The performance of the product is a mandatory need for the customer.
- ☐ Team formation: An obligatory process.
- ☐ The team shall deliver the following deliverables by Friday 3-5-2019.
 - Project Plan.
 - Project Schedule.
 - CM Document.
 - Risks Sheet.
 - Issues Sheet.
 - System Requirement Specification (SRS).
 - Requirement Traceability Matrix (RTM).
 - Software Interactive Questionnaire (SIQ).
 - Peer Review Sheet (PR Sheet).

Related Projects

MSN Travel Agency Project

Critical Project Barriers

- Low experience in practical work.
- Lack of knowledge in project managements.

Project Management Approach

Project Roles and Responsibilities

Role	Responsibilities	Participant(s)
Project Manager	<ul style="list-style-type: none"> Manages project in accordance to the project plan. Supervises consultants. Provide overall project direction. Direct/lead team members toward project objectives. Handle problem resolution. Manages the project budget. Update the plan. Manage Risks. 	Nesma Bahgat
Scrum Master	<ul style="list-style-type: none"> Ensure the process is followed. Helps people improved. Remove barriers. Ensure progress is radiating. Facilitate collaboration. Support the team. Build trust. Support the team. Helps runs stand ups, planning and reviews. 	
Product Owner	<ul style="list-style-type: none"> Owns the product backlog. Decides on release dates and content. Prioritize backlog. Can change feature and priority every iteration. 	Eng. Marwan
Delivery team	<ul style="list-style-type: none"> Presents working software to customer community. 	Mayson Magdy, Asmaa Hamdy, Sara Sayed, Mahmoud Yasser, Esraa Salah

PLAN APPROACH

Agile MINDSET is applied to the project due to rapid change and fixed time constraints, SCRUM METHODOLOGY HAS BEEN USED.

The project consists of five sprints, the duration of each sprint is one week.

Each sprint ends with a set of work products.

A daily stand up meeting is done to discuss the team progress, the issues faced the team and the work to be done.

Change Requests

Change Requests

In case of the customer wants to add or update new feature/s to the system, there will be an analysis process to determine the priority of the new feature, then the team will de-scope the feature/s which have the lowest priority to maintain their efforts and milestone dates.

Change Request Template

CHANGE REQUEST TEMPLATE	
Project Details:	
Project Name: <i>Enter the Project Name and reference ID.</i>	
Request #: <i>Unique identifier for this change.</i>	Date of Request: <i>Enter date of this change request.</i>
Requested By: <i>Person requesting the change</i>	
Request Description: <i>Describe the change being requested. Be as specific as possible. If appropriate include technical details, diagrams, and a 'before and after' description. Include the reference IDs of impacted Product Descriptions.</i>	
Reasons for this Change Request: <i>Describe the reasons and purpose of this request (what is the business or technical driver). Explain the impact of the change request on the Business Case. For example the change may be required to manage a risk that if realized could prevent the project realizing a key business benefit.</i>	