IMS Project Plan

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Overview of Project

1.1 Background

F&B Catalog Sdn Bhd is a Malaysian food and beverage company which is based in Sarawak. F&B Catalog owns two prominent cafes in Kuching. F&B Catalog also has a subsidiary company named TCG Café Sdn Bhd which operates another cafe. These three cafes operated by these companies focuses on serving coffees to their customers. Besides that, the three cafes also sell foods which are fusion on local and western cuisines. F&B Catalog also does wholesales and supplying to their customers.

F&B Catalog manages their inventory manually using paper and pen. The team proposed to develop Inventory Management System for F&B Catalog on managing their stock records in inventory. The project team will be developing the system according to the requirements provided by F&B Catalog.

1.2 Objectives

The objectives of the project are as follow:

- Manage inventory in central stores and outlets
- Tabulate inventory report
- Streamline operations in inventory management

1.3 Overall Approach

The iterative and incremental development would be chosen as the method of software development in this project. Iterative and incremental development is a combination of both iterative approach and incremental build model for software development. The software will be developed through repeated cycles and in smaller portions at a time. Below are the phases of iterative and incremental development which starts off from Incremental development:

1. Requirement Analysis and Definition
    - Clients will be interviewed by the team and requirements will be collected from the interview and will be analysed. Project Plan, Software Requirement Specification and Software Quality Assurance Plan documents will be made during this phase.
2. System and Software Design
    - Architecture aspect of the software will be designed in this phase. The software architecture design will be represented in diagrams such as class diagram, use case diagram and sequence diagrams.
3. Implementation and Unit Testing
    - Modules will be divided within the team as soon as the documents for the system design are received. Each module will be developed for it's functionality.
4. Integration and System Testing
    - Each of the module from implementation phase will be combined to one to a complete system. All the functionality will be tested to check if the client's requirements has been met. Client will receive the system once the system has been successfully tested.

5. Maintenance
    - Clients will receive documents such as user manual, together with the system. Errors and defects may happen and these problems will be fixed.

The iterative design will be applied mostly on the software testing phase. The phases of iterative design would be as follow:

1. Initial interface design would be completed.
2. The completed design will be presented to a few users.
3. Problems or error encountered by user will be taken down.
4. The system will be fixed and refined accordingly to the problem that has been encountered.
5. Steps 2 to 4 will be repeated until the system are able to be tested succesfully without problems.

1.4 Project Outputs

A set of deliverables that will be produced throughout the project

- Project Plan
- Software Quality Assurance Plan
- Software Requirement Specification
- Architecture Design
- User Interface Design
- Software Design Document
- Prototype Report
- Test Plan
- Prototype
- User Manual

1.5 Project Outcome

The outcome for this project would be to develop a web-based system of Inventory Management System that stores all the inventory database of the whole business process. The proposed system will make the process of managing stock inventory faster and easier. Besides that, the proposed system will increase the efficiency of analyzing and report writing of inventory.

1.6 Stakeholder Analysis

This project involves a number of stakeholders. The main interest and importance of each stakeholder are shown in the table below.

Stakeholder	Main Interest	Importance
Managing Director	Analyze Stock Inventory View Inventory Generates Inventory Management Report	High

	View Customer Details	
Stocktaker	Maintain Inventory Updates Inventory Checks Inventory View Inventory Receive Inventory Notification	High
Supervisor	Updates Inventory Checks Inventory View Inventory Register Users Monitor Access of Every Personnel View Customer Details	High
Chief Chef	Maintains Kitchen Inventory Updates Kitchen Inventory Checks Kitchen Inventory View Inventory Register Users Monitor Access of Every Kitchen Personnel	High
Head Chef of Every Branch	Updates Branch Kitchen Inventory Updates Branch Kitchen Inventory Checks Branch Kitchen Inventory	
Barista	Updates Beverages Inventory Checks Beverages Inventory View Beverages Inventory	High
Baker	Updates Cakes Inventory Checks Cakes Inventory View Cakes Inventory	High
Kitchen Crew	Updates Kitchen Inventory View Kitchen Inventory	Medium
Service Crew	Fills in Customer Details	Medium

1.7 Risk Analysis

Risks that are possible to happen in this project are identified, recorded and analyzed in the table below. The probability and severity of the risks are calculated based on the parameter ranging from 1 to 3.

1 = Low, 2 = Medium, 3 = High

Risk	Probability/ P	Severity / S	Impact / P x S	Risk Mitigation
Unable to complete the project following the time frame scheduled.	3	3	9	Strictly follow the schedule made from the beginning of the time project starts
Problem of working together among developers team	2	2	4	Openly discusses ideas and problem that clashes among members
Limitation of knowledge and skills	2	3	6	Developers team do more research together and solves problem as a team for better understanding
Misunderstood of requirements of client	1	2	3	Make more appointment with the client and discuss thoroughly on client's requirement
Error in documentation	1	3	3	All the information in documentation will be shared and review among all the members in developers team.

2.0 Project Resources

2.1 Resources

Resources are required for the development of a project. The resources that have been identified are listed and described further below:

- Human
  - A team of three will develop the system within the period of one year. Every team member is in charge of a certain aspect in the project. Mr. Patrick Then is the supervisor of the team and is also in charge of guiding the team.
- Equipment
  - The personal computers of the team members and from the computer lab of the University will be used throughout the development of the project.
- Information
  - Information will be gathered by researching online resources, the University library, the supervisor and the clients.
- Software
  - Open source and free software such as Notepad++ and xampp apache will be used to test and develop the system.

2.2 Project Management

The team consists of three members, with Mr. Patrick Then as the team supervisor. The progress and work of the team will be constantly reviewed by Mr. Patrick to ensure that proper standards are met. Team members are assigned roles and responsibilities that are dynamic. The dynamism is practiced within the team so that every team member will gain the experience and skill in project management.

2.2.1 General Roles of the Team

Lenny Lai 7435398

- Team leader.
- Handles team communication with supervisor.
- Programmer.

Nimai Ngumbang 4213823

- Handles team communication with client.
- Programmer.

Jackie Ting 100062369

- Handles user interface design of system.
- Programmer.

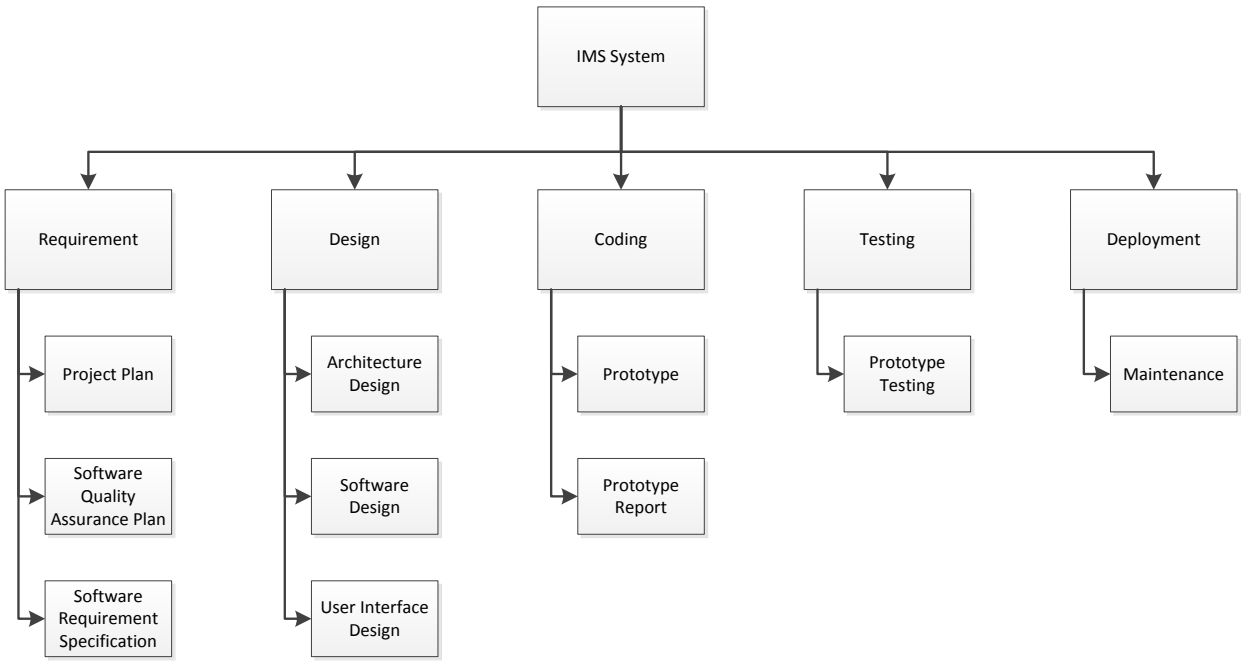
2.3 Project Coordination/Support

Mr. Patrick Then is the designated supervisor of the team. The progress made on the project will be relayed to him regularly. The team will arrange appointments or contact the supervisor if any questions or consultation is required. The supervisor will oversee the project team until project completion.

F&B Catalog Sdn. Bhd. and its subsidiary, TCG Sdn. Bhd., would be the clients of the team. The clients will be supporting and guiding the team throughout the project by providing information of the system such as the purpose of the system, requirements and so on. Such support and guidance will provide the team a much better understanding in developing the system.

3.0 Detail Project Plan

3.1 Work Breakdown Structure

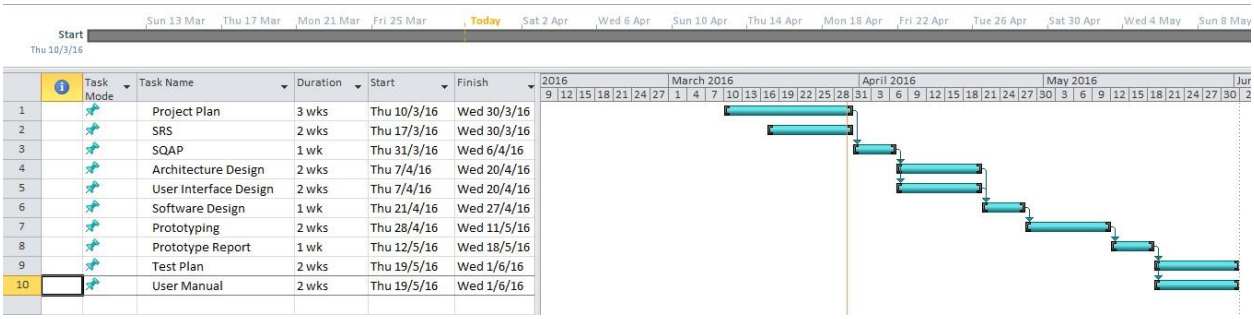


3.2 Deliverables and Milestones

The table below shows deliverables and the date of the milestones.

No.	Deliverables	Milestones Date
1.	Project Plan	30/3/16
2.	SRS	30/3/16
3.	SQAP	6/4/16
4.	Architecture Design	20/4/16
5.	User Interface Design	20/4/16
6.	Software Design	27/4/16
7.	Prototyping	11/5/16
8.	Prototype Report	18/5/16
9.	Test Plan	1/6/16
10.	User Manual	1/6/16

The Gantt chart below shows the project deliverables and each of their time periods. Each deliverable is given a time period and the dates are shown in the chart below.



	Task Mode	Task Name	Duration	Start	Finish
1		Project Plan	3 wks	Thu 10/3/16	Wed 30/3/16
2		SRS	2 wks	Thu 17/3/16	Wed 30/3/16
3		SQAP	1 wk	Thu 31/3/16	Wed 6/4/16
4		Architecture Design	2 wks	Thu 7/4/16	Wed 20/4/16
5		User Interface Design	2 wks	Thu 7/4/16	Wed 20/4/16
6		Software Design	1 wk	Thu 21/4/16	Wed 27/4/16
7		Prototyping	2 wks	Thu 28/4/16	Wed 11/5/16
8		Prototype Report	1 wk	Thu 12/5/16	Wed 18/5/16
9		Test Plan	2 wks	Thu 19/5/16	Wed 1/6/16
10		User Manual	2 wks	Thu 19/5/16	Wed 1/6/16

3.3 Project Quality Plan

The Project Plan consists of activities that planned at the very beginning of the project development. This process will help the project team to ensure the quality of the project. Project quality plan enable to show how the quality of the project is set and achieved. The result of project quality plan is the Software Quality Assurance Plan (SQAP) document.

3.4 Evaluation Plan

The project team will evaluate all their project works to ensure no disputing results. Evaluation will be conducted after any project work is done. All team members will review all of the works and provide comments for each of the works if needed. Below are the steps of evaluating project works:

- Review all project works produced by team members.
- Give comment to the parts that needs improvement or modifications.
- Record and log all corrections or modifications made for improvement.
- Ensure project works are following the standards stated in Software Quality Assurance Plan (SQAP).
- All project works will be reviewed by supervisor before submission.

3.5 Dissemination Plan

Activity	Audience	Purpose	Date
Project Plan	Project team	Guidelines for the project development	30/3/16
SRS	Project team & Clients	Ensure project outcomes meets requirements provided by the clients	30/3/16
SQAP	Project team	Ensure the quality of the system produced	6/4/16
Architecture Design	Project team	Provide information of the architecture of the system	20/4/16
User Interface Design	Project team & Clients	Provide information of the user interface	20/4/16
Software Design	Project team & Clients	Act as a reference to the design of the system requirements	27/4/16
Prototyping	Project team & Clients	A prototype for client reviewing	11/5/16
Prototype Report	Project team	Documentation of the prototype.	18/5/16
Test Plan	Project team	Documentation of the testing planned by the project team	1/6/16
User Manual	Project team	Provide users guidelines for the overall system	1/6/16

3.6 Exit and Sustainability Design

Project outputs	Action for Take-up & Embedding	Action for exit
Final version of the IMS System	Relevant documents will be provided for the clients. The documents will help clients in future maintenance and update for the system	The system will allow modules and features to be easily integrated into it.

4.0 Versions

Version	Date	Author
0.1	13/03/16	Lenny Lai
0.2	17/03/16	Jackie Ting
0.3	22/03/16	Nimai Ngumbang
0.4	27/03/16	Lenny Lai, Jackie Ting, Nimai Ngumbang

5.0 Review

Version	Date	Reviewer
0.1	15/03/16	Lenny Lai, Jackie Ting, Nimai Ngumbang
0.2	18/03/16	Lenny Lai, Jackie Ting, Nimai Ngumbang
0.3	26/03/16	Lenny Lai, Jackie Ting, Nimai Ngumbang
0.4	29/03/16	Lenny Lai, Jackie Ting, Nimai Ngumbang