GAP HARDWARE ONLINE STORE

PROJECT MANAGEMENT PLAN

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[1. Executive Summary 3](#_Toc514334775)

[2. Project Introduction 3](#_Toc514334776)

[3. Requesting Business background and rationale 3](#_Toc514334777)

[4. Stakeholders and their degree on involvement 3](#_Toc514334778)

[5. Project approach and options considered 3](#_Toc514334779)

[6. Expected benefits 3](#_Toc514334780)

[7. Feasibility analysis 4](#_Toc514334781)

[8. Risks and threats 4](#_Toc514334782)

[8.1 advantages and disadvantage 4](#_Toc514334783)

[8.1.1 Current system 4](#_Toc514334784)

[8.1.2 New System 4](#_Toc514334785)

[8.2 New system risk and mitigation 4](#_Toc514334786)

[9. Implications 4](#_Toc514334787)

[10. Cost breakdown 4](#_Toc514334788)

[11. Scope definition 5](#_Toc514334789)

[11.1 Constraints 5](#_Toc514334790)

[11.2 Assumptions 5](#_Toc514334791)

[11.3 Exclusions 5](#_Toc514334792)

[11.4 Related projects 5](#_Toc514334793)

[12. Project plan 5](#_Toc514334794)

[11.1 Project team 6](#_Toc514334795)

[11.2 Training plan 6](#_Toc514334796)

[11.3 IT support plan 6](#_Toc514334797)

[13. Proposed budget 6](#_Toc514334798)

[14. Project deliverables & testing plan 6](#_Toc514334799)

[15. Monitoring & reporting 6](#_Toc514334800)

[16. Communication & consultation 7](#_Toc514334801)

[17. Milestones 7](#_Toc514334802)

[18. Copyright and intellectual property 7](#_Toc514334803)

[19. High level timeline 7](#_Toc514334804)

[20. Appendix 1: Gantt Chart template 8](#_Toc514334805)

[21. Project Management Plan Approval 9](#_Toc514334806)

# Executive Summary

This section should be completed after the rest of the document is finished and should form a succinct summary of all the major points you have made. This section should not contain any information that is not referred to elsewhere in the document.

GAP Hardware online store is an online e-commerce store. GAP hardware would like to modify their existing website with more user friendly and secure. This project is expected to be completed by end of the year within the budget. Client will be providing all requirements. Project team will work together closely with the client to successfully complete this project.

# Project Introduction

Use this section to provide a brief introduction of the project.

The website of **GAP Hardware** has to be redesigned and rebuilt by the end of this year. The latest updates of the websites include allowing user registration, not showing prices of the listed products unless the user has signed in.

# Requesting Business background and rationale

Include a short history outlining how the project has come into being, and from where the authority and drive for it comes (this will include details of the Project Sponsor). Articulate the reason why the project is being undertaken in terms of the issue, problem and/or opportunity that will be addressed by the project. Also include details of linkages with other projects – specifically, how this initiative supports other projects or how other project(s) rely on the benefits or outputs of this project.

Outline the Organisational structure, Culture, Politics in relation to support project requirements

GAP Hardware has contacted with a plan to re develop their existing online store website with some changes. This changes will fulfill the current needs of the customers. Client contact will be providing the clear requirements and be in contact with the design team throughout the project to further assist us.

# Stakeholders and their degree on involvement

Include:

* the role of stakeholders (including organisational stakeholders and stakeholders of the system)
* their the degree of involvement in the process and their level of dependence on ICT infrastructure

|  |  |
| --- | --- |
| **CONTACT** | **Resposibility** |
| GAP Business Team | Project Sponsor  The sponsor and the business owner of the project |
| Samantha Goss | Providing Requirements and any related information |
| Shalini Raigir  Sowmya Vasantharao  Srivani Nampally  Swapna Jaidi | Planning, Designing, Developing and Testing |

# Project approach and options considered

Identify the choice of solution and approach that will be used to deliver the intended project outcomes (eg modification of the existing product; purchasing a COTS rather than building a new product.) Provide a brief overview (no more than 3-4 sentences) of the options, if any, that were considered to achieve the intended project outcomes and explain why the selected option was preferred.

Instead of creating the website from complete scratch, we can take another approach, which is, changing the existing code. At present, we display prices of the products for all guest users, and now we should create a user authentication system first to show the prices solely to the logged users. After creating basic user registration, it should be enhanced recurrently by adding features like “Providing the user to reset the password”, “showing password strength”, etcetera. Then after completing the user registration, pages like about us and contact us have to be created which will be followed by updating the logo position and other minor things.

# Expected benefits

Detail the key benefits that the project is expected to deliver. This does not need to be an exhaustive analysis but should be limited to the major benefits anticipated from the project.

Benefits should be expressed in measurable terms against the situation as it exists prior to the project.

* Complete redesign of the website with much more user friendly UI and UX
* Standard user authentication system so that each users has their own private lists
* Sales/Promotion will be highlighted
* Better search engine

# Feasibility analysis

* Use the Feasibility Analysis matrix - see eLearn
* Fill in details for each of the four Feasibility Criteria shown, for the candidates in this study
* The sample feasibility matrix shows the raw score for each feasibility criterion. Make sure you have the additional column for each candidate that shows the weighted score for each criterion. Review the video on your eLearn if you need to revise how to do this

Is addressed in a separate document.

# Risks and threats

Thinking about the risks and threats of the proposed system and the old system complete the following:

## 8.1 advantages and disadvantage

## 8.1.1 Current system

|  |  |
| --- | --- |
| Advantages | Disadvantage |
| From user perspective - Users don’t need to register just to see the prices. | By giving the users no option to register, the company is losing many customers who can be brought back to the site with the use of their emails and making them signup to newsletters and informing about latest products and available discounts. |

## 8.1.2 New System

|  |  |
| --- | --- |
| Advantages | Disadvantage |
| The con of the old system will be rectified, which is going users the option to register themselves on the website | The company might be losing few users because of making registration first before looking at product prices. |
| By providing a new about us and contact us page, guest users and registered users can know more about the platform and can provide their feedback or seek help through contact page. | Will cost the company to maintain a database to store the user registration details and the purchase history |

## 8.2 New system risk and mitigation

|  |  |
| --- | --- |
| Risk: | Mitigation |
| Fatal Bugs / Crashes | Developers should take high care regarding bugs which may crash the platform when a user using it. All kinds of testing should be done before deploying it to the web. |
| Bad UI | User Interface and User Experience should be the utmost care before developers start coding the design. Thumb rule is the better the UI and UX, the better the customer retention and growth. |
| Changes are not adequately tested | This risk is being minimized by having regular meetings with the Testing team |
| The successful completion of the task partially relies on the other stakeholders | This risk is being minimized by having regular meeting with the impacted stakeholders, and keeping all areas informed in the progress of the task. |

# Implications

What are the implications and objectives of introducing the changes? And how will it have an effect on the value of the business and/or supply chain.

By allowing users to register, the company can secure user details like email address or phone number which can be used for getting the user back on the site by means of newsletters or messages, which in turn increase the revenue flowing in.

# Cost breakdown

Provide a high-level breakdown of the costs associated with the project. The cost should be broken down by item or service, including: Equipment; Staffing; Project Management; Business Analysis; Training, as well as according to whether the cost constitutes capital expenditure or ongoing (operational) cost.

Use the following table to structure this information, adding or deleting items as relevant:

| Item/Service | Unit(s)  Insert details of the number of unit(s) that are likely to be required – eg 2.0 FTE staff at HEO Level 6;1 new server; 10 licences etc. | Estimated Cost ($) |
| --- | --- | --- |
| Capital expenditure | | |
| Project Management & Support | 1x $1200 | $ 1200 |
| Business Analysis | 1x $1200 | $ 1200 |
| Developer | 1x Front End Developer @ $1450  1x Backend Developer @ $1050 | $2500 |
| Tester | 1x @600 | $ 600 |
| Ongoing costs | | |
| Equipment | 1 Server  1 DBMS software | $ 995  $ 505 |
| Maintenance/subscriptions |  |  |
| Staffing |  |  |

# Scope definition

List at a high level the key outputs that the project will need to deliver, and activities that it will undertake, in order to achieve its objectives. Also provide a high level list of those outputs or activities that the project will not deal with.

Include:

## 11.1 Constraints

Known and unavoidable facts or circumstances which will impact your project.  
 eg. budget, time

Product should be completed by the end of this year including testing and deployment.

## 11.2 Assumptions

A list of situations or issues around your project that you assume will happen…..until tested.  
 eg. hardware, software, training, data entry

Designing the UI over and over and coding it and again coming back to Design part doesn’t cut it off. Utmost care is needed for the UI and UX in the initial stage before proceeding to the development.

Project cost might go up due to frequent changes in requirements.

## 11.3 Exclusions

Objectives, activities or tasks that the project will not get involved in.

Shopping Cart, Payment Integration

## 11.4 Related projects

Other projects that will impact on your project, will be impacted by your project and/or share data

None

# Project plan

This section should explain how and when project objectives are to be achieved. This could include an overview of the major project milestones, project activities, broken down into related groupings of work (stages), and the key dates for completion.

Include Project portioning based on SDLC and Risk

## 11.1 Project team

Provide a list of the members of the project team. If it helps, use the following headings:

* UI and UX Designer
* Graphic designer
* Front End Developer
* Backend Developer

## 11.2 Training plan

Provide any training and support required for team members

No special training is required

## 11.3 IT support plan

Including level of support and security protocols for proposed system

Define hardware, software and network requirements

Hardware Requirements:

1. CPU (minimum 2 GB RAM, Intel Processor, 120GB Dard Drive)
2. Monitor (Minimum 15 inches)
3. Keyboard and Mouse

Software Requirements:

1. Microsoft Windows
2. Microsoft Office
3. Php
4. MySQL
5. HTML and CSS

Network requirements:

1. Secure Hypertext Transfer Protocol (HTTPS)
2. Transport Layer Security (TLS)
3. TCP/ICP Protocols
4. Secure File Transfer Protocol (SFTP)

# Proposed budget

Provide a list of all members of the team from the client budget centre.

Budget released to GAP Hardware Project is $10,000 in AUD for 4 Full Time Employees by the client.

Budget allocated to the following activities by the project.

* Requirements gathering: 1500$
* Planning: 2500$
* Development: 2000$
* Testing: 3000$
* Maintenance: 1000$

# Project deliverables & testing plan

Provide a breakdown of project deliverables (products), including the specific method by which the quality of each deliverable will be checked, the person responsible for each, and the planned date for delivery. The following table may be used to structure this information:

The deliverables planned for GAP Hardware project are as below:

| Deliverable | Method of quality Checking and testing | Person Responsible | Planned Date |
| --- | --- | --- | --- |
| Requirements Document | Client Liaisons | Architects | TBA |
| Project Plan | Project stakeholders communication | Project Manager (all involved stakeholders) | TBA |
| Test Plan | System Integration Testing | Test Manager | TBA |
| Implementation & Maintenance Plan | Product verification in allocated environment | ICT Solution Manager | TBA |

# Monitoring & reporting

Provide a summary of the monitoring and reporting mechanisms that will be adopted in relation to the project and the frequency with which each will be implemented, using the table that follows. These should be agreed with the Project Sponsor. Be sure to delete any mechanisms that will not be used and add any that are not already included.

Below are the proposed reports agreed to be published at project level at agreed frequency by the client.

| Control | Purpose | Frequency |
| --- | --- | --- |
| Project Status Report | Submitted to Project Sponsor to report on project status & progress. | Monthly. |
| Exception Report | Produced for Project Steering Committee (or Project Sponsor) when project is in danger of exceeding planning tolerances | Adhoc basis |
| End Stage Report | Produced for the Project Sponsor to summarise events & achievements of current stage | At the end of each project stage\*\* |
| Scope | Changes to scope are reported to the Project Steering Committee or Project Sponsor for approval | As required |
| Quality | Project products should meet quality expectations. A report to the Project Sponsor will be made should products fail to meet ITR or business standards or where quality control measures have not been followed | As required |
| Issue Log, Risk Register | Tool for registering & managing risks, issues & informal problems &/or concerns relating to the project | Updated as required |
| Testing report | Produced for all stakeholders to summarise testing outcomes | Fortnightly |

\* if agreed otherwise, include details in Frequency cell

\*\* if there is more than one delivery stage. End Stage Report not required if there is only one delivery stage.

# Communication & consultation

Provide details of the communication and consultation activities which will be undertaken and have been agreed with the client. This will include the frequency of formal and informal meetings between Project Manager and client, as well as how and what project updates will be communicated to affected parties.

The main objective of the communication is to understand the status of the project and understands the tasks prioritisation and completion. The formal agreed mode of communication by the project and all its stakeholders is via emails, meetings (individual, team), phone conversations, workshops etc.

# Milestones

Provide details of the important progress markers (what will be achieved, and when) which will enable the Project Sponsor or Board to monitor progress. The following table can be used:

Following are the basic project milestones which are used by the most projects in planning, scheduling, communicating and reporting. These milestones mark the significant start and finish dates.

| Stage: <Insert Stage Details> | | |
| --- | --- | --- |
| Milestone | Target Date | Status |
| Proof of Concept | TBD | Draft |
| Design document | TBD | Draft |
| Draft test plan | TBD | Draft |
| Project Kick off | TBD | Draft |
| Selection of vendors | TBD | Draft |
| Project Plan approval | TBD | Draft |
| Review and completion of design | TBD | Draft |
| Resources proposal | TBD | Draft |
| Processes agreement | TBD | Draft |
| Deliverables | TBD | Draft |
| Integration | TBD | Draft |
| Environments | TBD | Draft |
| Training | TBD | Draft |

# Copyright and intellectual property

List any copyright and intellectual property relating to information and communications within the development of the project.

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GAP Hardware  
37 Constitution Avenue  
Reid, ACT 2601  
www.gaphardware.com

# High level timeline

Provide a high-level overview of the project timeline. A high-level Gantt Chart should be used wherever possible.

This activity defines the high level project targets and the milestones of the project. These milestones are major events to be achieved on a specified date. See below Appendix 1 in detailed information.

# Appendix 1: Gantt Chart template

|  |  |  |
| --- | --- | --- |
| Project Name: GAP Hardware | Project Manager: Shalini | Date Prepared: 23 Aug 2018 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Phase, activity, task | Person Response. | Work effort | Timeline | | | | | | | | | | | | | | | | | | | |
| Description |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Proof of Concept | Project Manager | 21 days |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Design document | Architect | 20 days |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Draft test plan | Test Manager | 5 days |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Project Kick off | Project Manager | 2 days |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Selection of vendors | Project Manager | 10 days |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Project Plan approval | Project Manager | 15 days |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Review and completion of design | Architect & Development Manager | 40 days |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Resources proposal | All Stakeholders | 2 days |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Processes agreement | All Stakeholders | 5 days |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Deliverables | Project Manager | 2 days |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Integration | Development Manager | 23 days |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Environments | Development Manager | 12 days |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Training | Test Manager | 14 days |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Original planned end date will be met +/- (n) task now (n) weeks ahead or behind schedule C=task completed this week | | | | | | | | | | | | | | | | | | | | | | |

# Project Management Plan Approval

The undersigned acknowledge they have reviewed the GAP Hardware Project Management Plan and agree with the approach it presents. Changes to this Project Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: | Shalini Raigir |  |  |
| Title: | ICT Professional |  |  |
| Role: | Test Analyst |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: | Sowmya Vasantharao |  |  |
| Title: | ICT Professional |  |  |
| Role: | Technical Architect |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: | Swapna Jaidi |  |  |
| Title: | ICT Professional |  |  |
| Role: | Project Manager |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: | Nampally Srivani |  |  |
| Title: | ICT Professional |  |  |
| Role: | Developer |  |  |