**Project Plan**

**Online Document Generator**

**IT Clan Consulting Services**

|  |  |
| --- | --- |
| **Industry Partner** | Vimal |
| **Primary Instructor** | Vimal |
| **Team Member** | Minh Duc Cung |
| **Team Member** | Dilan Piyasenage Don |
| **Team Member** | Kunga Lhosel |
| **Team Member** | Dominic Gopalakrishnan |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| **1.0** | 10-09-2021 |
| **2.0** | 10-10-2021 |
| **3.0** | 02-06-2022 |

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# **1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | Create an automated generation application for documents. |
| Corporate Goals Addressed | Allow the company to generate documents automatically to reduce time spent and errors from creating them manually. |
| Planned Start Date | September 20th, 2021 |
| Planned End Date | April 1st, 2022 |

# **2. Project Approvers, Reviews and Distribution List**

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Member | Cung Minh Duc | [101234383@georgebrown.ca](mailto:101234383@georgebrown.ca) | 10-09-2021 |
| Member | R. Dilan Piyasenage Don | [101278656@georgebrown.ca](mailto:101278656@georgebrown.ca) | 10-10-2021 |
| Member | Kunga Lhosel | [101266937@georgebrown.ca](mailto:101266937@georgebrown.ca) | 10-10-2021 |
| Member | Dominic Gopalakrishnan | [101289239@georgebrown.ca](mailto:101289239@georgebrown.ca) | 10-10-2021 |

# **3. Scope**

Define the sum-total of all its products and their requirements or features.

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Auto-generate tool | TBD |

# **4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Auto-generate tool | The main part of this project is to be able to auto-generate the document correctly for the client |
| Customization | The user would be able to customize the template to their/companies preferred liking. |
| Validation | The service would allow the user to validate the template before sending the document out to see if there are any errors. |

# **5. Assumptions**

Project team members will help each other to complete their tasks on time.

The in-scope of the project will not change throughout the life cycle.

Out of scope product will be work on and improve after in scope has been finished.

Project will follow team governance guidelines and requirements.

# **6. Dependencies**

The following are the internal and external dependencies that will have to be acknowledged and addressed.

Client go-ahead is an external dependency, the project cannot be started until the stakeholder gives the go-ahead.

Testing the application is an internal dependency, the application must be created and finalized before we can test it and its functionality.

Templates that are pre-uploaded to the application are an internal dependency that it depends on as without it the application would not be able to function.

# **7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Similar product | H | H | To have more detail and customer preferences. |
| Less popular | L | H | As a new project would be less known to the people |

# **8. Communication**

**Reporting**

The following reports will be produced.

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Project team meeting | Project team / Primary Instructor | Daily/Weekly |
| Stakeholder update | Stakeholder | Weekly |

**Meetings**

The following meetings/communication will be established.

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| #1 | To confirm that the application is functioning with its intended purpose without any errors. | Dilan, Dominic, Kunga, Minh and Vimal | Once |

# **9. Task Listing (WBS- Work Breakdown Structure)**

The following resource proposal template summarizes the resource hours committed to

this project, upon final approval of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| A | Allow uploading of templates and input files. | Jan 10 – Jan 15 |  |
| B | User can input in fields required for selected template. | Jan 15 – Feb 01 | A |
| C | Document should be automatically generated once input is submitted. | Feb 15 – Mar 01 | A, B |
| D | User can manually validate the document. | Feb 15 – Mar 01 | A, B, C |
| E | User can select the recipient and send the documents. | Feb 15 – Mar 01 | A, B, C, D |
| F | Implement application to company’s website | Mar 01 – Apr 01 | A, B, C, D, E |

# **10. Gantt Chart**

Chart, table, scatter chart

Description automatically generated

# **11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Application is completed. | April 1st, 2022 | Kunga Lhosel, Cung Minh Duc, Dominic Gopalakrishnan |
| Testing is completed with no issues or errors. | April 5th, 2022 | Kunga Lhosel, Cung Minh Duc, Dominic Gopalakrishnan |

# **12. RAM – Responsibility Assignment Matrix**

Table

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# **13. Approval**

The signatures below indicate their approval of the contents of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Member | Minh Duc Cung | M.C | 02-06-2022 |
| Member | R. Dilan Piyasenage Don | D.P | 02-06-2022 |
| Member | Kunga Lhosel | K.L | 02-06-2022 |
| Member | Dominic Gopalakrishnan | D.G | 02-06-2022 |