

Project Plan

<BizHorizon>

<Partner Organization(if any)>

Industry Partner	
Primary Instructor	Professor Laily
Team Member	Nigar Ahmadova
Team Member	Fatima Arab
Team Member	Elizabeth Thomas
Team Member	Anar Samadzade

Document Revision History

Revision #	Date
Version 1.2	10/08/2024
Version 1.3	01/30/2024

Table of Contents

1. Executive Summary	3
2. Project Approvers, Reviews and Distribution List	3
3. Scope	4
4. Deliverables	4
5. Assumptions	4
6. Dependencies	5
7. Risk Management	5
8. Communication	5
9. Task Listing (WBS- Work Breakdown Structure)	
6	
10. Gantt Chart	7
11. Milestones	8
12. RAM – Responsibility Assignment Matrix	9
13. Approval	9

1. Executive Summary

The following describes the project to be executed.

Objective	The goal of the BizHorizon project is to create an operations management platform tailored to help small businesses manage their services, products, appointments, orders, and payments. This platform will enable businesses to enhance their online presence, streamline operations, and boost customer satisfaction. With the rising demand for digital solutions following the COVID-19 pandemic, small businesses must adopt affordable, user-friendly systems to remain competitive.
Corporate Goals Addressed	<ul style="list-style-type: none"> Enhance the digital engagement and online presence of small businesses by providing affordable, user-friendly tools that streamline operations. Provide affordable and user-friendly tools to streamline operations. Increase business revenue through improved customer interactions and efficient management tools.
Planned Start Date	09/15/2024
Planned End Date	03/28/2024

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Primary Instructor	Laily Ajellu		05-Oct-2024
Team Lead	Nigar Ahmadova	nigar.ahmadova@georgebrown.ca	05-Oct-2024
Team Member	Adler Pazhouhan	adler.pazhouhan@georgebrown.ca	05-Oct-2024
Team Member	Fatima Arab	fatima.arab@georgebrown.ca	05-Oct-2024
Team Member	Elizabeth Thomas	elizabeth.thomas2@georgebrown.ca	05-Oct-2024
Team Member	Anar Samadzade	anar.samadzade@georgebrown.ca	05-Oct-2024

3. Scope

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

In Scope	Out of Scope
<ul style="list-style-type: none">• Design and development of the BizHorizon web/mobile interface.	<ul style="list-style-type: none">• Third-party CRM integration.
<ul style="list-style-type: none">• Creation of an admin dashboard for small businesses to manage bookings, orders, and customers.	<ul style="list-style-type: none">• Advanced analytics and marketing features like email campaigns or advertising.
<ul style="list-style-type: none">• Integration of secure payment gateways.	<ul style="list-style-type: none">• Ongoing maintenance post-project completion.
<ul style="list-style-type: none">• Implementation of basic reporting and customer review systems.	

4. Deliverables

This project will deliver the following.

Front-End Interface	Design and development of the customer-facing UI, including service bookings.
Back-End System	Development of the server-side system for managing customer and business data.
Payment Integration	Integration of secure payment systems.
Admin Dashboard	Admin panel allowing businesses to manage bookings, orders, and customer info.
Documentation	Comprehensive project documentation (user manuals, installation guides, etc.).

5. Assumptions

This project makes the following assumptions;

- Small businesses will adopt the platform if it's user-friendly and affordable.
- Small businesses will require a reliable internet connection to fully utilize the platform's features.
- The payment gateways selected will support secure transactions.
- The project will meet its deadline.
- The platform's code will undergo extensive testing, including both functional and security checks, to ensure optimal performance and data protection.

6. Dependencies

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

- **Internal Dependency:** It is crucial that all team members be available during key phases of development to meet deadlines and keep the project on track.
- **External Dependency:** Integrating third-party payment gateways depends on their availability, adherence to security standards, and support for required features.
- **Integration with Social Media Platforms:** Connecting with social media platforms for marketing and customer feedback relies on API compatibility and each platform's policies.

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Server security breaches	High	Low	Ensure strong encryption, conduct regular vulnerability assessments, and continuously monitor for potential intrusions.
Limited time for testing	Medium	Medium	Allocate additional resources during the testing phase, prioritizing the testing of the most critical features first.
Delays in integration with third-party services	High	Low	Implement contingency plans and have backup services ready for immediate deployment.
User adoption challenges	Medium	Medium	

8. Communication

Reporting

The following reports will be produced;

Report	Audience	Frequency
Weekly Status Report	Project Team	Weekly
Project Milestone Updates	Stakeholders, Instructors	Bi-weekly
Final Report	Stakeholders	At project completion

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
Kick-off Meeting	Introduce the project and align team members.	All team members	Once at project start
Sprint Planning	Define tasks for each development sprint.	Development team	Bi-weekly
Progress Review	Review project progress and address blockers.	Project team and instructors	Weekly

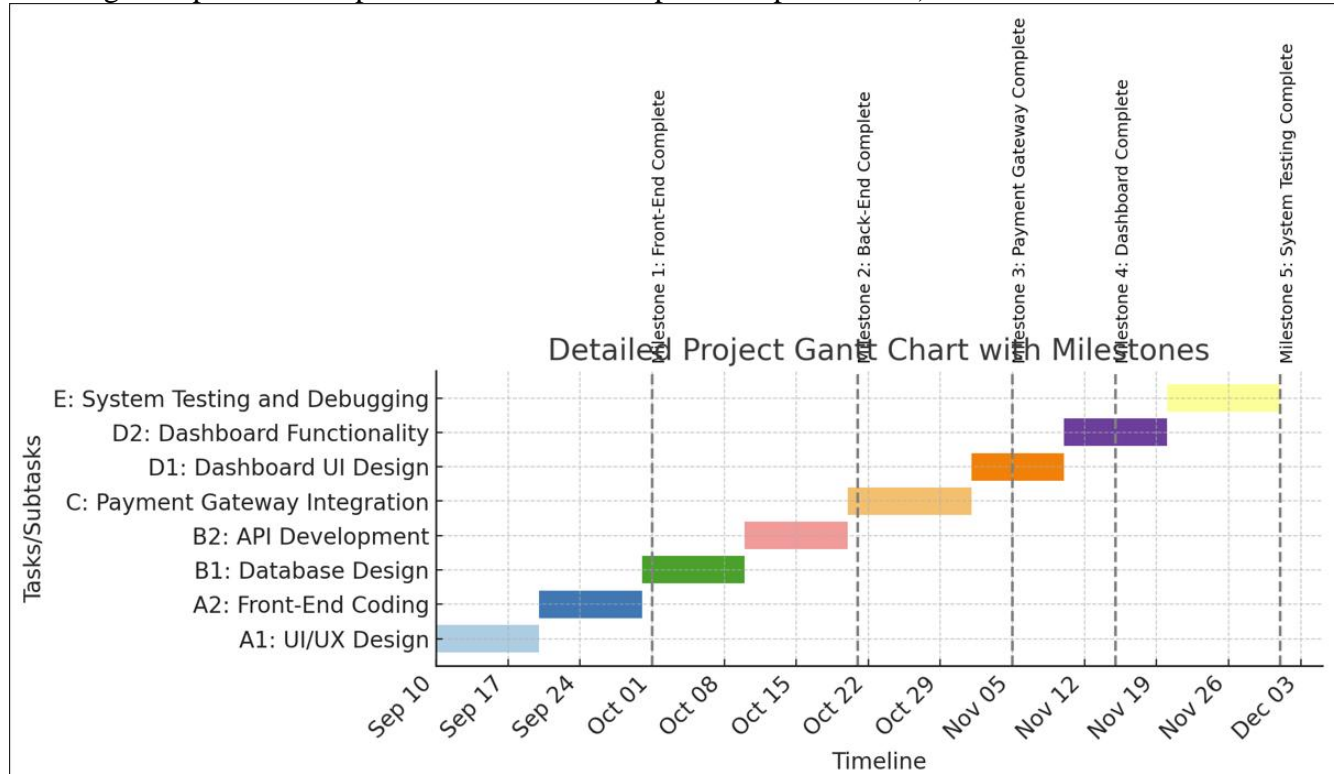
9. Task Listing (WBS- Work Breakdown Structure)

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

Reference	Tasks	Duration	Dependency
A	Front-End Development	2 weeks	None
B	Back-End Development	4 weeks	Task A
C	Admin Dashboard Development	4 weeks	Task A
D	Payment Gateway Integration	2 weeks	Task B
E	Testing and Debugging	3 weeks	Tasks B, C, D

10. Gantt Chart

Create a detailed Gantt Chart from your Task Listing (Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls)



Task	Duration	Start Date	End Date	Dependency
Front-End Development	2 weeks			None
Back-End Development	4 weeks			Front-End
Admin Dashboard Development	4 weeks			Front-End
Payment Gateway Integration	2 weeks			Back-End
Testing and Debugging	3 weeks			Back-End, Admin, Payment

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Documentation and Final Deliverables	12/05/2024	Adler Pazhouhan Fatima Arab Anar Samadzade Elizabeth Thomas Nigar Ahmadova
Completion of Back-End Development		Adler Pazhouhan Nigar Ahmadova
Completion of Front-End Development		Anar Samadzade Nigar Ahmadova
Completion of Admin Dashboard		Fatima Arab Nigar Ahmadova
Integration of Payment System		Elizabeth Thomas Nigar Ahmadova
Completion of Testing and Debugging		Adler Pazhouhan Fatima Arab Anar Samadzade Elizabeth Thomas Nigar Ahmadova
Final Project Launch		Adler Pazhouhan Fatima Arab Anar Samadzade Elizabeth Thomas Nigar Ahmadova

12. RAM – Responsibility Assignment Matrix

Create a RAM from your Task Listing. A sample is shown below:

Project Team Responsibilities

Project Name: New Package Installation

Project Manager: Al Q. Hall

Task	John	Frank	Linda	Jean	Larry
Assess Requirements	P	S	S		
Design Business System			S	P	
Modify Purchased Package	S	P			
Modify In-House Procedures			P	S	
Testing	S				P
Implement New Package		P		S	
Train Staff		S		S	P

P = Primary S = Secondary

Task	Nigar	Adler	Fatima	Anar	Elizabeth
Front-End Development	X			X	
Back-End System Setup		X			
Payment Gateway Integration	X				X
Admin Dashboard Development	X		X		
System Testing & Debugging	X	X	X	X	X

13. Approval

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

Project Role	Name	Signature	Date
Project Coordinator	Nigar Ahmadova	Nigar Ahmadova	09/25/2024
Back-End Developer	Adler Pazhouhan	Adler Pazhouhan	09/25/2024
Front-End Developer	Anar Samadzade	Anar Samadzade	09/25/2024
Admin Dashboard Developer	Fatima Arab	Fatima Arab	09/25/2024
Payment Integration	Elizabeth Thomas	Elizabeth Thomas	09/25/2024