

Project Plan - Team Charter

Color Me This

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Document Revision History

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1. Executive Summary

Objective	<p>Colorlette company was founded in 2018, corporate in the state of Ontario. It is a cosmetic retailer that focuses on cosmetic and beauty products. One of the keys to be a successful company is being fast to market. An innovative technology integrated with existing products, it is viable to capture a significant market share of the beauty industry in North America. “Color Me This” project is about an e-commerce web application that detects shades based on images uploaded by users. Building a color recognition or matching system available to customers when and where they are needed backed with diligent service and support is the primary goal for this project. The lists of products will be available to browse, and the provided search function can be used to look up the desired products. Users with accounts can add the favorite product to favorites and check-out after moving it to the shopping cart. The web application testing will be done which includes security testing, browser compatibility testing, mobile browser compatibility testing, performance testing, functional testing and usability testing.</p>
Corporate Goals Addressed	<ul style="list-style-type: none">• A trustworthy e-commerce checkout system to secure the payment• Partnerships with variety of cosmetic and beauty brands to broaden the market• Compatible and user-friendly design in web and phone browser• Provide operating service which distinguishing color difference• Promote and advertise Color Me This on social media on accounts and on advertisements (e.g. Instagram, Twitter, Facebook, LinkedIn) to increase users and sales
Planned Start Date	September 2018
Planned End Date	March 31, 2019

2. Project Approvers, Reviews and Distribution List

Project Role	Name	E-mail	Date
Manager	Gilo, Erika Kathleen	erikakathleen.gilo@georgebrown.ca	Sept 27, 2018
Front-end developer	Lee, Dakyung	dakyung.lee@georgebrown.ca	Sept 27, 2018
Back-end developer	Navarrete, Jamaeca	jamaeca.navarrete@georgebrown.ca	Sept 27, 2018
Back-end developer	Kim, Minji	minji.kim4@georgebrown.ca	Sept 27, 2018

3. Scope

In Scope	Out of Scope
Makes purchasing cosmetics online easier	Mobile application on android and iOS
User friendly interface	Loyalty program for users
Web and phone browser compatible	Community page for people who would like to share their experiences, tutorials, latest trends, and blogs about beauty industry
Helps consumers choose a shade based on their preference and budget	More than 3 brands in the system
Provides an accurate result for color matching with foundations, lipsticks, and eyeshadows	Recognizing multi-colored products
Provides product description, how to use, and ingredients	Sending newsletters for users
Process orders with confirmation code sent on the email	Virtual makeup feature

4. Deliverables

Deliverable	Description
A complete website	A website with a functioning login, signup, shopping cart, dashboard, profile and favorites.
Image recognition system	A system built for the website to identify shades of color through images uploaded by the user.
Add to favorites, cart and checkout function	A feature in website that lets the users add their favorite products in a list and to add product that they want to purchase in a cart.
Database of all the products including a range of shades	The complete list of products from different companies that includes the description, tags and the shades available for each item.
A rating system of the website	A star-based system that enable the users to rate the products that they previously purchased.

5. Assumptions

The following assumptions were made in organizing plan for the project

- When customer orders products online, the delivery team will prepare goods and services in advance from all 3 brands.
- 3 Different types of brands were selected by discriminating of reported value(price).
- The major delivery resource is Canada Post. We assume that Canada Post cooperates with most of orders and returns.
- The company ships in Canada only.
- The sales price will be applied as retail price.
- The sales tax will be charged at the applicable federal and provincial rates of the province depends on the locations of orders
- The web application will only provide English service.

6. Dependencies

- The team will be using an ecommerce template from web development platform.
- The sales price will be applied as retail price.
- The products will be from different suppliers.

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Risk of dealing with copyright issue with makeup corporations	High	Low	Removal of logos on certain pages and specify the sources clearly
Risk of holding customers	Medium	Low	Providing various contents on application

Risk of color-recognition application	High	Medium	Research on how to implement the color matching
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8. Communication

Reporting

The following reports will be produced;

Report	Audience	Frequency
Sprint report	Supervisor, public	Bi-weekly
Meeting draft note	Agile Team	Weekly

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
Daily Scrum Meeting	10-15 minutes short meeting that keeping the rhythm of the team in a right place	Manager, Front-end developer, Back-end developer	Daily
Sprint Review Meeting	Discuss what items has been done, and what has not been done. More discussion of what feature will be added or removed	Manager, Front-end developer, Back-end developer	1-2 times a week

9. Task Listing (WBS- Work Breakdown Structure)

Tasks				Duration	Dependency
WBS1.0	Planning				
	WBS1.1	Sprint 1			
		WBS1.1.1	Project Summary	3.5 hour(s)	
		WBS1.1.2	Project Vision	3.0 hour(s)	Project Summary
		WBS1.1.3	High-Level Requirements	2.0 hour(s)	Business Concept Diagram
		WBS1.1.4	Personas	1.0 hour(s)	Project Vision
		WBS1.1.5	User Stories	2.5 hour(s)	Personas
	WBS1.2	Sprint 2			
		WBS1.2.1	Project Plan	4.0 hour(s)	

		WBS1.2.2	Team Charter	3.5 hour(s)	
		WBS1.2.3	Product Backlog	1.5 hour(s)	User stories
		WBS1.2.4	Sprint Backlog	1.5 hour(s)	Product Backlog
		WBS1.2.4	Minutes of Meetings	1.0 hour(s)	Meetings and Brainstormings
	WBS1.3	Sprint 3			
		WBS1.3.1	System Requirements	4.0 hour(s)	
		WBS1.3.2	Analysis and Design	4.0 hour(s)	
	WBS1.4	Sprint 4			
		WBS1.4.1	Wireframes	4.5 hour(s)	
		WBS1.4.2	Prototype Technical Requirements	3.0 hour(s)	
	WBS1.5	Sprint 5			
		WBS1.5.1	Project Status Report 1	4.0 hour(s)	Project Development status
		WBS1.5.2	Project Plan	2.0 hours(s)	Sprint 2 project plan and team charter
WBS2.0	Web Development				
	WBS2.1	HTML and Creation			
		WBS2.1.1	Login Page	15.0 hour(s)	Signup Page
		WBS2.1.2	Signup	15.0 hour(s)	
		WBS2.1.2	Logout Page	5.0 hour(s)	Login Page
		WBS2.1.3	Profile Page	25.0 hour(s)	Signup Page
		WBS2.1.4	Dashboard Page	30.0 hour(s)	
	WBS2.2	Backend Software			
		WBS2.2.1	Database Implementation	40.0 hour(s)	Product Data
		WBS2.2.2	Middle ward Development	45.0 hour(s)	
		WBS2.2.3	Security Subsystems	35.0 hour(s)	Website Creation
		WBS2.2.5	Transaction Processing	40.0 hour(s)	Payment Services
	WBS2.3	Graphics and Interface		35.5 hour(s)	Analysis and Design
WBS2.4	Content Creation		15.0 hour(s)	Database	
WBS3.0	Testing			25.0 hour(s)	Website Creation
WBS4.0	Release			1.5 hour(s)	Testing Success

10. Gantt Chart

TASK	DATE[start-end]		COMPLETE
WBS1.1	09/25/18	10/03/18	100%
WBS1.1.1	09/25/18	09/27/18	100%
WBS1.1.2	09/27/18	09/30/18	100%
WBS1.1.3	09/29/18	10/01/18	100%
WBS1.1.4	10/01/18	10/02/18	100%
WBS1.1.5	10/02/18	10/03/18	100%
WBS1.2	10/04/18	10/10/18	100%
WBS.1.2.1	10/04/18	10/07/18	100%
WBS.1.2.2	10/04/18	10/10/18	100%
WBS.1.2.3	10/09/18	10/09/18	100%
WBS1.3	10/23/18	10/30/18	100%

WBS1.3.1	10/23/18	10/25/18	100%
WBS1.3.2	10/25/18	10/30/18	100%
WBS1.4	11/14/18	11/21/18	100%
WBS1.4.1	11/14/18	11/19/18	100%
WBS1.4.2	11/18/18	11/21/18	100%
WBS1.2.4	9/25/18	12/20/18	100%
WBS1.5	01/14/19	01/20/19	100%
WBS1.5.1	01/14/19	01/20/19	100%
WBS1.5.2	01/18/19	01/20/19	100%
WBS2.0	01/20/19	03/28/19	2%
WBS2.1	01/21/19	01/30/19	0%
WBS2.2	01/30/19	02/30/19	0%
WBS2.3	02/30/19	03/18/19	0%
WBS2.4	03/18/19	03/28/19	0%
WBS3.0	03/28/19	03/30/19	0%
WBS4.0	03/30/19	03/31/19	0%

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Sprint 1	October 3, 2018	Erika, Minji, Dakyung, Jamaeca
Sprint 2	October 3, 2018	Erika, Minji, Dakyung, Jamaeca
Presentation 1	October 10, 2018	Erika, Minji, Dakyung, Jamaeca

Sprint 3	November 6, 2018	Erika, Minji, Dakyung, Jamaeca
Sprint 4	November 19, 2018	Erika, Minji, Dakyung, Jamaeca
Presentation 2	November 20, 2018	Erika, Minji, Dakyung, Jamaeca
Sprint 5	January 11 2019	Erika, Minji, Dakyung, Jamaeca

12. RAM – Responsibility Assignment Matrix

Project Team Responsibilities				
Project Name:	Color Me This Web Application			
Project Manager:	Erika Kathleen Gilo			
Task	Erika	Minji	Dakyung	Jamaeca
Project Planning	P	S	S	S
Requirements Gathering	S	P	S	S
Design and Analysis	S	S	P	S
Website Development	S	S	S	P
Testing and Release	P	S	S	S

P = Primary

S = Secondary

13. Approval

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

Project Role	Name	Signature	Date
Manager	Gilo, Erika Kathleen	erikakathleen.gilo@georgebrown.ca	Sept, 2018
Front-end developer	Lee, Dakyung	dakyung.lee@georgebrown.ca	Sept, 2018
Back-end developer	Navarrete, Jamaeca	jamaeca.navarrete@georgebrown.ca	Sept, 2018
Back-end developer	Kim, Minji	minji.kim4@georgebrown.ca	Sept, 2018

TEAM CHARTER

1. Purpose

The Colorette Company is established by four women who study Computer Programming Analyst. The team wants to help makeup enthusiasts to help customers' online shopping easier by providing a color-recognition feature that could help them choose the right shade they want especially with foundations, lipsticks, and eyeshadows that could also fit their budgets.

2. Background

The team practices flatarchy organizational structure where one will lead in their specialty and the others could voice out their opinions about it and help them out with areas they need. The target market for me this web application would be makeup artist, makeup influencers, makeup users, and people interested with makeup. Stakeholders are makeup brands and customers.

3. Scope

In this project, collecting, creating, and sorting database must be performed to deliver the product. In addition, color matching feature by using collected data is the main tech in this project.

Color Me This project is determined to reduce confusion of choosing a right shade by providing color matching system and suggestions including products reviews that create a user-friendly environment to all users who are already in beauty industry and/or potential customers.

The goal of this project is to provide a service to potential users that leads to make better choice of what to purchase online efficiently in time and money by understanding customers satisfaction level.

4. Team composition

The team are consisting of members that specialize in multiple languages such php, python, html and JavaScript which would be essential in building the project. We have decided to assign three programmers on the web development and one member who mainly focus on handling the database part of the project. The fact that all of our members are all rounders gave us the advantage that each one of us would be able to help each other in part where one might have difficulties with.

5. Team empowerment

All team members including the team leader will share equal responsibility. They will have authority over the overall design, database, and other back-end code as administrators. The work will be divided into different segments to maximize productivity. Everyone will contribute their expertise and will cooperate in any decision making. In addition, as a team leader, communicating, encouraging and providing positive feedbacks to all team members will lead the project to a solid outcome.

6. Team operations

The team's decision-making procedure includes addressing the issue, an open discussion, getting opinions from each member, using hard facts to resolve issues that might arise and finding a solution that each of the members agreed upon. If in cases that the team can not get a clear decision of the topic then we also conduct a voting system that will be officiated by the team leader.

7. Team Performance Assessment

The members of Colorette company has been together for almost 2 years now and have worked on a couple of projects. The team helps out each other when in need and guide them at their work. The team measure its progress by an application called trello where the progress of the team is updated constantly based on the work done and also aside from trello the team also check up on each other through chat and face-to-face encounters.

8. Signature Page

Erika Kathleen Gilo	101085825
Minji Kim	101082300
Dakyung Lee	101079446
Jamaeca Navarrete	101088700
