**Project Management Plan Template**

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**Project Management Plan**

**<Foodies>**

**ITI**

**Smart Village**

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# Introduction

The Foodies project marks an exciting endeavor within our organization aimed at revolutionizing the way users discover and order food from nearby restaurants. In today's fast-paced world, convenience and accessibility are paramount, and Foodies aims to address these needs by providing a comprehensive platform for both users and restaurant owners.

Foodies is a web application designed to connect users with a diverse array of nearby restaurants, allowing them to explore menus, place orders, and experience seamless food delivery or pickup services. By leveraging cutting-edge technology and intuitive design, Foodies will offer users an unparalleled dining experience, while empowering restaurant owners to showcase their offerings and promote their services.

**Project Objectives:**

* Provide users with a user-friendly platform to discover nearby restaurants and explore their menus.
* Enable users to place orders seamlessly for delivery or pickup, enhancing convenience and efficiency.
* Empower restaurant owners to promote their menus, specials, and services to a wider audience.
* Enhance the overall dining experience for users by offering personalized recommendations and tailored services.

**Anticipated Benefits:**

* Improved convenience for users by centralizing restaurant information and ordering services in one platform.
* Increased visibility and customer reach for restaurant owners, leading to potential business growth and revenue generation.
* Enhanced customer satisfaction through streamlined ordering processes and personalized recommendations.
* Contribution to the growth and innovation of the food industry by embracing digital solutions and technology-driven approaches.

# Project Management Approach

Project Manager: [Mohamed Ibrahim], appointed as the project manager, oversees the day-to-day operations, coordinates project activities, and ensures adherence to project objectives, timelines, and budget.

Development Team: Comprising developers, designers, testers, and other specialists, the development team is responsible for executing project tasks, contributing to product development, and delivering high-quality outcomes.

Stakeholders: Stakeholders, including users, customers, and other relevant parties, provide input, feedback, and support throughout the project lifecycle.

# Project Scope

The scope of the Foodies Web App project includes the following key components:

**InScope:**

**User Registration:** Users can create accounts using their email addresses and secure passwords.

**Restaurant Discovery:** The app will display nearby restaurants, allowing users to browse and select options.

**Order Placement:** Users can place orders directly through the app for delivery or pickup.

**Promotions:** A dedicated section will showcase promotions and offers from participating restaurants.

**Web-Based Platform:** The app will be accessible via web browsers on PCs and other devices.

**Administrative Features:** Basic administrative functionalities will be available to manage user accounts and restaurant listings.

**OutScope:**

**Restaurant Operations:** Operational aspects of restaurants, such as inventory management, are not part of the scope.

**Third-Party Integrations:** Integrations beyond restaurant promotions and user accounts are not included.

**Financial Transactions:** Payment processing and billing functionalities are not within the project scope.

**Hardware Requirements:** Development or provision of specific hardware devices is excluded.

# Milestone List

The successful completion of the Foodies Web App project will be marked by several key milestones, each representing significant progress toward our ultimate goal of delivering a user-friendly and efficient platform for discovering and ordering food from nearby restaurants. Below is a summary list of the milestones along with their respective dates:

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Description | Date | Time |
| Timeline | A timeline shows the chronological order of events or tasks over a specific period, providing a visual representation of schedules and deadlines | 29/3/2024 | 2 Weeks |
| SIQ | SIQ measures the quality and efficiency of software development processes and outcomes, assessing factors like code quality, performance, and adherence to standards. | 29/3/2024 | 2 Weeks |
| PMP (CMP, Review, Change, Problem) | PMP is a comprehensive document that outlines the approach, processes, and methodologies for managing a project from initiation to closure, including objectives, scope, schedule, and resources. | 29/3/2024 | 2 Weeks |
| SRS | SRS is a detailed document outlining the functional and non-functional requirements of a software system, including its features, user interactions, and performance criteria | 29/3/2024 | 2 Weeks |
|  |  |  |  |

These milestones represent critical stages in the development and deployment of the Foodies Web App. The completion of each milestone signifies significant progress and brings us closer to our overarching goal of providing users with a seamless and enjoyable food ordering experience. Throughout the project, we remain committed to meeting deadlines and delivering high-quality results.

**Changes to Milestones or Delivery Dates:**

If changes to milestones or delivery dates are necessary, a formal change management process will be initiated. This process will involve assessing the impact of proposed changes on project timelines, resources, and budget, followed by approval from relevant stakeholders. Clear communication will be maintained throughout, ensuring transparency and alignment with project objectives.

# Configuration Management Plan

For our project, we've established a streamlined Configuration Management Strategy leveraging GitHub for efficient setup and management of project environments. Our strategy revolves around maintaining two key branches: 'main' and 'master'.

The 'main' branch serves as our primary development line, where all feature integrations and bug fixes take place. Before any changes are merged into this branch, they undergo rigorous testing and review, ensuring the stability and reliability of our development process.

Conversely, the 'master' branch acts as our production-ready environment. Only meticulously validated and approved changes from the 'main' branch are merged into 'master'. This ensures that only thoroughly vetted code reaches our live environment, guaranteeing the integrity and functionality of our deployed software.

Additionally, our project folders are structured as follows:

* Requirement
* Design
* Code
* Testing
* PMP

This organized structure facilitates seamless navigation and management of project artifacts throughout the development lifecycle.

For a detailed Configuration Management Plan template, you can find it **here**.

# Change Management Plan

A Change Request is a formal proposal to make changes to a project. It explains why the change is needed and assesses how it might affect different parts of the project. It also outlines how the change will be made, step by step. Additionally, it identifies any possible problems with the change and suggests ways to deal with them. Overall, it's a way to carefully plan and manage any adjustments to the project to keep things running smoothly.

For a detailed Change Management Plan template, you can find it **here**.

# Communications Management Plan

The Communications Management Plan establishes the framework for communication within the Foodies Web App project. It will serve as a comprehensive guide for all communication activities throughout the project lifecycle and will be updated as communication needs evolve. This plan outlines the roles and responsibilities of project team members concerning communication, provides a communication matrix to delineate communication requirements, and sets standards for meeting conduct and other communication channels. Additionally, a project team directory is included to facilitate seamless communication among stakeholders.

**Roles and Responsibilities:**

The Project Manager assumes primary responsibility for ensuring effective communication throughout the project. They will oversee communication activities and ensure alignment with project objectives and stakeholder needs.

**Communication Matrix:**

The Communication Matrix outlines the communication requirements for the Foodies Web App project. It specifies what information needs to be communicated, who will communicate it, when communication should occur, and the intended recipients. The matrix serves as a roadmap for all project-related communication activities.

**Project Team Directory:**

A project team directory is provided to furnish contact information for all stakeholders directly involved in the Foodies Web App project. This directory facilitates efficient communication by ensuring easy access to relevant stakeholders.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Description** | **Frequency** | **Format** | **Participants/ Distribution** | **Deliverable** | **Owner** |
| Weekly Project Team Meeting | Meeting to review action register and status | Weekly | In Person | Project Team | Updated Action Register | Project Manager |
| Project Monthly Review (PMR) | Present metrics and status to team and sponsor | Monthly | In Person | Project Sponsor, Team, and Stakeholders | Status and Metric Presentation | Project Manager |
| Project Gate Reviews | Present closeout of project phases and kickoff next phase | As Needed | In Person | Project Sponsor, Team and Stakeholders | Phase completion report and phase kickoff | Project Manager |
| Technical Design Review | Review of any technical designs or work associated with the project | As Needed | In Person | Project Team | Technical Design Package | Project Manager |

Project team directory for all communications is:

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **E mail** |
| Mohamed Ibrahim | Project Manager | mohamedibrahim3698@gmail |
| Nourhan Ali | Quality Specialist | nourhan.alii.257@gmail.com |
| Shimaa Shehata | Programmer | swanyshimaa@gmail.com |
| Manar Ali | Programmer | Manaraligomaa77@gmail.com |
| Mostafa Mohamed | Quality Specialist | mostafamohamed3437@gmail.com |
| Aalaa Adel | Programmer | aalaa.adel1442@gmail.com |

Communications Conduct:

**Meetings:**

The Project Manager will ensure effective communication through organized meetings. A meeting agenda will be distributed at least 2 days prior to any scheduled meeting, and participants are expected to review it beforehand. During meetings, a designated timekeeper will ensure adherence to the agenda's timing, while a recorder will take comprehensive notes for distribution to the team afterward. Punctuality is essential, and all participants are expected to arrive on time. To minimize distractions, cell phones and other electronic devices should be turned off or set to vibrate mode. Meeting minutes will be circulated no later than 24 hours after the meeting's conclusion.

**Email:**

Email communication related to the Foodies Project must uphold professionalism, accuracy, and brevity. All emails should be error-free and directed to the appropriate project participants as outlined in the communication matrix. Attachments must conform to the organization's standard software suite programs and adhere to established formats. Emails addressing issues should clearly articulate the problem, provide background context, and offer recommendations for resolution. The Project Manager must be included in all email correspondence concerning the Foodies Project.

**Informal Communications:**

While informal communication is integral to project collaboration, any significant issues, concerns, or updates arising from informal discussions among team members must be promptly communicated to the Project Manager. This ensures timely action and alignment with project objectives.

# Review Plan

Our review strategy aims to ensure thorough and effective assessment of project documents. By following a systematic approach, we streamline the review process and maximize its benefits. Here are the key steps in our review strategy:

**Assigned Reviews:** The project manager assigns documents to be reviewed each week.

**Using Review Sheet:** Reviewers fill out a simple review sheet to give feedback.

**Unique Document IDs:** Each document gets a unique ID for tracking.

**Upload Reviews:** Completed review sheets are uploaded to our system.

By adhering to these steps, we enhance collaboration, maintain document quality, and ensure alignment with project goals.

For a detailed Review Plan template, you can find it **here**.

# Problem Resolution Plan

Problem resolution is how we tackle issues swiftly and effectively. Here's how we do it:

**Notify the Project Manager:** When a problem arises, team members email the project manager.

**Analysis and Documentation:** The project manager analyzes the issue and documents it is using our problem resolution template.

**Team Update:** The project manager shares insights with the team about the problem.

**Assign Responsibility:** The project manager assigns someone to fix the problem and sets deadlines.

**Status Update:** As the team members work on the problem, they keep the project manager updated. When it's fixed, the status is changed from 'open' to 'closed'.

With this simple process, we handle problems efficiently, keeping our project on track and moving forward smoothly.

For a detailed Problem Resolution Plan template, you can find it **here**.