**PROJECT WORK PACKAGE**

**Project: AI Customer Analyzer**

**Group: 19**

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# 1 Work Package History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location

## 1.2 Revision History

**Date of this revision:**

**Date of Next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
|  |  | First issue |  |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| Dr. Yasas |  | Project Exective | 18.03.23 | 1.0 |
| Dream Space(Private) Limited |  | Client | 18.03.23 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Mr. Gunarakulan | Project Manager | 16.03.23 | 1.0 |
| T.Sangeetha | Start-up Manager | 16.03.23 | 1.0 |
| Mr. Delaxsan Raj | Quality Manager | 16.03.23 | 1.0 |
| Ms. Haritha | Risk Manager | 16.03.23 | 1.0 |
| Ms. Mathu | Scheduling Manager | 16.03.23 | 1.0 |

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# Work Package

## 3 Purpose

A work package serves the objective of outlining a clear and detailed strategy for accomplishing a certain component of the project work. It is simpler to manage and track progress, spot and fix problems, and make sure the project is finished on schedule and under budget by splitting it up into smaller segments. Work packages serve as a foundation for cost estimation, resource scheduling, and project performance monitoring.

## 4 Work Package Description

This AI Customer Analyzer is for DreamSpace (Private) Limited. The major objective of developing the suggested product is to increase the client's client.

To achieve the aim, the project manager and the team have spoken about and decided to build and host a fully functional and user-friendly system with the customer. Also, user activity on the system will be monitored because it's critical for business to understand whether customers are satisfied with their services.

## 5 Product Description(s)

The Dream Space (Private) Limited is a company that is situated in Batticaloa. The product is to develop a system to manage their customer activities. This system helps to recognize the number of customers visiting their shops and also helps to count the females and males separately.

* To create a smooth user-friendly user interface that meets the client expectations.
* Perform all relevant tests
* To hand over error free system to the client.
* Fix all errors and maintain the system

## 6 Techniques/Processes/Procedures

The project will be accurately finished in compliance with the client's specifications and standard operating procedures. On the Azure board, each participant will have specific duties allocated to them. Prince 2 will be used to administer the project. To ensure that everyone can access the most recent code, version control will also be enabled in the project using GitHub.

## 7 Interfaces

Team meetings will be held with Zoom; email or WhatsApp meetings are used for team communication. Zoom meetings will assign specific tasks to the team members, while email and WhatsApp will be used for document sharing. To keep track of what is being worked on and who is working on what through the Azure boards by the team manager.

## 8 Quality Checking Method

The system's quality is verified by the quality manager. On the system, both automated and manual testing are run. Selenium offers functionality and quality control for the automated system.

## 9 Configuration Management Requirements

All the functions are included in the system's finished form.

## 10 Stage Plan Extracts

The stage plan can be referred to the attached document that has the full explanation about the main stage plan extracts

## 11 Agreements

Our team inquired about the client acceptance statement, which outlines all the agreements before the project was started. And also, we will be conducting weekly client meetings to get approval from the client about the progress. Hence, the combination is transparent and clear

## 12 Sign-Off Requirements

The project manager and start-up manager are responsible for signing off on the completed product.

## 13 Work Return Arrangements

The project manager and the quality manager go over each quality test report before the project is delivered to make sure the system and supporting documents satisfy client’s requirements.

## 14 Completion

The team plays important roles such as project manager, start-up manager, risk manager, scheduling manager, and quality manager. The team project manager is the one who takes care of the whole project and its administration as well. The start-up manager communicates and interacts with customers to fulfil their expectations. The scheduling manager arranges the meetings and takes meeting notes as well. The risk manager is in charge of evaluating the risk and coming up with solutions to mitigate it. The quality manager is assuring the project's quality and reviewing the documents.

## 15 Constraints

Time and budget are the most critical factors to be considered.

* Estimate time duration: 8 weeks
* Working hours weekdays: 9AM to 3 PM (6 hours a day)

## 16 Independent Quality Checking Arrangements

Every team member will develop a range of subproducts over the course of the project. It is a hard process to make sure that they meet the requirements. It is necessary to examine the quality plan document before handling the deliverables with the QA engineer. The quality manager tests all the functionality, along with application and document testing. This will decrease the total time needed for the quality assurance procedure and raise the project's overall quality.

## 17 Reporting

At the board meetings, the team will receive a report on the project's status. Also, the project executive will receive all the documents. End-stage reports will be provided to the board when each stage is complete.

## 18 Problem Handling and Escalation

The risk manager should develop a plan to address the problem, including actions, resources, and timelines. A risk manager must quantify the risk and choose a mitigation plan. The team addresses the risks that were identified and the risk manager's mitigation plan is used to handle them under the direction of the project manager.