

MyTGuide Project Plan

Index

Version 1.0

11/17/2017

MyTGuide

Group 15

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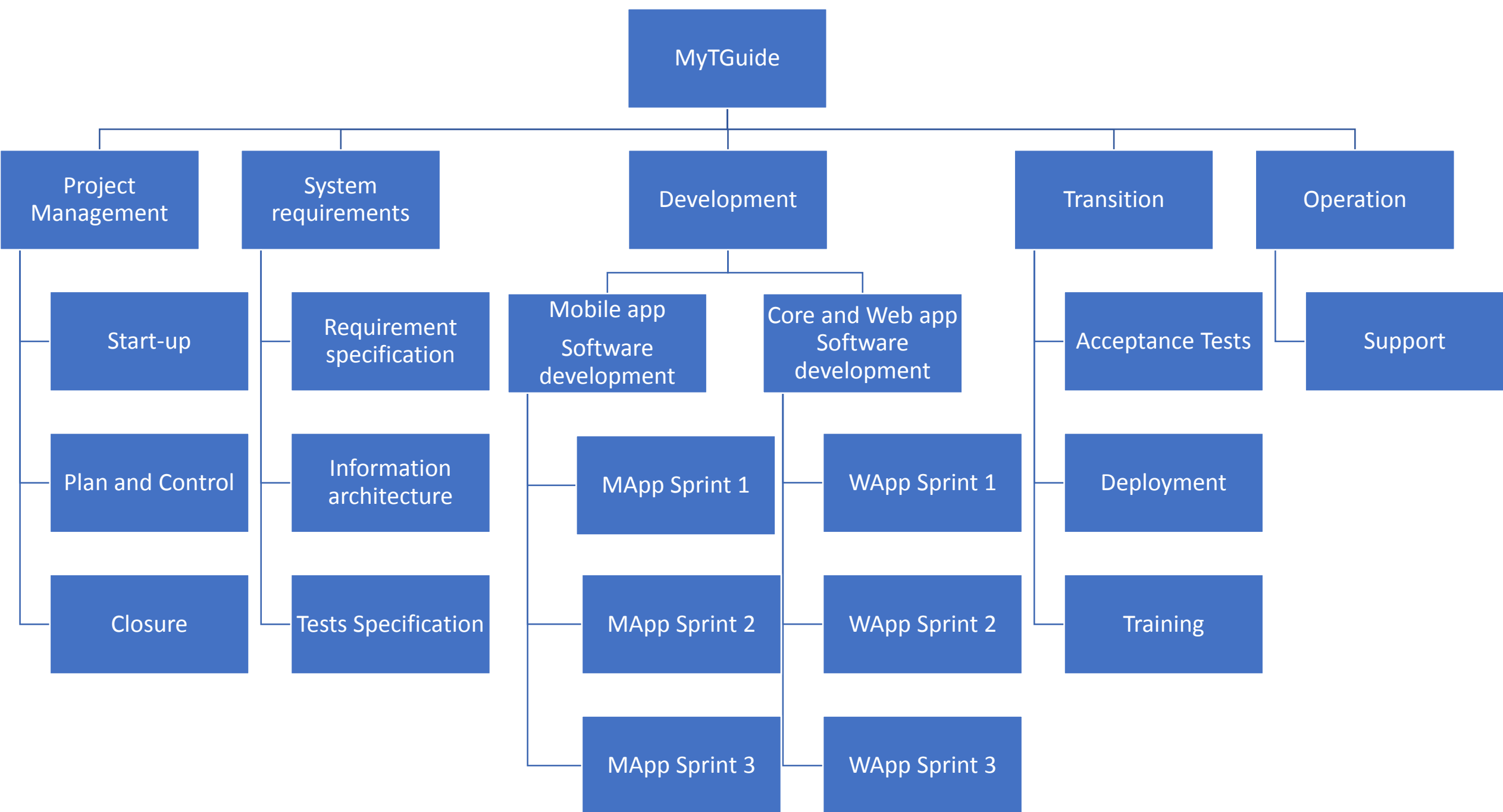
José Touret Nº 78215

Description

FreeTime intends to launch a new innovative service in the tourism sector supported by a digital platform, MyTGuide which consists in two apps, MyTGuidePartner app and MyTGuideClient app, and a website, MyTGuide.com. Clients will be able to search, book and evaluate tours and Partners will be able to offer their guide services.

MyTGuide			
Integration :: Project Charter			
Project Identification			
Project Name	MyTGuide	Project #	15
Project Sponsor	Alberto da Silva	Project Manager	Henrique Lourenço
Application Domain	Other	Type	System Development
Project Constraints			
Start Date	First week of 2018	End Date	First week of July of 2018
Price/Cost	200,000 €	Other	
Purpose: What? (scope statement)	To create a product with 3 platforms, one app which will allow tourists to book and get information about tours and in the end evaluate them, another app which will allow tourist guides to offer their services (guides) and a website which will allow both parts to access their respective module		
Purpose: Why?	The reason for this project is to create an innovative product which will allow the tourists to look up tours and book them fast and easily and will allow buides to easily offer their services to a big number of tourists		
Business Benefits			
BB_1	To have a easy to use, scalable and secure online platform.		
BB_2	Smooth operation of the business, namely in what concerns its main processes.		
BB_3	Proper integration with external systems, namely with the Bank Gateway and its ERP/Accounting systems.		
BB_4	Efficient use of involving human resources.		
BB_5	Invoicing over 200 k€, by the end of the first year, regarding this specific new business.		
Success Criteria			
SC_1	Project cost under budget limit	between € 188,000 and € 212,000	
SC_2	Project concluded on time	before third week of July	
SC_3	Number of non-conformities under limit	under 10	
SC_4	Time spent correcting non-conformities under limit	under 48 hours	
SC_5	Training sessions evaluation over minimum	over 3,5	
Success Factors			
SF_1	Equipment provided and installed by SoftwareHouse		
SF_2	Highly motivated project team		
SF_3	Available users to test the product		
SF_4	Optimized project scope		

Project Stakeholders		
STK1	FreeTime Customers	Innovative app to search and book tours
STK2	FreeTime Partners	Innovative app to offer tour services
STK3	FreeTime Company	Successful project delivered
STK4	Sponsor	Income from the project
STK5	DAF - Administrative and Financial Department:	Project concluded within budget
STK6	DMC - Department of Marketing and Customer Support	Satisfied customers
STK7	DAP - Partner Support Department	Satisfied partners
STK8	DSI - IT Department	System well implemented
Project Manager	Signature:	
	Name: Henrique Afonso Ferreira da Silva Lourenço	
	Date: 12 April 2017	






















MyTGuide				
Scope :: Work Breakdown Structure Dictionary				
Project				
Sub-Project, Phase				
Workpackage				
WP Id (*)	Name (*)	WP Description	Milestone	
MyTGuide				
Project Management				
WP_1	Start-up	Project start-up	Mi_1	Initial project plan approved
WP_2	Plan and Control	Plan to develop and manage the project	Mi_2	Project successfully deployed
WP_3	Closure	Finish the project	Mi_3	Project successfully concluded
System requirements				
WP_4	Requirement specification	Specify System requirements	Mi_4	System Requirements Specification Document approved
WP_5	Information architecture	Specify System architecture	Mi_5	System Architecture and Design Document approved
WP_6	Tests Specification	Specify the project tests	Mi_6	System Tests Specification Document approved
Mobile app Software development				
WP_7	MApp Sprint 1	Mapp development Sprint	Mi_7	MApp Sprint 1 concluded
WP_8	MApp Sprint 2	Mapp development Sprint	Mi_8	MApp Sprint 2 concluded
WP_9	MApp Sprint 3	Mapp development Sprint	Mi_9	MApp Sprint 3 concluded

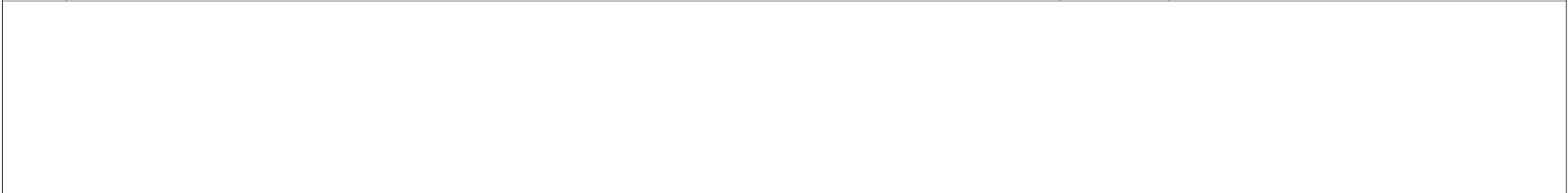
WP_10	MApp Sprint 4	Mapp development Sprint	Mi_10	MApp Sprint 4 concluded
WP_11	MApp Sprint 5	Mapp development Sprint	Mi_11	MApp Sprint 5 concluded
Core and Web app Software development				
WP_12	WApp Sprint 1	Wapp development Sprint	Mi_12	WApp Sprint 1 concluded
WP_13	WApp Sprint 2	Wapp development Sprint	Mi_13	WApp Sprint 2 concluded
WP_14	WApp Sprint 3	Wapp development Sprint	Mi_14	WApp Sprint 3 concluded
WP_15	WApp Sprint 4	Wapp development Sprint	Mi_15	WApp Sprint 4 concluded
WP_16	WApp Sprint 5	Wapp development Sprint	Mi_16	WApp Sprint 5 concluded
Transition				
WP_17	Acceptance Tests	Testing the final product to check if every requirement is met	Mi_17	Project successfully approved
WP_18	Deployment	Deploy the product in the Market	Mi_18	Project successfully deployed
WP_19	Training	Train the FreeTime's team to manage with the system	Mi_19	User Guide approved Free Time's training completed
Operation				
WP_20	Support	Supply the client with availability to solve any problems with the product	Mi_20	Planned technical support time period ended

MyTGuide

Scope :: Deliverables Table

Id (*)	Name (*)	Type (*)	Work Package	Description
D_1	MyTGuide system	Software Application	WP_18	Deployed applications with all the respective functionalities implemented
D_2	Source code	Documentation	WP_7 to WP_16	Code of MyTGuide applications and the respective documentation
D_3	Project related reports	Documentation	WP_1,WP_2,WP_3	All the reports created in the project lifetime
D_4	System Requirements Specification	Documentation	WP_4	Document with all requirements and use cases of the system
D_5	System Architecture and Design	Documentation	WP_5	Document with all architecture and design choices of the system
D_6	User Guides and additional training materials	Documentation	WP_19	All documentation regarding how to work with the system
D_7	System Tests Specification	Documentation	WP_6	All tests used on the system

ID		Task Mode	Task Name	Duration	Start	Finish	17 T	25 Dec '17 F	S	S	15 Jan '18 M	T	W	05 Feb '18 T	F	26 Feb S
0			MyTGuide	211 days	02-01-18	29-10-18										
1			Start-up	5 days	02-01-18	08-01-18										
5			Plan and Control	120 days	09-01-18	29-06-18										
8			Closure	5 days	02-07-18	06-07-18										
11			Requirement specification	10 days	09-01-18	22-01-18										
15			Information architecture	8 days	23-01-18	01-02-18										
20			Tests Specification	10 days	02-02-18	15-02-18										
24			Mobile App - Sprint 1	20 days	16-02-18	15-03-18										
27			Mobile App - Sprint 2	20 days	16-03-18	13-04-18										
30			Mobile App - Sprint 3	20 days	16-04-18	15-05-18										
33			Core and Web App - Sprint 1	20 days	16-02-18	15-03-18										
36			Core and Web App - Sprint 2	20 days	16-03-18	13-04-18										
39			Core and Web App - Sprint 3	20 days	16-04-18	15-05-18										
42			Acceptance Tests	18 days	16-05-18	11-06-18										
47			Deployment	10 days	12-06-18	25-06-18										
50			Training	14 days	26-06-18	13-07-18										
55			Support	90 days	26-06-18	29-10-18										



Project: MyTGuide

Date: 16-11-17

Task

Split


Milestone


Summary


Project Summary


Inactive Task


Inactive Milestone














Inactive Summary

Manual Task


Duration-only


Manual Summary Rollup


Manual Summary


Start-only


Finish-only

















External Tasks

External Milestone


Deadline


Critical


Critical Split


Progress


Manual Progress











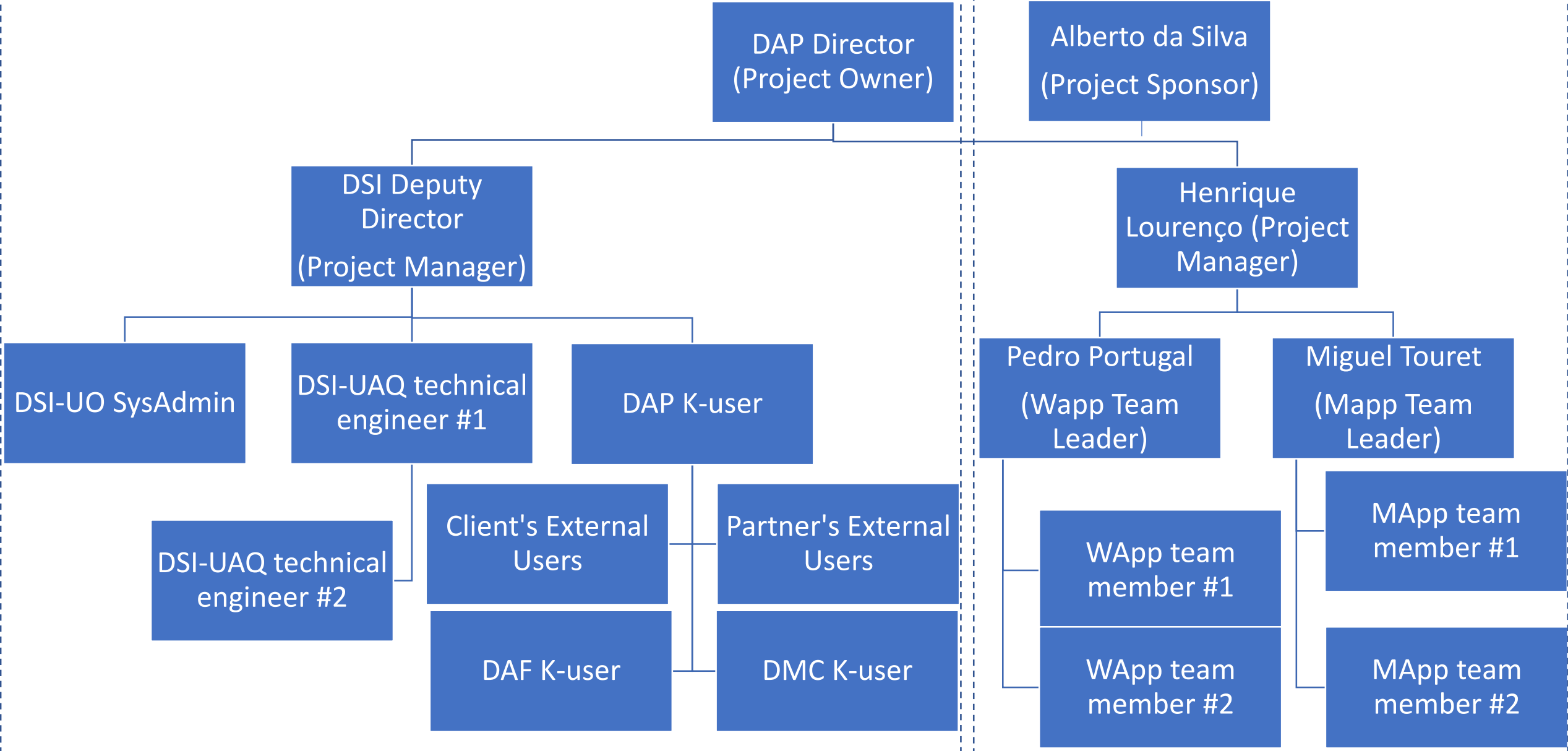






FreeTime's team

SoftwareHouse's team



MyTGuide

Organization Resources :: Organization Breakdown Structure

Groups

Individuals

Id (*)	Name (*)	Type (*)	Role (*)	Organization (*)	PartOf	ReportTo	Description
Stk_01	FreeTime	Organization	Other	Customer			Customer company
Stk_02	FreeTime's team	Team	Other	Customer	Stk_01		FreeTime's team
Stk_03	Software House	Organization	Other	Performing			Developing company
Stk_04	SoftwareHouse's team	Team	Other	Performing	Stk_03		SoftwareHouse's team
Stk_05	Alberto da Silva	Person	Project Sponsor	Performing	Stk_04		SoftwareHouse's partner
Stk_06	Henrique Lourenço	Person	Project Manager	Performing	Stk_04	Stk_18	SoftwareHouse's team manager
Stk_07	Miguel Touret	Person	Team Leader; Scrum Master	Performing	Stk_04	Stk_06	SoftwareHouse's mobile app team leader
Stk_08	MApp team member #1	Person	Team Member	Performing	Stk_04	Stk_07	SoftwareHouse's mobile app team member
Stk_09	MApp team member #2	Person	Team Member	Performing	Stk_04	Stk_07	SoftwareHouse's mobile app team member
Stk_10	Pedro Portugal	Person	Team Leader; Scrum Master	Performing	Stk_04	Stk_06	SoftwareHouse's core and web team leader

Stk_11	WApp team member #3	Person	Team Member	Performing	Stk_04	Stk_10	SoftwareHouse's core and web app team member
Stk_12	WApp team member #4	Person	Team Member	Performing	Stk_04	Stk_10	SoftwareHouse's core and web app team member
Stk_13	DAF K-user	Person	Team Member	Customer	Stk_02	Stk_20	Administrative and Financial Department's K-user
Stk_14	DMC K-user	Person	Team Member	Customer	Stk_02	Stk_20	Department of Marketing and Customer Support's K-user
Stk_15	DAP Director	Person	Project Owner	Customer	Stk_02		Partner Support Department's director
Stk_16	DSI Deputy Director	Person	Project Manager	Customer	Stk_02	Stk_17	IT Department's deputy director
Stk_17	DSI-UO SysAdmin	Person	Team Leader	Customer	Stk_02	Stk_18	DSI-UO's System administrator
Stk_18	DAP K-user	Person	Functional Manager; Product Owner	Customer	Stk_02	Stk_17	Partner Support Department's K-user
Stk_19	DSI-UAQ technical engineer #1	Person	Team Leader	Customer	Stk_02	Stk_18	DSI-UAQ technical engineer responsible for ERP integration and system tests
Stk_20	DSI-UAQ technical engineer #2	Person	Team Member	Customer	Stk_02	Stk_21	DSI-UAQ technical engineer responsible for ERP integration and system tests
Stk_21	Client's External Users	Person	Team Member	Sub-Contractor	Stk_10	Stk_20	2 external users as representatives from Clients group
Stk_22	Partner's External Users	Person	Team Member	Sub-Contractor	Stk_11	Stk_20	2 external users as representatives from Partners group

Organization Resources :: Responsibility Assignment Matrix

WP-ID	WP-Name	SoftwareHouse Project Manager						
		Mapp Team Leader	Wapp TeamLeader	Project Owner	FreeTime Project Manager	DAP K-user (Functional Manager)		
T_1	Start-up	X/P			D	d		T_1
T_2	Plan and Control	X/P			D	d		T_2
T_3	Closure	X/P			D	d		T_3
T_4	Requirement specification	P	X		D	d	C	T_4
T_5	Information architecture	P		X	D	d		T_5
T_6	Tests Specification	P		X	D	d	C	T_6
T_7	MApp Sprint 1	P	X					T_7
T_8	MApp Sprint 2	P	X					T_8
T_9	MApp Sprint 3	P	X					T_9
T_10	MApp Sprint 4	P	X					T_10
T_11	MApp Sprint 5	P	X					T_11
T_12	WApp Sprint 1	P		X				T_12

T_13	WApp Sprint 2	P		X				T_13
T_14	WApp Sprint 3	P		X				T_14
T_15	WApp Sprint 4	P		X				T_15
T_16	WApp Sprint 5	P		X				T_16
T_17	Acceptance Tests	P			D	d	X	T_17
T_18	Deployment	P		X				T_18
T_19	Training	P	X			I		T_19
T_20	Support	P		X				T_20

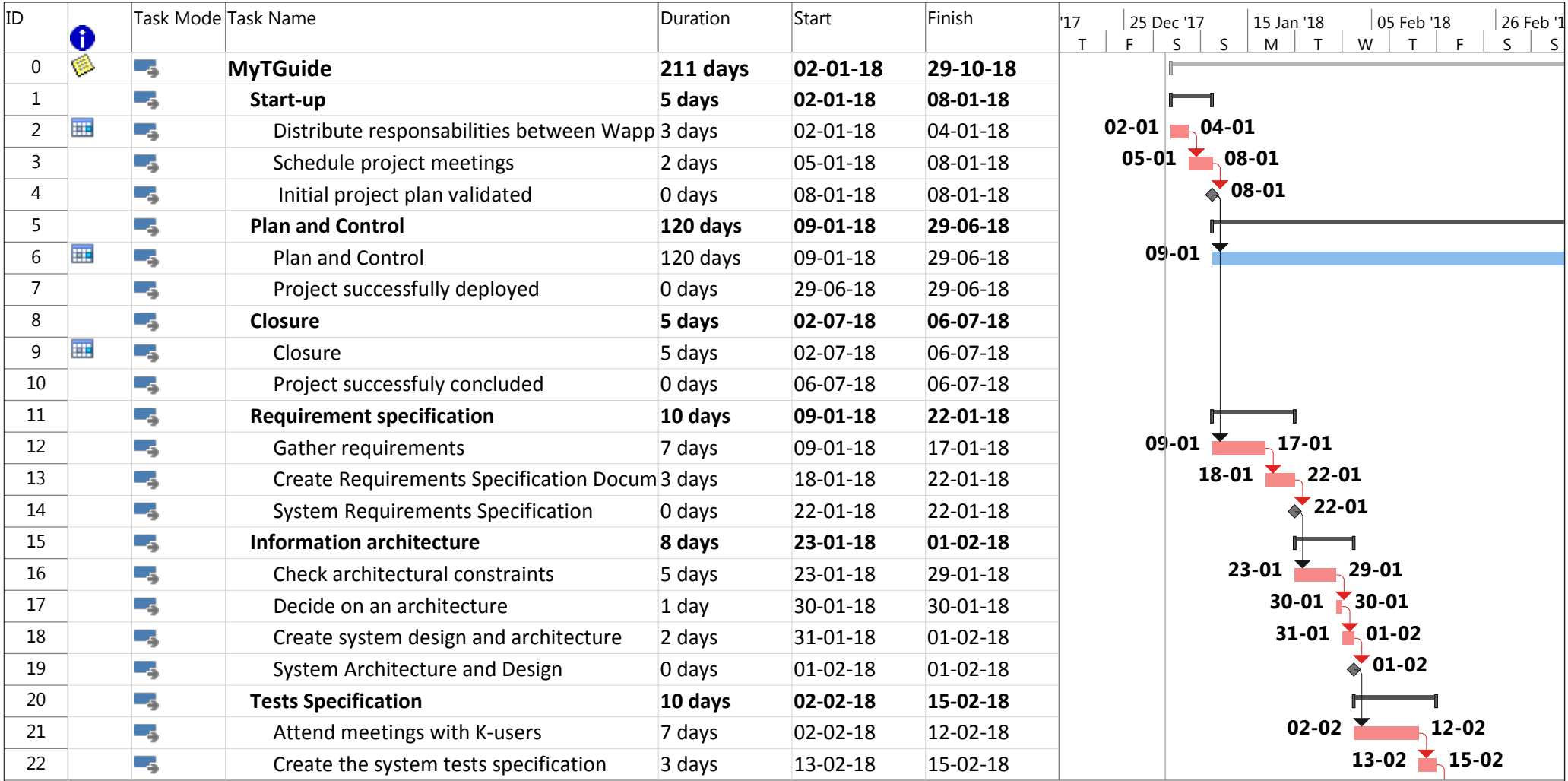
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Communication :: Communication Flows

























What			Who			When		How		
Id (*)	Deliverable / Other		Type (*)	Owner (From)	Audience (To)	Frequency	When	Medium	Format	Description
	Id (*)	Name								
CF_1	D_2	Source code	Technical	Henrique Lourenço (PM)	DSI Deputy Director (PM)	Once		Email	.cpp	Delivery of deliverable D_2
CF_2	D_3	Code documentation	Technical	Henrique Lourenço (PM)	DSI Deputy Director (PM)	Once		Email	PDF	Delivery of deliverable D_3
CF_3	D_4	Project related reports	Technical	Henrique Lourenço (PM)	DSI Deputy Director (PM)	Once		Email	PDF	Delivery of deliverable D_4
CF_4	D_5	System Requirements	Technical	Henrique Lourenço (PM)	DSI Deputy Director (PM)	Once		Email	PDF	Delivery of deliverable D_5
CF_5	D_6	System Architecture and Design	Technical	Henrique Lourenço (PM)	DSI Deputy Director (PM)	Once		Email	PDF	Delivery of deliverable D_6
CF_6	D_7	User Guides and additional training materials	Technical	Henrique Lourenço (PM)	DSI Deputy Director (PM)	Once		Email	PDF	Delivery of deliverable D_7
CF_7	D_8	System Tests Specification	Technical	Henrique Lourenço (PM)	DSI Deputy Director (PM)	Once		Email	PDF	Delivery of deliverable D_8
CF_8	D_9	Mobile app Software Sprint report	Management	Miguel Touret (Mapp Team Leader)	Henrique Lourenço	Bi-Weekly	Every Friday	Email	PDF	Report of mobile app development status
CF_9	D_10	Core and Web app Software Sprint report	Management	Pedro Portugal (Wapp Team Leader)	Henrique Lourenço	Bi-Weekly	Every Friday	Email	PDF	Report of core and web app development
CF_10	D_11	MyTGuide Status report	Management	Henrique Lourenço (PM)	DSI Deputy Director (PM)	Monthly	Last working day of the month	Email	PDF	Report of MyTGuide status
CF_11	D_12	Status report	Management	DSI Deputy Director (PM)	DAP Director (Owner)	As-Needed		Email	PDF	Report of MyTGuide status

Communication :: Meetings

Id (*)	Description	Type (*)	Frequency	Owner	Audience	Deliverable(s) if any	Description
CM_1	Mapp Sprint Planning	Technical	Monthly	Scrum Master	Product Owner, Mapp Team		
CM_2	Wapp Sprint Planning	Technical	Monthly	Scrum Master	Product Owner, Wapp Team		
CM_3	Mapp Sprint Review	Technical	Monthly	Mapp Team	Product Owner, Scrum Master		
CM_4	Wapp Sprint Review	Technical	Monthly	Wapp Team	Product Owner, Scrum Master		
CM_5	Mapp Sprint Retrospective	Technical	Monthly	Scrum Master	Mapp Team		
CM_6	Wapp Sprint Retrospective	Technical	Monthly	Scrum Master	Wapp Team		
CM_7	Mapp Daily Scrum	Steering	Daily	Scrum Master	Mapp Team		
CM_8	Wapp Daily Scrum	Steering	Daily	Scrum Master	Wapp Team		



Project: MyTGuide Date: 16-11-17	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Critical	
	Project Summary		Manual Summary		Critical Split	
	Inactive Task		Start-only		Progress	
	Inactive Milestone		Finish-only		Manual Progress	

ID		Task Mode	Task Name	Duration	Start	Finish	'17	25 Dec '17	15 Jan '18	05 Feb '18	26 Feb '18						
							T	F	S	S	M	T	W	T	F	S	S
23			System Tests Specification Document	0 days	15-02-18	15-02-18											
24			Mobile App - Sprint 1	20 days	16-02-18	15-03-18											
25			Mapp Sprint 1 execution	20 days	16-02-18	15-03-18											
26			MApp Sprint 1 concluded	0 days	15-03-18	15-03-18											
27			Mobile App - Sprint 2	20 days	16-03-18	13-04-18											
28			Mapp Sprint 2 execution	20 days	16-03-18	13-04-18											
29			Mapp Sprint 2 concluded	0 days	13-04-18	13-04-18											
30			Mobile App - Sprint 3	20 days	16-04-18	15-05-18											
31			Mapp Sprint 3 execution	20 days	16-04-18	15-05-18											
32			Mapp Sprint 3 concluded	0 days	15-05-18	15-05-18											
33			Core and Web App - Sprint 1	20 days	16-02-18	15-03-18											
34			Wapp Sprint 1 execution	20 days	16-02-18	15-03-18											
35			WApp Sprint 1 concluded	0 days	15-03-18	15-03-18											
36			Core and Web App - Sprint 2	20 days	16-03-18	13-04-18											
37			Wapp Sprint 2 execution	20 days	16-03-18	13-04-18											
38			Wapp Sprint 2 concluded	0 days	13-04-18	13-04-18											
39			Core and Web App - Sprint 3	20 days	16-04-18	15-05-18											
40			Wapp Sprint 3 execution	20 days	16-04-18	15-05-18											
41			Wapp Sprint 3 concluded	0 days	15-05-18	15-05-18											
42			Acceptance Tests	18 days	16-05-18	11-06-18											
43			Perform acceptance testing	2 days	16-05-18	17-05-18											
44			Document bugs found in acceptance tests	6 days	18-05-18	25-05-18											
45			Correct system issues from acceptance tests	10 days	28-05-18	11-06-18											

Project: MyTGuide

Date: 16-11-17

Task

Split

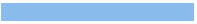
Milestone


Summary


Project Summary


Inactive Task


Inactive Milestone














Inactive Summary

Manual Task


Duration-only


Manual Summary Rollup


Manual Summary


Start-only


Finish-only

















External Tasks

External Milestone


Deadline


Critical


Critical Split


Progress


Manual Progress

































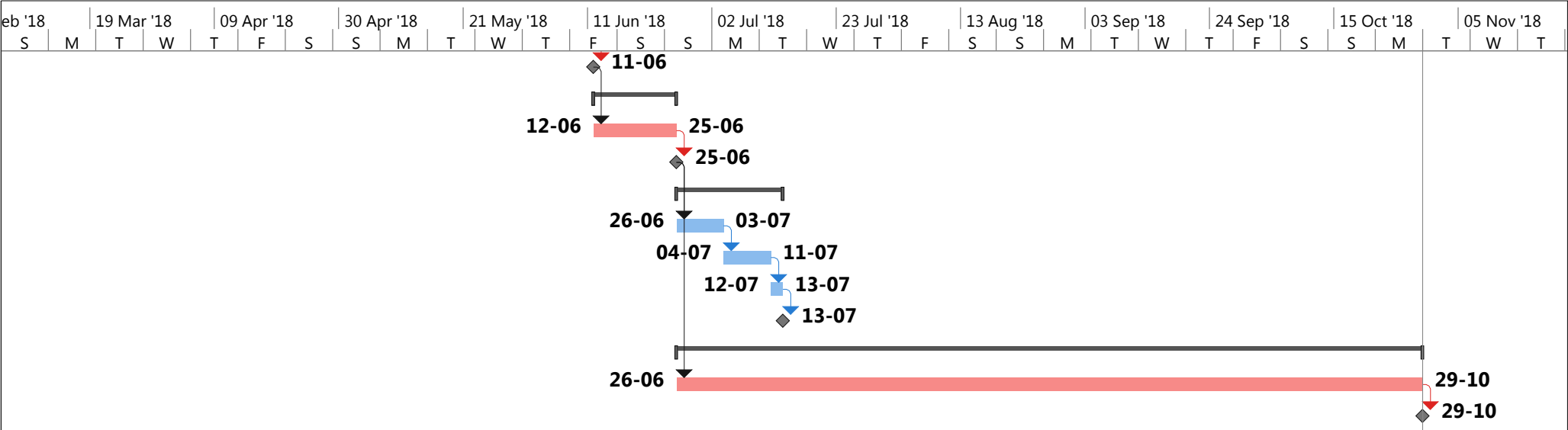
























ID		Task Mode	Task Name	Duration	Start	Finish	'17 T	25 Dec '17 F	S	S	15 Jan '18 M	T	W	05 Feb '18 T	F	26 Feb '18 S	S
46			Project successfully approved	0 days	11-06-18	11-06-18											
47			Deployment	10 days	12-06-18	25-06-18											
48			Deploy to FreeTime systems	10 days	12-06-18	25-06-18											
49			Project successfully deployed	0 days	25-06-18	25-06-18											
50			Training	14 days	26-06-18	13-07-18											
51			Train K-users	6 days	26-06-18	03-07-18											
52			Train technical engineers responsible for	6 days	04-07-18	11-07-18											
53			Creation of User Guide document	2 days	12-07-18	13-07-18											
54			User Guide approved Free Time's training	0 days	13-07-18	13-07-18											
55			Support	90 days	26-06-18	29-10-18											
56			Support	90 days	26-06-18	29-10-18											
57			Planned technical support time period end	0 days	29-10-18	29-10-18											



<div>Project: MyTGuide</div> <div>Date: 16-11-17</div>	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Critical	
	Project Summary		Manual Summary		Critical Split	
	Inactive Task		Start-only		Progress	
	Inactive Milestone		Finish-only		Manual Progress	



Project: MyTGuide Date: 16-11-17	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Critical	
	Project Summary		Manual Summary		Critical Split	
	Inactive Task		Start-only		Progress	
	Inactive Milestone		Finish-only		Manual Progress	

Risks :: Risk Register: Identification

Identification				Assessment		
Id (*)	Name (*)	Description	Assumptions	Probability Level	Consequence Level	Impact Level
R_1	Problem in Bank Gateway Integration	Difficulty in project integration with the current Bank Gateway		High	High	High
R_2	Problem in ERP Integration	Difficulty in project integration with the current ERP		High	High	High
R_3	Incorrect project time estimation	Incorrect estimation of project time	The project may take longer than expected (or less)	Medium	High	Medium
R_4	Incorrect project cost estimation	Incorrect estimation of project cost	The project budget was not enough	Medium	Medium	Medium
R_5	Technical training	Trouble in training DSI department's technical engineers		Low	Medium	Low
R_6	K-users training	Trouble in training K-users from the DMC and DAP departments		Low	Medium	Low
R_7	Current available data extraction	Trouble in training K-users from the DMC and DAP departments	Some data extracted from the Excel sheets might be incomplete or wrong	High	Low	Low
R_8	Team members leaving	Team members might leave the current project or be unavailable for long period of time, be it for health or professional reason		Very Low	High	Low

Probability Level							
Very High							Impact Level
High		R_7		R_1, R_2			High
Medium			R_4	R_3			Medium
Low			R_5, R_6				Low
Very Low				R_			
	Very Low	Low	Medium	High	Very High	Consequence Level	

[Back to Index](#)

MyTGuide

Risks :: Risk Register: Treatment

Identification		Treatment		Owner
Id (*)	Name (*)	Type	Description	
R_1	Problem in Bank Gateway Integration	Acceptance	accept the extra time/cost on the integration	SoftwareHouse PM
R_2	Problem in ERP Integration	Transfer	Assume responsibility of the problems with integration	DSI-UO SysAdmin
R_3	Incorrect project time estimation	Mitigation	Schedule review and control meetings to ensure that the time requirements are being met. Re-adjust the plan if needed.	SoftwareHouse PM
R_4	Incorrect project cost estimation	Mitigation	Schedule review and control meetings to ensure that the cost requirements are being met. Re-adjust the plan if needed.	SoftwareHouse PM
R_5	Technical training	Transfer	Assume responsibility of the problems with training	SoftwareHouse PM
R_6	K-users training	Transfer	Assume responsibility of the problems with training	SoftwareHouse PM
R_7	Current available data extraction	Mitigation	Double check the excel sheets and correct the wrong data if necessary.	SoftwareHouse PM
R_8	Team members leaving	Acceptance	Ensure a smooth transition in the replacement of the team member.	SoftwareHouse PM

Resource Name	Rate	January	February	March	April	May	June	July	August	September	October	Total
PM	€ 200/d	€ 1,960.00	€ 1,600.00	€ 1,680.00	€ 1,600.00	€ 1,680.00	€ 1,680.00	€ 500.00				€ 10,700.00
PSO	€ 400/d											€ 0.00
Wapp-TL	€ 150/d	€ 780.00	€ 900.00	€ 1,890.00	€ 1,800.00	€ 1,710.00	€ 1,890.00	€ 1,980.00	€ 2,070.00	€ 1,800.00	€ 1,890.00	€ 16,710.00
Mapp-TL	€ 150/d	€ 900.00	€ 1,710.00	€ 1,740.00	€ 1,650.00	€ 1,890.00	€ 1,410.00	€ 930.00				€ 10,230.00
Wapp-TM1	€ 100/d		€ 450.00	€ 1,150.00	€ 1,200.00	€ 750.00	€ 1,050.00					€ 4,600.00
Wapp-TM2	€ 100/d		€ 540.00	€ 1,260.00	€ 1,200.00	€ 780.00	€ 1,020.00					€ 4,800.00
Mapp-TM1	€ 100/d		€ 540.00	€ 1,360.00	€ 1,300.00	€ 900.00	€ 700.00					€ 4,800.00
Mapp-TM2	€ 100/d		€ 540.00	€ 1,260.00	€ 1,200.00	€ 900.00	€ 700.00					€ 4,600.00
Product Owner	€ 0/d					€ 0.00						€ 0.00
Labour monthly cost		€ 3,640.00	€ 6,280.00	€ 10,340.00	€ 9,950.00	€ 8,610.00	€ 8,450.00	€ 3,410.00	€ 2,070.00	€ 1,800.00	€ 1,890.00	€ 56,440.00
Travels		€ 1,000.00		€ 1,000.00	€ 1,000.00	€ 1,000.00	€ 2,000.00	€ 2,500.00				€ 8,500.00
DBMS		€ 6,150.00										€ 6,150.00
Total		€ 10,790.00	€ 6,280.00	€ 11,340.00	€ 10,950.00	€ 9,610.00	€ 10,450.00	€ 5,910.00	€ 2,070.00	€ 1,800.00	€ 1,890.00	€ 71,090.00
Price	30%											€ 92,417.00
Invoices		30%		20%		20%		30%				
		€ 27,725.10		18,483.40 €		18,483.40 €		27,725.10 €				
Cash Flow		€ 16,935.10	€ 10,655.10	€ 17,798.50	€ 6,848.50	€ 15,721.90	€ 5,271.90	€ 27,087.00	€ 25,017.00	€ 23,217.00	€ 21,327.00	