**CET333 Product Development – Schedule of Tasks**

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| **Task** | **Hours** | **Estimated Start-Date** | **Estimated**  **End Date** | **Actual Start Date** | **Actual**  **End Date** | **Deliverable** |
| 1. **Building a concept** | **8** |  |  |  |  |  |
| 1. Research Client Background | 1 |  |  |  |  | Summary of client’s business and target audience. |
| 1. Identify Client Basic Needs | 1 |  |  |  |  | List of essential client requirements. |
| 1. Conduct Market Research | 2 |  |  |  |  | Analysis of industry trends and competitor solutions. |
| 1. Prepare Agenda | 1 |  |  |  |  | Detailed agenda for client meeting. |
| 1. Research Similar Projects | 1 |  |  |  |  | Examples of similar websites or apps. |
| 1. Define Projects Goals | 1 |  |  |  |  | Clear project goals aligned with client objectives. |
| 1. Prepare Questions for the client | 1 |  |  |  |  | List of questions covering technical, timeline, and feature requirements. |
| 1. **First Client Meeting** | **9** |  |  |  |  |  |
| 1. Knowing More About Company Background | 1 |  |  |  |  | Understand the client’s business, products, services, and target market. |
| 1. Discuss Client Vision | 1 |  |  |  |  | Clarity on client’s vision and goals. |
| 1. Present Initial Research on Market | 1 |  |  |  |  | Research findings on market trends. |
| 1. Discuss Budget and Timeline | 1 |  |  |  |  | Budget and timeline details. |
| 1. Gather Basic Functional, Non-Functional Requirement and Wishlist | 1 |  |  |  |  | List of functional and non-functional requirements, user experience needs. |
| 1. Identify and Involve Key Stakeholders | 1 |  |  |  |  | Stakeholder identification and involvement plan. |
| 1. Create Meeting Notes | 1 |  |  |  |  | Meeting notes for future reference. |
| 1. Document the Client Meetings and get Approval | 2 |  |  |  |  | Documented client meeting details. |
| 1. **Second Client Meetings** | **4** |  |  |  |  |  |
| 1. Discuss Technology Frameworks with client and select | 1 |  |  |  |  | Discuss the technology stack suitable for the project. |
| 1. Recommendation the Functional Requirements, Non-Functional Requirements, Wishlist | 1 |  |  |  |  | Finalized requirements based on client feedback. |
| 1. Gather Stakeholder Feedback | 1 |  |  |  |  | Stakeholder feedback on key decisions. |
| 1. Update the Budget and Timeline | 1 |  |  |  |  | Updated budget and timeline details. |
| 1. **Requirement Analysis** | **4** |  |  |  |  |  |
| 1. Create Requirements Specification Documents | 1 |  |  |  |  | Initial Requirement Specification Document (RSD). |
| 1. Do Requirement Analysis | 2 |  |  |  |  | Confirm that the requirements meet business goals |
| 1. Requirements Specification Documents Approval | 1 |  |  |  |  | Signed-off Requirement Specification Document |
| 1. **Project Planning** | **6** |  |  |  |  |  |
| 1. Define Project Milestones | 1 |  |  |  |  | list of milestones with timelines for each phase. |
| 1. Budget Allocation | 1 |  |  |  |  | Detailed budget plan, including resources, tools, and contingency. |
| 1. Risk Assessment | 1 |  |  |  |  | Risk mitigation plan with identified issues and contingency strategies. |
| 1. Create Project Timeline | 1 |  |  |  |  | Detailed timeline for the entire project. |
| 1. Choose Development Methodology | 1 |  |  |  |  | Decision on methodology for development. |
| 1. Resource and Tool Allocation | 1 |  |  |  |  | Choice resource and tools for each phase |
| 1. **Develop Prototype** | **5** |  |  |  |  |  |
| 1. Develop Flow Diagram | 2 |  |  |  |  | Flow diagrams showing system processes and user journeys. |
| 1. Design Wireframe | 3 |  |  |  |  | High-quality wireframe designs for core features. |
| 1. **Third Client Meetings** | **8** |  |  |  |  |  |
| 1. Inform Stakeholders about website | 1 |  |  |  |  | Stakeholders updated on prototype and project status. |
| 1. Present Prototype | 2 |  |  |  |  | Live presentation or walkthrough of the wireframes and flow diagrams. |
| 1. Gather Feedback on Prototype | 1 |  |  |  |  | Collected stakeholder feedback and suggestions for improvement. |
| 1. Finalize Prototype | 3 |  |  |  |  |  |
| 1. Document Prototype | 1 |  |  |  |  | Prototype documentation, including images of wireframes and flow diagrams. |
| 1. **Creating Website Frontend and Backend (Using WordPress)** | **45** |  |  |  |  |  |
| * 1. **Documentation** | **15** |  |  |  |  | Detailed project documentation, including scope, timeline, and requirements. |
| 1. Create Home Page | 3 |  |  |  |  | Home page design and functionality implemented. |
| 1. Create Service Page | 3 |  |  |  |  | Service page design and content setup. |
| 1. Create Project Page | 3 |  |  |  |  | Project page with relevant case studies and details. |
| 1. Create Event Page | 3 |  |  |  |  | Event page with event details and registration options. |
| 1. Create Photo and Video Page | 3 |  |  |  |  | Gallery page displaying images and videos. |
| 1. Create Article Page | 3 |  |  |  |  | Article page with blog-style content. |
| 1. Create Career Page | 3 |  |  |  |  | Career page with job listings and application form. |
| 1. Create About Us Page | 3 |  |  |  |  | About Us page with company information and team bios. |
| 1. Create Contact Us Page | 3 |  |  |  |  | Contact form and company contact information setup. |
| 1. Create Customer Feedback and Rating Page | 3 |  |  |  |  | Customer feedback and rating system integrated. |
| 1. Create News Letter Subscription Section | 1 |  |  |  |  | Newsletter subscription form and section added. |
| 1. Create Review Page | 3 |  |  |  |  | Review page with customer testimonials and ratings. |
| 1. Create FAQ Page | 3 |  |  |  |  | FAQ page with answers to common client questions. |
| 1. Integrate Chatbot in Website | 3 |  |  |  |  | Chatbot integrated for customer inquiries. |
| 1. Integrate Plugins in Website | 3 |  |  |  |  | Integration of necessary plugins for added functionality. |
| 1. SEO Optimization | 2 |  |  |  |  | SEO optimization of all website pages. |
| 1. **Website Testing** | **16** |  |  |  |  | Completed testing report covering all aspects of the website. |
| 1. Beta Testing | 2 |  |  |  |  | Beta testing feedback report, including issues found. |
| 1. Security Testing | 4 |  |  |  |  | Security testing report with vulnerabilities and fixes. |
| 1. Penetration Testing | 2 |  |  |  |  | Penetration testing results and recommendations. |
| 1. Load Testing | 3 |  |  |  |  | Load testing results showing website performance under heavy traffic. |
| 1. Performance Testing | 3 |  |  |  |  | Performance testing report detailing site speed and responsiveness. |
| 1. Survey With Users | 2 |  |  |  |  | User survey results with feedback on website usability. |
| 1. **Website Testing Documentation** | **5** |  |  |  |  | Detailed Documentation on website testing. |
| 1. **Risk Analysis** | **4** |  |  |  |  | Risk assessment report with identified risks and mitigation strategies. |
| 1. **Budget Report** | **1** |  |  |  |  | Budget tracking report with any deviations and adjustments. |
| 1. **Quality Report** | **2** |  |  |  |  | Quality control report ensuring the website meets defined standards. |
| 1. **Evaluation Plan** | **8** |  |  |  |  |  |
| 1. Review the Test | 2 |  |  |  |  | Test result summary and recommendations for improvements. |
| 1. Client Feedback Evaluation | 3 |  |  |  |  | Documented client feedback on the website’s functionality, performance, and design |
| 1. Stakeholder Satisfaction Review | 3 |  |  |  |  | Stakeholder satisfaction report documenting feedback and final decisions. |
| 1. **Troubleshoot the Issue** | **3** |  |  |  |  | Troubleshooting log with identified issues and resolutions. |
| 1. **Fixed the Problem in Website** | **6** |  |  |  |  | Fixed issues and updated website functionality. |
| 1. **Retest The Website** | **10** |  |  |  |  | Retesting report ensuring that fixes were successful. |
| 1. **Show Website to the Client** | **3** |  |  |  |  | Client meeting presentation with live demonstration of the website. |
| 1. **Close Project** | **5** |  |  |  |  | Project closure report, including final deliverables and sign-off. |
| 1. **Final Documentation** | **8** |  |  |  |  | Final project documentation, including all codes, assets, and instructions for future updates. |
| 1. **Website Launch** | **2** |  |  |  |  | Website live and available to the public. |
| 1. **Transfer the Documentation to support Future** | **3** |  |  |  |  | Handover of all documentation to the support team for future maintenance. |