

PROJECT DOCUMENTATION

STAGE PLAN

Project: **AI Chatbot for the official website of A. A. Samarasinghe Opticians.**

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PRINCE2

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1 Stage Plan 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 Jayaweera		Project supervisor		1.0
Ms.Dinuri Edirsinghe		Manager– A.A.Samarshinghe	2/14/2025	1.0

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
J.G.T. Gayange	Project manager	2/14/2025	1.0
N.R.T Fernando	Start-up manager	2/14/2025	1.0
L.G.V.O.Wijerathne	Quality Manager	2/14/2025	1.0
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Stage Plan

3 Purpose

The purpose of this document is to provide a structured **Stage Plan** that serves as the foundation for project management control throughout a specific stage. It outlines the key deliverables, activities, and resources required to achieve the stage's objectives. Additionally, it establishes control measures, reporting points, and tolerances to ensure progress is monitored effectively. The plan also specifies quality controls and the necessary resources to maintain standards, providing a baseline against which performance can be measured.

4 Plan Description

Sprint 1 focuses on delivering MVP features for the chatbot's appointment scheduling system. Key activities include:

- **Task 1: Login to Chatbot**
 - Implement user authentication.
 - Design chatbot login UI.
 - Integrate with the website's user database.
- **Task 2: Create Account**
 - Develop a registration form.
 - Add validation (email, password strength).
 - Connect to the backend database.
- **Task 3: Select Consultation Type**
 - Define consultation types (e.g., General, Specialist).
 - Train the chatbot to recognize user intent.
- **Task 4: View Available Time Slots**
 - Integrate a calendar API (e.g., Google Calendar).
 - Display real-time availability in the chatbot interface.
 - Create a summary screen for user confirmation.
 - Validate user inputs (e.g., date/time format).
- **Task 5: Review Appointment Form**
 - Design a dynamic form to collect user details.
- **Task 6: Submit/Cancel Appointment**

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- Add "Submit" and "Cancel" buttons.
 - Update the database and calendar on submission.
 - Sync changes with the admin calendar.
 - **Task 7: Admin Login**
 - Implement secure admin authentication.

5 Quality Plan

- **User Authentication:**
 - Unit tests for login functionality.
 - Penetration testing for security vulnerabilities.
- **UI/UX:**
 - Stakeholder review of chatbot login and registration forms.
 - Usability testing for navigation and accessibility.
- **Integration:**
 - Test integration with the calendar API and database.
 - Validate real-time data sync between user and admin calendars.
- **Validation:**
 - Test input validation for registration forms and time slots.
- **Definition of Done (DoD):**
 - Code reviewed, tested, and documented.
 - Features approved by the Product Owner.

Google drive link -

6 Plan Prerequisites

To ensure sprint 1 proceeds successfully the following prerequisites must be in place.

- **Approved User Stories and Acceptance Criteria:** The Project Manager must collaborate with the Product Owner and stakeholders to finalize and approve user stories and acceptance criteria for Sprint 1, ensuring they align with project goals and are communicated to the development team. This includes verifying that the team fully understands the requirements, acceptance criteria, and the "Definition of Done" (DoD) for each user story.
- **Accurate Story Point Estimation:** The Project Manager is responsible for facilitating sprint planning sessions with the development team to estimate story points for each user story, ensuring the estimations accurately reflect the team's capacity and the complexity of the tasks.

7 External Dependencies

- Client engagement and input

The project's progress and success rely on active engagement and input from key stakeholders. Their timely feedback, requirements validation, and decision-making support are essential for defining the project scope, objectives, and requirements accurately.

8 Tolerances

Time: Sprint 1 runs from February 14 to February 27, with a 2-day buffer period for any final adjustments. No scope creep is allowed.

Cost tolerance for the sprint 1

Baseline Budget: LKR 85,000

Margin: $\pm 15\%$

Upper Limit: LKR 97,750

Lower Limit: LKR 72,250

9 Monitoring and Control

- **Daily Stand-ups:**

Conducted via Zoom or Google Meet for 15-20 minutes. In this meeting, Team members will provide daily updates on completed work, planned tasks, and any blockers or issues encountered.

- **Sprint Board:** Visualize tasks

A Jira Scrum Board will visualize tasks and their statuses, categorized as "To Do" (tasks not yet started), "In Progress" (tasks currently being worked on), and "Done" (completed tasks). Each task and subtask will be created as Jira Issues and assigned to specific team members.

10 Reporting

Reporting Points

- Daily Stand-ups are decided by the schedule manager.
- Stage Progress Report and the end of the sprint.

Reporting Formats

- Daily Stand-up updates logged in Jira.
- Stage Progress Report: Includes stage status, deliverables completed, tolerance status, issues, risks, and forecast.

Roles and Responsibilities

- Project Manager: Overall stage delivery, reporting, issue escalation, and coordination.
- Startup Manager: Ensures stage setup, validates prerequisites, and confirms backlog readiness.
- Risk Manager: Identifies, monitors, and mitigates risks
- Schedule Manager: maintains the schedule, tracks progress, and manages dependencies.
- Quality Manager: Defines quality standards, ensures adherence, and reports quality issues.

Escalation Procedures

- Issues logged in the Issue Register and escalated to the Project Manager.
- Risks exceeding tolerance escalated to the Project Board via a Risk Report.
- Exceptions escalated via an Exception Report.

11 Planning Assumptions

Please refer to the project plan

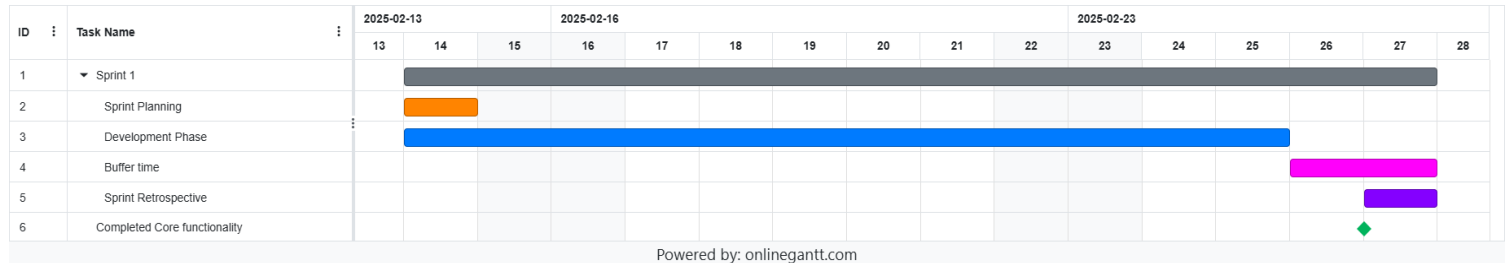
[Google Drive link for project plan](#)

Stage Plan

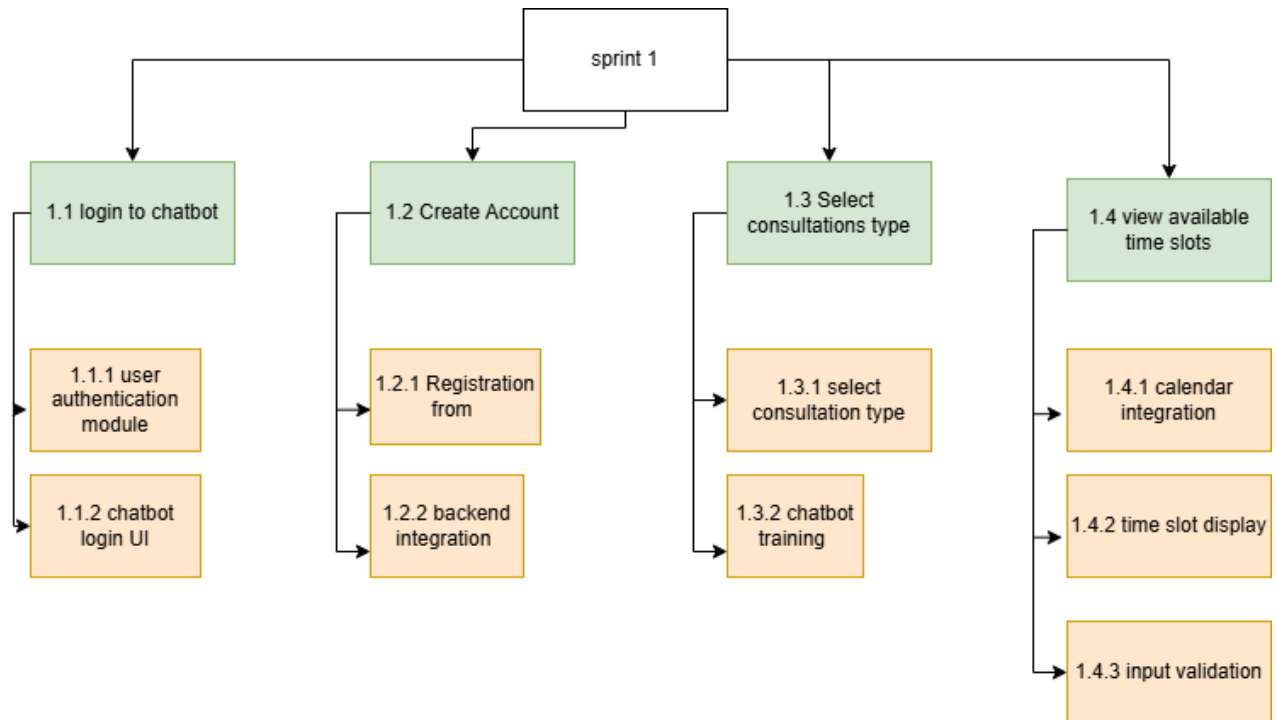
Date: 15 February 2025

12 Graphical Plan

12.1 Gantt or Bar Chart



12.2 Product Breakdown Structure



12.5 Financial Budget for sprint 1 (14days) (estimated)

Expenses	Description	Basis	Unit	Rate	Total
Planning					
Meetings Zoom meetings)	Internet charges	Hourly	33	150	5000
Software Development					
Developer	Rates per 1 hour	Per hour	28	500	14000
	5 developers				14000 * 5
					70000
Deployment					
Server Setup & Configuration			10	1500	15 000
Final Deployment & Monitoring			10	1000	10 000
Total Cost (LKR)		85000			

12.6 Resource Requirement Table

Resource	Total hrs for sprint 1 – 14 days
Project manager	28hrs
Start-up manager	28hrs
Quality manager	28hrs
Risk manager	28hrs
Schedule manager	28hrs

12.7 Risk Assessment

Please refer risk register -

https://drive.google.com/file/d/1o8_hik3SlvDin2RQwv8ijD6_tPjOocs7/view?usp=drive_link