

The SPS Project – 1st Delivery – GPI

Group: 6

Members: Diogo Pereira (110996), João Antunes (99257), João Santos (110947)

Shift: GPI3L04

Professor's Name: Alberto Rodrigues da Silva

Note: Some macros in the template are not working as expected (due to PSL Installation Error), leading to certain filled fields being not exactly as expected. Despite these limitations, the presented content remains understandable and relevant to the project's context.



SPS > Stakeholder :: Organizations

ID	Name	Type	Domain	Email	Mobile	Postal Address	Notes
org-1	SSC	Customer	Consulting				
org-2	PTRetailGroup	Other	Other				
org-3	YourITCompany	Performing	Engineering				
org-4	Associate Company *(multiple)	Other	Other				
org-5	Suppliers	Other	Other				



SPS > Stakeholder :: People

ID	Name	Org Name	Role	Academic Level	Email	Mobile	Notes
p1	Vice-Director of ITD	SSC	PM				
p2	John Brown	SSC	IT Engineers Team Leader				
p3	Mary Green	SSC	Purchase Managers Team Leader				
p4	PD Director	SSC	Project Sponsor				
p5	Rose Yellow	SSC	Key-users Team Leader				
p6	João Antunes	YourITCompany	Sponsor				
p7	João Santos	YourITCompany	PM				
p8	Key-users1	SSC	Key-Users				
p9	Key-users2	Associate Company *(multiple)	Key-Users				
p10	IT engineer *(3)	SSC	IT Engineer				
p11	Purchase Managers *(3)	SSC	Purchase Manager				



SPS > Integration :: Project Main Data

Project Identification			
Project Acronym	Project Name	Project Progress	Version
SPS	Shared Purchasing System	Planning	1.0

Types		
Project Type	Nationality Type	Application Domain
Software Development	National	Retail

Entities Involved			
Type	Organization	Sponsor	Project Manager
Customer	SSC	PD Director	Vice-Director of ITD
Performing	YourITCompany	João Antunes	João Santos

My Organization	Performing
Project Phase	Planning

Executive Summary	
Purpose: Why?	Need of an effective and competitive purchasing service that would be available to the associate companies, covering the purchase of office goods (e.g., equipment, laptop, printer, paper, toner). The project aims to deliver a tailored and competitive purchasing service to enhance operational efficiency and cost-effectiveness. Additionally, the SPS project endeavors to achieve a 10% reduction in overall purchasing costs for PTRetailGroup within a year, align procurement activities with ISO standards, and streamline purchasing processes by targeting a 30% reduction in duration. Another purpose lies in the establishment of long-term Key Performance Indicators (KPIs). These KPIs will play a crucial role in monitoring and optimizing both supplier and associate company purchasing processes, fostering sustained improvements in operational performance and strategic decision-making.
Purpose: What?	The Shared Purchasing System (SPS) project involves the implementation of a comprehensive purchasing information system (involving the acquisition of essential office goods, including equipment, laptops, printers, paper, and toner.) for PTRetailGroup Shared Services Company (SSC) and its associated companies.

Business Benefits			
ID	Description	Logical Expression	Value
bb1	Cost Reduction: The SPS project aims to achieve a reduction in purchasing costs for PTRetailGroup one year after system implementation.	at least	10%
bb2	ISO Standards Compliance: Alignment of procurement activities with industry standards and regulations to achieve ISO standards.		
bb3	Process Efficiency: The project targets a reduction in the duration of purchasing processes.	at least	30%
bb4	Covering office goods procurement (e.g., equipment, laptop, printer, paper, toner) for associate companies.		
bb5	Long-Term KPI Establishment: Establish long-term Key Performance Indicators (KPIs) for monitoring the suppliers and associate companies purchasing processes.		

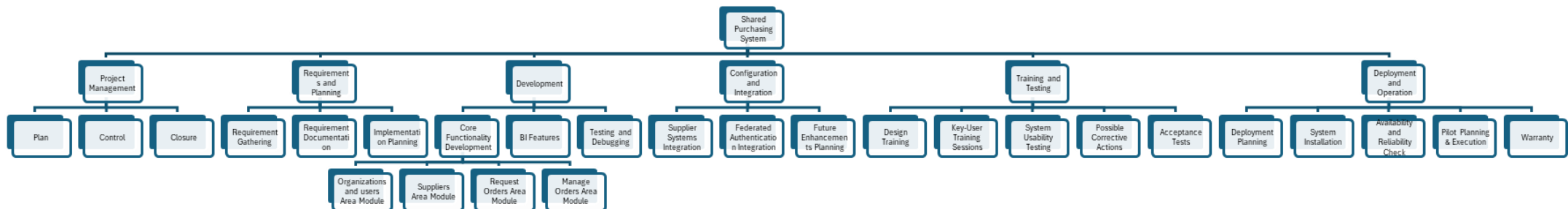
Success Criteria			
ID	Description	Logical Expression	Value
sc1	Number of non-conformities during acceptance tests	less than	10%
sc2	Time to correct non-conformities	less than	48 hours
sc3	Evaluation of training sessions	not less than	7.0 (in a scale from 0 to 10)
sc4	System shall be operational		within five months of project plan approval
sc5	System shall be operational - Tolerance	less than	two-weeks
sc6	Project cost variance target	less or equal	10%
sc7	Project plan must be submitted for approval	before	March 16th, 2024.
sc8	Project conclusion meet deadline	before	to be announced

Success Factors	
ID	Description
sf1	SPS provides all the necessary IT infrastructure managed by its ITD department.
sf2	Training of key-users including at least 2 training days in Lisbon and 2 training day in Porto
sf3	Development of BI features with a set of reports and dashboards.
sf4	Modern and scalable IT infrastructure to support the technical requirements of the solution
sf5	Strongly committed team with the objectives of the project
sf6	Detailed & approved specifications
sf7	Well defined communication with stakeholders



SPS > Scope :: Work Breakdown Structure

Level	Hierarchy ID	ID	Name	Type	Description
1	1	1.0	Project Management		
2	1.1	1.1	Plan		
2	1.2	1.2	Control		
2	1.3	1.3	Closure		
1	2	2.0	Requirements and Planning		
2	2.1	2.1	Requirement Gathering		
2	2.2	2.2	Requirement Documentation		
2	2.3	2.3	Implementation Planning		
1	3	3.0	Development		
2	3.1	3.1	Core Functionality Development		
3	3.1.1	3.1.1	Organizations and users Area Module		
3	3.1.2	3.1.2	Suppliers Area Module		
3	3.1.3	3.1.3	Request Orders Area Module		
3	3.1.4	3.1.4	Manage Orders Area Module		
2	3.2	3.2	BI Features		
2	3.3	3.3	Testing and Debugging		
1	4	4.0	Configuration and Integration		
2	4.1	4.1	Supplier Systems Integration		
2	4.2	4.2	Federated Authentication Integration		
2	4.3	4.3	Future Enhancements Planning		
1	5	5.0	Training and Testing		
2	5.1	5.1	Design Training		
2	5.2	5.2	Key-User Training Sessions (Lisboa & Porto)		
2	5.3	5.3	System Usability Testing		
2	5.4	5.4	Possible Corrective Actions		
2	5.5	5.5	Acceptance Tests		
1	6	6.0	Deployment and Operation		
2	6.1	6.1	Deployment Planning		
2	6.2	6.2	System Installation		
2	6.3	6.3	Availability and Reliability Check		
2	6.4	6.4	Pilot Planning & Execution		
2	6.5	6.5	Warranty		





SPS > Scope :: Milestones

Project Phase Planning

ID	Name	Type	WP		Dates	
			WP ID	WP Name	Planned	Description
m1	Requirements Specification Approval			2.2 Requirement Documentation		
m2	Core Features Development Completion			3.1.4 Manage Orders Area Module		
m3	BI Features Development Completion (Sprint Conclusion)			3.2 BI Features		
m4	Integration Testing Approval			4.2 Federated Authentication Integration		
m5	Completion of Key-User Training			5.2 Key-User Training Sessions (Lisboa & Porto)		
m6	Acceptance Test Approval			5.5 Acceptance Tests		
m7	System Deployment Completion			6.3 Availability and Reliability Check		
m8	Project Closure Meeting			1.3 Project Management Closure		



SPS > Scope :: Deliverables

Project Planning

ID	Deliverable	Type	WP		Planned Dates			
			WP ID	WP Name	Assigned To	Submitted	Approved	Status
d1	SPS	Software		6.2 System Installation				
d2	Requirements Specification Document	Documentation		2.3 Requirement Documentation				
d3	Tests Specification	Documentation		5.5 Acceptance Tests				
d4	Technical Documentation	Documentation		6.1 Deployment Planning				
d5	Manuals and Training Materials	Documentation		5.1 Design Training				
d6	Project Plan	Documentation		1.1 Plan				
d7	Pilot	Software		6.4 Pilot Planning & Execution				
d8	BI features	Report		3.2 BI Features				