PROJECT DOCUMENTATION

**WORK PACKAGE**

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| **Project:** | **Business Management System for Lanka Tools (Pvt) Ltd** |
| Release: | August 2022 |
| Date: | 21st July 2022 |
|  |  |
|  |  |
| **PRINCE2** |  |
|  |  |
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| Document Ref: | Workpackage\_SmartBMS |
| Version No: | 1.0 |

# 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** |
| 21/07/2022 |  | First issue |  |
| 22/07/2022 | 21/07/2022 | Update stage plan extract |  |

## 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 Executive | 22/07/2022 | 1.0 |
| Bhathiya Kannangara |  | Project Manager | 22/07/2022 | 1.0 |
| Lanka Tools (PVT) Ltd. |  | Client | 22/07/2022 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
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| **Name** | **Title** | **Date of Issue** | **Version** |
| Bhathiya Kannangara | Project Manager | 22/07/2022 | 1.0 |
| Imanka Jayasiriwardana | Start-up Manager | 22/07/2022 | 1.0 |
| Uthpala Rajapaksha | Quality Manager | 22/07/2022 | 1.0 |
| Ruwanthi Naramperuma | Risk Manager | 22/07/2022 | 1.0 |
| Layan Perera | Scheduling Manager | 22/07/2022 | 1.0 |

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# Work Package

## 3 Purpose

The primary goal of this work package is to provide a collection of information about required deliverables prepared by the project manager in order to formally assign task responsibility to a team member. A work breakdown structure components enables the project manager to specify the tasks that must be completed in order to complete the project. This work package also includes a method for estimating project costs that ensures no key deliverables are ignored. This document is also useful for resource allocation.

## 4 Work Package Description

The work package contains how the product is built, evaluated and delivered. This also includes how the product requirements were collected, how the work was divided across the time period and how the work was divided across the team members. In addition, this document includes how the evaluations are done to validate the completeness of the product, how the updates are reported and how mitigations are done in case of problems.

## 5 Product Description(s)

A business management system which include employee management and payroll management will be implemented and deployed as the outcome, covering all the client requirements. Administrator can add/edit/delete employees, View and manage attendance, View and manage employee leaves, view and approve cash advances, view and manage salaries, Print payslips, View and manage Hourly rates and Salary scales. Employees get access to all above modules based on their logins. Additionally employees able to access separate page to mark attendance (in and Out).

## 6 Techniques/Processes/Procedures

Since the business management web application used by different users who are having different system literacy levels via different devices, web application should be mobile responsive, easy to use and navigate. Hence bootstrap front-end framework will be used along with other optional JavaScript plugins to build the web application distinctively. SMTP/SMPP integration will in place for alters and notifications and PDF generation plugins will be used for payslips and report generation.

## 7 Interfaces

The main objective is to collect all client requirements, review them with the team, and agree on a strategic approach to fulfil those requirements to achieve project objectives. The team will meet twice a week to discuss project progress, tasks, risks, and countermeasures. Each developed function will be presented to the client and the project board for approval so that work can continue intact.

## 8 Quality Checking Method

Test cases and test plans will be created for every functionality and the processes in the system. Acceptable standards for the work are agreed in the team. Quality Review Techniques. Maintaining Quality and Approval records and quality check lists maintaining to ensure the products required quality. All necessary people interfaces have been defined to the Team Manager. Raising issues and risks will be escalated via Jira and visible to the entire team for better visibility. The dates and effort are in line with those shown in the Stage Plan for the current management stage

## 9 Configuration Management Requirements

All required modules based on the client’s current business requirement. All developing modules are depend on each modules. Configuration details and other misc. data should be provide and configure by client itself under teams supervision.

## 10 Stage Plan Extracts

**Sprint 1**

The project plan aims to identify the valuable aspects, activities, and resources for the project. Additionally, it is necessary to describe how and when the project's goals will be attained. It offers an assessment of project costs and management stages, as well as other crucial control issues, for the business case. It gives the Project Board a place to begin tracking project improvement.

This sprint starts on 07/22/2022 and ends on 07/29/2022. By the end of the sprint, DB configuration and Server configuration should be complete and local version of theme should be available. The following tasks need to be completed within this sprint:

* Theme selection and configuration
* Purchase Hosting for application and DB
* Required plugin/Integration configuration (SMTP/SMPP)
* DB configuration
* Install web server and required software’s
* Unit testing

Task allocation to each resources done in Jira based on the team’s technical roles. Three resources has been allocated to achieve the target timelines. The person in charge of the tasks should inform the project manager of its progress at the end of each day. The project manager has a thorough understanding of how the project is moving based on the daily updates. As a result, the project manager can quickly intervene if necessary. Scheduling manager checks whether the project is happening according to time and manage it. The Gantt chart will be used as a benchmark for measuring the Sprint's development. The quality manager will use a predetermined set of test cases to test the finished product at the end of the sprint in order to assess the project's quality and completion.

## 11 Agreements

At the project commencement client has been agreed to the costing 227,800 with 20% payment upfront. Expected and planned dead line is 31st of August 2022 and no deviation identified and initial scope is revised before the project plan to meet the deadline based on the business priorities and teams capabilities.

As per the initial discussion start up manager identified more business components to automate/digitalize but came to mutual agreement with client that team is deliver agreed component initially due to the time limitation and based on business priorities.

After the this deliverable SLA will be signoff to manage system and support smoothly including other deliverables.

The project manager assigns each team member to each relevant task for high performance and to meet the deadline on time. Also, the project manager will follow up on the project's progress, and he will inform the project status for the project board.

## 12 Sign-Off Requirements

The project manager will thoroughly review all reports and deliverables before submitting them to the appropriate parties. The project manager will examine all aspects of the project, including assessing the implemented functionality of the website and determining whether it needs to be updated. The project manager examines whether any additional functionalities were added to the website in accordance with the client agreement and confirms the work if the delivered website and the agreement match. Furthermore, if there is missing functionality that cannot be developed or additional functions that should be implemented, the project manager must inform the client. Before handing over the project, the project manager should go over all of the tests to ensure there are no additional problems or issues.

## 13 Work Return Arrangements

If the client not interest with the final system, the team will work together to make changes that meet the client's needs. However, this applies only to the features that both parties agreed on when the contract was signed.

## 14 Completion

Bhathiya Kannangara is in charge of overall project management by leading and monitoring the project progress to achieve project objectives. Imanka jayasiriwardena maintains a strong relationship with the client and connects the team and the client by providing all necessary information to both sides. Layan Perera evaluates and assesses the entire project quality in order to achieve project goals. R.A.G.U.T.Rajapaksha is in charge of evaluating all project risks and providing mitigation in order to meet project objectives.

Ruwanthi Narampanawa schedules all tasks and activities related to the project and is responsible to keep the project under schedule in order to achieve project goals.

Aside from these core roles, Bhathiya Kannangara, Layan Perera, Imanka jayasiriwardena will also act as project developers, while R.A.G.U.T.Rajapaksha & Ruwanthi Narampanawa will be handling the documentation.

## 15 Constraints

Team should be able to complete the work on given time based on the task assigned in the Jira by PM, and the weekly reports must be completed on time.

## 16 Independent Quality Checking Arrangements

In addition to the internal quality testing. The product will be shown to the client after completing the key components to do an independent quality review and get his and key employees feedback.

## 17 Reporting

Team meetings will be held twice a week with the participation of all team members. In addition, once a week, in the presence of the project board and team members, board meetings will be held. Unless a requirement arises and clarifications, the client meeting will take place twice a month to update the client on the progress of the project and get their feedback.

## 18 Problem Handling and Escalation

The risk manager will provide a mitigation plan to handle the identified risks using the risk log and a risk plan when a risk has occurred. If the risk manager cannot provide a solution to the identified issue, the project manager will be informed in such a situation. If the project manager is also unable to settle the issue within the team, then such issues will be reported to the project board/executive In the board meeting, and seek solutions from them.