**Project Plan**

**ROSE - Flower Delivery App**

|  |  |
| --- | --- |
| Primary Instructor | Anjana Shah |
| Team Member | Parisa Mohammadkarimi |
| Team Member | Pornpajee Sunkkadithee |
| Team Member | Mehmet Ali KABA |
| Team Member | Miguel Angel Gutierrez |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 1.0 | October 4, 2024 |
| 2.0 | January 28,2025 |

**Table of Contents**

1. Executive Summary 3
2. Project Approvers, Reviews and Distribution List 3
3. Scope 4
4. Deliverables 4
5. Assumptions 5
6. Dependencies 5
7. Risk Management 5
8. Communication 6
9. Task Listing (WBS) 6
10. Gantt Chart 7
11. Milestones 7
12. RAM – Responsibility Assignment Matrix 8
13. Approval 9

**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | To create a user-friendly platform that connects local florists and customers, allowing for easy browsing, ordering, and delivery of flowers and plants |
| Corporate Goals Addressed | 1. Enhance customer experience through a seamless online shopping process.  2. Support local businesses by increasing their online presence and sales.  3. Create job opportunities within the gig economy for delivery personnel. |
| Planned Start Date | September 16, 2024 |
| Planned End Date | March 28, 2025 |

**2. Project Approvers, Reviews and Distribution List**

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Product Owner | Miguel Angel Gutierrez | Miguelangel.gutierrezserrano@georgebrown.ca | Oct 4, 2024 |
| Lead Developer | Mehmet Ali Kaba | MehmetAli.Kaba@georgebrown.ca | Oct 4, 2024 |
| UI/UX Designer | Pornpajee Sunkkadithee | Pornpajeee.sunkkadithee@georgebrown.ca | Oct 4, 2024 |
| QA Lead | Parisa Mohammadkarimi | Parisa.mohammadkarimi@georgebrown.ca | Oct 4, 2024 |

**3. Scope**

Define the sum total of all of its products and their requirements or features.

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Development of mobile applications for customers, delivery personnel, and store owners. | iOS app development |
| Creation of a website for online orders. | Advanced marketing strategies beyond the launch phase. |
| Integration of a secure payment system. |  |
| Implementation of customer engagement features like personalized recommendations. |  |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Mobile Applications | User-friendly Android apps for customers, delivery personnel, and store owners. |
| Website | A responsive website for online ordering (may not be completed in the second semester). |
| Real-time Matching Algorithm | An algorithm to match delivery personnel with customer orders. |
| Secure Payment Integration | Implementation of a secure third-party payment processing system. |
|  |  |

**5. Assumptions**

This project makes the following assumptions:

1. Users will have access to smartphones for mobile applications.
2. Local florists will be willing to join the platform.
3. Delivery personnel will be available to fulfill orders.

**6. Dependencies**

The following are the internal and external dependencies that will have to be acknowledged and addressed:

1. Availability of technical resources for app and website development.
2. Collaboration with local florists for integration into the platform.
3. Dependence on third-party payment service providers for secure transactions.

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Delay in app development | H | M | Regular progress reviews and agile development. |
| Low florist participation | M | H | Conduct outreach and partnership discussions. |
| Technical issues with payment processing | H | M | Test payment integration thoroughly before launch. |

**8. Communication**

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Project Status | Team & Instructor | Bi-weekly |
| Risk Assessment | Team & Instructor | Monthly |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Team Sync | Discuss project progress and roadblocks | All team members | Weekly |
| Stakeholder Update | Provide updates to instructors/partners | All team members, instructor | Bi-weekly |

**9. Task Listing (WBS- Work Breakdown Structure)**

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| A | Develop Android application for customers | 4 weeks | N/A |
| B | Develop Android application for delivery personnel | 4 weeks | A |
| C | Develop Android application for store owners | 4 weeks | A |
| D | Implement real-time matching algorithm | 3 weeks | A,B,C |
| E | Integrate payment system | 2 weeks | D |

**10. Gantt Chart**

Create a detailed Gantt Chart from your Task Listing(Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls)

Below is an example:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Period | | | | | | Completed |
|  | October | November | December | January | February | March |  |
| Develop Android app (Customers) | X | X | X | X | X | X | March |
| Develop Android app (Delivery) |  |  | X | X | X | X | March |
| Develop Android app (Store) |  |  |  | X | X | X | March |
| Integrate Payment System |  |  |  |  | X | X | March |
| Testing & Quality Assurance |  |  |  | X | X | X | March |
| Launch |  |  |  |  | X | X | March |

**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Completion of customer app | March | Pornpajee Sunkkadithee |
| Completion of delivery personnel app | March | Mehmet Ali KABA |
| Completion of store owner app | March | Miguel Angel Gutierrez |
| Integration of payment system | March | Parisa Mohammadkarimi |

**12. RAM – Responsibility Assignment Matrix**

**Project Team Responsibilities**

**Project Name:** Rose- Flower Delivery App  
**Project Manager:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Pornpajee Sunkkadithee** | **Mehmet Ali Kaba** | **Miguel Angel Gutierrez** | **Parisa Mohammadkarimi** |
| Develop customer app | P | S | S | S |
| Develop delivery personnel app | S | P | S | S |
| Develop store owner app | S | S | P | S |
| Integrate payment system | S | S | S | P |
| Conduct testing and quality assurance | P | S | S | S |
| Deploy applications | S | P | S | S |
| Create user documentation | S | S | P | S |
| Monitor project progress | P | S | S | S |

**P** = Primary responsibility **S** = Secondary responsibility

**13. Approval**

The signatures below indicate their approval of the contents of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Product Owner | Miguel Angel Gutierrez |  | Oct 4, 2024 |
| Lead Developer | Mehmet Ali Kaba |  | Oct 4, 2024 |
| UI/UX Designer | |  | | --- | | Pornpajee Sunkkadithee |  |  | | --- | |  | |  | Oct 4, 2024 |
| QA Lead | Parisa Mohammadkarimi |  | Oct 4, 2024 |