PRIORITY ONE

Amanda Cyr, Bryer MacPherson, Daniel Dupuis, Destini Campbell, Kenton Jones, Robert Hallett

May 31, 2016

PROJECT MANAGEMENT INVENTORY APPLICATION DEVELOPMENT

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Description |
| 1.0 | May 24, 2016 | Amanda Cyr | Initial Draft |
| 1.1 | May 26, 2016 | Amanda Cyr | Draft edits |
| 1.2 | May 31, 2016 | Kenton Jones | Budget Update |

Table of Contents

[Project Definition 3](#_Toc452550702)

[Requirements 3](#_Toc452550703)

[Resources 3](#_Toc452550704)

[Database Development 3](#_Toc452550705)

[Software Development 3](#_Toc452550706)

[Consulting 4](#_Toc452550707)

[Estimation of Work 4](#_Toc452550708)

[Database Development 4](#_Toc452550709)

[Software Development 4](#_Toc452550710)

[Consulting 4](#_Toc452550711)

[Schedule 4](#_Toc452550712)

[Roles and Responsibilities 5](#_Toc452550713)

[Responsibility Matrix 6](#_Toc452550714)

[Project Organization 7](#_Toc452550715)

[Costs and Budget 7](#_Toc452550716)

[Database Development 7](#_Toc452550717)

[Software Development 7](#_Toc452550718)

[Consulting 7](#_Toc452550719)

[Project Change Control and Issue Management 8](#_Toc452550720)

[Quality Management 8](#_Toc452550721)

[Communications 8](#_Toc452550722)

[Team Management 9](#_Toc452550723)

[Procurement 9](#_Toc452550724)

[Approval 9](#_Toc452550725)

# Project Definition

This plan will result in an application to access the database of Adults R Us inventory via a client friendly user interface.

We will improve the current inventory database system by implementing a feature to notify when previously selected items are low in stock. We will be implementing a secure login feature to prevent unauthorized users from making changes to the inventory system. The secure login will implement a feature to log behaviour such as removing 10 or more items from inventory or editing multiple fields in quick succession.

This project is expected to end by September 2016, and we do not anticipate delays.

# Requirements

1. Price must notexceed $100,000 CDN
2. All expectations as described in the project charter must be met, including:
   1. Application UI for Database
      1. Item search capable
      2. Date of stock search capable
      3. Date  of sale search capable
      4. Cost search capable
      5. Real time updates
      6. Security features
      7. Re-order list for items low on stock
   2. Secure Login
      1. Restrict inventory database access to authorized personnel
      2. Track when users access system

# Resources

## Database Development

* “Serving Up Servers” will be supplying servers.
* Oracle program will be used for DAD development.
* “Priority One” will be providing a Database Administrator to organize the servers and development.

## Software Development

* Visual Basic 2013 will be used for developing the program.
* “Priority One” will be responsible for all duties related to creating this program

## Consulting

* “NBCC Consultant” Chris London will be sponsoring and advising us on our project.
* “Google” executive John Belrock will be prototyping our project.

# Estimation of Work

## Database Development

Set up of the DAD’s and server programming is predicted to take 2 weeks. Priority One estimates the cost to be $19,000 CDN.

## Software Development

Software Development is expected to take 3 months. Priority One has estimated the cost to be $90,000 CDN.

## Consulting

Consulting is expected to take 1 week accumulated time. Priority One has estimated the cost to be $10,000 CDN.

# Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Estimated Date | Revised Date | Variance |
| Project Start | May 20, 2016 |  |  |
| Project Charter | May 24, 2016 |  |  |
| Project Plan | May 30, 2016 | May 25, 2016 | -5 days |
| Project Document | June 6, 2016 | May 31, 2016 | -6 days |
| Develop UI | June 10, 2016 |  |  |
| Research Security | June 20, 2016 |  |  |
| Create Security System | June 22, 2016 |  |  |
| Develop Prototype | July 10, 2016 |  |  |

# Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| Role | Responsibilities | Assigned Person |
| Project Manager | * Manage project * Communicate with team and management * Communicate with client * Approve changes to scope of project | Amanda Cyr |
| Database Development Team Lead | * Oversee improvements on database * Manage database development team * Communicate issues with project manager * Determine resources needed for database development | Destini Campbell |
| Software Development Team Lead | * Oversee development of application software * Manage software development team * Communicate issues with project manager * Determine resources required for software development | Kenton Jones |
| Consulting Team | * Provide estimates for overall project deadlines / cost | Chris London,  John Belrock |
| Database Development Team | * Obtain / improve current database * Advise team lead of progress / issues encountered | Bryer MacPherson |
| Software Development Team | * Develop application * Develop secure login feature * Advise team lead of progress / issues encountered | Robert Hallett |

# Responsibility Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Define The project | Planning of the project | Develop the Database | Develop the user Interface | Testing phase of the application | Deliver the end result to the customer |
| CEO | A | I | I | I | I | A |
| Project Manager | R | R | A | A | I | R |
| Sponsor/ Consultant | C | C | I | I | I | I |
| Database Development Team Lead | S | S | I | I | I | I |
| Software Development Team Lead | S | S | R | I | I | I |
| Database Development Team | I | I | I | R | R | I |
| Software Development Team | I | I | I | R | I | I |

R – Responsible       A – Approve    S – Support I – Informed C - Consulted

# Project Organization



# Costs and Budget

## Database Development

The Database team has estimated that the development of the database would cost $40,000

## Software Development

The Software Development team has estimated that it would cost $50,000 to develop.

## Consulting

John Belrock as well as Chris London have estimated that there Consulting services would cost $10,000 per person.

# Project Change Control and Issue Management

All changes and issues will be handled by the Project Control team made up of the Project Manager and all Team Leads.

# Quality Management

The ensuing steps will be followed to ensure quality:

* Perform unit test on the code for the application.
* Perform regular smoke tests on the software application.
* Run the database to ensure it performs to specifications.
* Release Alpha and Beta prototypes to consultants for review.
* Ensure that leaders at all levels are positive examples to people in the organization.
* Conduct quality insurances meetings.
* Communicate with potential customers to ensure that they are satisfied with the product.
* Communicate the organization’s mission, vision, strategy, policies and processes throughout the organization.
* Hold meetings with the different team leads to insure the project is going as planned.
* Develop and run test automation script periodically

# Communications

All communications to do with the project will be distributed to the Project Manager who then will forward the information to the team members. Individuals will be informed by E-Mail notification of immediate concerns.

There will be weekly status check meetings with the team to ensure we are all where they should be with the project. These meetings are to be led by the department team leads. If there are any concerns they must be brought to the Project Manager to be address immediately. If a member cannot be present for the meeting they are required to send an E-Mail notification with a summary of their work to date. There will also be a required written status report from department team leads for documentation.

All correspondence will be compiled using Microsoft Office 2013 products.

# Team Management

The Project Manager will oversee the project, while the department team leads will be oversee their specified development teams.

# Procurement

Any resources needed should be procured using the purchase order form that has been provided. All purchase orders must have the project name and the signature of the Project Manager notifying of approval before they can be processed.

# Approval

|  |  |
| --- | --- |
| Recommended by: | Amanda Cyr |
|  | Amanda Cyr, Project Manager |

|  |  |
| --- | --- |
| Approved by: | Daniel Dupuis |
|  | Daniel Dupuis, CEO |