**Project Plan, Team Charter**

**Rental Web Application**

|  |  |
| --- | --- |
| Primary Instructor | Anjana Shah |
| Team Member | Faheem Choudhury |
| Team Member | Kyung Neung Lee |
| Team Member | Haitham Ahmed Khalil |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 1 | 10/13/2017 |

**Table of Contents**

1. **Executive Summary……………………………………..………..3**
2. **Project Approvers, Reviews and Distribution List…............3**
3. **Scope……………………………………………………..………....3**
4. **Deliverables………………………………………………………...4**
5. **Assumptions……………………………………………………….5**
6. **Dependancies……………………………………………………...4**
7. **Risk Management……………………………………….………...5**
8. **Communication……………………………………………………5**
   1. **Reporting……………………………………………………..**
   2. **Meetings……………………………………………………....**
9. **Task Listing……………………………………………….............6**

**10. Gantt Chart………………………………………………………...6**

**11. Milestones……………………………………………….………...7**

**12. RAM……………………………………………….………………...8**

**13. Approval………………………………………….………………...8**

**Team Charter……………………………………..…………………9,10**

**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | To provide a platform which allows users rent items without having to purchase the product for the full price. |
| Corporate Goals Addressed | Expand into an area of the market which has not seen any developments and has an increasing demand. |
| Planned Start Date | September 15, 2017 |
| Planned End Date | March 30, 2018 |

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

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Instructor | Anjana Shah | ashah@georgebrown.ca | 10/13/2017 |
| Developer | Haitham Ahmed Khalil | Haitham.AhmedKhalil@georgebrown.ca | 10/13/2017 |
| Developer | Kyung Neung Lee | KyungNeung.Lee@georgebrown.ca | 10/13/2017 |
| Developer | Faheem Choudhury | Faheem.Choudhury@georgebrown.ca | 10/13/2017 |

**3. Scope**

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

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| View and create postings | Apply filters to specify search |
| Accounts can lend or borrow items | Report button to report any posting as scams |
| PayPal is used to make payments to other users | Creation of a mobile application |
|  |  |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Rental Web Application | Web application created to be the main platform of Share Shake |

**5. Assumptions**

This project makes the following assumptions;

* Only legal items are listed and rented
* Items does not include food or other kind of consumables
* Only users that are capable of using a courier service can interact for item rental

**6. Dependencies**

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

* A basic form of the web application will be required to create and use the database
* PayPal is required for the web application to function

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Product Theft | H | L | Use PayPal to manage transactions. Require users to submit personal information in case of theft. |
| Scam Posts | H | L | Have mediators to work out any disputes between parties |

**8. Communication**

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Meeting Minutes | Professor | Weekly |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Recap of previous week and delegate new tasks | Weekly updates on project | Kyung, Haitham, Faheem | 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 | Project Needs | 4 hours |  |
| B | Project Summary | 1 hour | A |
| C | Project Vision | 2 hours | B |
| D | High Level Requirements | 2 hours | C |
| E | Project Plan | 1 hours | D |
| F | Team Charter | 3 hours | F |
| G | Requirement Analysis | 5 hours | G |
| H | Application Wireframe | 6 hours | C |

**10. Gantt Chart**

Create a Gantt Chart from your Task Listing – Below is an example:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Weeks | | | | | | | | | | Complete |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Project Need |  | x |  |  |  |  |  |  |  |  | x |
| Project Summary |  |  | x |  |  |  |  |  |  |  | x |
| Project vision |  |  |  | x |  |  |  |  |  |  | x |
| High Level Requirements |  |  |  |  | x |  |  |  |  |  | x |
| Team Charter |  |  |  |  |  | x |  |  |  |  | x |
| Requirement Analysis |  |  |  |  |  |  |  | x |  |  |  |
| Application Wireframe |  |  |  |  |  |  |  |  |  | x |  |

**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Project Needs | September 15, 2017 | Haitham AhmedKhalil, Faheem Choudhury, Kyung Neung Lee |
| Project Vision | September 29, 2017 | Haitham AhmedKhalil, Faheem Choudhury, Kyung Neung Lee |
| Requirement Analysis | October 27, 2017 | Haitham AhmedKhalil, Faheem Choudhury, Kyung Neung Lee |
| Wireframe | November 17, 2017 | Haitham AhmedKhalil, Faheem Choudhury, Kyung Neung Lee |

**12. RAM – Responsibility Assignment Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Haitham** | **Faheem** | **Kyung** |
| Project Need | **P** | **S** | **S** |
| **Project Summary** | **S** | **S** | **P** |
| **Project Vision** | **S** | **P** | **S** |
| **High Level Requirements** | **S** | **P** | **S** |
| **Team Charter** | **S** | **S** | **P** |
| **Requirement Analysis** | **S** | **S** | **P** |
| **Application WireFrame** | **P** | **S** | **S** |

**13. Approval**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Developer | Haitham AhmedKhalil | Haitham AhmedKhalil | October 13, 2017 |
| Developer | Faheeem Choudhury | Faheeem Choudhury | October 13, 2017 |
| Developer | Kyung Neung Lee | Kyung Neung Lee | October 13, 2017 |

**TEAM CHARTER**

1. Purpose

The purpose of forming our team as part of the course COMP3509 is to build an E-commerce web application dedicated to online rental service. The objectives of this web development project are to exploit the programming and system design skills acquired through out our previous courses and solve challenges that are met during the completion of web application development. As an outcome, our team will accomplish an web rental application that has a competitive value in the market.

2. Background

This project is application development project focuses on emergent technologies opportunities, issues and challenges that are faced by and presented from industry partners. In order to deal with such objectives, our team members exploit programming and system design skills. As in organizational structure, we are developers of the application. Our team's application is a platform where users can rent any product. Users of the application would be renter and rentier who want to rent out or borrow any items that are needed temporarily. As a special circumstance surrounding this project, this project is a part of school works that requires grading.

3. Scope

This project is to build an application responsible for providing the platform to rent and borrow products. In the application, users must be able to create accounts to use the web application to be able to lend or borrow items. For transaction purpose, users must be able to make payments for items using PayPal. Administrators must be able to manage and access user’s account information. Owners must be able to see traffic information relating to the web application to help business decisions. Our team is dedicated for development of such application. Currently there is no platform to rent products aside from specific products. As people have products that they rarely use and manufacturers waste resources and energy to produce easily sharable products, providing a platform that rent most products offers three benefits. First, users can earn money by renting out their products. Second, government waste less taxpayer’s money on waste control. Third, price of products will be lowered as there are less demand for buying new products.

4. Team composition

All of our team members are core members that are involved to this project with full time designation. All of members will committed to this project for whole progress from initiation to completion of project. Specifically, we will have Kyung for database development, Faheem for UI and layout design and Haitham for web programming.

5. Team empowerment

Each member has equal authority on the project. Each member can make their opinion during any step of the project, and when they have new idea, they can put into development of the application with the consent of all other members. Each member has its designated job in development of the application, so when they are on the individual work responsible for them, they initially complete the work and then later need to have consents of the other members.

6. Team operations

Our team's decision-making process is purely democratic. Every Friday, all team members will meet to discuss the progress made and decide on further steps to make. Every member is a team leader, process monitor, time keeper, and as well as recorder. Between each meeting, works are distributed for each member according to its dedicated job. All members will discuss through various means such as mobile messaging apps, and always be in touch. While each member is on individual work, each member makes decision on its own, and at the meeting the decision is discussed and asked for consent of other members. If the whole team decide to revise the work that was done based on individual member's decision, the member responsible of the work makes the revision following the decision of the team. To assure that our progress complies with industrial standards, our major decision will also be discussed with professor Shah every Friday.

7. Team Performance Assessment

To successfully complete our project, our team needs enthusiasm on the project, programming and design skills to implement an application, and good communication between team members. To measure such performance aspects, first we will measure enthusiasm by how regularly a team member attended meeting and participated work. Second, we will measure efficiency of the code using big-O efficiency test. In addition to the big-O efficiency test, we will measure our application if it has achieved all the in-scope required for the application. Lastly, we will measure communication between team members by how often each member make their opinion during the meeting and discussion.

8. Signature Page

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Signature | Date |
| Kyung Neung Lee | Developer | Kyung Neung Lee | 10/13/2017 |
| Faheem Choudhury | Developer | Faheem Choudhury | 10/13/2017 |
| Haitham AhmedKhalil | Developer | Haitham AhmedKhalil | 10/13/2017 |