

Project Plan

Martial Arts Gym Information Tracking System(MAGITS)

Industry Partner	n/a
Primary Instructor	Prof. Anjana Shah
Team Member	Aldrin John Jacildo
Team Member	Sir Angel Naguit
Team Member	Francis Victa
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Document Revision History

Revision #	Date	Sections Modified
v1.0	10/07/2019	First Version
v2.0	1/17/2020	Deliverables, Task Listing, Gantt Chart, Milestones

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1. Executive Summary

The following describes the project to be executed.

Objective	To create a web application that automates business processes and solves common problems that small Martial Arts Gyms face in their everyday operations. The project will enable the gym to keep digital records of students' profiles, monitor the remaining sessions on their account, track their attendance and use modern scanning technologies such as a QR code to submit attendance.
Corporate Goals Addressed	<ol style="list-style-type: none"> 1. Have an efficient system to handle core business processes 2. Convert physical files to be stored in digital storage
Planned Start Date	09/23/2019
Planned End Date	03/27/2020

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Developer	Aldrin Jacildo	aldrinjohn.jacildo@georgebrown.ca	1/17/2020
Developer	Sir Angel Naguit	sirangel.naguit@georgebrown.ca	1/17/2020
Product Owner/ Developer	Francis Victa	francis.victa@georgebrown.ca	1/17/2020
Team Lead	Maria Lillian Yang	marialillian.yang@georgebrown.ca	1/17/2020
Instructor	Prof. Anjana Shah	ashah@georgebrown.ca	1/17/2020

3. Scope

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

In Scope	Description
1. Course Manager	<ul style="list-style-type: none">• Admin can add, view, edit and remove courses in the system• Admin can add and remove an instructor to a course• Admin can enroll and remove a student from a course• Instructor can enroll and remove a member from a course
2. Instructor Manager	<ul style="list-style-type: none">• Admin can add, edit, remove and view all instructors in the system
3. Member Acct. Manager	<ul style="list-style-type: none">• Admin can register a member, edit, delete and view all members in the system• Instructor can register a member to the system.• Non-member can register to the system online.• Member can edit and view it's account
4. Membership Type Manager	<ul style="list-style-type: none">• As an admin, I want to create a membership type for member's to choose which payment package they want from• As an admin, I want to delete a membership type• As an admin, I want to view a membership type• As an admin, I want to update a membership type
5. Announcements Manager	<ul style="list-style-type: none">• Admin can add, edit, delete and view all announcements• Instructor can add, edit, delete and view all announcements• Member can view announcements• Instructor can send an announcement to a member's email

6. Session Manager	<ul style="list-style-type: none"> • Instructor can start/open a session for the member to check-in • Instructor can check-in a student to a session • Admin can view all attendees in a session that is stored in history • Admin can view all the feedback of the session.
7. Session Feedback Feature	<ul style="list-style-type: none"> • A member in a session can leave a feedback on the session
8. Login and Logout Feature	<ul style="list-style-type: none"> • Admin, instructor and member can log-in to be able to use the system. • Users of the system can also log-out from their account.

Out of Scope	Description
1. Payment System	<ul style="list-style-type: none"> • This will manage the transactions made by members when they register for a course
2. Inventory Management	<ul style="list-style-type: none"> • This will store information regarding maintenance of gym equipment
3. Employee Management	<ul style="list-style-type: none"> • This includes scheduling work date for the workers as well as calculating the work hours and their payment
4. Social Management	<ul style="list-style-type: none"> • This includes a social media platform within the system
5. Social Messaging	<ul style="list-style-type: none"> • This system does not include sending messages between the admin, instructors and members.
6. Payroll	<ul style="list-style-type: none"> • This system calculates the salary of each employee

4. Deliverables

This project will deliver the following.

Deliverable	Description
Sprint 1	The deliverable that includes the Project Summary, Project Vision, High Level Requirements, Personas and User Stories
Sprint 2	The deliverable that includes the Project Plan, Team Charter, Minutes of Meeting, Product Backlog and Sprint
Presentation 1	The team will demonstrate their knowledge of the project by presenting the project description, project vision and pointing out the project requirements.
Sprint 3	The deliverable that consists of an analysis/design portfolio, which may include; conceptual, logical, and physical data models
Sprint 4	The deliverable will consist of wireframes and technical Requirements
Presentation 2	The team will demonstrate the Project's data model, technical requirements and wireframes.
Status Report 1	This report will detail the progress of the project for this sprint period. It will include the updated plan, milestones and upcoming risks.
Registration Module	The member must be able to register an account from the Registration page.
Login/Logout Module	The users must be able to login to their respective homepage using their credentials. They are able to logout as well.
Course Enrollment for Members Feature	The member should be able to enroll in a course with a specified membership type.
Member Account Manager	The admin and instructor must be able to add, delete and edit members into the system.

Member Module	The member must be able to view his/her profile as well as update their information, receive announcements, view a list of all the courses available in the gym, enroll in a course and unenroll to a course.
Instructor Account Manager	The admin must be able to add, edit and delete instructor accounts.
Instructor Module	The instructor must be able to view his/her profile as well as edit their information, send announcements, view a list of all the courses available in the gym, view a list of courses assigned to this instructor, view a list of all sessions taught as well as feedbacks for that session, and enroll members to a course.
Course Manager	The admin must be able to create/edit a course as well as assign schedule and membership type, enroll a member to a course.
Membership Type Manager	The admin must be able to create/edit membership type.
Status Report 2	This report will detail the progress of the project for this sprint period. It will include the updated plan, milestones and upcoming risks.
Session Module	The admin and instructor must be able to view session information such as attendance.
QR and Scanning Module	The instructor must be able to scan user member IDs into the system. System must be able to generate QR codes for individual users.
Status Report 3	This report will detail the progress of the project for this sprint period. It will include the updated plan, milestones and upcoming risks.
Announcement Manager	The admin and instructor must be able to create and delete announcement.
Email Feature	The system sends an email regarding successful registration, course enrollment and announcements.
Session Feedback Feature	The member must be able to send a feedback to a session they attended and the instructor and admin must be able to view the feedback for the session.

Final Project Presentation	This presentation will exhibit the full and final state of the Project with all its modules functioning as stated by the Developers
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5. Assumptions

These are the assumptions that are based on the scope, requirements, business processes and stakeholders.

1. The system is for small businesses, which is defined as privately owned corporations, partnerships, or sole proprietorships that have fewer employees and/or less annual revenue than a regular-sized business or corporation.
2. Every session will have less than 50 members participating at any given day.
3. The MAG staff are computer literate.
4. The gym member always carries a device or a card that has their QR code for the session check-in.

6. Dependencies

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

- The user must be registered to be able to see the courses in the system.
- The member should pay the membership before they are enrolled in a course by the instructor.
- The user must be enrolled in a course to be able to have a qr code where their course session will be scanned and thus having their attendance tracked.
- The admin or the instructor must be logged in to be able to use the qr scanner.

External Dependency

- The system will be utilizing a cloud based database thus it must be up at all times.

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Resource Risk: Limited knowledge in implementing the scanning feature	H	H	Have two developers focus on implementing this feature at Sprint 2 in second semester.
Technical Risk: Cloud database operational status is inconsistent	H	L	Delegate developers to research and decide which is the best cloud service provider available in the market.
Time Constraint Risk: Being behind the deliverable schedule	H	M	Make sure that goals or deliverables are being introduced and discussed weekly in order to plan their development ahead. On the other hand If the team is behind schedule, appropriate adjustments will be made by taking out the least important deliverable and shift them for a later date.

8. Communication

Reporting

The following reports will be produced;

Report	Audience	Frequency
Minutes of the Meeting	Prof. Anjana Shah Project Team	Every Thursday of Semester 1
Sprints	Prof. Anjana Shah Project Team	4 times throughout the Planning Phase of the project
Presentation (1-2)	Prof. Anjana Shah Project Team	Twice in the Planning Phase of the project
Status Report (1-3)	Prof. Anjana Shah Project Team	Thrice in the Implementation Phase of the project
Final Presentation	Prof. Anjana Shah Project Team	End of the Project Implementation

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
School Project Meeting	Clarify confusions regarding deliverables or goals with Instructor	Aldrin John Jacildo Sir Angel Naguit Francis Victa Maria Lillian Yang	Every Thursday
Library Project Meeting	Initialize or finalize the development of a deliverable or goals	Aldrin John Jacildo Sir Angel Naguit Francis Victa Maria Lillian Yang	Every Wednesday, Thursday and Friday
Online Project Meeting	Initialize or finalize and revise deliverables or goals	Aldrin John Jacildo Sir Angel Naguit Francis Victa Maria Lillian Yang	Every Monday

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
-----	----- FALL SEMESTER 2019 -----	----- -	-----
A	Project Planning (project brainstorming) -	2wk	n/a
B	Project Summary	1wk	A
C	Project Vision	1wk	B
D	Personas and User Stories	1wk	C
E	High Level Requirements	1wk	C
F	Project Plan and Team Charter Document	1wk	C
G	Analysis and Design Document	4wks	F
H	Wireframe and Prototype	3wks	G
-----	----- WINTER SEMESTER 2019 -----	----- -	-----
I	Sprint planning, design and analysis, design and implement database architecture	1wk	C, F, G, H
J	Develop User Interface Design of the System	4wk	I
K	Create methods for Instructor Manager Module that takes the values inside the form and stores to database	1wk	I

L	Create methods for Member Account Manager Module that takes the values inside the form and store to database	1wk	I
M	Create methods for Course Manager Module that takes the values inside the form and stores to database	1wk	I
N	Create methods for Membership Type Manager Module	1wk	I
O	Login, Logout and Registration	1wk	I
P	Course enrollment feature for members	1wk	I, K, L, M, N
Q	Create methods for Session Manager CRUD that takes the values inside the form and store to database	2wks	I, K, L, M
R	Create methods for Announcements manager that has CRUD for announcements and as well as sending of messages to members	1wk	I, M, N
S	Implement QR and Scanning Module	2wk	I, J
T	Create a Session Feedback method where it takes a member input and stores it to the session feedback	1wk	I, J, K, L, M, N, O, P, Q
U	Create Email feature that sends emails to users after registration, course enrollment, and for receiving announcements	1wk	I, K, L, M, N, P, Q, R
V	Back-end Deployment	.1 wk	R, S, T, U
W	User Testing	2wk	V

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	Fall Semester Weeks														Completion Date
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
A															09/13/2019
B															09/18/2019
C															09/30/2019
D															09/30/2019
E															09/30/2019
F															10/07/2019
G															11/04/2019
H															11/25/2019

Task	Winter Semester Weeks														Completion Date
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
I															01/10/2020
J															02/07/2020
K															01/17/2020
L															01/17/2020
M															01/17/2020
N															01/24/2020
O															01/24/2020
P															01/31/2020
Q															02/07/2020
R															02/14/2020
S															02/21/2020
T															02/14/2020
U															02/21/2020
V															02/28/2020
W															03/13/2020

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Planning Phase		
Project Start	September 23, 2019	Project Team
Completion of Project Summary, Project Vision and High Level Requirements	September 30, 2019	Project Team
Completion of Project Plan and Team Charter	October 07, 2019	Project Team
Presentation 1	October 14-18, 2019	Project Team, Instructor
Completion of System Requirements, Analysis and Design	November 4, 2019	Project Team
Completion of Wireframes/Prototype and Technical Requirements	November 25, 2019	Project Team
Presentation 2	November 28, 2019	Project Team, Instructor

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Implementation Phase		
Completion of Phase 1: <ul style="list-style-type: none"> • Login/Logout Module • Member Account Manager Backend • Course Enrollment for Members Feature Backend • Member Module Backend • Instructor Account Manager 	Jan. 17, 2020 (2nd week)	Project Team Instructor





<ul style="list-style-type: none"> • Instructor Module Backend 		
Completion of Phase 2: <ul style="list-style-type: none"> • Member Account Management Frontend • Course Enrollment for Members Frontend • Member Module Frontend • Course Manager Backend and Frontend • Membership Type Manager • Instructor Module Frontend 	Jan 31, 2020 (4th week)	Project Team Instructor
Completion of Phase 3: <ul style="list-style-type: none"> • Session Module • QR Generator and Scanning Module 	Feb 21, 2020 (7th week)	Project Team Instructor
Completion of Phase 4: <ul style="list-style-type: none"> • Announcement Manager • Email Feature • Session Feedback Feature • User Testing 	March 6, 2020 (9th week)	Project Team Instructor
Completion of Final Phase: <ul style="list-style-type: none"> • User Testing • Deployment • Presentation 	March 20, 2020 (11th week)	Project Team Instructor

12. RAM – Responsibility Assignment Matrix

Project Team Responsibilities				
Project Name:	Martial Arts Gym Information Tracking System (MAGITS)			
Project Manager:	Maria Lillian Yang			
Task	Aldrin	Angel	Francis	Lillian
Assess Requirements	P	P	P	P
Business System Design	P	P	P	P
UI/UX	S	P	S	P
System Development	P	P	P	P
System Testing	P	S	P	S
Cloud Implementation	S	S	P	P
	P = Primary	S = Secondary		

13. Approval

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

Project Role	Name	Signature	Date
Developer	Aldrin John Jacildo		1/17/2020
Developer	Sir Angel Naguit		1/17/2020
Product Owner/ Developer	Francis Victa		1/17/2020
Team Lead	Maria Lilian Yang		1/17/2020