**S . W . L**

**Services With Location**

**Team member:**

1. **Menna Ahmed Fawzy**
2. **Mostafa Murad**

**Introduction :-**

**Our system is a system to help people know the services that they may need anywhere by locating them, and the system includes all kinds of services that the individual needs, and people are shown based on the most evaluation in each service provided. This system was introduced to facilitate people and make services easier and faster**

**Executive Summary:-**

**The project is a system that help people to do all services they need, and this system gives you enough information about services in different things for easy access when needed through GPS , when you determine your location the system will help you to find all services surround your location and after finishing the person will rate the service which treated with it.**

**Project Purpose / Justification:-**

**The project has been initiated to help people to know all services they need which surrounded their location and rating the service Accordingly, the service owner is evaluated by the program and the highest evaluation is the owner of the most appearance for people who need a service of the same type of service it provides.**

**Business need:-**

**People have increased their need to search a lot for different services in the area surrounding them, especially the expatriates from their country about the difficulty of knowing the services in their area or the neighboring areas to them.**

**Business objectives:-**

**1- Project application is known to the largest number of people**

**2- It is simple to deal with application**

**3- Provides all information which people need to know about all services which surrounded them , the price and the rate for each one who provides this service .**

**Project discribtion:-**

**We are designing a system that will be able to help a person know all the services surrounding him that he wants in his daily life without effort in searching a lot for them, by specifying his area and who wants to know about the locations of all the services he wants in his specific area.**

**Project Objective and Success Criteria:-**

**1- Project application is known to the largest number of people**

**2- It is simple to deal with application**

**3- Provides all information which people need to know about all services which surrounded them , the price and the rate for each one who provides this service .**

**Success criteria :-**

**It is expected that is not widely known at first but after some advertising and advertisements for the application through social media it will be more known and it is expected to achieve great success because it provides people all information about all services surrounded them .**

**Requirments :-**

* **The application must be easy to use to facilitate it for elderly people.**
* **The user must have an account on the application.**
* **Service provider must have an account and enter his phone number .**

**Constrints :-**

**The following constraints pertain to the project**

* **The budget must not exceed 2595$**
* **Project must be completed by 25/12/2022**
* **The application must should ios and android**

**Assumption :-**

**The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:**

* **This project has the full support of the project sponsor, stakeholders, and all departments**
* **The purpose of this project will be communicated throughout the company prior to deployment**

**The IT manager will provide additional resources if necessary**

## Preliminary Scope Statement:-

A search will be for all requirements and cases ,

* **Select a number of employees for the data collection task**
* **Aggregation of the provinces at the level of the town**
* **We will select a number of governors to explore all regions of the province**
* **The employees will collect all data related to the services**
* **The employees will collect the names of craftsmen and professions in the region in their own database**
* **The employees will collect all data on the means of communication of the professionals, in order to evaluate them later**

**Risks:-**

**The project is considered low risk –high reward but some of the risks are :-1-the system might end up having a lot of bugs and glitches.2-we might need more time than agreed on as the system might be more complicate than we initially thought.3-we might need more time or budget for testing the system.4-might (nour ahmed)leave the work for another beter work**

**5-might the front end developer disagree work**

**Project Deliverables:-**

**The following deliverables must be met upon the successful completion of the Services With Location project. Any changes to these deliverables must be approved by the project sponsor.**

* **Easy to know what services are available anywhere**
* **Rating for all services provider**
* **Recommendation list for services can be added**

**Summary Milestone Schedule:-**

**The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Project Milestone** |  | | |  | | --- | | **Target Date (mm/dd/yyyy)** | |  | |
| |  |  | | --- | --- | | * Project Start |  | | |  | | --- | | 01/10/2022 | |  | |
| |  |  | | --- | --- | | * Complete Solution Design |  | | |  | | --- | | 30/10/2022 | |  | |
| |  |  | | --- | --- | | * Acquire Hardware and Software |  | | |  | | --- | | 10/11/2022 | |  | |
| |  |  | | --- | --- | | * Complete Solution Simulation with New Hardware/Software |  | | |  | | --- | | 20/11/2022 | |  | |
| |  |  | | --- | --- | | * Complete Solution Simulation and Testing |  | | |  | | --- | | 30/11/2022 | |  | |
| |  |  | | --- | --- | | * Deploy Solution |  | | |  | | --- | | 10/12/2022 | |  | |
| |  |  | | --- | --- | | * Project Complete |  | | 25/12/2022 |

**Summary Budget:-**

**The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Project Component** |  | | |  | | --- | | **Component Cost** | |  | |
| |  |  | | --- | --- | | * Personnel Resources |  | | |  | | --- | | $1000 | |  | |
| * Hardware | |  | | --- | | $45 | |  | |
| |  |  | | --- | --- | | * Software and Licensing |  | | |  | | --- | | $1000 | |  | |
| |  |  | | --- | --- | | * IT Lab Preparation |  | | |  | | --- | | $550 | |  | |
|  |  |

**Total : 2595$**

**Project Approval Requirements:-**

**The success of this project is the one that is able to solve the problems of people in the world and we add all the services to it**

**Project Manager:-**

**Mustafa Murad has been named Project Manager for the duration of the SWL Project. Regarding more responsibility. The team consisting of two IT professionals and one Security Specialist, will support the matrix from the IT department. Mr. Mustafa's commissioner in the general budget, including the budget. Request any additional funding through the project sponsor. Mr. Mustafa will present.**

**Authorization:-**

**Approved by the Project Sponsor: Ahmed farouk**

**Project Management Approach:-**

**The project manager, Mustafa Murad, has the overall authority and responsibility to manage and implement this project according to the project plan.**

**The second employee will divide the services into boxes such as (medical services - delivery services - services in terms of clothing, food and drink)**

**The project team will be a matrix in that team members from each organization continue to report to their organizational department for the duration of the project. The Project Manager is responsible for communicating with organizational managers on the progress and performance of each project resource.**

**Project Scope:-**

**The scope of the project includes the collection, planning and continuous development of the data of professionals or craftsmen and the collection of all their means of communication to evaluate their service through customers. The completion of the project will occur when all data is successfully collected and each service is coordinated according to its field and uploaded directly to the site.**

# Milestone List:-

# The below chart lists the major milestones for the Services system Project.

# This chart is comprised only of major project milestones such as completion of a project phase or gate review. There may be smaller milestones which are not included on this chart but are included in the project schedule and WBS. If there are any scheduling delays which may impact a milestone or delivery date, the project manager must be notified immediately so proactive measures may be taken to mitigate slips in dates. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.

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|  |  |  |
| --- | --- | --- |
| Milestons | Description | Date |
| Start collecting data | Professions and tradespeople's data must be collected and data collected by all the means of communication that they have | 1/10/2022 |
| Data collection completed | Completing the collection of all data from all regions of the town and dividing the services into boxes | 1/2/2023 |
| Completed Initial Design page | This is the theoretical design for the system and its functionality | 2/3/2023 |
| Completion of writing the codes for the system | All coding completed resulting in system prototype | 1/5/2023 |
| Completed data entry into a database | Insert all collected data into a database | 2/7/2023 |
| Connecting databases to the system | After completing all the data in the databases, they are linked to the site | 2/8/2023 |

# Change Management Plan

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**To begin this step we should set our goals carefully and create better plan that we**

**will put what we learned from our mistakes and to success this step we should all**

**support this change.**

**The project manager(Mustafa murad) should agree for this change.**

**Change the front-end developer**

**(amir ali) cause he want to leave the work for another better work.**

**We get a front end developer (nour ahmed)**

**Instead for the earlier but there is some disadvantages as;**

**The project will delay.**

**There will be changes for web design, security, and testing because the code will**

**be change.**

**Communications Management Plan:-**

**This project will be a project under development because it will be an easy and direct link between the customer and the owner of the profession or craft, and the customer will choose to deal with the owner of the most positively evaluated craft.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Description** | **Frequency** | **Format** | **Participants/ Distribution** | **Deliverable** | **Owner** |
| Weekly Status Report | Email summary of project status | Weekly | Email | Project Sponsor, Team and Stakeholders | Status Report | Project Manager |
| Weekly Project Team Meeting | Meeting to review action register and status | Weekly | In Person | Project Team | Updated Action Register | Project Manager |
| Project Monthly Review (PMR) | Present metrics and status to team and sponsor | Monthly | In Person | Project Sponsor, Team, and Stakeholders | Status and Metric Presentation | Project Manager |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Present metrics and status to team and sponsor |  |  |  |  |  |
| Project Gate Reviews | Present closeout of project phases and kickoff next phase | As Needed | In Person | Project Sponsor, Team and Stakeholders | Phase completion report and phase kickoff | Project Manager |
| Technical Design Review | Review of any technical designs or work associated with the project | As Needed | In Person | Project Team | Technical Design Package | Project Manager |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **E mail** | **Office Phone** | **Cell Phone** |
| Manar Osama | Project Sponsor | manar@gmail.com | xxx-xxx-xxxx | xxx-xxx-xxxx |
| Mustafa murad | Project Manager | Mustafa@gmail.com | xxx-xxx-xxxx | xxx-xxx-xxxx |
| Herb Walker | Programmer | Herb Walker@gmail.com | xxx-xxx-xxxx | xxx-xxx-xxxx |
| Menna ahmed | Testing Specialist | Menna ahmed@gmail.com | xxx-xxx-xxxx | xxx-xxx-xxxx |
| Ahmed ayad | Data collection/database expert | Ahmed ayad@gmail.com | xxx-xxx-xxxx | xxx-xxx-xxxx |

**Meetings:-**

**The Project Manager will distribute a meeting agenda at least 4 days prior to any scheduled meeting and all participants are expected to review the agenda prior to the meeting.**

**During all project meetings the timekeeper will ensure that the group adheres to the times stated in the agenda and the recorder will take all notes for distribution to the team upon completion of the meeting. It is imperative that all participants arrive to each meeting on time and all cell phones and blackberries should be turned off or set to vibrate mode to minimize distractions. Meeting minutes will be distributed no later than 24 hours after each meeting is completed.**

**All email pertaining to the servics Project should be professional, free of errors, and provide brief communication. Email should be distributed to the correct project participants in accordance with the communication matrix above based on its content. All attachments should be in one of the organization’s standard software suite programs and adhere to established company formats. If the email is to bring an issue forward then it should discuss what the issue is, provide a brief background on the issue, and provide a recommendation to correct the issue. The Project Manager should be included on any email pertaining to the servics Project.**

**Informal Communications:-**

**While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members must be communicated to the Project Manager so the appropriate action may be taken.**

# Procurement Management Plan:-

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**The Project Manager will provide oversight and management for all procurement activities under this project. The Project Manager is authorized to approve all procurement actions up to $50,00. Any procurement actions exceeding this amount must be approved by the Project Sponsor.**

**While this project requires minimal or no procurement, in the event procurement is required, the Project Manager will work with the project team to identify all items or services to be procured for the successful completion of the project. The Project Manager will then ensure these procurements are reviewed by the Program Management Office (PMO) and presented to the contracts and purchasing groups. The contracts and purchasing groups will review the procurement actions, determine whether it is advantageous to make or buy the items or resource required services internally, and begin the vendor selection, purchasing and the contracting process.**

**In the event a procurement becomes necessary, the Project Manager will be responsible for management any selected vendor or external resource. The Project Manager will also measure performance as it relates to the vendor providing necessary goods and/or services and communicate this to the purchasing and contracts groups.**

# Project Scope Management Plan:-

**The Scope Management Plan provides the scope framework for this project. This plan documents the scope management approach; roles and responsibilities as they pertain to project scope; scope definition; verification and control measures; scope change control; and the project’s work breakdown structure. Any project communication which pertains to the project’s scope should adhere to the Scope Management Plan. This project is designed for helping people to know all services which surrounded them to make it more easy to order what you want where ever you are.**

# Risk Management Plan:-

**he approach for managing risks for the services system**

**Project includes a methodical process by which the project team identifies, scores, and ranks the various risks. Every effort will be made to proactively identify risks ahead of time in order to implement a mitigation strategy from the project’s onset. The most likely and highest impact risks were added to the project schedule to ensure that the assigned risk managers take the necessary steps to implement the mitigation response at the appropriate time during the schedule. Risk managers will provide status updates on their assigned risks in the bi-weekly project team meetings, but only when the meetings include their risk’s planned timeframe.**

**Upon the completion of the project, during the closing process, the project manager will analyze each risk as well as the risk management process. Based on this analysis, the project manager will identify any improvements that can be made to the risk management process for future projects. These improvements will be captured as part of the lessons learned knowledge base.**

# Resource Calendar:-

# The services system Project will require all project team members for the entire duration of the project although levels of effort will vary as the project progresses. The Project is scheduled to last one year with standard 50hour work weeks. If a project team member is not required for a full 40 hour work week at any point during the project, their efforts outside of the services system Project will be at the discretion of their Functional Manager.

# Cost Baseline:-

**The cost baseline for the services system project includes all budgeted costs for the successful completion of the project.**

|  |  |  |
| --- | --- | --- |
| **Project Phase** | **Budgeted Total** | **Comments** |
| **Planning** | **$32.00** | Includes work hours for all project team members for gathering requirements and planning project |
| **Frontend** | **25.00$** | Includes work hours for all developers who works frontend developer |
| **Backend** | **40.00$** | Includes work hours for all developers who works backend developer |

|  |  |  |
| --- | --- | --- |
| **Design** | **$40.00** | Includes work hours for all project team members for work on services system conceptual design |

**Scope management plan:-**

**Scope management for system for services will be the sole responsibility of the Project Manager. The scope for this project is defined by the Scope Statement, Work Breakdown Structure (WBS) and WBS Dictionary. The Project Manager, Sponsor, and Stakeholders will establish and approve documentation for measuring project scope**

**Proposed scope changes may be initiated by the Project Manager, Stakeholders or any member of the project team. All change requests will be submitted to the Project Manager who will then evaluate the requested scope change. Upon acceptance of the scope change request the Project Manager will submit the scope change request to the Change Control Board and Project Sponsor for acceptance.**

**Upon approval of scope changes by the Change Control Board and Project Sponsor the Project Manager will update all project documents and communicate the scope change to all stakeholders. Based on feedback and input from the Project Manager and Stakeholders, the Project Sponsor is responsible for the acceptance of the final project deliverables and project scope.**

**The Project Sponsor is responsible for formally accepting the project’s final deliverable. This acceptance will be based on a review of all project documentation, testing results, beta trial results, and completion of all tasks/work packages and product functionality.**

**Scope management approach**

**The project manager has full authority to manage and implement the project according to the project plan that was agreed upon between the project manager and the sponsor, in addition to all the teams entrusted with the implementation of the project. These teams are represented in the team for creating the system and application, How all teams communicate with the project manager periodically and with specific dates, whether face-to-face interviews Face or interviews on social media and continuously submit reports to the project manager to be aware of all the variables that occur during the project life cycle.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibilities** |
| Manar Osama | Sponsor | * Approve or not scope change requests * Evaluate need for scope change requests * Accept project deliverables |
| Moustaf Morad | Project Manager | * Measure and verify project scope * Facilitate scope change requests * Facilitate impact assessments of scope change requests * Organize and facilitate scheduled change control meetings * Communicate outcomes of scope change requests * Update project documents upon approval of all scope changes |
| Menna Ahmed | Team Lead | * Measure and verify project scope * Validate scope change requests * Participate in impact assessments of scope change requests * Communicate outcomes of scope change requests to team * Facilitate team level change review process |
| Donia Ahmed | Team Member | * Participate in defining change resolutions * Evaluate the need for scope changes and communicate them to the project manager as necessary |
| Ahmed Ghareb | Team Member | * Participate in defining change resolutions * Evaluate the need for scope changes and communicate them to the project manager as necessary |

**Scope Definition:-**

**The scope of this project was determined through a comprehensive requirements gathering process. First, a comprehensive analysis was conducted on the company's existing software applications based on employee and user feedback. From this information, the project team developed project requirements documents, a requirements management plan, and a requirements tracking matrix for what the new software application must achieve. The project description and deliverables were developed based on a process of gathering requirements and input from experts specializing in software design, technical support, programming, and business applications. This expert judgment process provided feedback on the most effective ways to meet the original requirements to provide a new system by which a company can improve its financial tracking and internal financial operations.*The project scope statement provides a detailed description of the project and its deliverables, limitations and exceptions, assumptions, and acceptance criteria. In addition, the scope statement includes work that should not be done in order to eliminate any implicit but unnecessary work that falls outside the scope of the project.***

***This project includes*** ***Programming and testing a new software application to track the company's finances. The output of this project is a completed software application for funding tracking with flexibility to modify and expand the application as necessary in the future. This project will be accepted once the new software has been successfully tested in each department and proven to be compatible with the company's existing Information Technology (IT) infrastructure. This project does not include ongoing operations and program maintenance. Only internal personnel and resources may be used for this project. In addition, the duration of the project must not exceed 120 days or $80,000 in spending. The assumptions for this project are that support will be provided by the Project Sponsor and all department managers and that sufficient internal resources are available to successfully complete this project.***

**Questionnaire:-**

|  |
| --- |
| **User survey questionnaire of the services system** |

**Center**: **enquiry no**:

**Title**:

Please complete the following questionnaire with specific

regard to the

above enquiry, by placing **cross** in the appropriate box

|  |  |
| --- | --- |
|  | **Strongly agree**  **agree**  **disagree**  **strongly**  **disagree** |
| 1. At first, I was able to access and connect to the service easily 2. In general I found the system to be helpful 3. I was able to reach the craft or service that I want 4. You encounter a problem while using the system 5. I was able to locate the area easily and easily using the GPS system 6. I was able to identify the owners of the crafts with the highest rating |  |

**Interview:-**

**Person interviewed:**  rahma el mahalawy

**Director:** software engineer

Purpose of interview:

* Speaking about system
* Speaking about Follow up professionals and craftsmen

**Summary of interview:**

* she said the system should be tested several times to ensure that there are no errors.
* In addition, there will be updates on the owners of trades and industries if there is a change

**Detailed notes:**

**What do you advise us about this system?**

* I advise you that the system should be tested several times to ensure that there are no errors.

**In your opinion, what is this system based on?**

* The system depends on the efficiency of the code will be programmed.

**Do you see anything else?**

* yes, Try this system for a while so you can be sure that everything is going as planned.

**Interview requirements:**

* We will need to review the data collected each month
* We need to update the system with every store or the appearance of a new craft.

***Stackeholder rejester:-***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project**  **name** | **system for a Services** | **Date** | **1/11/2022** |
| **Project number** | **5** | **Document number** | **4** |
| **Project manager** | **Mostafa Morad** | **Project owner/client** | **Youth people** |
| **Stakeholder**  **Name** | **Title and project role** | **Contact information** | **Notes** |
| Mostafa Morad | Managing director | [morad@gmail.com](mailto:morad@gmail.com) | Organizes and manages all tasks |
| Menna Ahmed | CIO | [menna@gmail.com](mailto:menna@gmail.com) | Attends all meetings |
| Mora samir | Accountant | [mora@gmail.com](mailto:mora@gmail.com) |  |
| Hoda ali | Collect data | [hoda8@gmail.com](mailto:hoda8@gmail.com) |  |
| Manar osama | Sponser | [manar@gmail.com](mailto:manar@gmail.com) |  |
| Donia Ahmed | Frontend | [donia@gmail.com](mailto:donia@gmail.com) |  |
| Ahmed Ghareb | Backend | [ahmed@gmail.com](mailto:ahmed@gmail.com) |  |

**WBS:-**

**SWL**

**initiation**

**planning**

**expecting**

**closing**

**developing project initiation document**

**define requirements**

**define stockholders**

**requirement and analysis specification**

**requirement gathering**

**complete planning document**

**implementation**

**interface design**

**logical model design**

**database design**

**start coding**

**database connection**

**code testing**

**charter**

**project management plane**

**maintain system**

**final project document**

**launch software**

**software**

**testing**

**Design**

***Stakeholders Engagement Assessment Matrix:-***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Unaware** | **Resistant** | **Neutral** | **Supportive** | **Leading** |
| Project Manager |  |  |  |  | C,D |
| CIO |  | C |  |  | D |
| Accountant |  |  | C,D |  |  |
| Collect data |  |  | C |  | D |
| Sponsor |  |  |  | C,D |  |
| Frontend |  |  | C,D |  |  |
| Backend |  |  | C,D |  |  |