

# Project Plan

## GCF Website Revamp

Industry Partner	GCF Toronto
Primary Instructor	Anjana Shah
Team Member	Phoenix Armand Ani
Team Member	Do Huynh
Team Member	Minh Nhat Vo
Team Member	Jacob Solano

### Document Revision History

Revision # 1.0	Date

---

## Table of Contents

<b>1. Executive Summary</b>	<b>3</b>
<b>2. Project Approvers, Reviews and Distribution List</b>	<b>3</b>
<b>3. Scope</b>	<b>4</b>
<b>4. Deliverables</b>	<b>4</b>
<b>5. Assumptions</b>	<b>4</b>
<b>6. Dependencies</b>	<b>5</b>
Internal Dependencies:	5
External Dependencies:	5
<b>7. Risk Management</b>	<b>5</b>
<b>8. Communication</b>	<b>6</b>
Reporting	6
Meetings	6
<b>9. Task Listing (WBS- Work Breakdown Structure)</b>	<b>6</b>
<b>10. Gantt Chart</b>	<b>8</b>
<b>11. Milestones</b>	<b>9</b>
<b>12. RAM – Responsibility Assignment Matrix</b>	<b>9</b>
<b>13. Approval</b>	<b>10</b>

# 1. Executive Summary

Objective	The main objective of this project is to turn an existing website to a web application for a church called Greenhills Christian Fellowship or also known as GCF. This new web application will be re-designed to be responsive on various types of devices and consist of some additional features that the church is required to have.
Corporate Goals Addressed	<ul style="list-style-type: none"> <li>- Provide detailed documents about how the application will be created, team members' responsibilities, project's scope as well as all requirements in order to make the application fully functional</li> <li>- Final product should meet all the criterias that have been discussed and agreed upon. It should meet the deadline as well.</li> </ul>
Planned Start Date	October 21, 2022
Planned End Date	December 31, 2022

## 2. Project Approvers, Reviews and Distribution List

Project Role	Name	E-mail	Date
Primary Instructor	Anjana Shah	ashah@georgebrown.ca	October 7, 2022
GCF Team Member	Phoenix Armand Ani	phoenixarmand.ani@georgebrown.ca	October 7, 2022
GCF Team Member	Do Huynh	Do.Huynh@georgebrown.ca	October 7, 2022
GCF Team Member	Minh Nhat Vo	minhnhat.vo@georgebrown.ca	October 7, 2022
GCF Team Member	Jacob Solano	jacob.solano@georgebrown.ca	October 7, 2022
Project Lead	John Greg Austria	john.austria@hotmail.com	October 10, 2022
Project Supervisor	Hide Kang	Not Present	Not Present
GCF Chairman	Joshua Sinena	joshuasinen@gmail.com	October 10, 2022

### 3. Scope

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

In Scope	Out of Scope
Task Splitter	Extra-cost
Personal workstation	Additional features
IDEs and Text Editors	New technology version
Version Control System	Change of deadlines
Communication Channels	Managing the website after project is delivered

### 4. Deliverables

Deliverable	Description
Responsive Web application	The web application interface will be user-friendly and responsive in multiple devices with different screen ratios.
Administrator rights	Administrators who have been given the rights to make changes to the app can perform any type of changes according to their needs and likes.
UI prototype	A prototype website that would be showing the basic UI elements to stakeholders using Figma
Mockup application	A mockup application that has most or all features but not ready for release.

### 5. Assumptions

- Project Owner will provide extra funding to the project whenever it requests after taking consideration of the necessity and possibility of the request.
- The deadlines of the project can be extended.
- Web applications will be created using Wordpress and its plug-ins to create a responsive and secure website.
- All content such as about-us information, images, data and databases are available for the new application.
- SFTP, SSH, WP-CLI will be used to defend from cyberattacks and minimize security issues.

## 6. Dependencies

### Internal Dependencies:

- Every team member will have different work stations which makes the code and other related softwares dependent on personal work stations.
- Time and availability of each member is different so that everyone has to agree to have meetings on specific days.

### External Dependencies:

- Project funding will be approved by the GCF chairman and Project Supervisor according to every project request.
- Functionalities and features of the application will be reviewed by Project Lead and Project Supervisor in order to be approved to implement.
- In case of extending the deadline, the GCF chairman will consider the possibility to make the extension based on the current work progress.

## 7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Unable to connect to database	H	H	Do Huynh
Failed using 3rd party for donation feature	H	H	Phoenix Armand Ani
Unable to upload images to the log activities	L	L	Do Huynh
Weak security on the donor's information	H	M	Do Huynh

## 8. Communication

### Reporting

Report	Audience	Frequency
Work Progress Report	Project Lead, Project Supervisor and GCF Chairman	At the end of every week

### Meetings

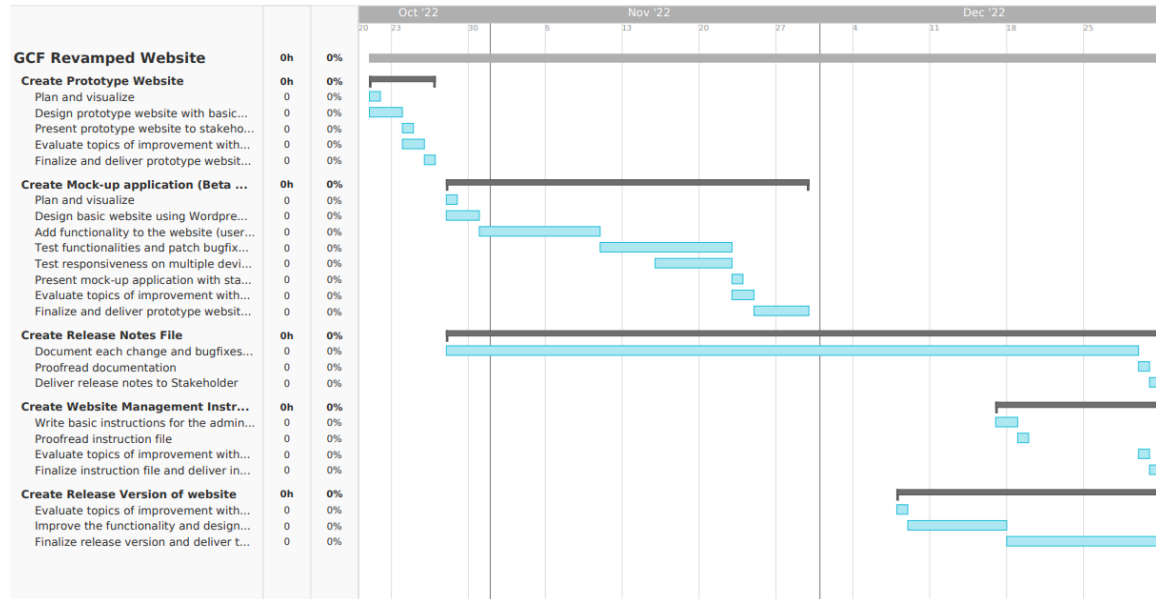
Meeting	Purpose	Attendees	Frequency
GCF meeting	Discuss the current work progress	Do Huynh, Jacob Solano, Minh Nhat Vo, Phoenix Armand Ani, Project Lead and GCF Chairman	Every week

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

Reference	Tasks	Duration	Dependency
A	Create Prototype Website	7.5 hours	1
A	Plan and visualize	1 hour	1.1
A	Design prototype website with basic UI elements using Figma	2 hours	1.1.1
A	Present prototype website to stakeholder	0.5 hour	1.1.1.1
A	Evaluate topics of improvement with stakeholder	1 hour	1.1.1.1.1
A	Finalize and deliver prototype website to stakeholder	3 hours	1.1.1.1.1.1
B	Create Mock-up application (Beta version of website)	63 hours	2
B	Plan and visualize	2 hour	2.1
B	Design basic website using Wordpress	6 hours	2.1.1
B	Add functionality to the website (user management, media management, database management, social media functionality,	15 hours	2.1.1.1

	newsletter functionality, donation functionality)		
B	Test functionalities and patch bug fixes	20 hours	2.1.1.1.1
B	Test responsiveness on multiple devices and patch bug fixes	8 hours	2.1.1.1.2
B	Present mock-up application with stakeholder	0.5 hour	2.1.1.1.1.1
B	Evaluate topics of improvement with stakeholder	1.5 hours	2.1.1.1.1.1.1
B	Finalize and deliver prototype website to stakeholder	10 hours	2.1.1.1.1.1.1.1
C	Create a Release notes file	2 hours	3
C	Document each change and bug fixes to the website	1.5 hours	3.1
C	Proofread documentation	0.5 hours	3.1.1
C	Deliver release notes to Stakeholder	0 hour	3.1.1.1
D	Create Website Management Instructions file	4 hours	4
D	Write basic instructions for the administrators to read in order for them to use the website	2 hours	4.1
D	Proofread instruction file	0.5 hour	4.1.1
D	Evaluate topics of improvement with stakeholder	0.5 hour	4.1.1.1
D	Finalize instruction file and deliver instructions to stakeholder	1 hour	4.1.1.1.1
E	Create Release Version of website	40 hours	5
E	Evaluate topics of improvement with stakeholder on mock-up application	2 hours	5.1
E	Improve the functionality and design based on feedback	18 hours	5.1.1
E	Finalize release version and deliver to stakeholder	20 hours	5.1.1.1

## 10. Gantt Chart



## 11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Meeting with the Stakeholder through Zoom for the second time to report how the process is going to be.	October 9, 2022	Phoenix Armand Ani
First time meeting Stakeholder in person to discuss about features website's	September 25, 2022	Phoenix Armand Ani
Regroup to search and build basic ideas for the church website.	September 11, 2022	Do Huynh



## 12. RAM – Responsibility Assignment Matrix

Resource Responsibility	Phoenix Armand Ani	Jacob Solano	Do Huynh	Minh Nhat Vo	John Greg Austria	Joshua Sinena	Hide Kang
P - Primary Responsibility							
A - Approval Authority							
S - Supporting Responsibility (Contributor or Reviewer)							
I - Information Only							
Green - GCF Stakeholder							
Blue - Capstone Team							
<b>Front-End Development</b>							
Designing the UI	P	I	I	P	I	I	S & I
Designing the functionality of the website	P	I	I	S	I	I	S & I
<b>Back-End Development</b>							
Designing the Database	I	P	P	I	I & A	I	S & I
Stability Tweaks	I	P	P	I	I & A	I	S & I
<b>Mock App Testing</b>							
Creating a Mock Up App	S	P	S	S	A	A	I
Presenting the Mock Up App	P	S	S	S	A	A	I
<b>Systems Testing</b>							
Test Website Responsiveness	P	S	S	S	A	A	I
Test Website Functionalities	S	S	S	P	A	A	I
<b>System Design</b>							
General Website Design	P	P	P	P	A	A	S & I

## 13. Approval

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

Project Role	Name	Signature	Date
Capstone Team Member	Phoenix Armand Ani	Phoenix Armand Ani	October 11, 2022
Capstone Team Member	Do Huynh	Do Huynh	October 11, 2022
Capstone Team Member	Minh Nhat Vo	Minh Nhat Vo	October 11, 2022
Capstone Team Member	Jacob Solano	Jacob Solano	October 11, 2022
GCF Stakeholder	Joshua Sinena	Joshua Sinena	October 10, 2022
GCF Stakeholder	John Greg Austria	John Greg Austria	October 10, 2022

