**[Daisy Chai Website]**

**Project Plan**

**V1.2**

**Prepared for:**

*Daisy Chai (Client)*

Date: 01/04/2019

# Revision History

|  |  |  |
| --- | --- | --- |
| **Version** | **Date Released** | **Comments/Changes** |
| 0.1 | 27/03/2019 | First Draft |
| 1.1 | 01/04/2019 | Second Draft |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Executive Summary**

The purpose of this report is to inform its readers, namely the client, project supervisor, project manager and team about the proposed project plan.

This report will outline the goals of the project, what is to be expected, any issues faced and solutions. The goal is to liaise with the client, design, create and implement a website that meets their desired needs. The website must meet the client’s needs which is user-friendly, engaging, informative, functional, allow for online/phone bookings and be secure.

To achieve this, the team will implement an easy to use website through the use of online platforms such as WordPress. The client will provide the team with content and images to populate the website. Use software to implement addition specific functionality if its needed. Use an online booking agent and have it linked to website to allow for online booking feature.

Priority risks facing this project is the time frame of 12-14 weeks’ completion, hand over and sign off due date. Security of the website and any software that partakes in online transactions be it bookings or financial details.

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# Stakeholder Analysis

Below are all the stakeholders involved in this project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Title/Role** | **Contact Details** | **Contact Method** | **Contact Frequency** |
| Daisy Chai | Client | [Dcfl98@gmail.com](mailto:Dcfl98@gmail.com)  0407 098 851 | Email or  Face to Face meeting | Online via email or by appointment |
| Ian (Doc) Wallace | Project Supervisor | [wallace.doc@bigpond.com](mailto:wallace.doc@bigpond.com)  0400 137 225 | Email or  Face to Face meeting | Online via email or  Once per week |
| Jason Mcintyre | Project Manager | 2501104@student.swin.edu.au | Slack or  Face to face Meeting | Online or  Once per week |
| Paul Lam | Team Member | 271504x@student.swin.edu.au | Slack or  Face to face Meeting | Online or  Once per week |
| Minh Tu Bui | Team Member | 101075300@student.swin.edu.au | Slack or  Face to face Meeting | Online or  Once per week |
| Jack Yo | Team Member | 101639803@student.swin.edu.au | Slack or  Face to face Meeting | Online or  Once per week |
| Manik Dhir | Team Member | 101332364@student.swin.edu.au | Slack or  Face to face Meeting | Online or  Once per week |

# **Background**

Client owns a Chinese medicine / creative arts therapy business. Client wants a personal business website to inform, promote and to execute their business goals.

## **Objectives**

* Website design meets clients’ needs
  + Website aesthetics, Chinese medicine and creative arts orientated
  + User friendly
  + Integration of online booking through booking agent
  + Capture and analysis of customer data / traffic
  + Links to social media
* Marketing of website through the use of social media
* Security of website and additional features, top priority

# **Scope**

In this project, our team is tasked with delivering a website that meets the client’s specifications. These include but not limited to:

* user-friendly design
* visually appealing
* client content orientated
* support for e-commerce
* scalability
* flexibility
* completed in the projected time frame

## **Deliverables**

|  |  |
| --- | --- |
| **Deliverables** | **Description** |
| Website | Design and build a website for client |
| Booking Agent | Consult and assist client with the setup and integration of a booking agent, linked to Website |
| Web Hosting | Consult with Client about appropriate domain name and web hosting |
| Data Analytics | Provide Client with data analytics captured via website visitation and hit-rate |

## **Out of Scope**

|  |  |
| --- | --- |
| **Out of Scope** | **Description** |
| Marketing | Traditional Marketing techniques used by industry to promote product |
| Social Media | Consult and assist in the creation of client’s social media presents |

# **Constraints**

* Deadline for Project Completion is 10th of June 2019
* Deliver Website to Client free-of-charge.

## **Assumptions**

* Client approves the Project Plan (sign off)
* Client approves the project team to produce a functional Website
* Client provides project team with valid domain name and web hosting
* Client approves of appropriate website design software (WordPress)
* Client provides Content and images to be presented on Website

# **Risks**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **H** | **M** | **L** | **Management** |
| Time frame | ✓ |  |  | Team must manage time effectively for 12 weeks |
| Quality | ✓ |  |  | Team must adhere to client’s specifications |
| Technology platforms |  |  | ✓ | Team must be fluent in website software |
| Client expectations | ✓ |  |  | Maintain scope deliverables |
| Information Security | ✓ |  |  | Deploy adequate security for website |
| Resources |  |  | ✓ | Client to provide content, images, domain name |
| Performance | ✓ |  |  | Team must meet a high-performance standard |
| Legal |  | ✓ |  | Ensure there is no breaches of Copyright |
| Disputes |  |  | ✓ | Project Manager will have final say on work |
| Skills |  |  | ✓ | Team must be trained in appropriate software |

# **Issues**

* Conflict of interests
* Client website link advertised on organisation website
* Client needs to provide valid content and images
* Client may be resistant to change
* On-going maintenance of Website

# **Project Team Structure**

Figure 2:

## **Roles and Responsibilities**

|  |  |
| --- | --- |
| **Team Role** | **Responsibility** |
| Project Manager | Communicate quality issues to all stakeholders  * Communicate with project team * Delegation of workload * Attend all supervisor and team meetings * Observation of project process |
| Project Analyst | Complete tasks set by Project Manager  * Attend all supervisor and team meetings * Research data and client information * Gathering critical data * Budget tracking and financial forecasting * Project evaluation and monitoring project process. |
| Project Architect | Complete tasks set by Project ManagerAttend all supervisor and team meetings  * Design prototype of website, user model, database * Involved developing the product – frontend developer * Present user experience to the client * Testing the final product |
| Project Developer | Complete tasks set by Project ManagerAttend all supervisor and team meetings  * Developing the website – backend developer * Involved developing prototypes * Testing the final product |
| Project Developer | Complete tasks set by Project ManagerAttend all supervisor and team meetings  * Developing the website – backend developer * Testing the final product |

# **Project Signoff**

The signatures of the people below document approval of the formal Project Plan. The project team leader is empowered by this charter to proceed with the project as outlined in this document.

For and on behalf of ***INSERT CLIENT NAME***:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[Client Name]

For and on behalf of the Project Team:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[Project Team Leader]

For and on behalf of Swinburne University of Technology:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[Project Supervisor]

# **Appendix A – Schedule**

Please see attached Schedule

**Sprint 01**

|  |  |  |
| --- | --- | --- |
| **Week #** | **Date** | **Task** |
| 1 | 8/03/2019 | Team briefed via email and meeting scheduled |
| 2 | 15/03/2019 | Initial team meeting |
| 3 | 22/03/2019 | Client interview |
| 4 | 29/03/2019 | Completion of project plan |

**Sprint 02**

|  |  |  |
| --- | --- | --- |
| **Week #** | **Date** | **Task** |
| 5 | 05/04/2019 | Client second Interview, present project plan & prototypes |
| 6 | 12/04/2019 | Begin development of website |
| 7 | 19/04/2019 | Client progress presentation in week 7 or 8 |
| 8 | 27/04/2019 | Further development of website / UCD / functionality testing |

**Sprint 03**

|  |  |  |
| --- | --- | --- |
| **Week #** | **Date** | **Task** |
| 9 | 10/05/2019 | Completion project management portfolio |
| 10 | 17/05/2019 | Project documentation / further development & testing if needed |
| 11 | 24/05/2019 | Project documentation / further development & testing if needed |
| 12 | 31/05/2019 | Team presentation |

**Sprint 04**

|  |  |  |
| --- | --- | --- |
| **Week #** | **Date** | **Task** |
| 13 | 03/06/2019 | Final solution / project completion |
| 14 | 10/06/2019 | Client sign-off |