

Assignment 1 Workbook – Semester 2, 2025

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This workbook includes structured templates aligned with Assignment 1 requirements. Each section corresponds to a deliverable with input fields that reflect PMBOK 7 and the unit writing guides. All templates were adapted from provided samples to ensure alignment with the assessment.

IMPORTANT REMINDERS:

- **START EARLY.** Don't wait until Week 7 — early drafts help you identify gaps, clarify assumptions, and improve your analysis.
- **EXPECT TO REVISE.** Your plan should evolve as your thinking deepens.
- **REFLECT AS YOU GO.** Your report is not just a technical document — it's also an opportunity to show how you've learned and applied project management tools.
- **USE THE TEMPLATES — BUT ADAPT THEM.** Tailor each section to suit your project context.

WRITING PRINCIPLES FOR HIGH-QUALITY REPORTS:

Task Tracker

Task Tracker

👤 Added by	📌 Task	📝 Description / Notes	📅 Start Date	🔄 Status	📅 Last updated
Ansh Khosla	Working Agreement (Team Charter) : communications and problem solving		12 Aug 2025	Approved ▾	28 Aug 2025
aset0020@student....	Group Norms & Code of Conduct	Set expectations for accountability, respect, communication, and behaviour standards.	12 Aug 2025	Approved ▾	28 Aug 2025
aset0020@student....	Participation & Collaboration Approach	Establish platforms, check-ins, and feedback processes to ensure smooth teamwork and alignment.		Not started ▾	28 Aug 2025
Dakshesh Dutt	Working Agreement (Team Charter) : Communications & Problem Solving			Approved ▾	28 Aug 2025
Dakshesh Dutt	Conflict Management	Outline approaches for resolving disagreements constructively, ensuring professionalism and respect.		In progress ▾	28 Aug 2025
Dakshesh Dutt	Core Values	Document the shared principles of the team, including quality, respect, collaboration, and growth.		In progress ▾	28 Aug 2025
Dakshesh Dutt				Not started ▾	28 Aug 2025
Aryan Sethi				Not started ▾	11 Sept 2025
Perna Vijay	Reflections, scope, elements of WBS			Approved ▾	12 Sept 2025

Added by	Task	Description / Notes	Start Date	Status	Last updated
pvij0005@student.monash.edu	Team Objectives & Characteristics	Define the shared objectives for the team and describe each member's strengths, weaknesses, and key roles.	25 Aug 2025	In Progress	28 Aug 2025
aset0020@student.monash.edu	Group Norms & Code of Conduct	Set expectations for accountability, respect, communication, and behaviour standards.	26 Aug 2025	In Progress	28 Aug 2025
aset0020@student.monash.edu	Participation & Collaboration Approach	Establish platforms, check-ins, and feedback processes to ensure smooth teamwork and alignment.	26 Aug 2025	In Progress	28 Aug 2025
akho0005@student.monash.edu	Communications & Problem Solving	Define preferred communication tools, frequency of updates, escalation process, and problem-solving methods.	27 Aug 2025	In Progress	28 Aug 2025

ddut0003@student.monash.edu	Conflict Management	Outline approaches for resolving disagreements constructively, ensuring professionalism and respect.	27 Aug 2025	In Progress	28 Aug 2025
ddut0003@student.monash.edu	Core Values	Document the shared principles of the team, including quality, respect, collaboration, and growth.	27 Aug 2025	In Progress	28 Aug 2025



Additional Resources

Project Management Standards

- Project Management Institute (PMI): Access PMBOK® Guide (7th Edition) And Other PMI Standards And Guidelines.
- Monash University Library: Use Journals, Books, And Databases For PM Research.
URL: <https://library.monash.edu>

Project Charter

- PMI: Practice Guide On Project Charters – Role And Structure For Strategic Alignment.
- PMBOK 6th Edition: Chapter 4.1 – Develop Project Charter (Pages 75–83).
- PMBOK 7th Edition: Principle 2 – Stewardship; Principle 3 – Team (Pages 18–20).
- Schwalbe (2018): Chapter 3 – The Project Management Process.
- Brewer & Dittman (2018): Chapter 2 – Creating A Project Charter.

Work Breakdown Structure (WBS) And Gantt Charts

- PMI WBS Guide – Structuring Deliverables And Tasks.
- PMBOK 6th Edition: Section 5.4 – Create WBS (Pages 157–168).
- PMBOK 7th Edition: Measurement Performance Domain (Pages 36–42).
- Schwalbe (2018): Chapter 6 – Time Management.
- Brewer & Dittman (2018): Chapter 6 – Scheduling Techniques.

Scope Management

- PMI Scope Management – Techniques For Defining And Controlling Project Scope.
- PMBOK 6th Edition: Chapter 5 – Project Scope Management (Pages 129–170).
- PMBOK 7th Edition: Delivery Performance Domain (Pages 27–35).
- Schwalbe (2018): Chapter 5 – Scope Management.
- Brewer & Dittman (2018): Chapter 4 – Defining The Project Scope.

Quality Management

- PMI Standards For Quality Management – Includes QA And QC Practices.
- ISO 9001 – Framework For Quality Management Systems.
- ISO/IEC 25010 – Standards For Software Product Quality.
- PMBOK 6th Edition: Chapter 8 – Project Quality Management (Pages 271–286).
- PMBOK 7th Edition: Quality Performance Domain (Pages 49–55).
- Schwalbe (2018): Chapter 8 – Quality Management.
- Brewer & Dittman (2018): Chapter 7 – Quality Planning And Control.

Cost Estimation And Planning

- PMI Cost Management Practices – Estimation Techniques.
- PMBOK 6th Edition: Chapter 7 – Project Cost Management (Pages 233–270).
- PMBOK 7th Edition: Planning Performance Domain (Pages 19–26).
- Schwalbe (2018): Chapter 7 – Cost Management.
- Brewer & Dittman (2018): Chapter 8 – Cost Estimation Methods.

Risk Management

- PMI Practice Standard For Risk Management – Risk Identification, Analysis, Response.
- PMBOK 6th Edition: Chapter 11 – Project Risk Management (Pages 395–446).
- PMBOK 7th Edition: Uncertainty Performance Domain (Pages 56–65).
- Schwalbe (2018): Chapter 11 – Risk Management.
- Brewer & Dittman (2018): Chapter 9 – IT-Specific Risks And Solutions.

Week2

Week 2: Idea Formation And Team Preparation

According to the assignment specification, Week 2 is a discussion and preparation week. No submissions are due, but students must begin foundational work for Assignment 1.

Students should:

- 1. Finalise team formation (3–4 students max per team).**
- 2. Start preparing Task 3.1 – Team Working Agreement.**
- 3. Begin brainstorming project ideas aligned to one of Monash’s four strategic pillars and an SDG.**
- 4. Understand the difference between Business Justification, Project Charter, and Memo.**
- 5. Explore the examples provided in the assignment brief (e.g. PolyMentor, EcoAI, Smart Energy Insights).**
- 6. Begin defining your project’s client, context, and strategic alignment (preparation for Task 3.2.1).**

By the End of Week 2, Each Team Should

- Be officially registered as a team.**
- Agree on a draft project idea.**
- Start filling out the Team Working Agreement (Task 3.1).**
- Identify the primary strategic pillar and SDG for the project.**
- Begin thinking about the problem/opportunity their project addresses.**
- Prepare to pitch the idea in Week 4 (Task 3.2.3).**

Team Working Agreement Template

Team 0515

Project LoopTasks Workbook

Prerna Vijay, Aryan Sethi, Dakshesh Dutt, Ansh Khosla

Team Working Agreement Template

<i>FIT2002 – Working Agreement (Team Charter)</i>	
<i>Team number</i>	0515
<i>Team members</i>	<i>Dakshesh Dutt, Ansh Khosala, Aryan Sethi and Prerna Vijay</i>
<i>Team objectives</i>	<p>The objective our team aims to meet is providing a high quality project for LoopTasks, an AI-powered routine tool for LifeLoop. By effectively collaborating we intend to:</p> <ul style="list-style-type: none">- Bring together our technical knowledge and creativity to build a scalable, user-friendly solution- Ensure consistent communication, in order to have goal clarity and alignment- Delegate tasks to each member based on their strengths to reduce risks and produce the best possible solution- Maintain professional standards during documentation, engagement with stakeholders and practices for project management.
<i>Team characteristics</i>	<p>[How would you describe your team? You can consider the strengths and weaknesses of all individuals and see how you can describe the team. You can consider looking into Role you chose from Applied Class 01 Activity]</p> <p>The planner: As the planner, Ansh ensures that the project is well-structured, deadlines are clear, and tasks are allocated in an organized way. His strengths include time management, attention to detail, and keeping the team on track with timelines. A potential</p>

	<p>weakness is that Ansh may sometimes focus too much on structure, which can slow down flexibility in dynamic situations.</p> <p>The analyst: As the analyst, Aryan focuses on gathering and interpreting data, identifying risks, and ensuring decisions are supported by evidence. His strengths include problem-solving, logical thinking, and breaking down complex information into clear insights. A possible weakness is that Aryan may spend too much time on details, which could delay decision-making if not balanced with team deadlines.</p> <p>The innovator: Dakshesh brings creativity, fresh ideas, and a willingness to explore new approaches while motivating the group to think outside the box.</p> <p>The connector: Prerna, strengths include being able to lead and delegate tasks to team members based on their strengths. Good at communicating with the team with the purpose of bringing everyone together.</p>
<p>Core values</p>	<p>What We Care About the Most & Our Shared Values</p> <p>As a team, we aim to provide high quality work, in a healthy, active and fostering environment. We aspire to maintain the following core values throughout our journey:</p> <ol style="list-style-type: none"> <p>1. Quality & Excellence:</p> <p>We are very focused on delivering high quality work that meets standards. Every task, whether it is a small deliverable or a major milestone, we will do our best to ensure that it meets every requirement.</p> <p>2. Respect & Integrity:</p> <p>Respect for each other's time, ideas, and opinions is the foundation to how we operate. We give importance to honesty and integrity during every interaction, this will maintain healthy communication and ensure we hold ourselves accountable to our responsibilities.</p> <p>3. Collaboration & Support:</p> <p>Collaboration and support is a key aspect of working together. It is necessary that we support each other, stay on the same page and keep communicating with each other. Through collaboration, we can ensure better quality results and strengthen our relationship with each other while working in a team.</p> <p>4. Growth & Learning:</p> <p>Our team hopes to learn and develop skills while working together. Each member is passionate about personal and professional growth, by learning and developing skills throughout the project. Every obstacle we face is an opportunity to grow and learn from to eventually improve as a team.</p> <p>5. Transparency & Open Communication:</p> <p>It is crucial that as a team we stay honest with each other. To</p>

	<p>achieve this our team gives importance to being transparent and having open communication. Staying on the same page by sharing progress, challenges or ideas, allows for more problem solving, staying on the same page and maintaining a healthy team dynamic.</p>
<i>Group norms and code of conduct</i>	<p>How We Will Work Together</p> <p>Core values will be incorporated while we work towards creating a supportive and collaborative atmosphere. By focusing each of our unique strengths in our contributions, we aim to provide high quality results. This is how we intend to approach work as a team:</p> <ol style="list-style-type: none">1. Healthy and active communication: Open communication is key for staying on the same page. By organising regular meetings, creating a safe space for calls and questions, and using collaborative tools, we maintain equal understanding of the project scope and timeline.2. Respect and Accountability: Our team intends to maintain a balance between respecting each other's time yet keeping each other accountable to ensure tasks are being completed on time. Delays can be prevented by active participation, staying on track, and in the loop with other team members.3. Collaborative Work: Equal involvement, delegation of work based on strengths and availability, will ensure that we stay in the loop together as a team. Regular team meetings, reviewing challenges and openness towards feedback, will allow everyone to constantly collaborate with each other to deliver quality results.4. Constructive Conflict Resolution: Healthy and constructive handling of disagreements is key for resolution and growth. Differing opinions are common, but as a team, our aim is to understand everyone's opinion and find a solution that works for everyone.5. Flexibility & Adaptability: It is important that we stay flexible to unexpected challenges that may arise during the course of our project. It is therefore necessary that we remain flexible with the deadlines and are able to adapt to them when needed. <p>These expectations are set to ensure a healthy team environment, in order to allow every team member to contribute to their fullest potential. By following these codes of conduct we aim to deliver a high quality project while learning and growing new skills together.</p>

<p><i>Participation and collaboration approach</i></p>	<p>Effective Methods for Our Teamwork</p> <p>To ensure we stay on track and communicate effectively, we'll rely on a mix of collaborative tools and structured communication. Here's how we plan to work together:</p> <ol style="list-style-type: none"> 1. Shared Platforms for Collaboration: We'll use Google Drive for document sharing and Trello for task management. Google Drive will allow us to collaborate in real-time, ensuring that everyone can access and edit documents, while Trello will help us track the progress of our tasks and deadlines. This way, everyone will always know what's going on and what needs attention. 2. Weekly Meetings & Check-ins: Instead of daily meetings, we'll have weekly video calls (or group chats if things are light) to review progress, discuss challenges, and plan for the week ahead. These calls will be our chance to align on goals and address any blockers. If something urgent comes up, we'll check in more frequently through WhatsApp or email to keep things moving. 3. Providing Feedback: We value constructive feedback, and it's essential for our team's success. We'll use Google Docs' comment feature to leave feedback directly on documents, so everyone can address suggestions as they go. During our weekly calls, we'll also discuss work openly, providing constructive feedback to each other in a respectful and helpful way. 4. Flexibility & Adaptability: While we prefer using digital tools, we're open to adapting depending on how things evolve. If we feel like more frequent check-ins are needed, we'll be flexible and adjust to maintain good communication and collaboration.
<p><i>Communications</i></p>	<p>Preferred communication: We will communicate primarily via Google Meet for scheduled online meetings and Instagram for daily updates or urgent issues.</p> <p>Frequency:</p> <ul style="list-style-type: none"> ● Regular online meetings will occur once a week, with an additional physical meeting if necessary, depending on the availability and location of team members. ● Instagram will be used for regular project updates, where we can post progress, feedback, and share visuals or milestones. This will keep everyone informed and engaged. ● Additional check-ins will occur as needed for time-sensitive tasks, either through Instagram Direct Messages or posts.

	<p>Transparency: All project updates, feedback, and issues will be shared transparently across Google Meet and Instagram to avoid surprises and ensure that all members are aligned.</p> <p>Escalation: If a problem arises that cannot be solved within the team, we will escalate it to the course tutors via email or Instagram Direct Message, ensuring the situation is addressed promptly.</p>
Problem solving	<p>Approach: We will tackle problems as a team by considering all perspectives and brainstorming potential solutions. Our approach will focus on root cause analysis, ensuring that the solution is sustainable and effective. We will assess each issue based on its urgency, impact, and complexity to prioritize the most pressing matters first.</p> <p>Flexibility: We understand that unforeseen circumstances, such as personal issues, illness, or emergencies, can arise. In these cases, we will provide support by adjusting workloads and modifying deadlines to accommodate team members. Our goal is to maintain a realistic and achievable project timeline while ensuring that the workload is distributed fairly and efficiently.</p> <p>Task Redistribution: If a team member is unable to meet a deadline, we will promptly discuss and reallocate tasks to maintain momentum. We will assess the skills and availability of each member to redistribute tasks fairly, ensuring no deliverables are overlooked. Regular check-ins will help us stay on track and allow us to adapt swiftly to any changes.</p>
Conflict management	<p>Managing Conflicts Within Our Team</p> <p>Conflicts are a natural part of any team dynamic, and we see them as an opportunity for growth and improvement. Here's how we plan to manage any disagreements or differing opinions:</p> <ol style="list-style-type: none"> 1. Open Communication: We'll prioritize open and honest communication. If any team member feels uneasy about something, we'll encourage them to share their thoughts right away. By addressing concerns early, we can prevent small issues from escalating into bigger problems. 2. Active Listening: When conflicts arise, we'll focus on listening actively to each other's perspectives. We'll take the time to understand where the other person is coming from before jumping to conclusions. This will help ensure everyone feels heard and valued. 3. Collaborative Problem-Solving: We believe in working together to find solutions. If there's a disagreement about the project, we'll approach it as a team and explore different ways to solve the issue. We'll weigh each person's viewpoint and try to come up with a solution that benefits the project and respects everyone's opinions.

	<p>4. Respect & Professionalism: We'll maintain a respectful and professional tone even in disagreements. While differences of opinion are inevitable, we're committed to keeping discussions constructive and solution-oriented. Our goal is always to move forward in a positive direction, focusing on the project's success.</p> <p>5. Learning from Conflicts: Rather than seeing conflicts as negative, we'll use them as an opportunity to learn and grow. Conflicts can bring new ideas to the table and allow us to challenge each other's thinking, leading to better solutions and a stronger final outcome.</p> <p>By embracing conflicts as learning opportunities, we aim to improve our teamwork, strengthen our relationships, and create a better final product.</p>
<p><i>Signatures</i></p>	<p>Ansh Khosla Dakshesh Dutt Aryan Sethi Perna Vijay</p>

Task 3.2.1 – Project Charter

FIT2002 – Project Charter

Project Title: LoopTasks – AI-Powered Daily Routine Organiser

Project Description

LoopTasks is an application developed for both mobile and web based applications. This application will help streamline the daily routines of families and individuals. Through the incorporation of artificial intelligence, the application will provide a more personalised way of scheduling, voice enabled reminders and a habit tracker adapting to their changing needs. Additionally, for families, LoopTasks allows for shared family calendars, which will allow for better coordination and efficiency for organised planning. The aim of this project is to improve planning to reduce stress, increase productivity and meet LifeLoop's purpose of delivering tools providing digital lifestyle solutions.

Project Scope and Objectives

The project, LoopTasks aims to deliver a solution for routine handling of families and individuals in a personalised manner that allows for effective management of their daily schedules. It comprises key features such as scheduling, habit tracking, voice reminders all with the implementation of AI. It will also ensure that these tools seamlessly integrate with LifeLoops platforms. Throughout the developmental stages, the project will maintain usability testing, this ensures the system's adaptability to align well with the user needs. Overall, LoopTasks aims to provide a digital lifestyle solution to LifeLoop's users while staying within the budget and meeting time constraints of the project deadlines.

To ensure that the team meets its aims, the following objectives have been deduced. The team intends to launch the minimum viable product by the end of March 31, 2027, produced under the budget of three hundred thousand dollars. After the launch of the product, the team intends to monitor client satisfaction through feedback surveys, and testing for errors to ensure the long term sustainability of the project.

Project Timeline

LoopTasks will begin on **1 October 2025** and run for approximately **16.5 months**, concluding on **19 February 2027**. The timeline has been structured into six sequential phases, ensuring that initiation, design, development, testing, deployment, and closure are properly aligned.

Phase 1: Initiation & Planning (Oct – Dec 2025)

From 1 October to 17 December 2025, the team will focus on defining the scope, success criteria,

stakeholders, and communication strategies. Requirements gathering workshops and the requirements traceability matrix will also be completed. The phase closes with sign-off of the project charter.

Phase 2: Design & Prototyping (Dec 2025 – Feb 2026)

Between 17 December 2025 and 24 February 2026, the team will create the system architecture, UI mock-ups, and accessibility checks, followed by building an interactive prototype. Stakeholders will review and approve the prototype at the end of this phase.

Phase 3: Development & Build (Feb – Sept 2026)

From 25 February to 10 September 2026, the core application will be developed in agile sprints. Key modules include authentication, calendar/habit features, AI smart assistance, and system integration. The milestone for “Core Modules Complete” is targeted for 26 August 2026, followed by integration and debugging until mid-September.

Phase 4: Testing & QA (Sept – Nov 2026)

Running from 11 September to 27 November 2026, this stage involves functional, accessibility, performance, and security testing. User Acceptance Testing (UAT) is scheduled for late October, followed by iterative bug-fixing and final QA before sign-off.

Phase 5: Deployment & Handover (Nov 2026 – Jan 2027)

Between 27 November 2026 and 21 January 2027, the system will undergo release management (beta and final release), onboarding and training, and technical documentation. Deliverables include manuals, training videos, and API/database documentation.

Phase 6: Final Documentation & Closure (Jan – Feb 2027)

From 22 January to 19 February 2027, the team will prepare the closure report, capture lessons learned, run a post-project evaluation, and archive all deliverables. The project formally closes with milestone approval on 19 February 2027.

High-Level Budget Estimate

The LoopTasks project has been planned with a fixed budget cap of \$300,000, which has been set by LifeLoop. The way we have structured the budget is simple: focus most of the resources on the areas that matter the most — building the app and testing it with real users — while still leaving room for the tools we need and a safety buffer in case things do not go exactly to plan.

The breakdown is shown below:

Category	Estimated Cost (AUD)	Notes
Labour (Developers, Designers, Testers, Project Manager)	\$200,000	Covers the majority of costs since skilled staff are required throughout

		the project’s 18-month duration.
Tools & Infrastructure	\$35,000	Includes hosting, software licenses, APIs, and cloud platforms needed for development and scaling.
Usability Testing & Research	\$20,000	Recruitment of participants, surveys, user testing sessions, and analysis of results.
Contingency Reserve (15%)	\$45,000	A planned buffer for risks such as rework, delays, or unexpected integration challenges.
Total	\$300,000	Matches LifeLoop’s authorised budget cap.

Assumptions & Justifications (with Figures)

When building our cost model, we grounded the estimates on real-world Australian rates and industry benchmarks—because LifeLoop expects us to be realistic, not overly optimistic.

1. Labour Rates

- **Full-Stack Developers** : A typical day rate is about **AU \$935/day** (average of \$128,750/year) according to Clicks IT data (Clicks IT Recruitment, 2025; Harness Projects, 2025). Over 18 months (roughly 380 working days), one developer would cost around **\$355k**, so two developers total approximately **\$710k**—but that exceeds the budget cap, so we’ll assume a mix of mid-level and part-time effort to better align with constraints.
- **UX/UI Designer**: Salaries average **AU \$875/day** (~\$137,500/year) (Clicks IT Recruitment, 2025). Over 18 months, this comes to around **\$333k**.
- **Software Tester**: Average annual salary is about **AU \$65,360** (Harness Projects, 2025; Payscale, 2025.; Parity Consulting, 2025). Assuming a tester works full-time, an 18-month cost is around **\$98k**.
- **Project Manager (part-time)**: While we don’t have a daily figure, typical PM day rates in Australia can range significantly; we’ll estimate it proportionally based on skill level and use part-time effort.

These numbers help us appreciate where most of the budget goes—labour is clearly the biggest expense.

2. Tools, Hosting & APIs

- Cloud services: AWS or Azure pay-as-you-go makes basic compute (like a small VM) quite affordable—around **\$30/month** plus hosting and storage.
- Development tools: Atlassian’s Jira/Confluence costs about **AU \$12–15 per user/month**, though free tiers are available.
- API usage: For instance, Twilio charges around **AU \$0.05 per message** in Australia (Hays, 2025; Paycal, 2025).

We’ve budgeted a **conservative total** for tools, hosting, and API usage to match what an MVP typically needs.

3. Usability Testing

- **Participant incentives:** Remote sessions are around **AU \$70 per person**, in-person about **AU \$80** (Harness Projects, 2025). For two test rounds with 30 users each, incentives would total **\$4,200–\$4,800**.
- **Testing software:** Platforms like UserTesting can cost multiple thousands per seat per year (~US \$1,500–2,500 or AU \$2,200–3,700) plus per-test fees (UserTesting, 2025; Harness Projects, 2025).

We used these benchmarks to budget fairly for user research—enough to get feedback without overspending.

4. Contingency Reserve

Although industry best practice recommends setting aside **10–20% for risk**, in our model, we chose **15%** as a reasonable buffer. This covers delays, integration glitches, or unexpected user feedback changes.

Why These Assumptions Make Sense

- Most of the budget is naturally going into labour because building an app like LoopTasks depends heavily on people – developers, designers, testers, and project leadership. Tools and hosting are relatively affordable thanks to modern cloud services and open-source frameworks, so these don’t need as large a share of the budget. Usability testing is essential rather than optional, because LifeLoop’s success depends on creating a product that is genuinely easy and enjoyable to use. Finally, a 15% contingency feels like the right middle ground: it’s enough to deal with common risks such as delays or rework, without blowing the budget cap of \$300,000.
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Cost Management Approach

We are following a standard cost management process to keep this budget realistic and controlled. Costs were first estimated using a bottom-up method, where each deliverable in the WBS was broken down into tasks and assigned hours \times rate. These were then aggregated into the cost model. The budget will be locked in as a cost baseline, which allows us to track spending against plan. To control costs during the project, we will monitor performance regularly and use simple Earned Value indicators (cost variance and schedule variance) to spot problems early. If spending begins to drift away from the baseline, changes will go through the agreed governance process before approval.

In short, the \$300,000 budget has been planned carefully to ensure resources are used where they matter most. Labour takes the biggest share because people build the product. Tools and testing are funded to ensure quality and usability. A contingency reserve keeps us safe from foreseeable risks. With this structure, the LoopTasks project has a realistic, controlled, and transparent financial plan that is achievable within LifeLoop's expectations.

Project Development Approach

The LoopTasks project will adopt a Hybrid project management methodology, combining both Agile and Waterfall elements to best suit LifeLoop's requirements:

- **Agile components:** Iterative development cycles will be used for usability testing, feature refinement, and ongoing stakeholder engagement. This ensures that the product evolves based on continuous feedback from end users and LifeLoop representatives, keeping the design user-centred and adaptable.
- **Waterfall components:** Formal phases will be applied for budgeting, documentation, compliance, and initial planning, ensuring the project remains within its fixed cost and timeline constraints. This provides LifeLoop with predictable financial oversight and structured progress tracking.

This blended methodology enables flexibility in design and testing while maintaining the structured governance and accountability required by the client. It also aligns with PMBOK 7 performance domains, balancing adaptive delivery with effective planning and control, and supports LifeLoop's strategic goal of delivering long-term value through sustainable digital solutions.

Key Stakeholders

Stakeholder	Role	Interest / Influence
LifeLoop CEO (Sponsor)	Project sponsor	Provides strategic oversight, secures funding, approves the project scope and key deliverables. High influence as final approver.
Team 0515 (Consultants)	PM team	Responsible for planning, delivery, documentation, and ensuring the project aligns with LifeLoop's mission. Direct accountability for outcomes.
LifeLoop UX Team	Technical experts	Ensures usability, accessibility, and design system alignment. Provides domain expertise and influences user-centred design quality.
End Users (Families & Individuals)	Primary users	Their adoption and satisfaction determine project success. Provide usability feedback and shape feature refinement. Medium-to-high influence.
Monash Tutor (Stakeholder Rep)	Client representative	Acts as an academic stakeholder and proxy client. Provides ongoing feedback, ensures the project meets unit standards and academic rigor. Moderate influence.

While the sponsor holds the highest decision-making authority, the UX team and end users will strongly influence design iterations. The tutor ensures academic alignment, making stakeholder management a balance between strategic oversight and continuous feedback.

Project Success Criteria

The success of the project by LoopTasks is going to be measured by the outcome that is quantifiable with respect to the stakeholder expectation, business goals, and technical specifications. These criteria will make sure that there is alignment with the strategic goals of LifeLoop and give a clear outline of how the progress can be tracked and results assessed.

Criteria	Measure of Success	Explanation
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Time & Cost	Delivered by August 2026 within a \$300,000 budget, with $\leq \pm 5\%$ variance in schedule or expenditure.	Ensures the MVP is launched on time and within financial limits, aligning with LifeLoop's strategic planning and funding allocation.
Technical Quality	Maintain a $< 5\%$ defect rate in the first 3 months post-launch; achieve $\geq 95\%$ uptime in first 6 months.	Measured through issue trackers and system monitoring. Reliability and stability are essential for user trust.
User Adoption	Secure at least 1,000 active users within 6 months of launch.	Adoption levels reflect whether the product provides real value and addresses user needs effectively.
Client Satisfaction	$\geq 85\%$ satisfaction in structured feedback surveys conducted post-launch.	Demonstrates stakeholder approval and alignment with LifeLoop's customer engagement goals.

These criteria include time, cost, quality, and user outcomes, which means that the project will provide not only non-functional requirements (stability, satisfaction) but also functional results (timely launch of the project into the MVP, adoption). Collectively, they give a complete benchmark of assessing success of LoopTasks.

Assumptions and Exclusions

Assumptions and exclusions have been determined to define the limits of the project to prevent ambiguity. Assumptions are prerequisites to conditions that are presumed to be true throughout the project delivery and exclusions explain what is out of the scope. They work together to create clarity, eliminate scope creep and facilitate realistic planning.

Assumptions	Exclusions
LifeLoop will provide access to platform architecture and APIs , enabling integration with existing LifeLoop services.	Internationalisation/localisation beyond English will not be implemented at this stage.
Stakeholders (LifeLoop team, tutors, and usability testers) will be available for feedback, approval, and testing during development.	Advanced AI functionality (e.g., predictive analytics, multi-language NLP) will not be included in the MVP.
Development tools (e.g., AI libraries, cloud hosting, testing platforms) will remain licensed, compatible, and supported throughout the project.	Large-scale marketing campaigns are excluded; outreach will be limited to LifeLoop's existing customer base.
The project team will maintain access to	Hardware/IoT integrations (e.g., smart devices or

Monash-provided systems (GitHub, Trello, Google Workspace) for collaboration and reporting.	sensors) are excluded as the project focuses on a software-only solution.
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Such assumptions and exclusions impose realistic boundaries in the project, which guarantee the concentration of resources in producing a usable and high quality MVP. They will aid in the time, cost and quality goals of the project by ensuring scope creep is avoided and by defining dependencies.

Reference list

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Task 3.2.2 – The Pitch (2-Minute Talk)

Task 3.2.2 – The Pitch (2-Minute Talk)

Goal: Convince Monash stakeholders (your tutor/class) to approve your project idea.

What To Include (Follow This Order):

- **Hook (10s):**
“Imagine saving an extra hour every single day to spend on what really matters. Right now, missed reminders, poor coordination, and busy schedules steal that time and add stress.”
- **Problem (20s):**
“Families and individuals juggle multiple apps and devices to manage daily routines. Current tools are scattered, impersonal, and don’t adapt to changing needs. The result? Missed commitments, poor time management, and unnecessary stress.”
- **Solution (30s):**
“Our solution is **LoopTasks, an AI-powered**, cross-platform daily routine organiser for both families and individuals. With features like voice-enabled reminders, shared calendars, habit tracking, and adaptive scheduling that learns and evolves with user behaviour, everything is simple, synced, and in one place.”
- **Benefits + Strategic Fit (20s):**
“With LoopTasks, users gain productivity, stronger family coordination, and reduced stress. By integrating with LifeLoop’s ecosystem, it perfectly aligns with their mission: enhancing everyday life through connected, user-friendly tools.”
- **Strategic Case (20s):**
“To deliver this, we are seeking an investment of **\$300,000**. Financial modelling shows a **positive NPV of \$78,000 AUD**, an **ROI of 43%**, and growth projections of up to **7,000 users in the first 18 months**. LoopTasks is not only innovative, it’s financially viable.”
- **Call-to-Action (20s):**
“We’re ready to lead the planning and delivery of LoopTasks, a project designed to be innovative, user-centric, and impactful. Remember, time is more valuable than money. You can always get more money, but never more time. Let’s make every day run smarter.”

Week3

Week 3 Focus: Finalising Team Agreement and Selecting the Project Idea

There is **no submission required in Week 3**, but students are expected to complete Task 3.1 and be fully ready to start Initiating Phase tasks from Week 4.

Workshop Focus:

- Project Performance Domains Part 2 (PMBOK 7):
 - *Scope*
 - *Quality*
- Developing key artefacts:
 - *Scope Statement*
 - *Requirements*
 - *Quality Plan (draft)*

1.

Expected Outputs by End of Week 3

- A completed **Team Working Agreement**, signed by all members.
- A clear, agreed-upon **project concept** with a working title.
- Early draft notes on:
 - Strategic alignment (Monash pillar and SDG)
 - Client context and problem statement
 - Key deliverables

Required Assignment Tasks to Work On:

Task What to Do This Week

- 3.1 Finalise and sign the Team Working Agreement
- 3.2.1 Begin writing the Business Justification using provided guide
- 3.2.2 Begin your Project Charter, including scope, objectives, and development approach
- 3.2.3 Draft your Pitch script (for delivery in Week 4)
- 3.2.4 Start drafting the Memo to Sponsor (1-page summary)
- 3.3.1 Build a draft Requirements Traceability Matrix (RTM)
- 3.3.2 Complete your Project Scope Statement

Task 3.3.1 – Requirements Traceability Matrix

Task 3.3.1 – Requirements Traceability Matrix (RTM)

Project Name:	LoopTasks – AI-Powered Daily Routine Organiser				
Project Manager Name:	Ansh Khosla (Team 0515 – Planner & Team Lead)				
Project Description:	LoopTasks is an AI-powered routine management app for families and individuals. It provides personalised scheduling, shared calendars, habit tracking, voice-enabled reminders, and adaptive learning features. The system integrates seamlessly across devices and with LifeLoop's ecosystem, aiming to improve productivity, reduce stress, and enhance family coordination.				
<i>ID</i>	<i>Requirements (Functional or Non-Functional)</i>	<i>Assumption(s) and/or Customer Need(s)</i>	<i>Category</i>	<i>Source</i>	<i>Status</i>
R1	User login with Monash SSO	SSO available	Functional	Client	Draft
R2	Load time under 3 seconds	Tested on local server	Non-Functional	Tutor	In Review
R3	Create, edit, and delete personalised schedules with recurring events	Assumes calendar API is accessible; users need flexible scheduling to manage routines	Functional	User Feedback	Draft
R4	Shared family calendar with role-based access (e.g., parents edit, children view)	Assumes family groups can be configured; families need coordinated planning	Functional	Client Workshop	Draft
R5	Habit tracking with progress visualisation (daily streaks, completion % charts)	Assumes motivational features increase adoption; users want to build consistency	Functional	Market Research	Draft
R6	Voice-enabled reminders using device microphone & speech recognition	Assumes device permissions granted; hands-free use is critical for busy individuals	Functional	User Feedback	Pending
R7	System must meet WCAG 2.1 AA accessibility standards	Assumes LifeLoop requires compliance; users with disabilities must access features equitably	Non-Functional	Standards	Draft
R8	App must support both mobile (iOS/Android) and desktop (web)	Assumes cross-platform frameworks are available; customers expect seamless access	Non-Functional	Client	Draft
R9	Daily AI-powered adaptive suggestions (e.g., rescheduling if tasks overlap or deadlines slip)	Assumes AI libraries available; users expect proactive assistance to reduce stress	Functional	Client + Tutor	Draft
R10	Data must be encrypted in transit (TLS 1.2+) and at rest	Assumes LifeLoop security policy; protects sensitive family scheduling and health-related data	Non-Functional	Client Policy	Draft

Task 3.3.2 – Project Scope Statement Template

1.1 Project Scope Statement

Project Overview

LoopTasks is being developed as part of LifeLoop's mission to deliver digital lifestyle solutions that simplify daily living. The project recognises a common issue faced by modern families and individuals: the reliance on multiple separate applications to manage calendars, reminders, and habit tracking. This fragmented approach often creates inefficiency, reduces productivity, and adds unnecessary stress. LoopTasks aims to consolidate these functions into one integrated, easy to access platform available on both mobile and web devices.

Purpose and Rationale

The purpose of LoopTasks is to provide users with a centralised tool that supports routine organisation, collaborative scheduling, and personalised task management. By incorporating features such as shared calendars, habit tracking, voice enabled reminders, and adaptive AI suggestions, the project seeks to improve how people plan, coordinate, and follow through with their daily responsibilities.

This project is aligned with LifeLoop's strategic objective of providing secure, accessible, and user-friendly digital solutions. At the same time, it supports broader goals of reducing stress, improving time management, and fostering more effective collaboration within households.

Objectives

The project objectives are as follows:

- **Authentication and Security:** Deliver a secure and reliable login system that supports both Monash SSO and LifeLoop accounts, ensuring compliance with OWASP and ISO/IEC 27001 standards.
- **Shared Family Calendar:** Develop a collaborative calendar system with role-based permissions (e.g., parents can edit, children can view) to enable efficient planning across family members.
- **Habit Tracking and Dashboard:** Provide users with a clear and interactive dashboard to monitor daily habits, track progress, and view streaks, thereby encouraging consistency.
- **Voice-Enabled Reminders:** Incorporate natural voice commands to create, edit, and cancel reminders, with near real-time system responses.
- **Adaptive AI Suggestions:** Implement AI-driven features that can detect scheduling conflicts, recommend alternatives, and learn from user behaviour to improve task management over time.

Major Deliverables

The project will deliver the following outcomes:

1. A secure authentication system integrated with Monash SSO and LifeLoop accounts.
2. A family calendar with role-based access and synchronisation across devices.
3. A cross-platform dashboard to support habit tracking with streak and progress displays.
4. Voice-enabled reminder functionality with fast and accurate speech recognition.

5. An adaptive AI suggestion engine that enhances personalisation and reduces scheduling inefficiencies.

Expected Outcomes

By the end of the 18-month project, the expectation is to provide LifeLoop with a fully functional application that is reliable, intuitive, and capable of making daily organisation simpler for users. The platform will not only meet functional and technical requirements but will also prioritise usability, accessibility (in line with WCAG 2.1 AA), and performance.

Success will be measured not just by technical compliance but also by the extent to which the final product reduces the cognitive load of planning, increases productivity, and supports the day-to-day needs of families and individuals. Ultimately, LoopTasks will demonstrate how thoughtful design and emerging technologies such as AI can be combined to create digital tools that are practical, secure, and aligned with LifeLoop's vision of improving quality of life through technology.

1.2 Deliverables & Acceptance Criteria

Deliverable 1: Secure Authentication System

- *Functional requirements*
 - Users should be able to log in either through Monash SSO or with a LifeLoop account.
 - A password reset option needs to be available, with recovery through email or SMS.
 - *Non-functional requirements*
 - Security must follow OWASP guidelines and meet ISO/IEC 27001 standards.
 - The system should be quick to respond, ideally within two seconds.
 - *Acceptance criteria*
 - Logins work correctly when valid credentials are used.
 - MFA is switched on and tested.
 - Out of 100 test cases, fewer than 1% should fail.
 - An external penetration test shows no serious security issues.
-

Deliverable 2: Shared Family Calendar

- *Functional requirements*
 - Family members need to be able to add, edit and assign events to each other.
 - Permissions should differ by role (e.g. parents can edit, children can only view).
- *Non-functional requirements*
 - Calendar updates should appear on all devices within about two seconds.
 - The system should stay available at least 99% of the time each month.
- *Acceptance criteria*
 - In testing, at least 95% of calendar updates show up across linked accounts within the two-second window.

- At least 80% of participants in usability testing can complete common calendar tasks without major issues.
 - Availability logs confirm 99% uptime or more.
-

Deliverable 3: Habit Tracking & Dashboard

- *Functional requirements*
 - The app should allow tracking of at least five different habit categories.
 - The dashboard needs to show progress clearly, including streaks and completion percentages.
 - *Non-functional requirements*
 - The design must meet WCAG 2.1 AA accessibility standards.
 - Charts and visuals should render properly on iOS, Android and web.
 - *Acceptance criteria*
 - Habits are saved and displayed accurately every time.
 - Streaks reset as expected when a habit is missed.
 - Screen-reader testing shows at least 90% compatibility.
 - The dashboard adjusts well across different screen sizes.
-

Deliverable 4: Voice-Enabled Reminders

- *Functional requirements*
 - Users should be able to create reminders using voice commands.
 - Reminders should also be editable or cancellable by voice.
 - *Non-functional requirements*
 - Speech recognition accuracy must reach at least 90% under normal conditions.
 - Responses should be near-instant, with confirmation feedback within a second.
 - *Acceptance criteria*
 - 9 out of 10 test commands are transcribed correctly.
 - Reminders trigger on schedule at least 95% of the time.
 - System feedback shows up within a second of the command.
-

Deliverable 5: Adaptive AI Suggestions

- *Functional requirements*
 - The app must be able to spot clashes in the schedule and offer alternatives.
 - It should also suggest recurring tasks based on what users usually do.
- *Non-functional requirements*
 - Suggestions must be generated within two seconds.

- AI features need to meet ISO/IEC 25010 standards for quality (covering reliability, usability and security).
 - *Acceptance criteria*
 - At least 90% of conflicts trigger an AI suggestion.
 - In surveys, at least 85% of users agree the suggestions are useful.
 - Latency tests confirm response times within the two-second limit.
-

1.3 Exclusions

The following are not in scope in order to stretch the project:

- Multi-language support beyond English.
 - Complex AI features outside of basic scheduling and reminders.
 - Integration with hardware such as smartwatches or sensors.
 - Running large-scale marketing campaigns (only existing LifeLoop channels will be used).
 - Offline use without internet connection (synchronisation requires being online).
-

1.4 Constraints

- **Budget:** fixed at AUD \$300,000.
 - **Timeline:** 18 months total, running from October 2025 to March 2027.
 - **Resources:** development will be student-led, with only limited outside professional help.
 - **Technology:** the system must follow LifeLoop's API-first and cloud-based setup.
 - **Compliance:** all work must meet LifeLoop's IT/data rules and relevant standards like OWASP, WCAG and ISO/IEC 27001.
-

1.5 Assumptions

- LifeLoop will provide timely access to its APIs and platform.
- Stakeholders (LifeLoop staff, tutors, testers) will be available for reviews and testing.
- Tools and services we rely on (AI libraries, cloud hosting, etc.) will remain licensed and stable during the project.
- End users will generally have reliable internet access.
- Recruiting test users will be possible within the project's budget and timeline

Week4

Week 4 – Project Time Management & The Pitch

Workshop Focus:

- Project Performance Domains Part 3
- Introduction to Time Management (PMBOK 7)
- Gantt Chart Development
- Final Pitch Preparation & Delivery Practice

Required Assignment Tasks To Work On:

Task	Description
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3.2.3	Deliver your 2-minute Pitch during class – persuasive, engaging, aligned with SDG
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3.2.4	Finalise and polish the Memo to Sponsor (1-page)
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3.4	Start building your Work Breakdown Structure (WBS) and Gantt Chart
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3.5.1	Draft your Cost Estimate Table (linked to WBS)
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Your Gantt Chart must match your WBS, Scope, and Project Charter. Do not include placeholder items like “TBD” or generic labels. Use professional formatting and clear labelling.

Task 3.4.1 - Work Breakdown Structure

Task 3.4.1 – Work Breakdown Structure (WBS)

Project Title: LoopTasks – AI-Powered Daily Routine
Organiser

Prepared by: Dakshesh Dutt The innovator

Level 1	Level 2	Level 3	Level 4 (Work Packages)
1.0 LoopTasks Project	Full lifecycle of LoopTasks (mobile + web) including initiation, planning, design, development, testing, deployment & closure	1.1 Scope Definition	Draft scope statement; Define success criteria
		1.2 Stakeholder & Communication Plan	Identify stakeholders; Define reporting frequency & channels
		1.3 Requirements Gathering	Functional requirements workshops; Non-functional requirements; Build RTM
		1.4 Project Setup & Sign-Off	Roles, scheduling, risk setup; Buffer review & sign-off; M1: Project Charter Approved
	2.0 Design & Prototyping	2.1 System Architecture	Backend architecture; Frontend architecture; Security architecture plan
		2.2 User Interface Design	Wireframes & mockups; Accessibility compliance
		2.3 Prototype Development	Interactive prototype

		2.4 Review & Sign-Off	Stakeholder walkthrough; Revise & sign-off; M2: Prototype Sign-Off
	3.0 Development & Build	3.1 Authentication Features	User registration & login; Multi-factor authentication; Password reset workflows
		3.2 Calendar & Habit Features	Event creation & editing; Permissions & sharing rules; Notifications & conflict alerts; Habit categories & streaks; Analytics & charts; Accessibility features
		3.3 AI & Smart Assistance	Speech-to-text integration; Reminder scheduling; Notification workflows; Conflict detection algorithms; Recommendations engine; Feedback loop integration
		3.4 Integration & Finalisation	System integration & debugging; M3: Core Modules Complete
	4.0 Testing & QA	4.1 Functional & Accessibility Testing	Unit & integration testing; Screen reader testing; Contrast & color checks
		4.2 Performance & Security Testing	Latency & uptime tests; Penetration testing
		4.3 User Acceptance Testing (UAT)	Stakeholder UAT sign-off
		4.4 Bug Fixing & Final QA	Bug fixes & revisions (cycle 1); Bug fixes & regression testing (cycle 2); M4: Testing & QA Complete
	5.0 Deployment & Handover	5.1 Release Management	Beta release; Final release; M5: Final Release & Handover

		5.2 User Onboarding	User manuals & FAQs; Training videos
		5.3 Training	Admin training
		5.4 Technical Documentation & Closure	API documentation; Database schema & diagrams; Closure report
	6.0 Final Documentation & Closure	6.1 Closure Reporting	Project closure report
		6.2 Lessons Learned & Evaluation	Lessons learned reflection; Post-project evaluation survey
		6.3 Archiving Deliverables	Archive source code; Archive designs & prototypes; Archive test results & manuals; M6: Project Closure Approved

Our project's Milestones:

Milestone	WBS Ref.	Planned Date	Phase / Deliverable
Project Charter Approved	1.4.2	Wed 17 Dec 2025	End of Initiation & Planning
Prototype Sign-off	2.4.2	Tue 24 Feb 2026	End of Design & Prototyping
Core Modules Complete	3.4.2	Sat 26 Sep 2026	End of Development
UAT Complete	4.3.1	Fri 29 Oct 2026	End of Testing & QA
Final Release & Handover	5.1.2	Tue 7 Dec 2026	Deployment finished
Project Closure Approved	6.3.4	Fri 19 Feb 2027	Documentation & Closure

Task 3.4.2 - Develop Schedule

1.0 Initiation & Planning (Sep–Nov 2025)

WBS ID	Task / Sub-Task	Start Date	End Date	Duration	Dependencies	Milestone?
1.0	Initiation & Planning	Wed 1 Oct 2025	Tue 16 Dec 2025	55 days	–	–
1.1	Scope Definition	Wed 1 Oct 2025	Tue 14 Oct 2025	10 days	–	–
1.1.1	Draft scope statement	Wed 1 Oct 2025	Tue 7 Oct 2025	5 days	–	–
1.1.2	Define success criteria	Wed 8 Oct 2025	Tue 14 Oct 2025	5 days	1.1.1	–
1.2	Stakeholder & Communication Planning	Wed 15 Oct 2025	Tue 28 Oct 2025	10 days	1.1.2	–
1.2.1	Identify stakeholders	Wed 15 Oct 2025	Tue 21 Oct 2025	5 days	1.1.2	–
1.2.2	Define reporting frequency & channels	Wed 22 Oct 2025	Tue 28 Oct 2025	5 days	1.2.1	–
1.3	Requirements Gathering	Wed 29 Oct 2025	Tue 18 Nov 2025	15 days	1.2.2	–
1.3.1	Functional requirements workshops	Wed 29 Oct 2025	Tue 4 Nov 2025	5 days	1.2.2	–
1.3.2	Non-functional requirements	Wed 5 Nov 2025	Tue 11 Nov 2025	5 days	1.3.1	–

1.3.3	Build Requirements Traceability Matrix	Wed 12 Nov 2025	Tue 18 Nov 2025	5 days	1.3.2	—
1.4	Project Setup & Sign-Off	Wed 19 Nov 2025	Tue 16 Dec 2025	20 days	1.3.3	—
1.4.1	Roles, scheduling, risk setup	Wed 19 Nov 2025	Tue 25 Nov 2025	5 days	1.3.3	—
1.4.2	Buffer review / Sign-off	Wed 26 Nov 2025	Tue 16 Dec 2025	15 days	1.4.1	—
M1	Project Charter Approved	Tue 16 Dec 2025	Tue 16 Dec 2025	0 days	1.4.2	*

2.0 Design & Prototyping (Nov 2025–Feb 2026)

WBS ID	Task / Sub-Task	Start Date	End Date	Duration	Dependencies	Milestone?
2.0	Design & Prototyping	Wed 17 Dec 2025	Tue 24 Feb 2026	50 days	1.4.2	—
2.1	System Architecture	Wed 17 Dec 2025	Tue 20 Jan 2026	25 days	1.4.2	—
2.1.1	Backend architecture	Wed 17 Dec 2025	Tue 30 Dec 2025	10 days	1.4.2	—
2.1.2	Frontend architecture	Wed 31 Dec 2025	Tue 13 Jan 2026	10 days	2.1.1	—

2.1.3	Security architecture plan	Wed 14 Jan 2026	Tue 20 Jan 2026	5 days	2.1.2	—
2.2	User Interface Design	Wed 21 Jan 2026	Tue 10 Feb 2026	15 days	2.1.3	—
2.2.1	Wireframes & mockups	Wed 21 Jan 2026	Tue 3 Feb 2026	10 days	2.1.3	—
2.2.2	Accessibility compliance	Wed 4 Feb 2026	Tue 10 Feb 2026	5 days	2.2.1	—
2.3	Prototype Development	Wed 11 Feb 2026	Tue 17 Feb 2026	5 days	2.2.2	—
2.3.1	Interactive prototype	Wed 11 Feb 2026	Tue 17 Feb 2026	5 days	2.2.2	—
2.4	Review & Sign-Off	Wed 17 Dec 2025	Tue 24 Feb 2026	50 days	1.4.2	—
2.4.1	Stakeholder walkthrough	Wed 18 Feb 2026	Thu 19 Feb 2026	2 days	2.3.1	—
2.4.2	Revise & sign-off	Fri 20 Feb 2026	Tue 24 Feb 2026	3 days	2.4.1	—
M2	Prototype Sign-off	Tue 24 Feb 2026	Tue 24 Feb 2026	0 days	2.4.2	*

3.0 Development & Build (Mar– Sep 2026)

WBS ID	Task / Sub-Task	Start Date	End Date	Duration	Dependencies	Milestone?
3.0	Development & Build	Wed 25 Feb 2026	Tue 10 Sep 2026	142 days	2.4.2	—

3.1	Authentication Features	Wed 25 Feb 2026	Thu 26 Mar 2026	22 days	2.4.2	–
3.1.1	User registration & login	Wed 25 Feb 2026	Tue 10 Mar 2026	10 days	2.4.2	–
3.1.2	Multi-factor authentication	Wed 11 Mar 2026	Wed 18 Mar 2026	6 days	3.1.1	–
3.1.3	Password reset workflows	Thu 19 Mar 2026	Thu 26 Mar 2026	6 days	3.1.2	–
3.2	Calendar & Habit Features	Fri 27 Mar 2026	Mon 4 Jun 2026	50 days	3.1.3	–
3.2.1	Event creation & editing	Fri 27 Mar 2026	Thu 9 Apr 2026	10 days	3.1.3	–
3.2.2	Permissions & sharing rules	Fri 10 Apr 2026	Mon 20 Apr 2026	7 days	3.2.1	–
3.2.3	Notifications & conflict alerts	Tue 21 Apr 2026	Wed 29 Apr 2026	7 days	3.2.2	–
3.2.4	Habit categories & streaks	Thu 30 Apr 2026	Wed 13 May 2026	10 days	3.2.3	–
3.2.5	Analytics & charts	Thu 14 May 2026	Thu 21 May 2026	6 days	3.2.4	–
3.2.6	Accessibility features	Fri 22 May 2026	Thu 4 Jun 2026	10 days	3.2.5	–
3.3	AI & Smart Assistance	Tue 5 Jun 2026	Tue 25 Aug 2026	58 days	3.2.6	–

3.3.1	Speech-to-text integration	Tue 5 Jun 2026	Thu 18 Jun 2026	10 days	3.2.6	–
3.3.2	Reminder scheduling	Fri 19 Jun 2026	Fri 26 Jun 2026	6 days	3.3.1	–
3.3.3	Notification workflows	Mon 29 Jun 2026	Fri 10 Jul 2026	10 days	3.3.2	–
3.3.4	Conflict detection algorithms	Mon 13 Jul 2026	Fri 24 Jul 2026	10 days	3.3.3	–
3.3.5	Recommendations engine	Mon 27 Jul 2026	Fri 7 Aug 2026	10 days	3.3.4	–
3.3.6	Feedback loop integration	Mon 10 Aug 2026	Tue 25 Aug 2026	12 days	3.3.5	–
3.4	Integration & Finalisation	Wed 26 Aug 2026	Thu 10 Sep 2026	12 days	3.3.6	–
3.4.1	System Integration & Debugging	Wed 26 Aug 2026	Thu 10 Sep 2026	12 days	3.3.6	–
M3	Core Modules Complete	Thu 10 Sep 2026	Thu 10 Sep 2026	0 days	3.4.1	✓
3.3	AI & Smart Assistance	Mon 29 Jun 2026	Wed 10 Sep 2026	54 days	3.2.6.3	–
3.3.1	Speech-to-text integration	Mon 29 Jun 2026	Wed 6 Jul 2026	6 days	3.2.6.3	–
3.3.1.1	Language model training	Mon 29 Jun 2026	Wed 1 Jul 2026	3 days	3.2.6.3	–
3.3.1.2	AP/voice engine integration	Thu 2 Jul 2026	Wed 6 Jul 2026	3 days	3.3.1.1	–
3.3.2	Reminder scheduling	Mon 7 Jul 2026	Mon 14 Jul 2026	6 days	3.3.1.2	–

3.3.3	Notification workflows	Tue 15 Jul 2026	Mon 28 Jul 2026	10 days	3.3.2	–
3.3.4	Conflict detection algorithms	Tue 29 Jul 2026	Mon 11 Aug 2026	10 days	3.3.3	–
3.3.5	Recommendations engine	Tue 12 Aug 2026	Mon 25 Aug 2026	10 days	3.3.4	–
3.3.6	Feedback loop integration	Tue 26 Aug 2026	Wed 10 Sep 2026	12 days	3.3.5	–
3.4	Integration & Finalisation	Wed 10 Sep 2026	Thu 25 Sep 2026	11 days	3.3.6	–
3.4.1	System Integration & Debugging	Wed 10 Sep 2026	Tue 16 Sep 2026	5 days	3.3.6	–
3.4.1.1	Module dependency testing	Wed 17 Sep 2026	Tue 23 Sep 2026	5 days	3.4.1	–
3.4.2	M3 Core Modules Complete	Thu 25 Sep 2026	Thu 25 Sep 2026	0 days	3.4.1.1	*

4.0 Testing & QA (Aug–Dec 2026)

WBS ID	Task / Sub-Task	Start Date	End Date	Duration	Dependencies	Milestone?
4.0	Testing & QA	Fri 11 Sep 2026	Fri 27 Nov 2026	56 days	3.4.1	–
4.1	Functional & Accessibility Testing	Fri 11 Sep 2026	Thu 8 Oct 2026	20 days	3.4.1	–
4.1.1	Unit & integration testing	Fri 11 Sep 2026	Thu 24 Sep 2026	10 days	3.4.1	–

4.1.2	Screen reader testing	Fri 25 Sep 2026	Thu 1 Oct 2026	5 days	4.1.1	–
4.1.3	Contrast & color checks	Fri 2 Oct 2026	Thu 8 Oct 2026	5 days	4.1.2	–
4.2	Performance & Security Testing	Fri 9 Oct 2026	Thu 22 Oct 2026	10 days	4.1.3	–
4.2.1	Latency & uptime tests	Fri 9 Oct 2026	Thu 15 Oct 2026	5 days	4.1.3	–
4.2.2	Penetration testing	Fri 16 Oct 2026	Thu 22 Oct 2026	5 days	4.2.1	–
4.3	User Acceptance Testing (UAT)	Fri 23 Oct 2026	Thu 29 Oct 2026	5 days	4.2.2	–
4.3.1	Stakeholder UAT sign-off	Fri 23 Oct 2026	Thu 29 Oct 2026	5 days	4.2.2	–
4.4	Bug Fixing & Final QA	Fri 30 Oct 2026	Fri 27 Nov 2026	21 days	4.3.1	–
4.4.1	Bug fixes & revisions (cycle 1)	Fri 30 Oct 2026	Thu 12 Nov 2026	10 days	4.3.1	–
4.4.2	Bug fixes & revisions (cycle 2 + regression testing)	Fri 13 Nov 2026	Thu 26 Nov 2026	10 days	4.4.1	–
M4	Testing & QA Complete	Fri 27 Nov 2026	Fri 27 Nov 2026	0 days	4.4.2	✓

5.0 Deployment & Handover (Jan-Feb 2027)

WBS ID	Task / Sub-Task	Start Date	End Date	Duration	Dependencies	Milestone?
5.0	Deployment & Handover	Fri 27 Nov 2026	Thu 21 Jan 2027	40 days	4.4.2	–
5.1	Release Management	Fri 27 Nov 2026	Thu 7 Dec 2026	7 days	4.4.2	–
5.1.1	Beta release	Fri 27 Nov 2026	Thu 3 Dec 2026	5 days	4.4.2	–
5.1.2	Final release & approval	Fri 4 Dec 2026	Thu 7 Dec 2026	2 days	5.1.1	–
5.2	User Onboarding	Tue 8 Dec 2026	Mon 21 Dec 2026	10 days	5.1.2	–
5.2.1	User manuals & FAQs	Tue 8 Dec 2026	Mon 14 Dec 2026	5 days	5.1.2	–
5.2.2	Training videos	Tue 15 Dec 2026	Mon 21 Dec 2026	5 days	5.2.1	–
5.3	Training	Tue 22 Dec 2026	Thu 24 Dec 2026	3 days	5.2.2	–
5.3.1	Admin Training	Tue 22 Dec 2026	Thu 24 Dec 2026	3 days	5.2.2	–
5.4	Technical Documentation & Closure	Fri 25 Dec 2026	Thu 21 Jan 2027	20 days	5.3.1	–
5.4.1	API documentation	Fri 25 Dec 2026	Thu 31 Dec 2026	5 days	5.3.1	–
5.4.2	Database schema & diagrams	Fri 1 Jan 2027	Thu 7 Jan 2027	5 days	5.4.1	–
5.4.3	Closure report	Fri 8 Jan 2027	Thu 21 Jan 2027	10 days	5.4.2	✓

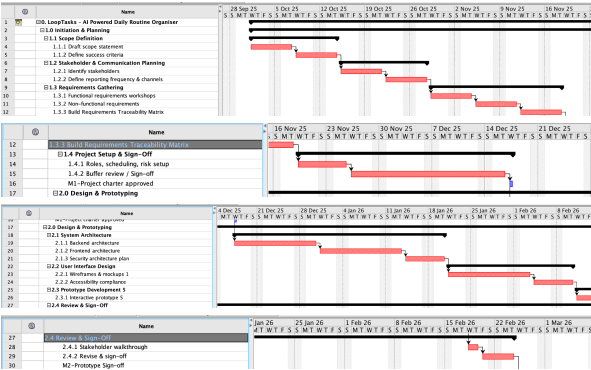
5.4.3	Closure report	Mon 15 Feb 2027	Fri 26 Feb 2027	10 days	5.4.2	–
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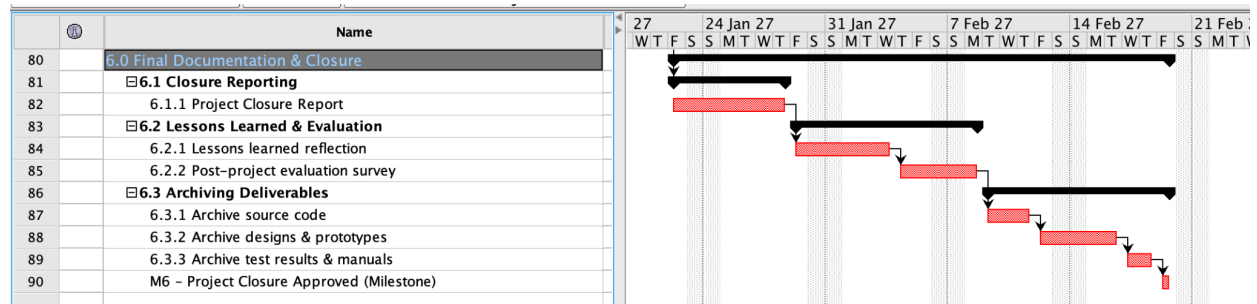
6.0 Final Documentation & Closure (March 2027)

WBS ID	Task / Sub-Task	Start Date	End Date	Duration	Dependencies	Milestone?
6.0	Final Documentation & Closure	Fri 22 Jan 2027	Fri 19 Feb 2027	21 days	5.4.3	–
6.1	Closure Reporting	Fri 22 Jan 2027	Thu 28 Jan 2027	5 days	5.4.3	–
6.1.1	Project Closure Report	Fri 22 Jan 2027	Thu 28 Jan 2027	5 days	5.4.3	–
6.2	Lessons Learned & Evaluation	Fri 29 Jan 2027	Mon 8 Feb 2027	7 days	6.1.1	–
6.2.1	Lessons learned reflection	Fri 29 Jan 2027	Wed 3 Feb 2027	4 days	6.1.1	–
6.2.2	Post-project evaluation survey	Thu 4 Feb 2027	Mon 8 Feb 2027	3 days	6.2.1	–
6.3	Archiving Deliverables	Tue 9 Feb 2027	Fri 19 Feb 2027	9 days	6.2.2	–
6.3.1	Archive source code	Tue 9 Feb 2027	Thu 11 Feb 2027	3 days	6.2.2	–

6.3.2	Archive designs & prototypes	Fri 12 Feb 2027	Tue 16 Feb 2027	3 days	6.3.1	—
6.3.3	Archive test results & manuals	Wed 17 Feb 2027	Thu 18 Feb 2027	2 days	6.3.2	—
6.3.4	M6 – Project Closure Approved	Fri 19 Feb 2027	Fri 19 Feb 2027	1 day	6.3.3	*
6.1.1	Project closure report	31 Mar 2027	31 Mar 2027	0 days	5.4.3	—
6.2 Lessons Learned & Evaluation						

Gantt chart made on Project Libre





Week5

Week 5 Guide: Project Cost Management

Workshop Focus

- Task 3.5.1 – Build Cost Estimate
- Task 3.5.2 – Write Cost Model Memo
- Link WBS, Schedule, And Budget
- Align Cost With Scope, Time, And Resources

Artefacts To Complete

- Cost Estimate Table – Complete With Labour Hours, Rates, And Materials
- Cost Summary Table – Labour + Materials + Contingency + Total
- Cost Model Memo – Max 1 Page, APA 7 Referencing Required
- Contingency Justification – Explain Percentage Chosen Based On Risk Or Uncertainty
- Cost Baseline (Optional) – Required For Distinction/High Distinction

Task 3.5.1 – Develop Cost Model

Task 3.5.1 – Develop Cost Model (LoopTasks — Phase-1 MVP)

Assumptions

The cost estimate has been prepared on the basis of a budget cap of **A\$300,000 (ex-GST)**, covering the scope of the Phase-1 MVP only. This scope includes core authentication, shared calendar, basic habit tracking, accessibility features, rules-based suggestions, a limited penetration test, and one month of hypercare.

Labour effort has been calculated using **1 FTE = 38 hours per week**, with role rates derived from the Hays FY24/25 Contractor Guide (VIC/Melbourne). Salaries were converted to hourly rates and uplifted by 25–30% to reflect contractor equivalence.

Overheads are shown explicitly at **10% of direct labour**. Minor SaaS FX fluctuations are expected to be absorbed by the contingency allowance. No travel or legal costs are anticipated, and App Store/Play Store fees are assumed to fall within software tool expenses.

Labour Costs

Roles were selected to align directly with the Work Breakdown Structure (WBS), ensuring coverage of governance, requirements/RTM, design, development, testing, and security. Rates are benchmarked to market data (Hays FY24/25), and hours were estimated bottom-up from WBS work packages. While scope has been trimmed to MVP level, sufficient time has been retained for quality, accessibility, and security activities to reduce rework risks.

Material Costs

This category covers physical and digital resources required for delivery:

- **Hardware:** test devices and peripherals to enable realistic cross-platform QA.
 - **Software:** subscriptions for build pipelines, testing, security scanning, and design (including CI/CD, device cloud services, SAST/DAST tools, and prototyping seats).
 - **Consumables** such as adapters and cables are included within the hardware allowance.
-

Services and Vendor Costs

An independent penetration test is included before release to provide separation of duties and credible assurance of system security. Associated procurement and administration are captured under labour costs.

Contingency Costs

A risk reserve of A\$34,000 (~11.3%) has been built into the baseline. Industry practice often applies a 15–20% buffer; however, for this MVP, risk exposure is lower due to its focused scope and lean infrastructure. The reserve remains sufficient to address expected uncertainties such as integration rework, performance tuning, remediation of penetration test findings, and minor vendor/FX delays. Release of contingency funds is strictly controlled via change management processes.

Training and Operational Costs

Provision has been made for administrative onboarding materials and one month of hypercare following go-live. This stabilisation period reduces early production issues and ensures the client can transition smoothly into independent operation.

Cost Presentation

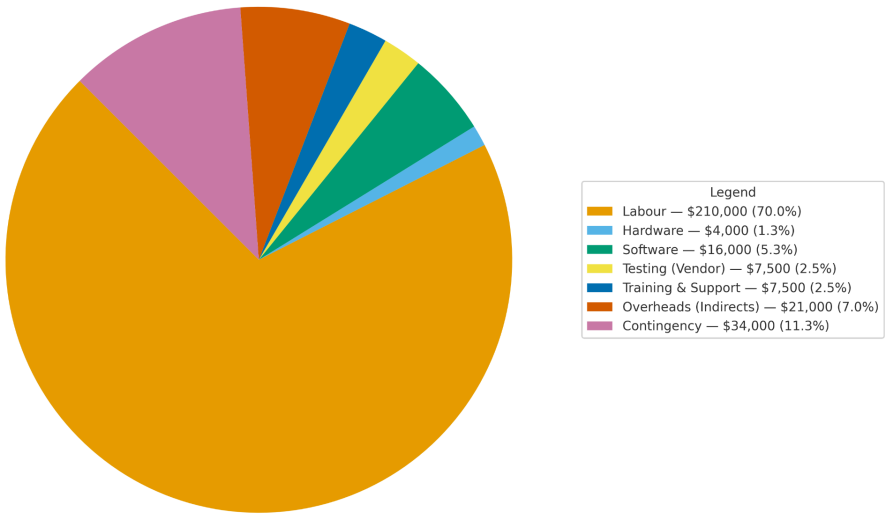
The following one-page cost table provides a detailed breakdown of expenditure by category, with WBS linkages included to demonstrate full traceability. A cost distribution chart is also provided to illustrate proportional allocation across categories.

WBS units	Units/Hours	Cost/Unit or Hr	Subtotal	IS Level 2 total	Total	WBS reference
				\$210,000	70.0%	
1 Project Manager	303 hrs	\$100/hr	\$30,300			1.1, 1.6, 1.4.1
2 Business Analyst	250 hrs	\$90/hr	\$22,500			1.2, 1.3
3 Developers (2 × mid)	1,075 hrs	\$80/hr	\$86,000			1.0
4 UX/UI Designer	240 hrs	\$85/hr	\$20,400			2.2, 2.3
5 QA/Test Engineer(s)	600 hrs	\$80/hr	\$48,000			1.0
6 Security Consultant (advisory)	35 hrs	\$80/hr	\$2,800			2.1.3, 4.2.2
				\$4,000	1.3%	
Test devices & peripherals bundle	Lump sum	N/A (fixed)	\$4,000			1.1.1
Software				\$16,000	5.3%	
Device cloud / testing service	12–18 months	~\$333 / month	\$4,000			1.1, 4.0
UI/CD & code-quality tools	12–18 months	~\$250–300 / month	\$3,000			1.0
AST/DAST security tools	12–18 months	~\$333 / month	\$6,000			1.2
Design/prototyping seats	60 seat-months	\$50 / seat-mo	\$3,000			1.2
Testing				\$7,500	2.5%	
Independent penetration test (limited scope)	Lump sum	N/A (fixed)	\$7,500			3.2
Training and Support				\$7,500	2.5%	
Admin onboarding & artefacts	Lump sum	N/A (fixed)	\$4,000			1.1.3
Post-launch hypercare (1 month)	Lump sum	N/A (fixed)	\$3,500			1.2

Reserves (Contingency)	Lump sum	N/A (fixed)	\$34,000	\$34,000	11.3%	All (Risk allowance)
Overheads (Indirects)	10% of direct labour	N/A (fixed)	\$21,000	\$21,000	7.0%	Org-wide
				\$300,000	100%	

Cost Distribution — Phase-1 MVP (Total \$300,000)(pie chart)

Cost Distribution — Phase-1 MVP (Total \$300,000)



Categorical justifications

1) Labour Costs — \$210,000 (70.0%)

This is the largest cost driver because software projects are people-intensive. The allocation covers:

- Project Manager (WBS 1.1, 1.4.1, 1.6)
- Business Analyst (WBS 1.2, 1.3)
- Developers (WBS 3.0)
- UX/UI Designer (WBS 2.2, 2.3)
- QA/Test Engineers (WBS 4.0)
- Security Consultant (WBS 2.1.3, 4.2.2)

Rates are based on Hays FY24/25 (VIC/Melbourne) contractor bands, converted to hourly. We deliberately front-loaded time for QA, accessibility, and security reviews to reduce later rework. Each role's effort was estimated bottom-up from WBS tasks, so every hour is tied directly to scope.

2) Hardware (Test Devices & Peripherals) — \$4,000 (1.3%)

This small bundle (phones, tablets, adapters) supports cross-platform quality checks (WBS 4.1.1). The intent is not to over-invest in hardware for an MVP, but to ensure we test on representative devices that users are likely to own.

3) Software (Tools & Subscriptions) — \$16,000 (5.3%)

This includes:

- Device Cloud / Testing Service (WBS 2.1, 4.0)
- CI/CD & Code Quality Tools (WBS 3.0)
- SAST/DAST Security Tools (WBS 4.2)
- Design/Prototyping Seats (WBS 2.2)

These tools give developers faster feedback, higher coverage, and stronger security. We deliberately chose mainstream subscription plans so we can scale down or switch later, avoiding lock-in.

4) Services & Vendor Testing — \$7,500 (2.5%)

This budget is for an independent penetration test before release (WBS 4.3.2). Engaging a third-party vendor provides separation of duties and objective findings, which adds credibility and stakeholder confidence. The scope is sized for MVP, but it ensures security checks are taken seriously.

5) Training & Support — \$7,500 (2.5%)

Covers two items:

- Admin Onboarding Materials (WBS 5.1.3)
- Post-launch Hypercare (WBS 5.2)

The onboarding artefacts help administrators pick up the system quickly. Hypercare is a planned one-month support window after launch to stabilise operations and reduce the long-term support burden.

6) Overheads (Indirects) — \$21,000 (7.0%)

We allocated 10% of direct labour as overhead (Org-wide). This covers shared resources such as administration, facilities, and IT. Some organisations absorb this centrally, but here we made it explicit to ensure the cost estimate is fully loaded.

7) Contingency (Risk Reserve) — \$34,000 (11.3%)

While industry practice often applies a 15–20% contingency, we set it at 11.3% for this MVP. The scope is clearly defined, infrastructure is lean, and we've built in early testing and security checks to reduce risk exposure. This reserve still provides coverage for integration rework, performance tuning, pen-test remediation, and minor vendor/FX delays. It is controlled via change management and only released if specific risk triggers occur.

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7. *Market Trend: Technology-First Mindset Accelerates Digital Transformation Among Small Businesses*. (2021). Gartner. https://www.gartner.com/en/documents/4005200?utm_source=chatgpt.com
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9. Mirza, M., Pourzolfaghar, Z., & Shahnazari, M. (2013). Significance of Scope in Project Success. *Procedia Technology*, 9(9), 722–729. <https://doi.org/10.1016/j.protcy.2013.12.080>
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Task 3.5.2 – Cost Estimation Methodology

Task 3.5.2 – Cost Estimation Methodology and Justification

Project: LoopTasks — Phase-1 MVP (A\$300,000 ex-GST)

Method Used: Bottom-Up Estimation

We selected bottom-up estimation as our primary method because it directly links the **Work Breakdown Structure (WBS)** to our cost model. Every role, tool, and vendor is allocated based on the hours or units required for each WBS work package, then aggregated into total project costs.

Why We Used This Method (and How It Relates to Our Project)

LoopTasks is being delivered as a **Phase-1 MVP** with a defined scope: core authentication, shared calendar, basic habits, accessibility basics, rules-based suggestions, one limited penetration test, and a month of hypercare. Because the scope is clear and already decomposed in our WBS, bottom-up estimation allows us to:

- Translate **scope** → **WBS task** → **hours** → **costs** in a transparent way.
 - Ensure no deliverable is left uncoded, since every WBS element is covered.
 - Re-plan easily if scope changes, since each package has its own cost driver.
-

How We Estimated (Linked to WBS)

- **Initiation & Planning (WBS 1.x):** Hours for Project Manager and Business Analyst to cover governance, workshops, scheduling, and requirements traceability.
- **Design & Prototyping (WBS 2.x):** UX/UI designer hours for wireframes, mockups, and interactive prototypes, supported by developers for feasibility spikes.
- **Development (WBS 3.x):** Developer hours distributed across authentication (3.1), calendar (3.2), and habit features (3.3). QA and Security Consultant effort included for integration and advisory checks.
- **Testing & QA (WBS 4.x):** QA/Test Engineer hours allocated for unit, integration, accessibility, and performance testing, plus remediation after pen-testing.
- **Deployment & Handover (WBS 5.x):** Admin onboarding artefacts and one month of hypercare to support transition.
- **Closure (WBS 6.x):** Documentation, lessons learned, and project wrap-up tasks.

Why These Rates Were Used

Rates were benchmarked against the **Hays FY24/25 Contractor Guide (VIC/Melbourne)**, converted to hourly on a 38-hour week and uplifted 25–30% to reflect contractor equivalence. For the MVP we applied:

- Project Manager: ~\$100/hr
- Business Analyst: ~\$90/hr
- Developers (mid-level, blended): ~\$80/hr
- UX/UI Designer: ~\$85/hr
- QA/Security: ~\$80/hr

These rates reflect current Melbourne contractor market conditions and were chosen to ensure realism.

Why Specific Vendors and Tools Were Chosen

- **Device-cloud (WBS 2.1, 4.0):** Provides wide coverage for iOS/Android without building an in-house device lab.
 - **CI/CD & Code-quality tools (WBS 3.0):** Improve developer efficiency and reduce rework.
 - **SAST/DAST (WBS 4.2):** Catch vulnerabilities early, avoiding costly fixes later.
 - **Independent Pen-Test (WBS 4.3.2):** Ensures credible security assurance before release.
 - **Admin onboarding & hypercare (WBS 5.1.3, 5.2):** Smooth handover to client operations.
-

Key Assumptions

- Budget cap of **A\$300,000 (ex-GST)**.
 - Overheads shown explicitly: 10% of direct labour = \$21,000.
 - Contingency: \$34,000 (~11.3%), risk-based for integration, performance, pen-test remediation, and vendor/FX slips.
 - No travel or legal costs. SaaS FX covered by contingency.
 - Pricing base: September 2025.
-

Bottom Line

By using **bottom-up estimation**, we ensured that every cost in the LoopTasks MVP is directly traceable to the WBS. This provides transparency, defensibility, and flexibility if scope changes. It is the most appropriate method for a well-defined MVP with a capped budget of \$300,000.

Task 3.5.3 – Cost Baseline

Task 3.5.3 — Cost Baseline (Time-Phased Budget)

Total baseline: A\$300,000 (ex-GST)

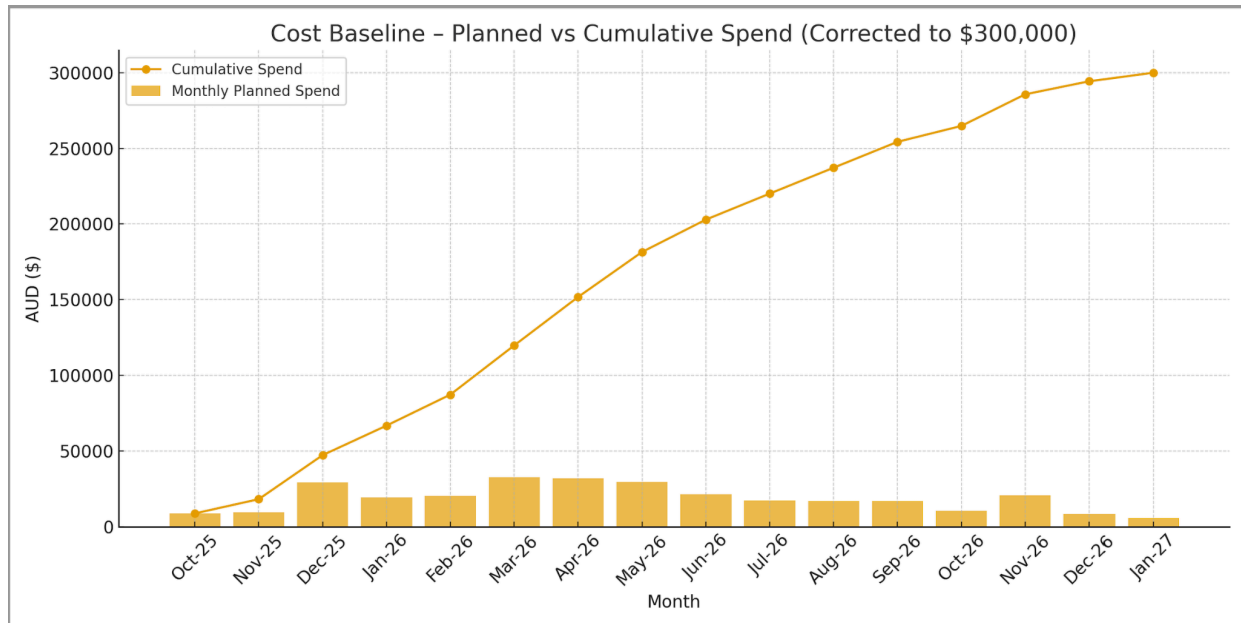
Span: Oct-2025 → Jan-2027 (16 months, Phase-1 MVP)

What's included:

- Labour (\$210k)
- Overheads (\$21k)
- Materials — Hardware + Software (\$20k)
- Vendor Testing (\$7.5k)
- Training & Support (\$7.5k)
- Contingency (\$34k)

[illegible]

Software – CI/CD tools	0	0	3,000	0	0	0	0	0	0	0	0	0	0	0	0	3,000	
Software – SAST/DAST	0	0	6,000	0	0	0	0	0	0	0	0	0	0	0	0	6,000	
Software – Design seats	0	0	3,000	0	0	0	0	0	0	0	0	0	0	0	0	3,000	
Testing – Penetration test	0	0	0	0	0	0	0	0	0	0	0	0	7,500	0	0	7,500	
Training – Admin onboarding	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,000	4,000	
Training – Hypercare	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,500	3,500	
Reserves (Contingency)	0	0	0	3,000	4,000	5,000	5,000	5,000	4,000	2,000	2,000	2,000	1,000	0	0	1,000	34,000
Overheads (10% of labour)	800	1,000	1,100	2,000	2,000	2,400	2,100	1,800	1,500	1,000	800	800	1,000	1,100	800	700	21,000
Grand Total (Planned Spend)	9,800	10,500	32,600	21,800	23,000	36,400	35,800	33,300	24,000	19,300	19,100	19,100	11,800	23,400	9,600	6,500	300,000
Cumulative Spend	9,800	20,300	52,900	74,700	97,700	134,100	169,900	203,200	227,200	246,500	265,600	284,700	296,500	319,900	329,500	336,000	300,000
Cumulative % of Total	3.3%	6.8%	17.6%	24.9%	32.6%	44.7%	56.6%	67.7%	75.7%	82.2%	88.5%	94.9%	98.8%	100%	100%	100%	100%



Spend Distribution (Spend Shape)

- **Dec-2025 spike (~\$32.6k):** hardware + software tool setup, UX design effort.
- **Mar–Sep 2026 (~\$30–36k/month):** main development burn (developers + QA + contingency).
- **Nov-2026 bump (~\$23.4k):** independent penetration test plus QA.
- **Jan-2027 (~\$6.5k):** training, hypercare, and final closure spend.

Budget Monitoring & Control

- Monthly cost reviews:**
 - PV = Planned Value (baseline)
 - AC = Actual Cost (invoices, timesheets)
 - EV = Earned Value (scope completed)
 - Report **CPI (Cost Performance Index)**, **SPI (Schedule Performance Index)**, **CV (Cost Variance)**, **SV (Schedule Variance)**, and update **EAC (Estimate at Completion)**.
- Milestone checkpoints (aligned to WBS):**
 - **Dec-2025:** Charter approved
 - **Feb-2026:** Prototype sign-off
 - **Sep-2026:** Core modules complete
 - **Dec-2026:** Testing complete
 - **Jan-2027:** Final release, training & hypercare
- Variance thresholds:**
 - **Amber:** Overspend >10% or CPI <0.95 → corrective action in next sprint.

- **Red:** CPI <0.90 or cumulative variance >5% → raise change request & re-baseline.
4. **Contingency use:**
- Contingency (\$34k) is inside the baseline.
 - Drawn only via change control when a **risk trigger** fires (e.g., integration rework, pen-test remediation).
 - Not available for scope creep.

Week6

Week 6 Workbook: Integrated Risk And Quality Planning

Workshop Focus

- Task 3.6 – Develop Risk Register
- Task 3.7 – Create Quality Management Plan
- Align Risk, Quality, And Schedule
- Tailor Project Processes Based On Complexity And Stakeholders

Task 3.6 - Risk Register Requirements

Task 3.6

PROJECT RISK REGISTER

RISK ID	RANK	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	RISK RESPONSE	OWNER
A unique identifier	Based on Priority Level	Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY) Address the highest first.	What can be done to lower or eliminate the impact or probability?	Who's responsible?
R1	1	<p><i>Monash SSO/LifeLoop change or outage blocks login.</i></p> <ul style="list-style-type: none"> • <i>Why it relates to our project: login is the first step of every LoopTasks journey; if SSO fails, nobody can access calendars/reminders.</i> • <i>Risk category: Technical / Third-party dependency</i> • <i>Trigger (objective): $\geq 1\%$ auth test failures/100 cases, IdP metadata/MFA change, uptime <99%</i> • <i>Cost/Time effect: If triggered, ~60–80 dev hrs (\approxAU\$4.8–6.4k) within WBS 3.1; fallback avoids schedule slip</i> 	<i>Users cannot log in or sync; reminders are missed; support load spikes; reputational damage; potential slip of deliverable 1.</i>	5	4	20	<i>Mitigate/Transfer — early SSO sandbox, SLA/health checks, local session cache. Fallback: switch to LifeLoop login, throttle non-critical calls, status banner.</i>	<i>Dakshesh (Tech Lead)</i>
R2	2	<i>Firestore Rules/ABAC misconfiguration exposes child/family data in role-based calendars.</i>	<i>Privacy breach and APP notification; legal exposure; reputational harm; possible rework of rules and re-verification delaying release.</i>	5	3	15	<i>Mitigate — least-privilege rules & unit tests per role, field encryption, secrets rotation. Fallback: read-only lockdown,</i>	<i>Aryan (Security/Privacy)</i>

Task 3.6

PROJECT RISK REGISTER

RISK ID	RANK	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	RISK RESPONSE	OWNER
A unique identifier	Based on Priority Level	Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY) Address the highest first.	What can be done to lower or eliminate the impact or probability?	Who's responsible?
		<ul style="list-style-type: none"> • <i>Why it relates to our project:</i> we store sensitive family and child data; a rules error directly threatens privacy and trust. • <i>Risk category:</i> Security/Privacy • <i>Trigger (objective):</i> Any ABAC unit test failure; "child" role can write where disallowed; High-severity pen-test finding • <i>Cost/Time effect:</i> Fix & re-test 80–120 hrs (≈AU\$6.4–9.6k) + possible pen-test re-run (AU\$1–2k) from contingency 					incident playbook, APP notifications.	
R3	3	<p>Cross-device calendar propagation misses acceptance criteria (p95 >2s or <95% reach) due to eventual consistency/large payloads/weak retry. Why it matters: the core value is "families stay in sync"; slow/incomplete propagation breaks coordination and trust. Risk category: Performance/Quality. Trigger (objective): p95 sync >2s or <95% updates within 2s in CI/UAT. Cost/Time effect: Performance work</p>	<p>Coordination fails (missed pickups/classes), complaints increase, ratings drop; extra telemetry/bug-fix effort; potential churn.</p>	4	3	12	<p>Mitigate — event streaming & conflict resolver, telemetry, cache & retry. Fallback: reduce payloads, increase poll interval, "sync degraded" banner.</p>	Ansh (PM)

Task 3.6

PROJECT RISK REGISTER

RISK ID	RANK	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	RISK RESPONSE	OWNER
A unique identifier	Based on Priority Level	Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY) Address the highest first.	What can be done to lower or eliminate the impact or probability?	Who's responsible?
		~40–60 hrs (≈AU\$3.2–4.8k); fallback maintains schedule.						
R5	4	<p>App Store/Play review rejection (family/privacy wording) delays release due to incomplete disclosures or parental-gating gaps. Why it matters</p> <p>: a rejection directly slips go-live and distracts the team with rework; our app requests family-related permissions, so scrutiny is high. Risk category: External/Regulatory.</p> <p>Trigger (objective): review pending >7 days or privacy-label mismatch flagged by pre-check. Cost/Time effect: Rework 1–3 days (≤AU\$1–2k); plan to submit 10 business days early (no extra cost).</p>	Launch slip; unplanned rework of metadata/permissions flow; marketing/partner timelines at risk.	4	3	12	Avoid/Mitigate — store checklist, early TestFlight/closed track, explicit “family data” disclosures. Fallback: hotfix metadata/policies, resubmit RC <48h.	Ansh (Release Manager)
R6	5	<p>Exam-period capacity dip reduces developer velocity when student availability drops <70% for ≥2 sprints. Why it matters: predictable throughput loss can push milestones and pile up spill-over work. Risk category:Resourcing/Schedule.</p> <p>Trigger (objective): capacity <70%</p>	Deadlines slip; spill-over accumulates; quality risks increase; morale and predictability decline.	3	4	12	Mitigate — cross-train & pair, stronger docs, pre-book contractor. Fallback: re-sequence non-critical work; borrow QA to dev; short, funded assist.	Ansh (PM)

Task 3.6

PROJECT RISK REGISTER

RISK ID	RANK	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	RISK RESPONSE	OWNER
A unique identifier	Based on Priority Level	Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY) Address the highest first.	What can be done to lower or eliminate the impact or probability?	Who's responsible?
		for ≥2 sprints; SPI <0.95 for the release train. Cost/Time effect: Contractor buffer ≈80 hrs/sprint × AU\$80 = ≈AU\$6.4k (from contingency).						
R4	6	Voice reminders miss accuracy target (<90%) or fail due to missing permissions (Info.plist/manifest). Why it matters: voice is a differentiator and accessibility aid; poor accuracy or denied permissions hurt UX/ratings (text input remains as fallback). Risk category: Quality/Platform. Trigger (objective): lab eval <90% accuracy; missing microphone/notification scopes. Cost/Time effect: Models/UX work ~40–60 hrs (≈AU\$3.2–4.8k); low schedule risk due to fallback.	Users abandon voice; support queries rise; ratings drop; extra UX/AI rework required (text input remains available).	3	3	9	Mitigate — explicit permission prompts, on-device model, noisy-environment test set. Fallback: confirm-intent UI, guided text edit, disable wake-word.	Dakshesh (Data/AI)
R01	7	School/OT pilot cohorts accelerate validation & adoption via right-fit early users and co-design. Why it matters: faster learning reduces rework and builds credibility with stakeholders. Risk category: Opportunity (+) Partnerships.	Faster validation and feature fit; reduced rework; stronger stakeholder confidence; improved early adoption.	4	2	8	Exploit/Enhance — pilot MoUs, co-design workshops, referral codes, pre-scale read capacity during the pilot.	Prerna (Partnerships)

Task 3.6

PROJECT RISK REGISTER

RISK ID	RANK	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	RISK RESPONSE	OWNER
A unique identifier	Based on Priority Level	Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY) Address the highest first.	What can be done to lower or eliminate the impact or probability?	Who's responsible?
		Trigger (objective): ≥ 2 pilot MoUs or ≥ 20 pilot users; pilot NPS ≥ 40 . Cost/Time effect: Workshops + read-scale \approx AU\$1–3k; potential saving ≥ 1 sprint rework (\sim AU\$12.8k).						

P R O B A B I L I T Y	5					
	4			R6		R1
	3			R4	R3, R5	R2
	2				RO1	

	1					
		1	2	3	4	5
	I M P A C T					

Prioritisation justification:

How we reached consensus

We ran a focused risk workshop with the PM, Tech Lead, Security/Privacy, Data/AI and Partnerships leads. Everyone independently scored each risk on a 1–5 Likelihood (L) and 1–5 Impact (I) scale using agreed anchors relevant to LoopTasks: customer-visible outage, privacy breach, launch slip, or compliance failure. We revealed scores, discussed gaps, and re-scored once (a light Delphi approach). A score was only “locked” when we could point to an objective trigger already defined in the register (e.g., auth error rates, SPI trend, App Store review lead time, WCAG checks).

Final priority is $L \times I$, with a clear legend on the probability–impact matrix:

Red = 25 (5×5 only), Orange = 15–24, Yellow = 8–14, Green ≤ 7 .

Tie-breakers (in order): (1) alignment to project objectives (safe launch, data privacy, on-time release), (2) external dependency/controllability, (3) stakeholder sensitivity.

Why this order fits *our* project

We’re building a family scheduling and reminder app where trust depends on two things: (1) people can log in and sync reliably, and (2) family data is protected, especially for children. Everything else (store review, performance, AI features, capacity) matters, but those two are existential. That’s why R1 and R2 lead.

- R1 – Monash SSO/LifeLoop change or outage ($L5 \times I4 = 20$, Orange).
 Why it matters here: Login is the first step in every user journey. If the Monash IdP changes metadata or goes down, all students/staff are blocked from LoopTasks—no calendar, no reminders. This directly risks adoption and demos. It’s also an external dependency with limited control, raising exposure.
 Evidence trigger: $\geq 1\%$ auth test failures/100 cases, IdP metadata/MFA change, uptime $< 99\%$.
- R2 – Firestore rules/ABAC misconfiguration ($L3 \times I5 = 15$, Orange).
 Why it matters here: LoopTasks stores family and child data with role-based access (parent/child). A rules mistake could cause privacy breaches, APP notifications, and reputational damage—maximum impact. ABAC rules are complex, so the likelihood isn’t trivial.

Evidence trigger: any ABAC unit test fail; “child” can write where not allowed; High pen-test finding.

- R3 – Cross-device calendar propagation misses AC (12, Yellow).

Why it matters here: The core value promise is “my family stays in sync.” If events take too long to propagate or don’t reach all devices, families will stop trusting LoopTasks. This is controllable with engineering (telemetry, retries, streaming), so it sits below R1/R2.

Evidence trigger: p95 sync >2s OR <95% updates within 2s in CI/UAT.

- R5 – App Store/Play review rejection (12, Yellow).

Why it matters here: We request family-related permissions. If disclosures aren’t perfect, a rejection delays go-live. It’s avoidable with a checklist and early submission, so the risk is meaningful but manageable.

Evidence trigger: review pending >7 days OR privacy-label mismatch flagged by pre-check.

- R6 – Exam-period capacity dip (12, Yellow).

Why it matters here: We’re a student team. Velocity dips during exams are predictable and can push milestones. Because we can buffer with cross-training and a small contractor reserve, it’s mid-table—not existential, but real.

Evidence trigger: capacity <70% for ≥ 2 sprints; SPI <0.95.

- R4 – Voice reminders accuracy/permissions (9, Yellow).

Why it matters here: Voice is a differentiator and accessibility enhancer, but not a hard prerequisite for launch (text input exists). Accuracy or permission issues hurt UX and ratings, yet the feature is isolatable with safe fallbacks.

Evidence trigger: lab eval <90% accuracy; missing mic/notification scopes.

- RO1 – School/OT pilot cohorts (8, Opportunity).

Why it matters here: A right-fit pilot accelerates validation, reduces rework and builds credibility—directly supporting our success metrics. We will exploit this upside while holding scope steady.

Evidence trigger: ≥ 2 MoUs or ≥ 20 pilot users; NPS ≥ 40 .

Bottom line: Prioritisation mirrors real exposure for LoopTasks: protect access and privacy first, then safeguard reliability, compliance and schedule; keep the pilot opportunity visible for upside without destabilising the baseline.

Governance and cadence

Triggers are reviewed weekly in stand-ups. We re-score monthly or after material changes (IdP notice, pen-test results). The goal is to drive items down and right on the matrix (lower L and/or I) and move stabilised items to a watch list. Each risk has an owner accountable for preventive and fallback actions.

Response Planning (with time & cost analysis)

Approach

Responses follow PMBOK strategies (Avoid/Transfer/Mitigate/Accept/Exploit) and are tailored to the risk's nature and our constraints. Each entry specifies preventive actions, objective triggers, fallbacks, owner, and realistic effort/costs plans are executable, not theoretical.

Risk-by-risk plans (why these actions fit LoopTasks)

- R1 – SSO/IdP outage/change — Mitigate/Transfer (20, Orange)
Why this plan: Our login relies on Monash SSO/LifeLoop. Early sandboxing and SLA/health checks catch metadata or MFA changes before release; a local session cache keeps users active through brief outages. If things still fail, switching to LifeLoop login and throttling non-critical calls preserves core access.
Trigger: $\geq 1\%$ auth test failures, IdP metadata/MFA change, uptime $< 99\%$.
Owner/Effort: Tech Lead; 60–80 hrs (AU\$4.8–6.4k).
- R2 – Firestore rules/ABAC misconfig — Mitigate (15, Orange)
Why this plan: Least-privilege rules plus role-based unit tests directly target the root cause (complex ABAC). Field encryption and secret rotation lower blast radius. A pre-release pen-test validates the configuration. If tripped, we lock to read-only and execute the incident playbook to stop data movement.
Trigger: ABAC unit test fails; child role writes where disallowed; High pen-test finding.
Owner/Effort: Security/Privacy; 80–120 hrs (AU\$6.4–9.6k) + AU\$1–2k pen-test re-run (contingency).
- R3 – Calendar propagation misses AC — Mitigate (12, Yellow)
Why this plan: The family value prop depends on fast, consistent sync. Event streaming, conflict resolution, telemetry and cache/retry attack the technical root causes (eventual consistency, retries). If targets are missed, we degrade gracefully (reduce payloads, lengthen poll interval, show “sync degraded”).
Trigger: p95 sync $> 2s$ or $< 95\%$ updates in 2s (CI/UAT).
Owner/Effort: PM/Eng; 40–60 hrs (AU\$3.2–4.8k).
- R5 – App Store/Play rejection — Avoid/Mitigate (12, Yellow)
Why this plan: Our app touches family/privacy areas; stores enforce strict disclosures. A submission checklist, early TestFlight/closed testing, and explicit data/permissions wording pre-empt rejection. If flagged, we hotfix metadata/policies and resubmit within 48h.
Trigger: review pending > 7 days; privacy-label mismatch flagged by pre-check.
Owner/Effort: Release Manager; 1–3 days (\leq AU\$1–2k); submit 10 business days early.
- R6 – Exam-period capacity dip — Mitigate (12, Yellow)
Why this plan: We are a student team; capacity dips are predictable. Cross-training/pairing and stronger docs build resilience; a small contractor buffer smooths the spike. If still constrained, we re-sequence non-critical work and borrow QA to dev.
Trigger: capacity $< 70\%$ for ≥ 2 sprints; SPI < 0.95 .
Owner/Effort: PM; ~ 80 contractor hrs/sprint \times AU\$80 = AU\$6.4k (contingency).
- R4 – Voice reminders accuracy/permissions — Mitigate (9, Yellow)
Why this plan: Voice is valuable but non-blocking. Explicit permission prompts and an on-device model improve reliability; a noisy-environment test set handles real-world use. If performance lags, we fall back to confirm-intent UI and guided text edit, keeping accessibility without launch

risk.

Trigger: lab eval <90% accuracy; missing mic/notification scopes.

Owner/Effort: Data/AI; 40–60 hrs (AU\$3.2–4.8k).

- RO1 – Pilot cohorts (opportunity) — Exploit/Enhance (8)

Why this plan: Partner schools/OTs give high-quality feedback on scheduling pain points; co-design workshops cut rework and improve fit. Referral codes help control growth; we pre-scale read capacity to contain costs.

Trigger: ≥ 2 MoUs or ≥ 20 pilot users; NPS ≥ 40 .

Owner/Effort: Partnerships; AU\$1–3k; potential saving ≥ 1 sprint rework (~AU\$12.8k).

Integrated time & cost analysis (HD)

- Targeted buffers: ~20 days of schedule buffer distributed where it buys the most risk burn-down (e.g., R1/R2 early, R5 near release, short hardening window at the end).
- Risk-focused funds: ~AU\$2,300 earmarked for known needs (store resubmission, incident handling, short-term overtime/QA).
- Within constraints: On an 18-month plan, 20 days is absorbable. The AU\$300k baseline includes a 15% contingency (~AU\$45k) for risks and a management reserve for unknown-unknowns.
- Schedule integration: Preventive work for R1/R2 is front-loaded to avoid late surprises. R5 has an internal early submission date to create slack. The end-phase hardening week protects quality without moving the finish.
- Value case: Funding RO1 is modest but high-leverage—better early fit means fewer changes later and smoother stakeholder adoption.

References:

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Prior to Submission

Task 4.1 – Group Reflection

LoopTasks is a project, being developed by a strong foundation of established team values. Our team has tried its best to collaborate through well divided leadership, maintained support, openness to feedback and active communication, and lastly constructive resolution of conflicts. Through reflecting on our journey so far, we believe that these values helped us produce quality outputs with the assignment.

We approached leadership in a shared manner, rather than allowing one person to delegate all the tasks. Leadership responsibilities were divided based on each team member's individual strengths. For example, one member had strong financial analysis skills, and therefore they took upon cost modelling, whereas the ones with greater organisational skills and understanding of Project Libre took upon the WBS and Gantt chart. This allowed every member to use their best skills in the most effective manner, while producing quality results.

Support and collaboration was key to communication and staying on the same page throughout the assignment. We maintained this by scheduling weekly in person meetings, as we believed that the best collaboration is done in person. By meeting early on in the week, we were able to identify certain challenges, and plan our route forward. Although some tasks felt a little overwhelming at times, for example: building a well defined WBS, all team members were able to put their heads together, to work to provide the best solution. Everyone's support and resilience demonstrated strong teamwork, and allowed us to be more confident throughout the journey.

Constructive feedback was key in providing our best output. There were several instances when the group had healthy discussions about certain elements of our assignments. However, feedback was always focused on improving clarity, understanding of the topic, in order to learn the most and produce the best we possibly can. Each team member was given the opportunity to provide their suggestions, while everyone worked together to decide what worked best. For example, while practicing our pitch, many teammates wanted to add humour to it, since it was a popular idea in our group and could be managed well within our time constraints, we decided to move forward with it. This allowed us to present an engaging pitch in a confident manner.

However, I believe that as a team we could have done better with conflict resolutions. Towards the end of the last assignment, it had become harder to come together and get work done. Although it was no one's mistake, attention should have been given to the certain components of the assignment more effectively. Unfortunately, the stress towards finishing the assignment prevented us from resolving certain conflicts such as deciding the elements of WBS properly and executing it on Project Libre. Thankfully, other values remained consistent and we were able to pull ourselves back together and focus on doing our best with the presentation.

Overall, well divided leadership, constant support and collaboration, constructive feedback and effective conflict resolutions were some of the values that really shaped us as a team. We were able to meet assignment requirements, at the same time reflecting qualities of a professional project team. We

understand that these values are important, and going forward we hope to maintain even better communication and conflict resolution to ensure healthier teamwork and better results.

Task 4.2 – Individual Reflection

Name: Aryan Sethi

Student ID: 34375074

Description

In this project, I contributed to the cost register, cost estimation methodology, cost baseline, and the overall project timeline. I also prepared the Gantt chart, which visualised dependencies and critical path activities.

Feelings

Initially, I found the Gantt chart challenging as I manually adjusted dates, which was frustrating. Collaborating with Dakshesh helped me realise the value of using predecessors to auto-align tasks, which improved accuracy and efficiency.

Evaluation

I performed strongly in cost modelling and timeline development, ensuring estimates were logical and justified. Collaboration strengthened outputs: with Ansh, I resolved errors in the risk register; with Prerna, I refined the cost timeline; and with Dakshesh, I fixed the dates issue in the Gantt chart. Time management was occasionally affected by miscommunication, but overall, I consistently delivered high-quality outputs.

Analysis

This project highlighted the importance of leveraging tools effectively, and also reinforced the role of teamwork in refining deliverables. The risk register discussions showed me that catching mistakes early prevents bigger issues later. Similarly, working with Prerna on timelines reminded me how different perspectives improve accuracy.

Conclusion

I developed stronger technical and analytical skills while also learning how collaboration smooths challenges and strengthens outcomes.

Action Plan

In future projects, I will set clearer deadlines, align with teammates earlier, and use tools more strategically to avoid rework and delays.

Self Grade: High Distinction (HD)

Team Grade: High Distinction (HD)

GenAI Declaration

I confirm this is my original work. I used ChatGPT only to refine clarity and structure.

Reference

Gibbs, G. (1988). *Learning by Doing: A guide to teaching and learning methods*. Oxford: Further Education Unit.

Name: Ansh Khosla

Student ID: 34435530

Gibbs' Reflective Cycle

Description. As planner, I owned the project spine—PDA, stakeholder map, RTM, and WBS/Gantt—to keep scope, risk, and cost aligned while enabling iteration.

Feelings. Early I felt pressure and worried about being too direct. Confidence grew after I set weekly decision windows and short demos, structure made contributing easier.

Evaluation. What worked: lightweight templates (RTM, risk table, one-page status) and clear predecessors, which improved traceability. Pairing with Aryan sharpened privacy/ABAC wording; with Dakshesh I tightened voice acceptance criteria; with Perna we turned dates into stakeholder touchpoints. What didn't: I sometimes over-specified, causing small rework.

Analysis. Our charter (clear leadership, active support, open feedback) guided two conflicts. For “schema before design”, we time-boxed a two-day prototype and then updated RTM/WBS (rolling-wave). For store readiness, we chose a checklist and pre-submission review over rushing. Using objective triggers and ACs (e.g., $\geq 95\%$ sync in 2 s; $\geq 90\%$ voice accuracy) linked scope \rightarrow RTM \rightarrow risks \rightarrow cost, reducing late surprises.

Conclusion. I learned that structure should unlock learning, not constrain it. Small, reversible decisions plus visible traceability kept momentum and improved quality.

Action Plan. Next time I'll keep a decision log, schedule earlier stakeholder demos, pre-book exam-period capacity, and run a mid-project pre-mortem. I'll protect “thin-slice” experiments each sprint.

Self grade: High Distinction (HD) — strong planning, facilitation and risk thinking, with growing restraint against over-specifying.

Team grade: High Distinction (HD) — supportive culture, candid feedback, and constructive conflict resolution delivered high-quality outputs. (Gibbs, 1988)

Name: Perna Vijay

Student ID: 33421641

I have done this reflection using the Gibbs' reflective cycle, to better reflect on my experience with my team so far on the LoopTasks project.

Our group worked together to delegate tasks like developing the project charter, defining the scope, and building the WBS, Gantt chart and cost models. My key role was helping enhance the WBS, constantly reviewing the document and enhancing it, furthermore providing solutions to conflicts our teams faced.

Initially, I hoped that my leadership skills would help delegate tasks effectively, but through this project I have learned that everyone needs to be a leader at some point. It is necessary to focus on one's skillset and allow them to work on a task they can do the most effectively.

Constructive feedback was key in ensuring that the project remains on board, and that we could produce the best result by providing opinions and giving every team member the space to provide ideas. Challenges like properly resolving conflicts and meeting deadlines definitely took place, but I believe that the team's resilience and positive words helped manage the stress.

This project has so far helped me understand the importance of clear communication, and working effectively in a team. I also learned how to read into details, and ensure requirements were meeting, and improved my collaboration, confidence and presentation skills.

Self grade: HD (good at connecting the communication within team members)

Team grade: HD (good with working together in an environment where there are so many other priorities, and at the same time encouraging each other to do their best)

Name: Dakshesh Dutt , **Student ID:** 33705178

I used the Reflective Cycle by Gibbs to reflect on myself as the innovator in the LoopTasks project.

My efforts were aimed at coming up with innovative solutions to the app's features, especially voice reminders, access failures, and integrating WBS/Gantt charts with the outcome that are user-oriented. So too I saw Patin of the refinement of requirements traceability with Ansh, and helped Aryan and Perna include the timing and cost aspects of Project Libre. I was excited and nervous at the beginning. Eager to implement new ideas including smart scheduling and availability, but terrified due to my lack of self-confidence to use Project Libre. There was a time when I felt more comfortable and confident; this was due to practice and support of my fellow teammates. I think that I was successful in formulating innovative solutions, particularly where the group had to visualize how reminders and accessibility could be influenced into the WBS realistically. But time was a problem, since the time limits of coursework frequently clashed. I continuously added useful contributions to the work of the team, however, despite this. This was a lesson that structure should not be too dominant over creativity. I also discovered that innovation can only be value adding when based on feasibility and scope. I also realised the importance of the linking of input of individuals to dependencies and milestones. In the future, I would hope to better

my time management and learn to master project tools sooner. I will also justify my creative ideas or prototypes, to evaluate them better.

Self Grade: HD

Team Grade: HD

AI Declaration

Artificial intelligence was used to refine writing. Every stage of the project plan was discussed and written out, before asking artificial intelligence to enhance our writing. We started by planning our team values, code of conduct and timeline, alongside stages and milestones we intend for our project to have. Artificial intelligence was then used to restructure, enhance and refine the clarity we intended for our assignment to provide.