

LOOPCARE
PROJECT PROPOSAL REPORT

Written and collated
Liam Williams - #33840342
Jacob Craig - #35002956
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John Sison - #35002859

8/09/2025

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TEAM WORKING AGREEMENT

FIT2002 – Working Agreement (Team Charter)

<i>Team number</i>	0609
<i>Team members</i>	<i>Jacob Craig, Blake McClure, John Matthew Sison, Liam Williams</i>
<i>Team objectives</i>	If you have the time, put in the effort for a HD.
<i>Team characteristics</i>	Well rounded and specialised. Democratic process of work.
<i>Core values</i>	Respect, dedication accountability, transparency
<i>Group norms and code of conduct</i>	Keeping to schedule and maintaining general focus & attention.
<i>Participation and collaboration approach</i>	Transparent and in person collaboration , set to individual deadlines for individual tasks, and group deadlines for group tasks.
<i>Communications</i>	Whatsapp for comms, G-drive for documents, zoom for online meeting, in-person for group work.
<i>Problem solving</i>	Compromise and group discussion on how to move forward
<i>Conflict management</i>	Debate, discussion and final vote. Arbitration via second[team head] or third party[tutor] when persistent conflict occurs.
<i>Signatures</i>	Jacob Craig John M sison Liam Williams Blake McClure

TIMETABLE

	MON	TUE	WED	THUR	FRI	SAT	SUN
WEEK 3							17/8 FINALISE PLANS & MEETINGS
WEEK 4		19/8 Meeting 5-6 zoom		21/8 THE PITCH DUE			24/8 FINISH INITIATING STAGE
WEEK 5		26/8 Meeting 5-6 zoom					31/8 FINISH PLANNING STAGE
WEEK 6		2/9 Meeting 5-6 zoom		4/9 GANNT CHART PRESENTED IN CLASS			7/9 FINISH WRAP UP
WEEK 7		9/9 Meeting 5-6 zoom	10/9 ASSESSMENT DUE		12/9 ASSESSMENT DUE		

RED = HARD DEADLINE **BLACK = FLEXIBLE DEADLINE**

TEAM MEMBERS

	LIAM WILLIAMS	JOHN	BLAKE	JACOB
ROLES	Planner	Analyst	Leader	Innovator

COMMUNICATIONS

MEETINGS	DOCUMENTS	GENERAL
ZOOM OR IN-PERSON WEEKLY SCHEDULE ON: TUESDAY at 05:00PM VIA : ZOOM	G-DRIVE LINK: https://drive.google.com/file/d/1LZGW47Yx9es8sHAuU4-UZrgGZpKGuSV7iew?usp=drive_link LUCID CHART https://lucid.app/lucidchart/0a8fb6f9-ae58-405e-ab91-5b899054fc8e/edit?viewport_lrc=-11%2C-10%2C1705%2C800%2CRwDlr-.wWUmg&invitationId=inv_d3f6f211-3329-4ca1-8d44-814a7b8a9795	WHATSAPP VIA GROUPCHAT:

MEETING AVAILABILITY

MON	TUE	WED	THUR	FRI	SAT	SUN
LIAM [12pm - 6pm] LIAM [1pm-3pm] John/John Blake[5-9]	LIAM [12pm - 6pm] LIAM [1pm-3pm] John/John Blake[5-9]	LIAM [12pm - 6pm] LIAM [1pm-3pm] John/John Blake[5-9]	Blake Blake[5-9]	LIAM [4pm - 6pm] LIAM [12pm - 3pm] Blake[6-9]	John/John Blake	John/John
BLUE : online availability GREEN : In-person availability [caufield / clayton campus]						

MEETING MINUTES

WEEK	AGENDA	OUTCOMES
WEEK 3	null	
WEEK 4	Finish initiating stage	Work completed on time
WEEK 5	Finish Planning stage	Work partially completed on time
WEEK 6	Start Wrap up , address work shortfall from week 5	Work completed on time [week 5 + week 6]
WEEK 7	Wrap up and polish	Work completed on time

WORK CHART

STAGES	PENDING	COMPLETE
<u>TEAM SET UP</u> / Deliverable 1 -TeamWorking Agreement / Complete meeting / project Plan		Deliverable 1 -TeamWorking Agreement - ALL Complete meeting / project Plan - ALL
<u>INITIATING</u> / Deliverable 2 - Project Charter		Deliverable 2 - Project Charter - ALL Deliverable 3 - Two-Minute Pitch - ALL Practice and deliver speech

Deliverable 3 - Two-Minute Pitch / Practice and deliver speech		
<u>PLANNING</u> / Deliverable 4 - RTM Deliverable 5 - Scope statement Deliverable 6- Work break down structure Deliverable 7 - Gantt Chart Deliverable 8- Cost Model & Baseline Deliverable 9 - Risk Management plan		Deliverable 4 - RTM Deliverable 5 - Scope statement Deliverable 6- Work break down structure Deliverable 7 - Gantt Chart Deliverable 8- Cost Model & Baseline Deliverable 9 - Risk Management plan
<u>WRAP-UP</u> / Deliverable 10 - group reflection Deliverable 11 - individual reflection / Finalise bibliography and references Polish grammar and presentation Submit Project		Deliverable 10 - group reflection Deliverable 11 - individual reflection Finalise bibliography and references Polish grammar and presentation Submit Project

PROJECT IDEA**2.3.3 LoopCare: Digital Wellness Companion**

PROJECT CHARTER

LOOPCARE

A wellness-focused app that helps users track emotional well-being, sleep, hydration, and screen time. It includes gentle nudges, mindfulness exercises, and community challenges. Designed with accessibility and simplicity in mind, LoopCare promotes healthy habits through gamified engagement and personalised insights. The app itself will consist of three primary components, a statistics tracking window that allows users to document and chart sleep, hydration , calories e.c.t over time, a second window that allow user to plan workouts and eating whilst setting reminders (some keyed to tracked statistics), and a third window, which operates and a series of gamified health resources, organised as sets of progression maps e.c.t 5 minute yoga lessons that unlock in order of difficulty, or 8 minute seminars on nutrition 101.

PRIMARY OBJECTIVES:

1. The creation of a health service app that is ergonomic, intuitive, accessible, and enjoyable to use ; achieved by emphasising user-centered design and seamless cross-platform experiences.
2. The emphasis of the company's zeitgeist and ethos of personalisation, simplicity, and community connection. Supporting daily routines via "sustainable and social developments in digital solutions.

START DATE : 15/08/2025 —————— 15/12/2026 : END DATE

BUDGET DATA

TOTAL BUDGET \$300,000	TIME CONSTRAINTS 18 months development 18 months intensive support	STAFF NUMBERS 4 full time
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PRIMARY MANAGER

DANIEL WASANOSON	PHONE:042356745	EMAIL:DAWASON@GMAIL.COM
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PROJECT SCOPE:

1. The generation of an overall base app for component implementation
2. The Complete development of all three components
3. The cross-compatibility of the developed app with LifeLoop digital products
4. Internal modularity for future addition of components or changes to function

PROJECT SUCCESS CRITERIA:

1. Less than %10 technical complaint rate within the first month of release
2. Less than %5 customer un-instalment within the first 6 months of release
3. Functional completion of all sub-modules
4. Functional completion of overall app structure

DEVELOPMENT APPROACH

WATERFALL DEVELOPMENT : MODULAR COMPONENT DEVELOPMENT, AGILE FEATURE DEVELOPMENT

EXCLUSIONS :

1. non -lifeloop app compatibility
2. Live-tracking
3. No additional app windows
4. So service hosting

KEY STAKEHOLDERS

LIFELoop EMPLOYEES	CUSTOMERS	LIFELoop BOARD MEMBERS	PROJECT CONTRACTORS
Role: aid in the development of cross -compatibility with existing and future lifeLoop products	Role: Provide non-functional considerations & feedback regarding feature usability	Role: Provide direct requirements for integration and company image in regards to design and employee usability	Role: Executed the development of the app and subsequent components.

RISK TRACEABILITY MATRIX

Project Name:	loop care digital wellness companion					
Project Manager Name	DANIEL WASANSON					
	Description: A wellness-focused app that helps users track emotional well-being, sleep, hydration, and screen time. It includes gentle nudges, mindfulness exercises, and community challenges.					
Project Description:	Designed with accessibility and simplicity in mind, LoopCare promotes healthy habits through gamified engagement and personalised insights.					
<i>ID</i>	<i>Requirements (Functional or Non-Functional)</i>	<i>Requirement Description</i>	<i>Category</i>	<i>Source</i>	<i>Status</i>	<i>Assumptions</i>
R01	Functional	The system allows users to track data including wellbeing, sleep, hydration and screen time information in a database	Health Tracking	Planned	Open (Expected: 15-Dec-2025)	Users will consistently input their data
R02	Functional	The app provides daily reminders for essential health based requirements such as hydration and exercise.	Notifications	Planned	Open (Expected: 15-Dec-2025)	Users enable notifications on their device
R03	Non-Functional	The system boots up and loads the Dashboard promptly (under 1 second, in standard Wi-Fi conditions)	App Performance	Planned	Open (Expected: 15-Dec-2025)	Stable internet connection, under a certain amount of concurrent users
R04	Functional	All users personal data is encrypted using AES-256 encryption	Security	Planned	Open (Expected: 15-Dec-2025)	Libraries are able to be accessed
R05	Functional	The system allows users to compare current health data to previous results, for tracking and motivation purposes	Motivation/Tracking	Planned	Open (Expected: 15-Dec-2025)	Users have previously used the app which the system generates a baseline for comparative purposes

SCOPE STATEMENT

PROJECT OBJECTIVE

The purpose of this system is to build a cross platform wellness companion by prompting users to maintain and follow their fitness and wellness goals. This is done in hope for users to implement and sustain healthy routines into their lives. By tracking users mood, sleep, hydration, exercise and screen time, along with planning and reminding users to complete workouts delivered in a gamified manner, loop care aims to improve all aspects of users lives.

GENERAL SCOPE

The system developed will consist of a singular self-contained mobile app. It will have cross-compatibility and communication capacity with other lifeloop services and websites. The app itself will consist of three primary components, a statistics tracking window that allows users to document and chart sleep, hydration , calories e.c.t. over time, a second window that allows users to plan workouts and eating whilst setting reminders (some keyed to tracked statistics), and a third window, which operates and a series of gamified health resources, organised as sets of progression maps.

IN-SCOPE

- Cross-posted health resources [between websites and app]
- Complex progression systems
- Predictive features and suggestions based on goals and statistics
- Reminder system for recording data, and for missed workouts
- Cross-platform integrated records [with lifeloop account]

OUT-OF-SCOPE

- Additional app windows
- Non-lifeloop compatibility [e.g apple watches]
- Lifeloop service hosting [not an app version of a website]
- Live statistic tracking [no run counter, no sleep timer, manual input]
- No AI power features [e.g photo calorie counter, health advisor]

DELIVERABLE 1 | APP HOME PAGE

FUNCTIONAL REQUIREMENTS

LOGIN/SIGN OUT	Window must : <ul style="list-style-type: none"> • Accept input for username + password • Ratify sign in against customer database • Return prompt for incorrect inputs • Alert user via email of suspicious use or activities
INTEGRATED INFO FEED	Window must : <ul style="list-style-type: none"> • Provide a daily headline related to lifeloop publication • A record of new health resources published

NON-FUNCTIONAL REQUIREMENTS

The system boots up and loads the Dashboard promptly	Speed	Time from app opened to load	Must: Open in under 1 second
Highly readable fonts and info feed	Ergonomics	Perceptible distance from phone screen	Must: meet disability standards for near sightedness

DELIVERABLE 2 | STATISTICS WINDOW

FUNCTIONAL REQUIREMENTS

allows users to track data including calories , sleep, hydration and screen time information in a database	Window must: <ul style="list-style-type: none"> • Have separate subwindows for each data type • Have daily input section for all data types
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	<ul style="list-style-type: none"> • Have multiple formats for data e.g Pie Chart vs line chart • Charts must be scaleable over 1 week to multiple year time scale • Chart status [used for reminders of patterns] must be pegged to each chart e.g concerning lack of sleep
Reminders can be set for data entry, alerts will function for 'concerning patterns'	<p>Reminders must:</p> <ul style="list-style-type: none"> • Persistent in the app • Persist on phone screen • Occur as notification • Be noisy • Not be unappealing in aesthetic or noise

NON-FUNCTIONAL REQUIREMENTS

Highly reliable reminders, with non aggravating notice noise	Reliability	Frequency of incorrect notifications	Must: Have an error rate below %5
Ergonomic and simple aesthetics	Ergonomics	Customer feedback	Must : have fewer than %10 issues per volume of complaints

DELIVERABLE 3 | PLANNING WINDOW

FUNCTIONAL REQUIREMENTS

Allows for a daily , weekly and monthly structure for food , exercise and sleep.	<p>Window must:</p> <ul style="list-style-type: none"> • Have separate subwindows for each data type • Have daily input section for all data types • Charts must be scaleable over 1 week to multiple year time scale
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	<ul style="list-style-type: none"> • Chart status [used for reminders of patters] must be pegged to each chart e.g missed workout
Reminders for timely completion of planned action	<p>Reminders must:</p> <ul style="list-style-type: none"> • Persistent in the app • Persist on phone screen • Occur as notification • Be noisy • Not be unappealing in aesthetic or noise

NON-FUNCTIONAL REQUIREMENTS

Fast movement between actions	speed	Microseconds between swipes and menu swaps	Must : swap actions less than 0.5 seconds after action
Scalable timeframes	Scalability	Range of time frames	Must : Be able to scale from weekly to yearly schedule

DELIVERABLE 4 | HEALTH RESOURCES WINDOW

FUNCTIONAL REQUIREMENTS

Has a library access of health resources (videos, articles, work out plans e.c.t)	<p>Window must :</p> <ul style="list-style-type: none"> • Have a search by keyword • Search by category • Search by type [video, article, e.c.t] • Popular resource in info feed • New resources in info feed • Video capacity
Has gamified progression paths for activities e.g yoga 101 -> advanced	<p>Window must have:</p> <ul style="list-style-type: none"> • Paths broken into clickable lessons, unlocking in order • Sub-window for lessons either

	<p>step-by-step videos, or combined video and quiz</p> <ul style="list-style-type: none"> ● Token and badges earned for completion of a path
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NON-FUNCTIONAL REQUIREMENTS

Intuitive data access	Usability	Speed of use by first time user	Must : allow first time user to access all searchable criteria on first use
Highly interactive progression units	Usability	Clickable lessons	Must : have all lessons be clickable and provide tactical feedback during actions

DELIVERABLE 5 | STAFF / ADMIN ACCESS & GENERAL MODULARITY**FUNCTIONAL REQUIREMENTS**

Has staff direct interface for uploading health resources and new/updates progression paths.	<p>Window must :</p> <ul style="list-style-type: none"> ● Allow creation of new videos/article ● Creation of new paths ● Manipulation of relevant info feeds ● Ability to modify or delete paths or resources ● Ability to change notification criteria
Has staff interface for accounts , accessing public and app related data e.g name , customer ID NOT sleep patterns or Calorie counts	<p>Widow must:</p> <ul style="list-style-type: none"> ● Allow access to non-confidential user data, presented in a readable and concise user file.

NON-FUNCTIONAL REQUIREMENTS					
Simplified upload and transfer system	speed	How fast does it take to upload new data	Must: take less than three minutes to upload new data.		
Complete returns on customer data	Security	How much data returned is confidential	Must : ensure no capacity for liable data breaches		
CONSTRAINTS					
BUDGET : \$3000,000	TIME: 18 months development 18 months support	STAFF: 4 permanent			
ASSUMPTIONS					
<ol style="list-style-type: none"> 1. No budget overdraft 2. No accelerated timeframe 3. Modularity of windows is a priority, given potential future development 4. Life-loop will actively integrate accounts across all services 5. Labour cannot be exports, all development must be in-house 6. Life-loop staff will be available to confer on needs and usability 7. Life-loop staff will not require simplified interfaces 8. aesthetics need to be variable to accommodate advertising/design change 					

Work breakdown structure

LifeLoop Project

1. Project Management

- 1.1 Planning & Scheduling
 - 1.1.1 Define project milestones
 - 1.1.2 Develop Gantt chart
 - 1.1.3 Assign staff resources
- 1.2 Budget & Cost Management
 - 1.2.1 Track development costs
 - 1.2.2 Prepare cost baseline
- 1.3 Risk & Issue Management
 - 1.3.1 Identify potential risks
 - 1.3.2 Develop mitigation strategies
 - 1.3.3 Monitor and report risks
- 1.4 Stakeholder Communication
 - 1.4.1 Meetings with LifeLoop staff
 - 1.4.2 Customer feedback sessions

2. Requirements & Design

- 2.1 Requirements Gathering
 - 2.1.1 Functional requirements (Statistics, Planning, Health Resources, Admin)
 - 2.1.2 Non-functional requirements (speed, ergonomics, reliability)
- 2.2 System Architecture Design
 - 2.2.1 Modular app structure
 - 2.2.2 Cross-platform integration
- 2.3 UX/UI Design
 - 2.3.1 Wireframes for each window
 - 2.3.2 Accessibility and usability testing
 - 2.3.3 Gamified design elements

3. App Development

- 3.1 Core Components Development
 - 3.1.1 Home Page
 - 3.1.2 Statistics Window
 - 3.1.3 Planning Window
 - 3.1.4 Health Resources Window
 - 3.1.5 Staff/Admin Access & Modularity
- 3.2 Feature Integration
 - 3.2.1 Cross-platform communication
 - 3.2.2 Predictive suggestions based on tracked data

4. Testing & Quality Assurance

- 4.1 Unit Testing (each window/component)
- 4.2 Integration Testing (cross-component interactions)
- 4.3 Usability & Accessibility Testing
- 4.4 Bug Fixing & Optimisation

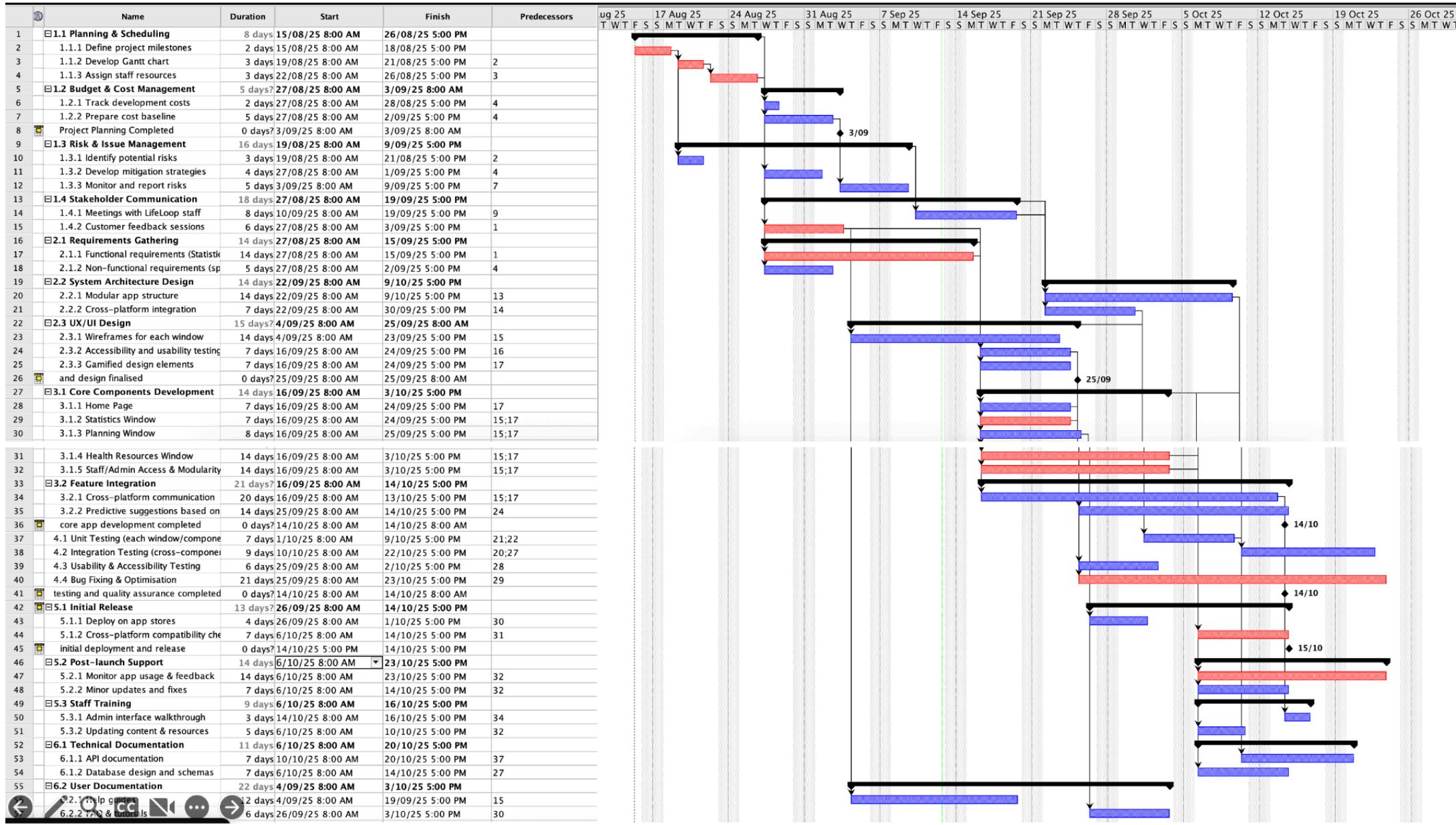
5. Deployment & Support

- 5.1 Initial Release
 - 5.1.1 Deploy on app stores
 - 5.1.2 Cross-platform compatibility check
- 5.2 Post-launch Support
 - 5.2.1 Monitor app usage & feedback
 - 5.2.2 Minor updates and fixes
- 5.3 Staff Training
 - 5.3.1 Admin interface walkthrough
 - 5.3.2 Updating content & resources

6. Documentation & Reporting

- 6.1 Technical Documentation
 - 6.1.1 API documentation
 - 6.1.2 Database design and schemas
- 6.2 User Documentation
 - 6.2.1 Help guides
 - 6.2.2 FAQ & tutorials
- 6.3 Progress Reports
 - 6.3.1 Weekly/monthly status updates
 - 6.3.2 Budget and risk reporting

Gantt chart



Cost Model and Baseline

Cost Estimation Methodology and Justification:

The cost estimations within the project cost model, had been an implementation of various methods and techniques, these include: Analogous, Parametric and Three point(PERT). With further usage of the ‘Hays technology contractor rates guide’ to develop approximate estimations of the project. However within our estimations, we had reached a slight 10 percent total above the initial budget of \$300,000(with a 5 percent contingency reserve included) reaching a total of \$320,728.

The majority of the budget had been in the development of the app(see cost model wbs 3.1 Core components development & 3.2 feature integration). In this section we had used the parametric approach, with reference to the hays IT contractor guide to determine rates. And with three point and analogous methods , we were able to estimate fixed values for the rest of the work packages(hence why some Rates are set to N/A or 1 unit).

Durations had also been measured through translations within the gantt chart, this is to ensure consistency and further accuracy of the cost estimations, where we are to ensure quality of the project, keeping up with the scope,time and costs of the project.

COST MODEL:

WBS Item	Units/Hours	Rate/Unit	Subtotal	WBS Level 2 Total	% of Total
1.1 Planning & Scheduling					
1.1.1 Define project milestones	48hrs	N/A	\$150		
1.1.2 Develop Gantt chart	72hrs	N/A	\$100		
1.1.3 Assign staff resources	72hrs	N/A	\$750		
1.2 Budget & Cost Management				\$1,000	0.30%
1.2.1 Track development costs	48hrs	N/A	\$900		
1.2.2 Prepare cost baseline	120hrs	N/A	\$100		
1.3 Risk & Issue Management				\$2,000	0.60%
1.3.1 Identify potential risks	72hrs	N/A	\$500		
1.3.2 Develop mitigation strategies	96hrs	N/A	\$500		
1.3.3 Monitor and report risks	120hrs	N/A	\$1,000		
1.4 Stakeholder Communication				\$2,000	0.60%
1.4.1 Meetings with LifeLoop staff	192hrs		\$1,000		
1.4.2 Customer feedback sessions	144hrs	N/A	\$1,000		
2.1 Requirements Gathering				\$5,000	1.60%
2.1.1 Functional requirements (Statistics, Planning, Health Resources, Admin)	336hrs	N/A	\$2,500		
2.1.2 Non-functional requirements (speed, ergonomics, reliability)	120hrs	N/A	\$2,500		
2.2 System Architecture Design				\$31,752	9.90%
2.2.1 Modular app structure	336hrs	\$63/hr	\$21,168		
2.2.2 Cross-platform Integration	168hrs	\$63/hr	\$21,168		
2.3 UX/UI Design				\$40,264	12.60%
2.3.1 Wireframes for each window	336hrs	\$40/hr	\$13,440		
2.3.2 Accessibility and usability testing	168hrs	\$66/hr	\$11,200		
2.3.3 Gamified design elements	168hrs	\$93/hr	\$15,624		
3.1 Core Components Development				\$111,600	34.80%
3.1.1 Home Page	168hrs	\$93/hr	\$15,624		
3.1.2 Statistics Window	168hrs	\$93/hr	\$15,624		
3.1.3 Planning Window	192hrs	\$93/hr	\$17,856		
3.1.4 Health Resources Window	336hrs	\$93/hr	\$31,248		
3.1.5 Staff/Admin Access & Modularity	336hrs	\$106/hr	\$31,248		
3.2 Feature Integration				\$104,808	32.70%
3.2.1 Cross-platform communication	480hrs	\$53/hr	\$25,440		
3.2.2 Predictive suggestions based on tracked data	336hrs	\$53/hr	\$17,808		

4.1 Unit Testing (each window/component)	168hrs	\$66/hr	\$11,088		
4.2 Integration Testing (cross-component interactions)	216hrs	\$66/hr	\$14,256		
4.3 Usability & Accessibility Testing	144hrs	\$66/hr	\$9,504		
4.4 Bug Fixing & Optimisation	504hrs	\$53/hr	\$26,712		
5.1 Initial Release				\$150	0.04%
5.1.1 Deploy on app stores	96hrs(1 unit)	\$150	\$150		
5.1.2 Cross-platform compatibility check	168hrs	N/A			
5.2 Post-launch Support				\$1,000	0.30%
5.2.1 Monitor app usage & feedback	336hrs	N/A	\$500		
5.2.2 Minor updates and fixes	168hrs	N/A	\$500		
5.3 Staff Training				\$2,504	0.80%
5.3.1 Admin interface walkthrough	72hrs	N/A	\$1,252		
5.3.2 Updating content & resources	120hrs	N/A	\$1,252		
6.1 Technical Documentation				\$1,000	0.30%
6.1.1 API documentation	168hrs	N/A	\$500		
6.1.2 Database design and schemas	168hrs	N/A	\$500		
6.2 User Documentation				\$1,000	0.30%
6.2.1 Help guides	288hrs	N/A	\$500		
6.2.2 FAQ & tutorials	144hrs	N/A	\$500		
6.3 Progress Reports				\$500	0.15%
6.3.1 Weekly/monthly status updates	24hrs	N/A	\$250		
6.3.2 Budget and risk reporting	24hrs	N/A	\$250		
RESERVES				\$15,995	5%
TOTAL				\$320,728	100%
BUDGET				\$300,000	100%

Cost Baseline Overview:

The Cost baseline is an overview of the entirety of project costs, spread monthly throughout the duration(18 months development). In doing this, we are able to track and estimate the amount of money spent for each month and properly plan allocation of resources i.e. budgets for each month during the project. As seen below, the majority of money spent will be primarily the development of the app,(month 9 with a peak of \$43,007), and through monthly tracking and review(see work packages; 6.3.1 / 6.3.2) we will be able to detect any issues with overspending or even try to cut below our estimated total to keep within initial budget.

COST BASELINE:

WBS Item	Units/Hours	Rate/Unit	Subtotal	WBS Level 2 Total	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	TOTAL
1 Planning & Scheduling				\$1,000	\$333	\$333	\$333															~\$1000	
1.1 Define project milestones	48hrs	N/A	\$150																				
1.1.2 Develop Gantt chart	72hrs	N/A	\$100																				
1.1.3 Assign staff resources	72hrs	N/A	\$750																				
1.2 Budget & Cost Management				\$1,000					\$333	\$333	\$333											~\$1000	
1.2.1 Track development costs	48hrs	N/A	\$900																				
1.2.2 Prepare cost baseline	120hrs	N/A	\$100																				
1.3 Risk & Issue Management				\$2,000		\$333	\$333	\$333	\$333	\$333	\$333											~\$2000	
1.3.1 Identify potential risks	72hrs	N/A	\$500																				
1.3.2 Develop mitigation strategies	96hrs	N/A	\$500																				
1.3.3 Monitor and report risks	120hrs	N/A	\$1,000																				
1.4 Stakeholder Communication				\$2,000					\$333	\$333	\$333	\$333	\$333	\$333								~\$2000	
1.4.1 Meetings with LifeLoop staff	192hrs		\$1,000																				
1.4.2 Customer feedback sessions	144hrs	N/A	\$1,000																				
2.1 Requirements Gathering				\$5,000					\$1,250	\$1,250	\$1,250	\$1,250										\$5,000	
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3.2.2 Predictive suggestions based on tracked data	336hrs	\$53/hr	\$17,808																				
4.1 Unit Testing (each window/component)	168hrs	\$66/hr	\$11,088																				
4.2 Integration Testing (cross-component interactions)	216hrs	\$66/hr	\$14,556																				
4.3 Usability & Accessibility Testing	144hrs	\$66/hr	\$9,504																				
4.4 Bug Fixing & Optimisation	504hrs	\$53/hr	\$26,712																				
5.1 Initial Release				\$150																		\$150	
5.1.1 Deploy on app stores	96hrs(1 unit)		\$150	\$150																			
5.1.2 Cross-platform compatibility check	168hrs	N/A																					
5.2 Post-launch Support				\$1,000																		\$333 ~\$1000	
5.2.1 Monitor app usage & feedback	336hrs	N/A	\$500																				
5.2.2 Minor updates and fixes	168hrs	N/A	\$500																				
5.3 Staff Training				\$2,504																		\$2,504	
5.3.1 Admin interface walkthrough	72hrs	N/A	\$1,252																				
5.3.2 Updating content & resources	120hrs	N/A	\$1,252																				
6.1 Technical Documentation				\$1,000																		\$500	
6.1.1 API documentation	168hrs	N/A	\$500																				
6.1.2 Database design and schemas	168hrs	N/A	\$500																				
6.2 User Documentation				\$1,000																		\$500	
6.2.1 Help guides	288hrs	N/A	\$500																				
6.2.2 FAQ & tutorials	144hrs	N/A	\$500																				
6.3 Progress Reports				\$500	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$28	\$500		
6.3.1 Weekly/monthly status updates	24hrs	N/A	\$250																				
6.3.2 Budget and risk reporting	24hrs	N/A	\$250																				
RESERVES				\$15,995																		\$15,995	
TOTAL				\$320,728	\$361	\$694	\$694	\$2,277	\$8,987	\$8,987	\$38,240	\$36,657	\$43,007	\$42,674	\$35,964	\$35,964	\$13,672	\$12,299	\$1,137	\$1,987	\$1,987	\$320,728	

Risk management plan

RISK ID	RANK	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL
R8	1	Design system v1 is late and slows the UI build	More rework. Tasks slip on the critical path. Costs go up	4	4
R3	2	Data is not stored in Australia or encryption is weak	Rules are broken. We need fixes and we lose time. Reputation risk	5	3
R1	3	Scope creep adds non MVP features	Budget goes over and timeline slips. MVP loses focus	4	3
R2	4	Accessibility checks are done late	Rework and possible launch delay. Bad access for users	4	3
R6	5	Crash rate is above target in beta or pilot	Bad quality feel. Release held while we fix	4	3
R10	6	Auth or personal data weakness found in test or pilot	Release is blocked for fixes. May need auth redesign	5	2
R4	7	OS permission change breaks screen time import	MVP is missing a feature. Users unhappy	3	3
R5	8	Pilot users do not engage	Poor validation. Rework after pilot	3	3
R7	9	Contractor rates go up or they are not available	Budget pressure and delay on key tasks	3	3
R9	10	Analytics misuse or bad setup increases cloud cost	Budget hit. We cut scope somewhere else	3	2
PRIORITY LEVEL	RISK RESPONSE			OWNER	
16	Mitigate - lock the v1 scope with tokens and core parts. Use platform defaults if needed. Run early checks			UX and Accessibility	
15	Avoid or mitigate - set AU only in infrastructure. Do a DPIA. Add a security gate before pilot			Technical	
12	Control or mitigate - use change control and MoSCoW. Cap sprint capacity. Freeze scope after MVP feature complete			Project Management	
12	Mitigate - use a token based design system. Do an access audit each sprint. Test with screen readers			UX and Accessibility	
12	Mitigate - CI quality gates and crash budget. Use canary release and rollback			Quality	
10	Mitigate - threat model and static and dynamic tests. Keep a small pre approved fix budget			Technical	
9	Mitigate or accept - spike the APIs early. Add a feature flag. Plan comms and a simple backup idea			Technical	
9	Mitigate - incentives and simple onboarding. Small UX fixes. Grow the pilot group if needed			Product	
9	Control - set rate caps. Use backup suppliers. Trade scope. Cross skill the team			Project Management	
6	Mitigate - set usage limits and alerts. Use simple aggregated queries			Technical	
PROBABILITY	1	2	3	4	5
5					
4				R8	
3			R4, R5, R7	R1, R2, R6	R3
2			R9		R10
1					
IMPACT					

Group reflection

Overall, working on assignment 1 has been an enriching experience for all group members. The Lifecare project has given us valuable skills and experience when it comes to working and collaborating in a team. This is due to the project highlighting both the strengths and challenges of working in a team. In doing so, our team has worked under tight deadlines with defined deliverables requiring leadership and organisation. As a result, this required us to share responsibilities, adapt to one another's working styles and coordinate efficiently and effectively to achieve set goals.

Consequently, one of the most important learnings taken away from this assignment was the need for consistent communication and coordination from all team members. Initially, we found that some team members had different attitudes when it came to this group project. Some members put a key emphasis on planning and organisation, while other members did not initially follow. However, after an organised and well structured group plan all members had a better understanding about how this assignment was going to run and operate. This was all down to setting key meeting times and communication if a member could not attend these meetings happening on zoom or in class.

The main challenges we faced was meeting the deliverable deadlines to keep our project on track. This was more with deadlines internally set by the group. For example, we would have deliverable 5 set by the 24th of August rather than external deadlines such as assignment due dates. At some points, both were a challenge, however, we managed this by communicating when meetings were to be held and goals to achieve during that meeting. As a result, all deadlines were met.

In terms of personal growth, all group members improved their ability to work with diverse personalities and recognise that leadership can be centralised and does not just lie with one person. As a result all group members became more confident in expressing ideas, taking initiative and knowing when to take control and guide the group. However often, this was more prominent in some than others.

Looking ahead, our group has recognised the importance of staying consistent and doing little bits of work here and there rather than cramming right before deadlines. By further spreading the workload evenly across all team members, this will help to reduce stress and maintain a higher quality of outputs when it comes to delivery. This approach will improve flexibility if unexpected challenges arise, ensuring that progress is steadily maintained.

Individual reflections

L. Williams - 33840342: in regards to work conducted on this project, I was largely satisfied with the general group framework where members strived to communicate activity and collaboratively, in favour of decentralized allocation and communication. I was largely satisfied with this, but felt mild frustration in regard to unusual circumstances encountered. The participation in an ordered system also created a perception of control and command. This sometimes led to the assumption that pro-active or personal communications regarding possible issues was unnecessary, relying instead on pre-planned meetings. This causes delays , I'd recommend in the future that mechanisms for emergency meetings and sessions be built into the project framework.

Regarding personal performance, I would state a general presence of mind and dedication to the work. I would not say I was derelict in my participation or effort. I would say that due to external pressures, the fidelity of my work suffered from lack of time. Succinctly, technically complete, but un-polished, with few major errors, but mostly likely a slew of minor ones, resulting from a lack of iteration and drafting. GRADED - C - CREDIT.

Addressing the collective performance of the group, going by quality, I would state similar , a lack of time is evident, this was more driven by the rapidly of movement through the stages of deliverables, seen through a lower degree of drafting/iteration,as well as a minor inconsistency between complete Deliverables [names, specifics, e.c.t]. Despite that, the final report is of quality, and meets standard,I Grade it at a margin between C - CREDIT & D - DISTINCTION.

J. SISON - 35002859: the overall work conducted throughout the assessment had been generally well done, with our group members having allocated tasks and completed within our expected deadlines. We had managed to organise and time manage each of the deliverables through strict timetables and weekly meetings, to review each member's work and planning for next week's tasks/deliverables. In terms of member performance, everyone had contributed with sufficient participation especially within weekly meetings, where everyone had different perspectives on major deliverables, which were then solved through compromised ideas. For example, discourse within the 2 minute pitch, where we had ultimately went for a more emotive and analytical approach instead of a

more dramatic one. Overall I had rated our group performance between a C-D grade.

In terms of my own performance within the assessment, I believe that there have been great contributions that I have made, participation and competency, however there may have been room for improvement in terms of managing my own tasks more effectively. I had generally made sure to contribute to meetings as well as taking further time to review peers, for example, the Gantt chart, confirming that the majority of the durations and tasks are consistent with each other(WBS,gantt chart, cost model/baseline). Additionally I believe that in the future, I should be able to make myself dependable to meet my own deadlines when doing my tasks so as not to disrupt or halt my peers and further collaborate with them to keep tasks consistent . In saying so, I have given my performance at a Credit level grade.

Jacob Craig - 35002956: My main contributions were the WBS and the risk plan and in my opinion I think they were completed to a high standard. To be a bit more critical of myself I could have gotten them done well before they needed to be done to stay in a comfortable area of completeness in terms of the overall project but I often left the work as lower priority to other classes until due dates came around. As for working as a group , the applied sessions were useful because we sat together, agreed on the next chunk of work, and left with a clear outline of what to do. We agreed to a weekly meeting at 5 pm on Tuesdays and when our schedules got busier we were able to have the meeting rescheduled early and did not skip the week. That habit reduced stress and stopped last minute rush for the most part. What went well was consistency and follow through. Overall I felt the team was reliable and supportive of each other. As a group I feel the work should have been split up more evenly amongst us. I felt like despite giving each other an equal amount of deliverables to do is a good method on the surface level but realistically they take differing amounts of time and effort to complete. (I am not saying I did more than others, I'd say it's closer to the opposite) In the future I think whilst working in a group I'd want to strive to properly equally divided workloads and actively seeking out team members who've unintentionally been allocated more than they have. Self grade Distinction. Team grade Distinction.

Blake McClure - 34995986: Looking back on the loopcare assignment, I gained knowledge and experience not only in terms of project management tools such

as the RTM, WBS and risk management plan but skills that come from planning and working with a team. As a result, I have developed a stronger appreciation for communication and organisation when collaborating with others.

At the beginning of the assignment, I found an established assignment plan to be very helpful in this environment. This allowed the team and I to be able to rely on each other. This feeling of reliability was made evident to me through consistent group meetings, which allowed for the project to be kept on track.

Although deadlines were a challenge throughout the project, being able to rely on team members to either take initiative and start work on a deliverable, or do their agreed upon work, I found it was a strength of our group's dynamic.

When it came to my contributions to the group particularly with the RTM, the creation and presentation of the gantt chart, and the group reflection, along with assisting other team members, lots of knowledge and experience surrounding project management was gained.

In terms of self and group performance, I give both a D. I say this because this was a challenging environment, new to all of us. In doing so, we all had to respond to different challenges in our own way. Some of these responses may have been more effective than others, however I believe in these circumstances everyone in the group stayed proactive and consistent, therefore placing us in the range of a distinction.

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