KWANTLEN POLYTECHNIC UNIVERSITY

SCHOOL OF BUSINESS

INFO 2313 – System Development Project S10

Project:

Project Suits

Submitted To:

Nukhet, Tuncbilek

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Project Charter

Project Name	Project Suits
Date of Authorization	May 06, 2024
Project Manager Name	Danish Saini
Contact Information	danish.saini@student.kpu.ca
Customer Name	Nukhet Tuncbilek
Contact Information	nukhet.tuncbilek@kpu.ca
Project Start - End Date	May 06, 2024 - August 12, 2024

Key Stake holders	Roles	Responsibilities
Danish Saini	Project Manager & Frontend Developer	Project Vision Monitoring & Execution
Carl Nikoi	Quality Assurance / Tester & Backend Developer	System Functionality
Sahiba	Communications Manager & Standard Bearer	Planning, Resource & Engagement
Komalpreet Kaur	CIO	Monitoring, Resources.
Sophia Kaur	Resource Manager, Security Specialist	Participation in User Testing, documentation, and user research.
Project Description and Objectives	In the current dynamic digital age, Pearson Specter is initiating a shift from traditional paper documentation to a more effective electronic system. This proposal delineates the areas of focus, goals, suggestions, and projected results for creating a web-based platform tailored to the firm's requirements. Create and setup a website that's easy for Pearson Specter	

	staff to use. Include Role-based Access Control to make sure documents are only seen by the right people. Build a strong backend system to manage and store documents securely. Offer thorough training and help for employees to use the platform well.
Signature sections for Key Stakeholders	

Table 1 Project Charter

Baseline Project Plan

Project SUITS

Introduction

In today's evolving digital era, Pearson Specter is embarking on the journey to a transition from paper-based documentation to an efficient electronic system. This proposal outlines the scopes, objectives, recommendations, and outcomes for the development of a web-based platform to meet the needs of the firm.

System Description

Alternatives

For developing an electronic documentation system for the Pearson Specter, various alternative solutions like off-the-shelf software (pre-built software) and custom development were considered. After a careful evaluation, a web-based application was considered the best solution for meeting the requirements of the firm by ensuring seamless functionality, scalability, and reliability in the firm.

Narrative of Input Information and Tasks Performed

- The system will be a web-based application that can be accessed through web browsers across different devices.
- The system will include a login environment where the users can sign in according to their credentials.
- The system will consist of various legal documents such as agreements, case status, contracts, evidence, court filings, and client meetings which will be uploaded by users through the integration of external databases.
- Users will upload the documents using the relevant data such as document type, client number, and case number.
- Users will access the folders or documents in the system according to their access rights and can edit or delete as per the requirement.
- Users will easily locate and access the desired documents using the keywords, document type, or client name.

Resultant

- The new system will provide access to documents in an organized, searchable repository which will facilitate efficient document management and collaboration.
- The system will be user-friendly and easy to navigate.
- The system will protect the security of documents and personal information.

Feasibility Assessment
Economic Feasibility

a) *Cost-benefit Analysis* – This will include development, maintenance, and overhead expenses while installing a new system.
b) The *return-on-investment* calculation will be done by taking into account tangible (cost savings, revenue generation) and intangible factors (user satisfaction, competitive advantage).

Technical Feasibility

a) A whole new IT infrastructure, hardware, and software will be installed to develop the electronic documentation system. There can be some disruptions at the first time but can be solved by ensuring the appropriate integration with the database and a proper assessment of the new technology.

b) The scalability and performance of the system will be assessed timely so that future growth with a lot of documents can be accommodated along with optimal performance.

Legal and contractual feasibility

According to our plan, the new system will be developed by us so there will be no issues related to copyrights, ownership, or intellectual property rights.

Political Analysis

a) To create the electronic documentation system, the communication between the stakeholders will be done effectively so that the goals and expectations are aligned among the members.
b) In addition to this, training and support will be provided to the users, so the agenda of collaboration and innovation is maintained.

Operational Analysis

a) The focus of our plan is to make the documentation electronic, and for gathering the feedback or issues related to the new system, the conduction of user surveys will be done.
b) While implementing the system, different kinds of user errors or system failures can exist which will be resolved by making new risk mitigation strategies and plans to ensure streamlined operations within the law firm.

Schedule Analysis

Our main focus is to complete the project in 4 months (approx.). All adequate financial and human resources will be ensured so that the project deadlines and milestones can be achieved with minimal schedule disruptions. Every factor such as deployment, testing, training, and user adoption is considered to develop a realistic project timeline.

Management

Team Configuration and Management

To ensure team management and communication during the project lifecycle, the following task matrix and communication plan will be implemented:

Member	Role	Document	Contact	Contact procedure
Danish Saini	Project Manager an Developer	Project Status report	danish.saini@student.kpu.ca +1 604-723-5160	Weekly email / weekly status meetings
Sahiba	Team lead and Standards bearer	Project Status report	sahiba.sahiba@student.kpu.ca +1 672-377-3337	Email/ weekl status meetings/ Messaging
Komalpreet Kaur	Team member	Project Status report	komalpreet.kaur61@student.kpu.ca +1 778-889-1074	Email/ weekl status meetings/ Messaging
Sophia Kaur	Team member	Project Status report	sophiakaur@student.kpu.ca +1778-688-0219	Email/ weekl status meetings/ Messaging
Carl Nikoi	Team member	Project Status report	carl.nikoi@student.kpu.ca +236-514-2181	Email/ weekl status meetings/ Messaging
User group	Customer	Project Status report	nukhet.tuncbilek@kpu.ca	Weekly Ema

Table 2 Project Communication Plan

Responsibility Matrix

Project: Suits	Prepared by: Sophia Kaur	Legend: P = Primary S = Support
Manager: Danish Saini	Page 1 of 1	
	Responsibility Matrix	

Task ID	Tasks	Danish	Sophia	Sahiba	Komalpreet	Carl
1	Project plan and scope	P	S	S	S	
2	Requirement Gathering			P	S	S
3	Develop timeline and milestones		P		S	
4	User Research	S	S	S	P	
5	Wireframe Design	P	S			S
6	Feedback Incorporation			S	P	
7	Frontend functionality	P				S
8	Backend functionality	S				P
9	Database	P		S		S
10	Content Creation	P	S		S	
11	Document Project progress decisions	S		P		
12	Integration and Testing	S				P
13	Documentation		S	P		
14	User Acceptance Testing		P		S	

15	Document Project progress decisions	S		P		
16	Website launch	P	S	S	S	S
17	Maintenance and Updates		S			P

Table 3 Responsibility Matrix

Project Scope Statement

Scope

General Project Information

Project "Suits" aims to create a centralized platform for all the employees of Pearson Specter where through Role-Based Access Control, they get streamlined access to essential documents.

Problem/Opportunity Statement

Employees have to call their assistants or run themselves to the copy room every time they forget a document, what if there was a system where they could just upload their document and access it whenever they want? This project targets this problem and is a robust solution for all the employees of Pearson Specter.

Project Objectives

    a. Design and implement a user-friendly website interface for Pearson Specter employees.

    b. Integrate Role-Based Access Control functionality to ensure secure document access.

    c. Develop a robust backend system for document management and storage.

    d. Provide comprehensive training and support for employees to effectively utilize the platform.

Project Description

Development of this project will include creating a website for Pearson Specter, where all employees, using their unique employee ID can sign in, and based on their job roles and position, access the material required for any occasion. Using this cutting-edge Role-Based Access Control Technology, security and integrity will be assured.

Business Benefits

a) *Increased productivity:* Employees will spend less time searching for documents, leading to improved efficiency.

b) *Enhanced data security:* Role-Based Access Control will restrict document access to authorized personnel only, minimizing the risk of data breaches.

c) *Streamlined document management:* Centralized storage and organization of documents will simplify administrative tasks and reduce errors.

d) *Competitive advantage:* Demonstrating a commitment to technological innovation and employee welfare can enhance the company's reputation and attract top talent.

Project Deliverables

a) A fully functional website with an intuitive user interface.

b) Role-Based Access Control system integrated into the platform.

c) Backend infrastructure for document management and storage.

d) Comprehensive user documentation and training materials.

e) Ongoing support and maintenance plan for the website.

Estimated Project Duration

This project development team aims to complete this project within 4 months from May 2024, i.e., by 12 Aug 2024. This timeline will include every stage of development utilizing all phases of the Software Development Life Cycle (SDLC): Planning, Requirement Gathering and Analysis, Design, Implementation, Testing, Development, and Maintenance.
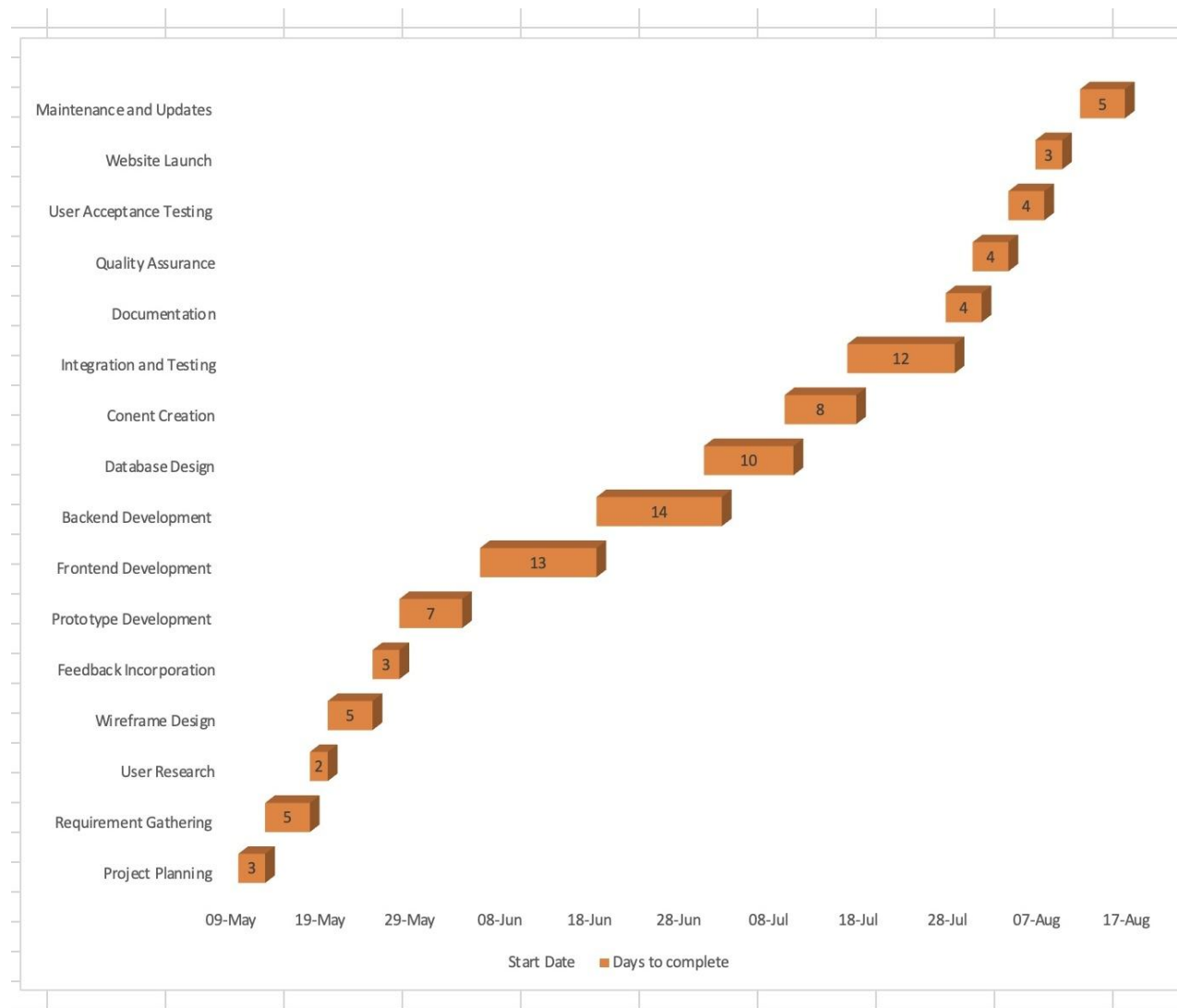
Preliminary Schedule - Gantt Chart

Figure 1 Gannt Chart

Baseline Project Plan Review

Periodic walkthroughs will be conducted to showcase the system functionalities, get feedback, and get validation from the client. Incorporating the client's involvement in the development will ensure that the final product meets the needs and preferences.

Pearson Specter

Walkthrough Review Form

Project Name: Project Suits

Session Coordinator: Danish Kumar Saini

Date:

Overview

- Purpose of Walkthrough
- To review the product created during the system development cycle.
- To identify issues, errors, or need improvement.

Responsibilities	Participants	Can Attend
Coordinator		[ ] Y [ ] N
Presenter		[ ] Y [ ] N
User		[ ] Y [ ] N
Maintenance		[ ] Y [ ] N
Standards		[ ] Y [ ] N

Product Review and Process

- Description of the product being reviewed.
- Criteria used to evaluate the product.
- Agenda items and topics covered during the meeting.
- Roles assigned to the participants.

Feedback and Action Items

- List of issues, errors or concerns raised during the walkthrough.
- Suggestions or recommendations identified for enhancing the system.
- Roles assigned to the specific members for the action items.

Walkthrough Summary

- Summary of key findings and observations from the walkthrough.
- Revise (no walkthrough).
- Review and schedule another Walkthrough.

Signature:

Pearson Specter

Walkthrough Action List

Project Name: Project Suits

Session Coordinator: Danish Kumar Saini

Date:

Fixed	Issues Raised in Review: