PROJECT DOCUMENTATION

**WORK PACKAGE**

| **Project:** | **E-Commerce Website for SKANDA**  **by Sarasi Samarasinghe** |
| --- | --- |
| Release: | April 2022 |
| Date: | 24th March 2022 |
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|  |  |
| **PRINCE2** |  |
|  |  |
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| Client: | Mrs Sarasi Samarasundara. |
| Document Ref: | Workpackage\_SKANDA |
| Version No: | 1.0 |

# 1 Work Package History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location

## 1.2 Revision History

**Date of this revision:** 24/03/2022

**Date of Next revision:**

| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| --- | --- | --- | --- |
| 24/03/2022 |  |  |  |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| --- | --- | --- | --- | --- |
| Dr Yasas Jayaweera |  | Project Board | 24/03/2022 | 1.0 |
| Adithya Narasinghe |  | Project Manager | 24/03/2022 | 1.0 |
| Mrs. Sarasi Samarasundara |  | Client | 24/03/2022 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

| **Name** | **Title** | **Date of Issue** | **Version** |
| --- | --- | --- | --- |
| Adithya Narasinghe | Project Manager | 24/03/2022 | 1.0 |
| M. Sonali Silva | Start-up Manager | 24/03/2022 | 1.0 |
| J. M. Pasindu Lawantha Bandara | Quality Manager | 24/03/2022 | 1.0 |
| Madapathage Don Kanishka Gimhan | Risk Manager | 24/03/2022 | 1.0 |
| S. K. Helani Sihara Jayawardena | Scheduling Manager | 24/03/2022 | 1.0 |

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# Work Package

## 3 Purpose

The main objective of this work package is to provide a collection of information about required deliverables prepared by the project manager to assign responsibility for tasks to a team member formally. A work breakdown structure component allows the project manager to specify the tasks required to complete the project. This work package also includes a method for estimating project expenditures that guarantees that no key deliverables are downplayed. And also, this document is useful for resource allocation.

## 4 Work Package Description

The work package contains how the product is built, evaluated and delivered. This also includes how the product requirements were collected, how the work was divided across the time period and how the work was divided across the team members. In addition, this document includes how the evaluations are done to validate the completeness of the product, how the updates are reported and how mitigations are done in case of problems.

## 5 Product Description(s)

An e-commerce website assisted with an AI-based chatbot will be implemented and deployed as the outcome, covering all the client requirements. Users can browse available product categories, view product details and availability, get discounts by providing their email address, and view other general information about the business. Registered users get access to all available online functionalities, such as the ability to purchase products and view their order history. The backend allows the administrator to manage all of the content and orders.

## 6 Techniques/Processes/Procedures

Since the finished website will be used by end users and the staff of the clothing store, the finished website should be easy to use and navigate. Hence Wordpress and WooCommerce will be used to build the website and e-commerce platform since they are battle tested platforms used worldwide to build world class, easy to use e-commerce platforms.

DialogFlow will be used to build the AI-powered chatbot, hence it has already pre-trained data with regards to natural language processing and the team has to only train the model to work in this specific context.

## 7 Interfaces

The ultimate purpose is to collect all requirements from the client, review them with the team, and agree on a strategy to satisfy those requirements to achieve the project objectives. The team will meet once a week to discuss the project tasks, project risks, and mitigation plans. Each developed function will be presented to the client and the project board to get approval and continue work without disruption.

## 8 Quality Checking Method

Test cases will be utilised for every product feature that must be present at usage since it is important to ensure the product's required quality. Apart from manual testing, Selenium will be utilised to improve user functionality as an interface testing framework. If there are any difficulties, this will assist developers in identifying them.

## 9 Configuration Management Requirement

All core functions and sub-functions are included in the final version. There will be sub-functions such as the spinning wheel to provide discounts to customers and a payment gateway to accommodate the payment function. The chatbot function is also a sub-function that supports product searches and user instructions.

## 10 Stage Plan Extracts

**Sprint 1**

This sprint starts on 02/28/2022 and ends on 03/13/2022. By the end of the sprint, there should be a deployed version of the website, with sample content that can be viewed by anyone with the URL. The following tasks need to be completed within this sprint:

* A hosting plan should be purchased.
* A WordPress theme that supports WooCommerce should be purchased.

At the end of each day, the person responsible for the task should update the project manager on the status of the task. Based on the daily updates, the project manager has a complete overview of how the project is progressing. The progress of the Sprint will be measured with comparison to the Gantt Chart. The schedule is created with a 5% headroom for each task. At the end of the sprint, the quality manager will test the completed product with a predetermined set of test cases to evaluate the quality and completeness of the project.

**Sprint 2**

This sprint starts on 02/14/2022 and ends on 03/31/2022. By the end of the sprint, the following tasks need to be completed:

To begin sprint two, we should first complete and test sprint one. The person in charge of the job should inform the project manager of the task's status at the end of each day. Thanks to the regular updates, the project manager has a clear picture of how the project is progressing. As a result, the project manager can readily intervene as necessary. The progress of the sprint will be assessed by comparing it to the Gantt Chart. Each task in the timetable has a 5% headroom allowance. At the end of the sprint, the quality manager will test the finished product with a predetermined set of test cases to assess the project's quality and completeness.

**Sprint 3**

This sprint starts on 02/28/2022 and ends on 04/09/2022. By the end of sprint 3, the website should be completed, and the content should be accessible to everybody. During this sprint, the following tasks must be completed:

Moreover, based on the daily updates, the project manager has a complete overview of sprint 3. So, the project manager can easily intervene, when intervention is required. On the other hand, the progress of the Sprint will be measured in comparison to the Gantt Chart. The schedule is created with a 5% headroom for each task. The quality manager will test the final product with a predetermined set of test cases at the end of the sprint to evaluate the project's quality and completeness.

## 11 Agreements

The client bears the project's expenses. The client has approved a budget of Rs. 150,000 with a 10% tolerance, which allows the team to spend up to Rs. 165,000 before having to seek approval for the increased spending.

The project manager assigns each team member to each relevant task for high performance and to meet the deadline on time. Also, the project manager will follow up on the project's progress, and he will inform the project status for the project board.

The original deadline is on 08th April 2022, which gets mismatched with the scheduled Gantt. However, the team rescheduled the work, and with the maximum effort, the team could meet the deadline on time and deploy the website at the given deadline.

## 12 Sign-Off Requirements

Before submitting reports and deliverables to the appropriate parties, the project manager will thoroughly review them. The project manager will analyse all aspects of the project, including evaluating the website's implemented functionality and determining whether it needs to be updated. The project manager reviews whether there were any additional functionalities in the website according to the client agreement and confirms the work if the delivered website and agreement match. Furthermore, if there is missing functionality that cannot be developed or any additional functions that should be implemented, the project manager should ensure that the client is informed. Before handing off the project, the project manager should look through all the tests and make sure there aren't any more problems or issues.

## 13 Work Return Arrangements

If the client does not like the final system, the team members will work together to make changes that meet the client's needs. However, this applies only to the features that both parties agreed on when the contract was signed.

## 14 Completion

The project team consists of five individuals. The five major roles are project manager, schedule manager, start-up manager, risk manager, and quality manager. Adithya Narasinghe is the team's project manager, who holds the responsibility for the success of the project. S. K. Helani Sihara Jayawardena is the scheduling manager of team SKANDA who is responsible for coordinating the schedule strategy to accomplish the project's milestones, M. Sonali Silva is the start-up manager who is responsible for engaging with both the client and the team to achieve the project's milestones while meeting the client's requirements effectively, Madapathage Don Kanishka Gimhan, the risk manager, is responsible for identifying possible risks that may occur that can have an impact on the project and help the team to mitigate and overcome them, M. Pasindu Lawantha Bandara, the project's quality manager, will conduct testing and improve the project's overall quality. Aside from these core roles, Adithya Narasinghe, M. Pasindu Lawantha Bandara, and Madapathage Don Kanishka Gimhan will also act as project developers, while S. K. Helani Sihara Jayawardena & M. Sonali Silva will be handling the documentation.

## 15 Constraints

When it comes to constraints, there are a few things to consider. When it comes to time, the team should be able to complete the work on time, and the weekly report must be completed on time. The budget is the next limitation, and the team must stick to their budget and not go over it.

## 16 Independent Quality Checking Arrangements

In addition to the internal quality testing. The product will be shown to the client after completing the key components to do an independent quality review and get their feedback.

## 17 Reporting

Team meetings will be held once a week with the participation of all team members. In addition, once a week, in the presence of the project board and team members, board meetings will be held. Unless a requirement arises, the client meeting will take place twice a month to update the client on the progress of the project.

## 18 Problem Handling and Escalation

The risk manager will provide a mitigation plan to handle the identified risks using the risk log and a risk plan when a risk has occurred. If the risk manager cannot provide a solution to the identified issue, the project manager will be informed in such a situation. If the project manager is also unable to settle the issue within the team, then such issues will be reported to the project board, and they will seek solutions from them.