PMP

# VERSION HISTORY

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| --- | --- | --- | --- | --- |
| Version | Description of Change | Author | Revision Date | Approved by |
| 1.0 | Initial Version | Project Team | 19/5/2015 | Dr. Salma Osama |
| 2.0 | Last Version | Project Team | 26/5/2015 | Dr. Mohamed Seif |

# 1. EXECUTIVE SUMMARY

The goal of this project is to build a website where users can adopt pets online. The site will let users browse available animals, see their profiles, and submit adoption requests. Users will also have their own profile where they can track their adoption history and make edits. On the admin side, staff will be able to manage users, add or remove animals, and cancel adoptions when needed. The main goal is to make pet adoption easier, faster, and more accessible for everyone.

# 2. PROJECT MANAGEMENT APPROACH AND GOVERNANCE

The project follows an **Agile development** methodology with iterative sprints and continuous integration. A project manager oversees coordination between the development, testing, and design teams. Roles include front-end developers, back-end developers, QA testers, and documentation coordinators.

## 2.1 PROJECT SCOPE

The scope of the pet adoption website project is to build a user friendly website for potential customers and to make it easy for them to adopt pets. Key features include:

* **Create an online platform** to connect users with adoptable pets.
* **Feature pet profiles** with details like breed, age, temperament, and health.
* **Provide adoption guidelines** to help users understand the process.
* **Offer resources** for new pet owners on care and responsibilities.
* **Include a search tool** to filter pets by criteria such as breed, age, and location.
* **Partner with shelters** and rescue organizations.
* **Provide support** for new pet owners throughout the adoption process.

## 2.2 DELIVERABLES

* Functional website with user and admin interfaces
* Animal profile pages with images and descriptions
* Adoption process flow
* User profile and history management
* Admin management dashboard
* Final report and presentation
* Documents:

1. Project management plan
2. Project charter
3. Risk register
4. Requirement traceability matrix
5. Stakeholders plan
6. Quality control plan
7. Test plan

## 2.3 WORK BREAKDOWN STRUCTURE (WBS)

* Requirements gathering
* UI/UX Design
* Frontend Development
* Backend Development
* Database Design/Setup
* Testing
* Deployment
* Documentation

## 2.4 STAKEHOLDER ANALYSIS

|  |  |
| --- | --- |
| **Stakeholder** | **Role** |
| Dr Mohamed | Project manager |
| Noor Hatem | FrontEnd developer |
| Nourhan Amr | FrontEnd developer |
| Shaden essam | FrontEnd developer |
| Alia ashraf | FrontEnd developer |
| Ahmed | BackEnd developer |
| General Users | Pet adoption users |
| Shelters | Pet provider |
| Dr lina | Veterinarian |
| Omar | Marketing team |
| Salma | Non governmental organization |
| Sara | QA Tester |

## 2.5 SCHEDULE BASELINE

Start Date: March 4, 2025  
End Date: May 25, 2025

|  |  |  |
| --- | --- | --- |
| **Phase** | **Duration** | **Dates** |
| Initiating | 4 days | [1/3/25] – [4/3/25] |
| Planning | 1 week | [4/3/25] – [11/4/25] |
| Design | 2 week | [11/4/25] – [25/4/25] |
| Development | 4weeks | [25/4/25] – [25/5/25] |
| Testing | – | – |
| Deployment | 2 days | [25/5/25] – [27/5/25] |

## 2.6 MILESTONE LIST

|  |  |
| --- | --- |
| **Date** | **Milestone** |
| March 2025 | Define project scope and team roles |
| March 2025 | Design UI/UX |
| March 2025 | Home page and navigation |
| March 2025 | User registration and authentication |
| April 2025 | Display available pets with categorical filtering |
| April 2025 | User profile/ CRUD operations |
| April 2025 | Admin dashboard UI |
| May 2025 | Testing |
| May 2025 | Presentation and documentation |

## 2.7 CHANGE MANAGEMENT PLAN

**Step 1: Request the Change**

* Team members must send all change requests to the **Project Manager**.
* The request should explain what the change is and why it's needed.

**Step 2: Review the Change**

* The Project Manager and team will review the request.
* They will check how the change affects the project’s time, cost, tasks, and goals.

**Step 3: Get Approval**

* The change must be approved by the **Project Sponsor** before it can move forward.

**Step 4: Documentation**

* All approved changes are documented and version-controlled.

**Step 4: Make the Change**

* Once approved, the change will be added to the project plan.
* Everyone involved will be informed, and the Project Manager will make sure it is done correctly.

## 2.8 PROJECT SCOPE MANAGEMENT PLAN

The **Project Manager** is responsible for managing the project scope in the Pet Adoption Project. This includes defining what is included in the project and making sure that all work stays within the approved scope.

**Scope Definition**

* The project scope outlines all the tasks and deliverables needed to complete the Pet Adoption Project.
* The scope is clearly documented in the project plan and shared with all stakeholders.

**Scope Management**

* The Project Manager ensures that the project team works only on the approved tasks.
* Any changes to the scope must go through a formal change request process.

**Scope Approval**

* The **Project Sponsor** must review and approve the initial project scope and any proposed changes.
* No changes to the scope are made without written approval from the sponsor.

# 3. COMMUNICATION MANAGEMENT PLAN

* Weekly Team Meetings
* Bi-weekly Stakeholder Updates
* Monthly Reports
* Tools: Email, Slack, Discord, Jira, Trello

# 4. RESOURCE MANAGEMENT PLAN

* Human resources: Project manager , Frontend & Backend Developers , UI/UX Designer, QA Engineer.
* Figma for design
* Jira
* Project Libre
* MySQL for backend
* VS Code for development
* GitHub for version control
* Word Docs for documentation

# 5. HUMAN RESOURCES MANAGEMENT PLAN

The human resources required are listed below.

## 5.1 PROJECT STAFF LIST

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Email | Phone |
| DR Mohamed seif | Project Manager | mohamed@gmail.com | 01225698745 |
| Noor Hatem | Front-End Dev | noor@gmail,com | 01186188595 |
| Nourhan Amr | Front-End Dev | nourhan@gmail,com | 01299844730 |
| Shaden Essam | Back-End Lead | shaden@gmail,com | 01148832264 |
| Alia Ashraf | QA Lead | alia@gmail,com | 01033367124 |

## 5.2 RESOURCE REQUIREMENT CALENDAR

Each team member is expected to contribute an average of 10–12 hours per week

|  |  |  |
| --- | --- | --- |
| **Role** | **Weekly Hours** | **Project Phase Focus** |
| Project Manager | 6 hrs/day | Initiating, Planning, coordination, final delivery |
| Front-End Dev | 7 hrs/day | UI design, adoption form, profile pages , development |
| Back-End Lead | 8 hrs/day | Authentication, database, admin features , development |
| QA Lead | 5 hrs/day | Testing, bug tracking, quality checks |

# 6. SCHEDULE MANAGEMENT PLAN

 **Scheduling Tools**  
The project schedule will be created and managed using Gantt charts in ProjectLibre. for tracking tasks, deadlines, and progress.

 **Schedule Updates**  
The **Project Manager** will review and update the schedule **weekly**. Any changes due to delays or new tasks will be recorded and shared with the team and stakeholders to ensure everyone is aligned.

# 7. QUALITY MANAGEMENT PLAN

Quality assurance includes:

* Manual and automated testing
* Regular feedback session
* Verify functionality before sprint reviews.
* Peer code reviews
* UI/UX testing across devices

# 8. RISK MANAGEMENT PLAN

The risks and mitigation strategies are outlined in the following section.

## 8.1 RISK LOG

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| --- | --- |
| **Risk** | **Mitigation Strategy** |
| Requirements are unclear or change frequently | Implement Agile, frequent meetings |
| Insufficient knowledge of animal care regulations | Consult experts early, compliance review |
| Poor integration with shelters' existing systems | Early technical discovery, API planning |
| Security vulnerabilities | Regular security audits, secure coding |
| Rapid user adoption surpasses expectations | Ensure infrastructure can scale quickly |
| Limited budget for full functionality | Prioritize MVP features, phased releases |
| Low adoption by shelters or users | Early feedback loops, usability testing |
| System downtime during pet adoption events | Test under expected loads |
| High user satisfaction leads to viral marketing | Encourage and facilitate user reviews and sharing |
| Negative publicity (adoption mistakes, mistreatment claims) | Clear T&C, prepare crisis communication plan |
| Successful partnerships with large shelters | Proactively seek and nurture partnerships |
| Government grants for animal welfare tech | Monitor grant opportunities, apply early |
| Shelter staff not trained to use the system | Training sessions, user manuals |
| Animal profile inaccuracies (wrong data entered) | Validation processes, audits |
| Media coverage boosts platform visibility | Engage with media |
| Vendor delays (e.g., for hosting, APIs) | have backup vendors |
| Competition launches similar better platform | Competitive analysis, feature innovation |
| Pet returns and complaints increase after adoption | Clear adoption agreements, post-adoption support |

# 9. COST BASELINE

Estimated Budget: $**20,000**  
Includes:

|  |  |
| --- | --- |
| **Category** | **Estimated Cost (USD)** |
| Project Manager | $5,800 |
| UI/UX Design | $2,000 |
| Frontend Development | $4,000 |
| Backend Development | $4,500 |
| QA and Testing | $1,500 |
| Hosting & Domain | $1,200 |
| Tools and Software Licenses | $1,000 |
| Total | $20,000 |

# 10. QUALITY BASELINE

1. **Accurate Pet Listings** – All profiles must have correct and complete details (e.g., name, age, breed, health info).
2. **Functional System** – Key features (search, filters, forms) must work properly with minimal errors and fast load times.
3. **User-Friendly Design** – The platform must be easy to use, mobile-friendly, and have clear navigation.
4. **Compliance & Security** – All data must be handled securely and follow legal requirements.
5. **Low Error Rate** – Critical features must have less than 2% error after testing.

# 11. APPENDICES

# 1. Project Charter

# 2. Work Breakdown Structure (WBS)

# 3. Gantt Chart

# 4. Risk Register Template

# 5. Requirement Traceability matrix

# 6. Stakeholder Document

# 7.Resource Allocation

# 12. AUTHORIZATION SIGNATURES

**Prepared by**: Shaden Essam, Noor Hatem, Nourhan Amr & Aliaa Ashraf   
**Approved by**: Animal Shelter Org  
**Date**: May 19, 2025