BA Work Plan Document

**PROJECT: Xtreme Wellness 005**

**Status:** **COMPLETED IN PROGRESS NOT STARTED**

**ON TRACK**

## DELIVERABLES FOR BA

|  |  |
| --- | --- |
| **Week 1** | **Date & Status** |
| **Project Kickoff** | 11th July, 2022 |
| **Task 1:** Create a Project Scope Document | 19th July, 2022 |
| **Task 2:** Conduct Gap Analysis | 20th July 2022 |
|  |  |
| **Completion** | 20th July, 2022 |

|  |  |
| --- | --- |
| **Week 2** | **Date & Status** |
| **Task 1:** . Prepare and hold requirements gathering workshop agenda with the team (using personas) | 26th -28th July, 2022 |
| **Task 2:** Identify and document high level and low level requirements. | 2nd - 7th Sept, 2022 |
| **Task 3:** Start writing user stories and acceptance criteria | 2nd - 7th Sept, 2022 |
| **Task 4: E**nsure to prioritize requirements (MoSCoW) | 2nd - 7th Sept, 2022 |
|  |  |
| **Completion** | 7th Sept, 2022 |

|  |  |
| --- | --- |
| **Week 3** | **Date & Status** |
| **Task 1**: Draft user stories and acceptance criteria document. | 2nd - 7th Sept, 2022 |
| **Task 2**: Get Familiar with the Trello board and move cards to show progress on deliverables. | 2nd - 7th Sept, 2022 |
|  |  |
| **Completion** | 7th Sept, 2022 |

|  |  |
| --- | --- |
| **Week 4** | **Date & Status** |
| **Task 1:** Update Trello board with signed-off documents | 22nd Aug – 29th Aug, 2022 |
| **Task 2:** Submit updated BA work plan | 7th - 19th Sept, 2022 |
| **Task 3:** Conduct SWOT Analysis. | 7th - 19th Sept, 2022 |
|  |  |
| **Completion** | 19th Sept, 2022 |

|  |  |
| --- | --- |
| **Week 5** | **Date & Status** |
| **Task 1:** Create your Process Maps. | 20th Sept, 2022 |
| **Task 2:** Submit updated Work Plan | 20th Sept, 2022 |
|  |  |
| **Completion** | 20th Sept, 2022 |

|  |  |
| --- | --- |
| **Week 6** | **Date & Status** |
| **Task 1:** Create Wireframes | 28th Sept, 2022 |
| **Task 2:** Submit updated work plan | 28th Sept, 2022 |
| **Task 3:** Revise the AGILE Scrum Guide | 28th Sept, 2022 |
|  |  |
| **Completion** | 28th Sept, 2022 |

|  |  |
| --- | --- |
| **Week 7** | **Date & Status** |
| **Task 1:** Create a Business Model Canvas | 28th Sept,2022 |
| **Task 2:** . Ensure Developer and Tester are well aligned | 27th Sept, 2022 |
| **TASK 3:** . Work with Tester on creating Test plan based on acceptance criteria. | 27th Sept, 2022 |
| **TASK 4:** Ensure Tester hands in User Acceptance Test. document (UAT) | 27th Sept, 2022 |
|  |  |
| **Completion** | 28th Sept, 2022 |

|  |  |
| --- | --- |
| **Week 8** | **Date & Status** |
| **Task 1** Work with Developer to validate requirements | 10th - 14th Oct, 2022 |
| **Task 2:** Align all documents with the developer | 10th - 14th Oct, 2022 |
| **Task 3:** Join the Sprint planning meeting | 10th - 14th Oct, 2022 |
| **Task 4:** Support the development team | 10th - 14th Oct, 2022 |
| **Task 5:** Update the Trello board | 10th - 14th Oct, 2022 |
| **Task 6:** Send in Assessment for Week 8 | 10th - 14th Oct, 2022 |
|  |  |
| **Completion** | 14th Oct, 2022 |

|  |  |
| --- | --- |
| **Week 9** | **Date & Status** |
| **Task 1:** Ensure UAT is conducted with the tester after the sprint 1 demo | 17th - 20th Oct, 2022 |
| **Task 2: S**end in updated BA Work Plan and Assessment for Week 9 | 20th Oct, 2022 |
| **Task 3:** Prepare a team exercise on BA related topics (45 mins with the entire team) | 17th - 20th Oct, 2022 |
|  |  |
| **Completion** | 20th Oct, 2022 |

|  |  |
| --- | --- |
| **Week 10** | **Date & Status** |
| **Task 1**: Support the development team | 24th Oct, 2022 |
| **Task 2:** Update the Trello board | 24th Oct, 2022 |
| **Task 3:** Send in Assessment for Week 10 | 24th Oct, 2022 |
|  |  |
| **Completion** | 24th Oct, 2022 |

|  |  |
| --- | --- |
| **Week 11** | **Date & Status** |
| **Task 1:** Ensure UAT is conducted after the demo for sprint 2 | Oct 31st 2022 |
| **Task 2:** Send in Assessment for Week 11 | Oct 31st 2022 |
|  |  |
| **Completion** | Oct 31st 2022 |

|  |  |
| --- | --- |
| **Week 12** | **Date & Status** |
| **Task 1:** Conduct Final UAT. | Nov 2nd, 2022 |
|  |  |
| **Completion** | Nov 2nd, 2022 |

## Project Team

|  |  |
| --- | --- |
| **Role:** | **Name** |
| **Program Manager (PMO)** | Chisom Udeze |
| **Submitted By** |  |
| **Team Members** | Bolarinwa Olufunwa |
| **Approved By** | Chisom Udeze |

**Why are we doing this?**

This project aims at creating a website for a gym based in the UK that allows members ,staff and instructors to collaborate with ease, workout, teach and learn hitch free. It's also geared towards creating visibility for the business, attracting members in need of the services the business providers, thereby generating revenue.

**Goals**

* Increase sales and make more profit.
* Create a platform that would provide a wider reach for business activities.
* Create visibility for the business.
* Create better customer experience with the aim of achieving customer retention.
* Keeping up to par with competition and retaining market share.

**Scope**

* Schedule- ability for members to book sessions based on availability especially for individuals with special needs.
* Subscriptions- shows data on all the programs a member is subscribed for, dates, amount paid and due date.
* Activity Log- displays the activities of each member clocking in and out either at the physical location or online.
* Health Profile- input of health profile after registration to enable edits when necessary.
* Programs- displays the list of programs provided by the gym.