Project Plan

AI Chat Bot

<IT Clan>

Industry Partner	IT Clan
Primary Instructor	Anjana
Team Member	Paolo
Team Member	Rhose
Team Member	Robertha
Team Member	Yukina
Team Member	

Document Revision History

Revision #	Date
1.0	10/10/21

Table of Contents

1. Executive Summary

The following describes the project to be executed.

Objective	Create an AI Chatbot for IT Clan to assist in customer service and general Q&A. The AI Chatbot will implement natural language processing through machine learning and act as a first line of communication for end users.
Corporate Goals Addressed	Optimize employee work by reducing time spent on redundant Q&A with users. Create a 24/7 helpline for users and improve business and customer service ratings.
Planned Start Date	9/7/21
Planned End Date	4/22/22

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Back-End / Machine Learning Developer	Paolo Tous	paolo.tous@georgeb rown.ca	2021/10/07
Back-End / Machine Learning Developer	Rhose Gueta	rhose.gueta@george brown.ca	2021/10/07
Front-End Developer / Website Designer	Robertha Alvarez	robertha.alvarezdiaz @georgebrown.ca	2021/10/07
Front-End Developer / Website Designer	Yukina Ishiguro	yukina.ishiguro@geo rgebrown.ca	2021/10/07

3. Scope

Define the sum total of all of its products and their requirements or features.

In Scope	Out of Scope
AI-Chat Bot (back-end config)	A communication-based platform where all of Lexrey members can discuss any issues or concerns regarding the chat bot for the IT Clan.
AI-Chat Bot (front-end implementation)	Networking opportunities created between the IT clan managers and Lexrey student members.

4. Deliverables

This project will deliver the following.

Deliverable	Description
AI-Chat Bot (back-end config)	This chatbot requires complex back-end programming algorithms created for it to be able to not only perform but grow and learn more as it evolves. This deliverable requires a knowledge of high-level machine learning concepts.
AI-Chat Bot (front-end implementation)	Once the back-end programming and analysis is completed, the front end implementation requires creating the html and css aspect of this chat bot and designing an aesthetic that fits with the purpose and values of the IT Clan.

5. Assumptions

This project makes the following assumptions;
- Data required to implement a Natural Language Algorithm is available.
- Stakeholders will provide resources that would allow us to use Google based technologies.
- Mentoring available for team members who may run into problems.
- Time required to train the AI Model is reasonable.
- Computers available can handle training the expected amount of data.
- Accuracy of the project schedule dates.
- Stakeholder delivery times.

6. Dependencies

The following are the internal and external dependencies that will have to be acknowledged and addressed:

- Project planning must be completed before and coding can begin, this includes deadlines, sprint and product backlogs, wireframes, requirements gathering and prototyping. This is to ensure that everything needed is prepared and reduce problems when creating the product.
- Training and resource review must be completed by all team members. This is to ensure everyone has completed all the knowledge requirements for the project and has a good understanding of it.
- Developers require communication from the stakeholder in order to complete project deliverables accurately and on time.

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Not completing project deliverables on time	L	L	Break up deliverables in small, easily completed tasks and set deadlines to include a grace period.
Insufficient time to train AI chatbot	L	L	Plan and provide enough time to train and test the AI chatbot. Provide extra time in case of any issues.

8. Communication

Reporting

The following reports will be produced;

Report	Audience	Frequency
NLP Model training	Project Manager	Weekly

Front-End Implementation	Team	Bi-weekly

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
Progress Discussion	Discussing progress and fixing any potential issues	Development Team	Weekly
Mentoring	Sharing resources and new technologies. Mentoring on how to use specified technologies	Development Team and Project Manager	Bi-Weekly

9. Task Listing (WBS- Work Breakdown Structure)

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

Reference	Tasks	Duration	Dependency
A	Model Training	3 months	High
B	Data Gathering	1 month	High
C	Front-End Implementation	1 month	Low
D	Database Implementation	1 month	Medium
E	Neural Network Training	3 months	Low

10. Gantt Chart

Create a detailed Gantt Chart from your Task Listing(Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls)

*** uploaded as a separate file.

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Finalize Project Planning	The end of this term	IT Clan

Front-end handoff	final term week 6	Yukina / Robertha
Back-end handoff	final term week 12	Paolo / Rhose
User Testing	final term week 15	IT Clan / Testimonials
Launch Application	The end of the final term	All Team Member / IT Clan / Anjana

12. RAM – Responsibility Assignment Matrix

Create a RAM from your Task Listing. A sample is shown below:

Project Team Responsibilities

Project Name: New Package Installation
Project Manager: Al Q. Hall

Task	John	Frank	Linda	Jean	Larry
Assess Requirements	P	S	S		
Design Business System			S	P	
Modify Purchased Package	S	P			
Modify In-House Procedures			P	S	
Testing	S				P
Implement New Package		P		S	
Train Staff		S		S	P

P = Primary S = Secondary

PROJECT TEAM RESPONSIBILITIES
Project Name: IT Clan AI Chat bot
Project Manager: Vimal

Task	Paolo	Rhose	Robertha	Yukina
Project Vision - Introduction		P		

Project Vision - Purpose		P		
Project Vision - Scope			P	
Project Vision - In Scope			P	
Project Vision - Out of Scope			P	
Project Vision - Definitions, Acronyms, and Abbreviations		P		
Project Vision - References		P		
Project Vision - Business Opportunity				P
Project Vision - Problem Statement				P
Project Vision - Product Position Statement				P
Project Vision - Stakeholder and User Descriptions				P
Project Vision - Stakeholder Summary			P	
Project Vision - User Summary			P	
Project vision - stakeholder requirements			P	
Project Vision - System Features	P			
Project Vision - Assumptions	P			
Project Vision - Constraints	P			
Project Summary	S	S	S	S
Persona/User Stories - Client		P		
Persona/User Stories - client			P	

Persona/User stories - staff member				P
Persona/User stories - manager	P			
Meeting minutes - sprint 1	S	P	S	S
High level requirements	P	S	S	S
Team Charter - Purpose		P		
Team Charter - Background			P	
Team Charter - Scope			P	
Team Charter - team composition				P
Team charter - team empowerment		P		
Team charter - team operations	P			
Team charter - team performance assessment	P			
Team charter - signature page	S	S	S	P
Sprint backlog	S	P	S	S
Product backlog	S	P	S	S
Meeting minutes - sprint 2	S	P	S	S
Project plan - executive summary		P		
Project plan - project approvers, reviews, distribution list			P	
Project plan - scope			P	
Project plan - Deliverables			P	
Project plan - Assumptions	P			
Project plan - Dependencies		P		

Project plan - Risk Management		P		
Project plan - Reporting	P			
Project plan - Meetings	P			
Project plan - Task listing	P			
Project plan - Gantt chart				P
Project plan - milestones				P
Project plan - RAM		P		
Peer evaluation	P	P	P	P
Project presentation	P	P	P	P
Sprint 3 - system requirements	P	P	P	P
Sprint 3 - analysis and design	P	P	P	P
Sprint 4 - wireframes/prototype	S	S	P	P
Sprint 4 - technical requirements	P	P	S	S
Presentation II	P	P	P	P
Capstone II required assignments and deliverables	P	P	P	P
Requirements gathering	P	P	P	P
Resource review and training from IT Clan	P	P	P	P
Front end development - finalize design based on wireframes	S	S	P	P
Front end development - website skeleton creation	S	S	P	P
Front end development - UI/UX	S	S	P	P

Front end development - website design using CSS/ReactJS	S	S	P	P
Front end development - testing	S	S	P	P
Back end development - research	P	P	S	S
Back end development - data parsing	P	P	S	S
Back end development - code AI chatbot skeleton	P	P	S	S
Back end development - integrate machine learning into AI chatbot	P	P	S	S
Back end development - testing	P	P	S	S
Full website and chatbot integration developer testing	P	P	P	P
User testing of full website and chatbot integration	P	P	P	P
Launch application	P	P	P	P
Maintenance	P			

P = Primary   S = Secondary

13. Approval

The signatures below indicate their approval of the contents of this document.

Project Role	Name	Signature	Date
	Paolo	*Paolo*	10/10/21
	Rhose	*Rhose*	10/10/21
	Robertha	*Robertha*	10/10/21
	Yukina Ishiguro	*Yukina*	10/10/21