



TEAM 10's QUIZICALLY
PROJECT MANAGEMENT PLAN

Version 1.0
09/26/2025

VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	<i>Team 10</i>	9/18/25	<i>Khadija Warrach</i>	09/25/25	<i>Initial Commit</i>

UP Template Version: 11/30/06

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1 INTRODUCTION

1.1 PURPOSE OF PROJECT MANAGEMENT PLAN

The PMP provides detailed guidance for managing the Quizically project from initiation to closure. It translates the commitments in the Project Charter into actionable plans across scope, schedule, budget, quality, resources, communications, risks, and procurement. The intended audience includes the project sponsor, senior leadership, and the project team.

2 EXECUTIVE SUMMARY OF PROJECT CHARTER

Project Goal: Deliver Quizically, a mobile trivia platform supporting local bar community outreach.

Business Need: Support BarBar's expansion of community engagement and increase customer traffic.

Objectives:

- Mobile-based game participation (iOS/Android).
- Host-friendly tools (AI question generation, customizable sets).
- Marketing plan integrated with social media.

Duration: ~6 months (Sept 2025 – Mar 2026).

Budget: ~\$150,000 (software, marketing, salaries, AI integration, maintenance).

Funding:

- Project costs (~\$150,000) are fully funded by BarBar's operational budget.
- The bar's operational budget is effectively unlimited, ensuring resources are available.
- For planning and management, \$150,000 is the defined working budget for the project duration.

2.1 ASSUMPTIONS/CONSTRAINTS

Assumptions

- **Funding availability:** The bar's operational budget is available and sufficient to cover the estimated \$150,000 costs.
- **Technology support:** iOS and Android platforms will continue to support the app without major disruptions.
- **AI integration services:** The required AI APIs will be available, stable, and affordable for integration.
- **Community participation:** The target audience (bar patrons) will have access to smartphones and be willing to adopt the app.
- **Stable staffing:** Project team resources (developers, QA, marketing) remain available for the 6-month duration.

Constraints

- **Timeline:** Project must be completed in ~6 months, with prototypes delivered in staged phases.
- **Budget:** Limited to ~\$150,000 as estimated (though sponsor has “unlimited” operational funds, the plan assumes this amount).
- **Regulatory compliance:** Must adhere to App Store/Play Store policies and privacy regulations.
- **Venue dependency:** The project relies on BarBar as the primary venue and partner for hosting trivia nights.
- **Scope lock-in:** Major objectives (mobile accessibility, AI set generation, social media marketing) cannot be removed without Sponsor approval.

3 SCOPE MANAGEMENT

3.1 WORK BREAKDOWN STRUCTURE

Project Initiation – Charter, PMP, requirements.

Design – UI/UX, system architecture, integration planning.

Development

- Phase I prototype.

- Phase II prototype.
- Final production release.

Testing – Unit, system, UAT.

Ancillary Deliverables – Marketing plan, training materials, documentation.

Deployment & Maintenance – Rollout, updates.

3.2 DEPLOYMENT PLAN

Deployment will follow phased prototyping:

- Phase I prototype tested internally.
- Phase II prototype tested with pilot group (bar staff, early users).
- Final version deployed across platforms (App Store, Google Play).

3.3 CHANGE CONTROL MANAGEMENT

All scope or schedule changes will require approval from the **Project Sponsor** and **Project Leader**. A Change Request Log will track submissions, impact analysis, and approvals.

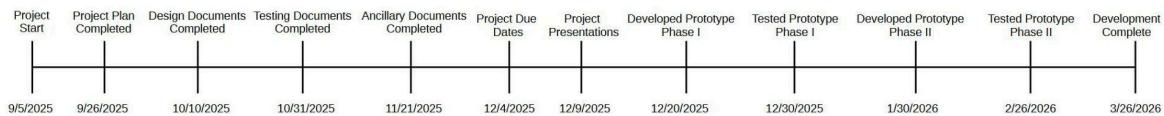
4 SCHEDULE/TIME MANAGEMENT

4.1 MILESTONES

The table below lists the milestones for this project, along with their estimated completion timeframe.

Milestones	Estimated Completion Timeframe
1. Design Documents	1. 10/10/25
2. Testing Documents	2. 10/31/25
3. Ancillary Documents	3. 11/21/25
4. Project Due	4. 12/04/25
5. Project Presentations	5. 12/09/25
6. Developed Prototype Phase I	6. 12/20/25
7. Tested Prototype Phase I	7. 12/30/25
8. Developed Prototype Phase II	8. 1/30/26
9. Tested Prototype Phase II	9. 2/26/26
10. Development Complete	10. 3/26/26

4.2 PROJECT SCHEDULE



4.2.1 Dependencies

- AI integration library availability.
- Apple/Google app store approval timelines.
- Marketing content readiness prior to launch.

5 COST/BUDGET MANAGEMENT

- **Software Development:** \$11,000
- **Marketing:** \$4,000+
- **Maintenance/Updates:** \$6,000+
- **Salaries (6 months):** \$90,000
- **AI Integration:** \$20,000
- **Total Estimate:** \$150,000

6 QUALITY MANAGEMENT

Quality will be measured against:

- **Usability:** Minimal onboarding friction for players and hosts.
- **Reliability:** Uptime > 99% during trivia events.
- **Defect Thresholds:** Critical bugs must be resolved before release.
- **Testing:** Unit, integration, and system-level testing documented before production.

7 HUMAN RESOURCE MANAGEMENT

- **Project Sponsor:** Provides funding and strategic direction.
- **Project Leader (Khadija Warrach):** Oversees project delivery.
- **Development Team:** Engineers, UI/UX designers.
- **QA Team:** Test engineers and pilot users.
- **Marketing Team:** Plans and executes social media campaigns.

8 COMMUNICATIONS MANAGEMENT

8.1 COMMUNICATION MATRIX

Stakeholder	Messages	Vehicles	Frequency	Communicators	Feedback Mechanisms
Sponsor	Status Updates	Email, reports	Biweekly	Project Leader	Review meetings
Project team	Daily tasks and issues	Standups (zoom)	Daily	Scrum Master/Lead	Meeting feedback
Users (Pilot)	Feedback requests	Surveys, forums	As needed	QA Lead	Survey Reports

9 RISK MANAGEMENT

Risk	Impact	Likelihood	Mitigation
AI Generator Fails	High	Medium	Use manual question set creation
Cross-platform bugs	High	Medium	Ensure thorough testing of both platforms
Internet Reliability	High	High	Have a backup cellular hotspot and a manual PDF prepared.

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10.1 RISK LOG

The Risk Log will be maintained in a shared spreadsheet accessible to the project team and sponsor. Each entry will include:

- **Risk ID**
- **Description**
- **Impact** (High/Medium/Low)
- **Likelihood** (High/Medium/Low)
- **Mitigation Strategy**
- **Owner**
- **Status** (Open, Monitoring, Closed)

11 ISSUE MANAGEMENT

Issues will be tracked in a shared Word/Excel file maintained by the Project Leader. The process

is:

- Team member identifies an issue and logs it in the Issue Log.
- Project Leader assigns responsibility.
- If the issue blocks progress, it is discussed in the next team meeting and escalated to the Sponsor if necessary.

11.1 ISSUE LOG

The Issue Log will contain:

- Issue ID
- Description
- Severity (Critical, Medium, Low)
- Owner
- Target Resolution Date
- Status (Open, In Progress, Resolved, Closed)

12 PROCUREMENT MANAGEMENT

- Development/test servers are provisioned internally.
- Mobile devices for testing (iOS and Android) to be procured by project funds.
- External AI services/licenses to be purchased before Phase I.

13 COMPLIANCE-RELATED PLANNING

- Compliance with **App Store & Play Store policies**.
- Compliance with **data protection/privacy regulations**

Appendix A: Project Management Plan Approval

The undersigned acknowledge they have reviewed the Quizically **Project Management Plan** and agree with the approach it presents. Changes to this **Project Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

Signature: _____ Date: 9/26/2025

Print Name: _____

Title: Student

Role: Project Leader

Signature: _____ Date: 9/26/2025

Print Name: _____

Title: _____

Role: Project Sponsor

Signature: _____ Date: _____

Print Name: _____

Title: _____

Role: _____

APPENDIX B: REFERENCES

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
Issue Log	A living document for logging, assigning, and tracking project issues through to resolution..	Project Discord Channel
Requirements Definition	Details the business, functional, and non-functional requirements for the Quizically application.	Project Discord Channel
Risk Log	A living document used to track and manage identified project risks, their impact, and mitigation strategies.	Project Discord Channel
Project Charter	Outlines the project's goals, objectives, stakeholders, and high-level scope and budget.	Project Discord Channel