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***QUIZICALLY***  
**PROJECT MANAGEMENT PLAN**

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LITE Version <1.0>  
10/23/2025

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# VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Khadija, Rana, Katira, Jake, Palmer	10/23/2025	Cecilia Newell		Used the wrong template, and fixed any issues

UP Template Version: 11/30/06

Project Management Plan TOC	
Full Template	Lite Template
Introduction	
Purpose of Project Management Plan	
Project and Product Overview	Project and Product Overview
Justification	
Business Need	
Public Health/Business Impact	
Strategic Alignment	
Scope	Scope
Objectives	Objectives
High-Level Requirements	High-Level Requirements
Boundaries	
Assumptions	Assumptions
Constraints	Constraints
Major Deliverables	Major Deliverables/Milestones
Work Breakdown Structure	Work Breakdown Structure
Compliance Related Planning	Compliance Related Planning
Schedule	Schedule
Schedule Management	Schedule Management
Milestones	
Project Schedule	Project Schedule
Budget/Cost	Budget/Cost
Cost Management	
Funding Source	Funding Source
Budget	Budget
Risks	
Risk Management	Risk Management
Risk Log	
	Issue Management
Project Organization	Project Organization
Staffing Management	
Roles and Responsibilities	Roles and Responsibilities
Team Organization	
Stakeholders (Internal and External)	Stakeholders (Internal and External)
Change Control	
Change Control Management	Change Management
Change Log	
Communication	
Communication Management	Communication Management
Communication Matrix	
Quality	Quality
Procurement Plan	
Deployment Plan	Deployment Plan
Training Plan	

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# 1 INTRODUCTION

## 1.1 PURPOSE OF LITE PROJECT MANAGEMENT PLAN

The Quizically LITE Project Management Plan (PMP) is the main planning document for all classes of projects and describes how major aspects of the project will be managed. It further refines and advances the approaches that were defined during the Initiating Phase. The PMP is a living document and should be updated continually throughout the project.

The intended audience of the Quizically LITE Project Management Plan is all project stakeholders, including the project sponsor, senior leadership and the project team.

## 2 PROJECT AND PRODUCT OVERVIEW

**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 (Overview):**

- 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:** Fully funded by BarBar's operational budget.

## 3 SCOPE

### 3.1 OBJECTIVES

- Develop and deploy Quizically, a trivia game for mobile users that enhances community engagement at bars.
- Integrate AI-generated questions and customizable sets for hosts.
- Implement marketing tools and analytics integrated with social media.
- Deliver prototypes in two phases with final rollout across App Store and Google Play.

### 3.2 HIGH-LEVEL REQUIREMENTS

- iOS and Android compatibility.
- Secure, scalable backend infrastructure.
- AI API integration for automated question generation.
- In-app event management for trivia hosts.
- User accounts and performance tracking.
- Integrated marketing and notification tools.

### 3.3 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.

### 3.4 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.

### 3.5 MAJOR DELIVERABLES/MILESTONES

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

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

### 3.6 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.

## 4 COMPLIANCE-RELATED PLANNING

Compliance with **App Store & Play Store policies**.

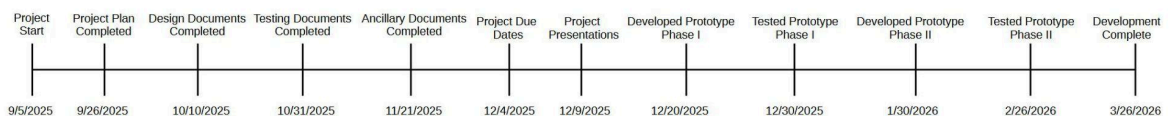
Compliance with **data protection/privacy regulations**

## 5 SCHEDULE

### 5.1 SCHEDULE MANAGEMENT

Schedule management will be overseen by the Project Leader (Khadija Warraich). Progress is monitored weekly against the baseline schedule. Major dependencies include AI library availability, app store approvals, and marketing readiness.

### 5.2 PROJECT SCHEDULE



## 6 BUDGET/COST

### 6.1 FUNDING SOURCE

**Funding Source:** BarBar

### 6.2 BUDGET

**Software Development:** \$11,000

**Marketing:** \$4,000+

**Maintenance/Updates:** \$6,000+

**Salaries (6 months):** \$90,000

**AI Integration:** \$20,000

**Total Estimate:** \$150,000

## 7 PROJECT ORGANIZATION

### 7.1 ROLES AND RESPONSIBILITIES

This section describes the key roles supporting the project.

Name & Organization	Project Role	Project Responsibilities
Khadija Warraich	Project Leader	Oversees project delivery and team coordination.
BarBar Representative	Project Sponsor	Provides funding and strategic direction.
Team 10	Developers/ Designers	Implement UI, features, and backend logic
Marketing Team	Outreach & Social Media	Execute marketing strategy and campaigns.
QA Team	Test Engineers	Conduct unit and system testing

### 7.2 STAKEHOLDERS (INTERNAL AND EXTERNAL)

**Internal:** Team 10 (project team), QA, Marketing team

**External:** BarBar (Sponsor & Partner Venue), Pilot users (bar staff and patrons)

## 8 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.

Risk Management Process:

- Risks may be identified by any team member at any time.
- The Project Leader logs new risks in the Risk Log within 24 hours.
- Risks are reviewed weekly during team meetings.
- High-impact risks are escalated immediately to the Sponsor.
- Mitigation strategies are updated as risk status changes.

## 1.1 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)

## 9 ISSUE MANAGEMENT

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

- Team members identify an issue and log 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.

The Issue Log will contain:

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

## 10 CHANGE MANAGEMENT

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

## 11 COMMUNICATIONS MANAGEMENT

Communication will occur via the following matrix:

- **Sponsor** – Biweekly email updates and review meetings
- **Project Team** – Daily standups (Zoom)
- **Pilot Users** – Feedback surveys as needed
- **QA Lead** – Manages survey results and reports



## **12 QUALITY**

Quality will be measured by usability, reliability, and defect thresholds. Testing includes unit, integration, and user acceptance testing (UAT). Critical issues must be resolved before release.

## **13 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).

**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:	<u>Khadija Warraich</u>	Date:	<u>10/26/2025</u>
Print Name:	<u>Khadija Warraich</u>		
Title:	<u>Student</u>		
Role:	<u>Project Leader</u>		

Signature:	<u>Cecilia Newell</u>	Date:	<u>10/26/2025</u>
Print Name:	<u>Cecilia Newell</u>		
Title:	<u>Professor</u>		
Role:	<u>Project Sponsor</u>		