

## Quality Plan

*Intelligent Requisition of Integrated Solutions (IRIS): An Email Marketing System (EMS)*

### 1. Introduction

This document defines the responsibilities and procedures to be followed to ensure that the data and information being produced as part of the Intelligent Requisition of Integrated Solutions (IRIS): An Email Marketing System (EMS) Project are reliable, suitable for purpose and consistent with the objectives and deliverables. It sums up the system of internal management that controls the decisions and instructions regarding project quality assurance.

### 2. Project Contractual Information

Project:	Intelligent Requisition of Integrated Solutions (IRIS): An Email Marketing System (EMS)
Project Number:	308 to 311 (not sure)
Programme Co-ordinator:	
Principal Investigators(s):	Noelle Shierene V. Cervantes Mary Hazel Kate T. Comia Shella Mae B. Gutierrez Norrie B. Peñaverde Jeline B. Eclipse

### **3. Scope of Work and Quality Objectives**

Scope of work:

The scope of Intelligent Requisition of Integrated Solutions (IRIS): An Email Marketing System (EMS) Project includes the following:

- The system will automatically send emails to target audience that are contingent on their preferences
- The system will determine preferences of prospective customers through their web-visiting patterns
- The system will track web visits so as to determine the most-visited pages as well as the least-visited ones
- The system will keep track of email activities such as opens, bounced messages, forwards, email responses, forwards, and click-throughs
- The system will determine which email addresses are active and which ones are not
- The system will enable marketeers, who are the target end users of the solution, to manage events that will serve as contents of emails sent to customers

- The system will generate reports from the data collected from its processes
- The system will determine whether a web-visitor is an established or prospective customer
- The system requires internet connection; otherwise, accessing the system does not take place
- Only those authorized are capable of modifying records

#### **4. Project Organisation**

Project Manager:

*Noelle Shierene V. Cervantes as a Project Manager is responsible for planning and monitoring the project, budgeting, and leading the team.*

Project Developers:

*Shella Mae B. Gutierrez as a Project Developer and has a duty to research, develop and improve the project as to what the client and customer needs.*

*Jeline B. Eclipse as a Project Developer and has a duty to research, develop and improve the project as to what the client and customer needs.*

Norrie B. Peñaverde as a Project Developer and has a duty to research, develop and improve the project as to what the client and customer needs.

Mary Hazel Kate T. Comia as a Project Developer and has a duty to research, develop and improve the project as to what the client and customer needs.

## 5. Project Duration and Scheduling

Start Date: June 12, 2017

Completion Date: Ongoing

Scheduling of Activities:

### Pictures of Gantt Charts

		Name	Duration	Start	
1		<b>Planning</b>	13 days?	7/12/17 8:00 AM	7/28/17 5:00 PM
2		Meeting with the Client	1 day?	7/12/17 8:00 AM	7/12/17 5:00 PM
3		Compose of Project Team	1 day?	7/13/17 8:00 AM	7/13/17 5:00 PM
4		Create the Initial Project Plan	3 days?	7/14/17 8:00 AM	7/18/17 5:00 PM
5		Create Project Scope	1 day?	7/19/17 8:00 AM	7/19/17 5:00 PM
6		Create Initial Schedule	1 day?	7/20/17 8:00 AM	7/20/17 5:00 PM
7		Review Project Plan	1 day?	7/27/17 8:00 AM	7/27/17 5:00 PM
8		Project Plan Document	1 day?	7/28/17 8:00 AM	7/28/17 5:00 PM
9		<b>Analysis</b>	28 days?	6/5/17 8:00 AM	7/12/17 5:00 PM
10		Requirements Gathering	1 day?	7/12/17 8:00 AM	7/12/17 5:00 PM
11		<b>Project Proposal</b>	13 days?	6/5/17 8:00 AM	6/21/17 5:00 PM
12		<b>Introduction</b>	3 days?	6/5/17 8:00 AM	6/7/17 5:00 PM
13		Project Context	2 days?	6/5/17 8:00 AM	6/6/17 5:00 PM
14		Objectives	2 days?	6/5/17 8:00 AM	6/6/17 5:00 PM
15		Scope and Limitations	3 days?	6/5/17 8:00 AM	6/7/17 5:00 PM
16		<b>Review of Related System</b>	4 days?	6/12/17 8:00 AM	6/15/17 5:00 PM
17		CRM	4 days?	6/12/17 8:00 AM	6/15/17 5:00 PM
18		CRM with eDM	2 days?	6/13/17 8:00 AM	6/14/17 5:00 PM
19		CRM with Automated eDM	2 days?	6/14/17 8:00 AM	6/15/17 5:00 PM
20		<b>Hardware and Software R</b>	3 days?	6/19/17 8:00 AM	6/21/17 5:00 PM
21		Servers	2 days?	6/19/17 8:00 AM	6/20/17 5:00 PM
22		Database	1 day?	6/20/17 8:00 AM	6/20/17 5:00 PM
23		Operating System	1 day?	6/20/17 8:00 AM	6/20/17 5:00 PM
24		Tools	1 day?	6/20/17 8:00 AM	6/20/17 5:00 PM
25		Programming Languages	1 day?	6/21/17 8:00 AM	6/21/17 5:00 PM
26		<b>Design</b>	69 days?	6/26/17 8:00 AM	9/28/17 5:00 PM
27		<b>Diagrams/Charts</b>	69 days?	6/26/17 8:00 AM	9/28/17 5:00 PM

Gantt Chart 1

# Quality Plan For: *Intelligent Requisition of Integrated Solutions (IRIS): An Email Marketing System (EMS)*

		Name	Duration	Start	
26	✓	Design	69 days?	6/26/17 8:00 AM	9/28/17 5:00 PM
27	✓	Diagrams/Charts	69 days?	6/26/17 8:00 AM	9/28/17 5:00 PM
28	✓	Use Case Diagram	2 days?	6/26/17 8:00 AM	6/27/17 5:00 PM
29	✓	Gantt Chart	1 day?	6/27/17 8:00 AM	6/27/17 5:00 PM
30	✓	Conceptual Framework	1 day?	6/28/17 8:00 AM	6/28/17 5:00 PM
31	✓	Context Diagram	1 day?	6/29/17 8:00 AM	6/29/17 5:00 PM
32	✓	Data Flow Diagram	1 day?	7/3/17 8:00 AM	7/3/17 5:00 PM
33	✓	Entity Relationship Diagram	1 day?	7/3/17 8:00 AM	7/3/17 5:00 PM
34	✓	Gap Analysis	1 day?	7/4/17 8:00 AM	7/4/17 5:00 PM
35	✓	Events Table	2 days?	7/12/17 8:00 AM	7/13/17 5:00 PM
36	✓	Activity Diagram	1 day?	7/12/17 8:00 AM	7/12/17 5:00 PM
37	✓	State Diagram	1 day?	9/28/17 8:00 AM	9/28/17 5:00 PM
38	✓	Deployment Diagram	1 day?	9/28/17 8:00 AM	9/28/17 5:00 PM
39	✓	Object Diagram	1 day?	9/28/17 8:00 AM	9/28/17 5:00 PM
40	✓	Timing Diagram	1 day?	9/28/17 8:00 AM	9/28/17 5:00 PM
41	✓	Communication Diagram	1 day?	9/28/17 8:00 AM	9/28/17 5:00 PM
42	✓	Component Diagram	1 day?	9/28/17 8:00 AM	9/28/17 5:00 PM
43	✓	Composite Structure Diagram	1 day?	9/28/17 8:00 AM	9/28/17 5:00 PM
44	✓	Interaction Overview Diagram	1 day?	9/28/17 8:00 AM	9/28/17 5:00 PM
45	✓	Package Diagram	1 day?	9/28/17 8:00 AM	9/28/17 5:00 PM
46		Fully-Dressed Use Case	0.75 days?	7/12/17 8:00 AM	7/12/17 3:00 PM
47		Development	17.8 days?	7/24/17 8:00 AM	8/16/17 3:24 PM
48		Coding	17.8 days?	7/24/17 8:00 AM	8/16/17 3:24 PM
49		Yii2 Backend	15 days?	7/24/17 8:00 AM	8/11/17 5:00 PM
50		Yii2 Frontend	2.8 days?	8/12/17 8:00 AM	8/16/17 3:24 PM
51		Integrate	1 day?	7/12/17 8:00 AM	7/12/17 5:00 PM

**Gantt Chart 2**

		Name	Duration	Start	
48		Coding	17.8 days?	7/24/17 8:00 AM	8/16/17 3:24 PM
49		Yii2 Backend	15 days?	7/24/17 8:00 AM	8/11/17 5:00 PM
50		Yii2 Frontend	2.8 days?	8/12/17 8:00 AM	8/16/17 3:24 PM
51		Integrate	1 day?	7/12/17 8:00 AM	7/12/17 5:00 PM
52		System Code Complete	1 day?	7/12/17 8:00 AM	7/12/17 5:00 PM
53		Project Development	12 days?	6/27/17 8:00 AM	7/12/17 5:00 PM
54	✓	Project Development 1	4 days?	6/27/17 8:00 AM	6/30/17 5:00 PM
55	✓	Project Development 2	3 days?	7/3/17 8:00 AM	7/5/17 5:00 PM
56	✓	Project Development 3	2 days?	7/6/17 8:00 AM	7/7/17 5:00 PM
57		Project Deveopment 4	3 days?	7/10/17 8:00 AM	7/12/17 5:00 PM

**Gantt Chart 3**

## **6. Deliverables**

Deliverables specified for the project include:

- (i) An acceptable Quality Plan
- (ii) An acceptable Data Management Plan (*Appendix YY*)
- (iii) Change Management Plan
- (iv) Scope and Limitation
- (v) Project Status Reports
- (vi) Risk Management
- (vii) Vision and Scope Document
- (viii) Software Requirement Specifications

## **7. Review of Quality Plan**

The Quality Plan will be reviewed with the quality standards and procedures used to determine if project processes are being followed. This is essential in order to ensure that the project will satisfy the client's expectations. Every stage of quality plan is followed to make sure that quality assurance activity will be performed. After every stage, the stakeholders will evaluate and manage the review of this document in order for the project's quality standards to be met. The quality plan must not only be specific and detailed in terms of listing all the quality requirements and standards, but also include all the steps taken to ensure that those requirements and standards are being delivered effectively. The development of the quality plan is a process that depends on the information being communicated just as what has been done during the planning stage. The objective of this plan is to create awareness of potential issues in quality assurance.

## **8. Document and Record Control**

All documents, records and data that are related and essential to the project will be controlled and stored in Asia Pacific College Research Room and with clear and informative labels. Also, all digital files such as the copy of the system will be stored in a dvd. All of the system manuals will be given to the users and the stakeholders of the project. The customer's data will be handled by the database manager of SMHCC. The reports generated in the website and emails will be placed in a database that can be retrieved by the Marketing department.

*The Quality Plan and Data Management Plan will be issued to all members of the consortium.*

*Project Progress Reports will be issued to the following:*

- Neil Rumbaoa
- Manuel Sebastian Sanchez

## **9. Documented Procedures**

The main methodology used in the project is the agile methodology. It is a method where several iterations and increments are made until the project is completed. All of the procedures done in the project are well scheduled in the Gantt chart.

The data that is not being used will not be deleted instead, it will be archived.

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Date: November 24, 2017

Checked by:

Date:

Approved by:

Date: