INSTITUTE OF TECHNOLOGY OF CAMBODIA

Graduate School of ITC

Department of Applied Mathematics and Statistics

Assignment

Online Freelancing WebApp

Instructed by:

Lecturer: M. Chan Sophal

Course: IT Project Management

Prepared by:

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ID: M080102

Major: Master of Data Science (M-DAS)

Academic Year

2022 ~ 2023

I.   <u>Introduction</u>

In this part, we will divide the project initiation into 2 part. First part is the project charter, which contains the overview of the project including key people and responsibility in the project. Another part is to identify project stakeholder who can influence the project success.

1.   <u>Project Charter</u>

The project charter is shown in the table below:

Project Charter

Project Information

Project Name	Online Freelancing App	ID Number	P1-001
Project Description	Create an online freelancing app on web-app, mobile (Andriod and IOS)		
Project Sponsor	Mr. Chan Sophal		
Program Manager	Mr. Leng Seng Hak		
Project Manager	Mr. Leng Seng Hak		
Organization(s)	Institute of Technology of Cambodia (ITC)		

Target Start Date	15-Dec-22	Target End Date:	15-Dec-23

Business Need / Project Goal

• To create a webapp as a freelancing platform which can run on laptop, android and IOS.
• To make profit from the webapp by charge on the host account or from the tasks.

Project Scope

In Scope	Out of Scope
• Develop an application for freelancing on laptop, mobile • Design UX/UI	• Database management • Hosting • Maintenance

Constraints	Features in the application, Application quality
Key Risks	Limited human resources, Budget is not extensible
Assumptions	Can reached out to test with the client during developing
Project Budget	90 000.00 USD

Project Team		Key Project Milestones	
Name	Role		
Mr. Leng Seng Hak	Project Manager	1	Kick off meeting
Mr. Chean Sokda	Technical Manager	2	Project Start date
Mr. Try Chenda	Business Analyser	3	Deliver demo
Mr. Kong Monyrith	Developper	4	Important meeting
Mr. Khan Chandy	Developper	5	Client approval
Mr. Sok Thanith	Tester	6	Implementing and deploy
Mr. Eng Chamreoun	Implementer	7	Project hand over
		8	Project end date

Contract:

- Calling for progress meeting every Monday and Friday at ITC's F104 from 8:00AM
- Meeting with Project Sponsor every 2 weeks on Friday 3:00PM
- The major communication channel is Telegram Group

- Good teamwork
- Update project progress every week and send the progress to the sponsor and client follow up via email

2. **Identify Project Stakeholder**

In this part, we are going to identify individual and organization which can directly or indirectly effect the overall success of the project. In this part, we also let the project stakeholder register sign and prepare the stakeholder management strategy and the contact of each project stakeholder is also shown in the table below.

Table 1 Stakeholder Register

Name	Role (Position)	Internal or External	Contact
Mr. Thy Sokdy	CEO	Internal	078-235-879 thysokdy@yahoo.com
Mr. Ou Sovanny	Vice President	Internal	077-127-965 sovannyou@gmail.com
Mr. Chan Sophal	Program Sponsor	Internal	099-2293840 Sophalcamchan38@gmail.com
Mr. Leng Seng Hak	Project Manager	Internal	012-874-985 lengsenghak@gmail.com
Mr. Chean Sokda	Technical Manager	Internal	010-987-963 sokdachean09@gmail.com
Mr. Try Chenda	Business analyzer	Internal	096-875-9651 Chendachenda65@gmail.com
Mr. Kong Monyrith	Developer	Internal	097-985-7951 monyrith12@gmail.com
Mr. Khan Chandy	Developer	Internal	078-965-762 khanchandy@gmail.com
Mr. Sok Thanith	Tester	Internal	012-138-456 thanithsok94@gmail.com
Mr. Eng Chamreoun	Implementer	Internal	077-851-723 chamreouneng11@gmail.com
Mr. Prak Mengly	PR Director	External	012-777-144 prak_mengly@outlook.com
Mr. Chai Meng	Assistant PR Director	External	016-777-311 chai_meng@outlook.com

Table 2 Stakeholder Management Strategy

Name	Level of Interest	Level of Influence	Potential Management Strategy
Mr. Thy Sokdy	High	High	Mr. Sokdy wants the report of overview report monthly including the budget report from last month and plan next month. The key management risk also need to transparent to him
Mr. Ou Sovanny	High	High	Mr. Sovanny prefer to join weekly meeting on Monday only and prefer the weekly report to track the team performance
Mr. Prak Mengly	Low	High	In charge of approving the payment in the project, less technical and prefer more about the mile stone of the project.
Mr. Chai Meng	High	High	Mr. Meng is in charge of the project, he can consult the feature and can confirm and approve the prototype of the products.

Table 3 Stake holder sign off

Name	Role (Position)	Internal or External	Contact	Signature
Mr. Thy Sokdy	CEO	Internal	078-235-879 thysokdy@yahoo.com	
Mr. Ou Sovanny	Vice President	Internal	077-127-965 sovannyou@gmail.com	
Mr. Chan Sophal	Program Sponsor	Internal	099-2293840 Sophalcamchan38@gmail.com	
Mr. Leng Seng Hak	Project Manager	Internal	012-874-985 lengsenghak@gmail.com	
Mr. Chean Sokda	Technical Manager	Internal	010-987-963 sokdachean09@gmail.com	
Mr. Try Chenda	Business analyzer	Internal	096-875-9651 Chendachenda65@gmail.com	
Mr. Kong Monyrith	Developer	Internal	097-985-7951 monyrith12@gmail.com	
Mr. Khan Chandy	Developer	Internal	078-965-762 khanchandy@gmail.com	
Mr. Sok Thanith	Tester	Internal	012-138-456 thanithsok94@gmail.com	
Mr. Eng Chamreoun	Implementer	Internal	077-851-723 chamreouneng11@gmail.com	
Mr. Prak Mengly	PR Director	External	012-777-144 prak_mengly@outlook.com	

Mr. Chai Meng	Assistant PR Director	External	016-777-311 chai_meng@outlook.com	

II.   Project Planning

In order to achieve the objectives of the project, we need to clearly define the project scope in a way that can be easily execute and manage.

1. Project Scope Management Plan

The documentation process of the project is crucial for determine the project scope by define project objectives and plan the work in a manageable manner. Hence, the activities can easily coordinate and track so that the project completion is secured. The output of this section is the project plan.

Online Freelancing App

Introduction

The online freelancing app is the project to create an online platform that can run on the android, IOS and even the webApp. The application allows the company outsource their task without recruiting full time employee and allows the individual find income in their part time.

Objectives

- To create a webapp as a freelancing platform which can run on laptop, android and IOS.
- To make profit from the webapp by charge on the host account or from the tasks.

Scopes

- Design the UI/UX of the application on both 3 platforms (Android, IOS and Webapp)
- The application include the features that define by the clients
- Integration of the database and the application (Database is the client responsibility)
- Hosting during the development period for trial and not permanently host

Key Stakeholders

Client	Mr. Prak Mengly, Mr. Chai Meng
Sponsor	Mr. Chan Sophal
Project manager	Mr. Leng Seng Hak

Resource and Tools

- PC and Laptop

- Printers

- Flutter / Swift and Kotlin

Milestones List

In order to complete the project, we have to track the result, show some prototype and have some important meeting with stakeholders. We have to predefine the schedule for those events in advance. The important milestone is shown as the table below.

Milestone	Description	Date
Kick off meeting	Start the overall description and expected scope of work of the project between all parties	7-Dec-2022
Requirement Gathering	Client state which features are needed and which feature is prior and we sign off the features statement.	20-Dec-2022
UI Prototype first phase	Issue the first prototype of the UI design and let the client improve and confirm the design	2-Feb-2023
Complete UI Design	Change the UI according to the client recommendation and deploy the design again to the client for confirmation	3-Mar-2023
Feature prototype	Demo the features client needed from the requirement gathering phase and show it to the client for recommendation and make some necessary change	5-May-2023
Complete coding (Android)	Deploy the application on the android based platform	1-Jun-2023
Complete coding (IOS)	Modified the code and change it adapt to the IOS platform	15-Jul-2023
Complete coding (Webapp)	Configure the code in flutter and make it run on the webapp	20-Aug-2023

Progress meeting	Have a meeting with project stakeholders to show what has been confirmed and approved	11-Sep-2023
Debugged and Testing	Debugged and test the application and deployment	25-Oct-2023
Client Approval	Signed off the approval of the project deliver	27-Nov-2023
Handover project (Closing)	Handover the whole project, products and deliver the important document and evaluate the performance of the team during project	10-Dec-2023

Approval

_____   _____

Mr. Chan Sophal   Mr. Leng Seng Hak
Project Sponsor   Project Manager

2. Project Scope Statement

Project Name	Online Freelancing App	Date	**7-Dec-22**
Project Number	P1-001	Project Manager	Leng Seng Hak

Business Need / Project Objectives
Make a freelancing online application for organization and individual able to get work via online
Reduce the number of permanent staff and make people be able to work via online
Receive commission when hosting work is accepted

Project Description and How it Meets the Business Need
To create a webapp as a freelancing platform which can run on laptop, android and ios
To make profit from the webapp by charge on the host account or from the tasks

Project Benefits
1. Make profit by doing project to customer
2. Be able to earn profit by maintenance after deliver the project
3. Maintain organization reputation by deliver outstanding project

Project Requirements
1. Create an IOS, Android and Web-App
2. The application must include the feature guide by the customer
3. The source code file is clean and maintainable

Project Deliverables
1. Source code of the application
2. Project guideline
3. 1 Week training over the project deliverable

Project Does Not Include
1. Application hosting
2. Database management
3. Application Maintenance

Success / Acceptance Criteria
1. The UI is the same as the customer approval
2. The Features are completed as the customer requirements
3. The testing is pass certified by third party company

Estimated Cost of Project		
Expense Type	Description	Estimated Cost
Labor		
Internal	**The salary of the project team**	**62, 000 USD**
External	**UX Testing**	**5, 000 USD**
Software	**Testing and coding software**	**3, 000 USD**
Hardware	**Printer, Computer**	**10, 000 USD**
Other	**Others expense**	**2, 000 USD**
Total Estimated Cost of Project		**82, 000 USD**

Project Constraints
1. Customer features requirement
2. Time bounded
3. Project cost

Project Assumptions
1. The customer can be reached during the development
2. The project team doesn't change during the project period
3. There is no scope extension during the project

Decision

☐ Approved ☐ Rejected

☐ Approved with modifications ☐ Deferred

Required Modifications

Additional Comments

_____

Mr Chan Sophal / Project Sponsor

_____

Title

_____

Signature

_____

Mr. Leng Seng Hak / Project Manager

WORK BREAKDOWN STRUCTURE (WBS)

Project Name	Online Freelancing Webapp	Date	20-Dec-22
Project Number	P1-001	Document Number	D1-01a
Project Manager	Leng Seng Hak	Project Owner/Client	Institute of Technology of Cambodia

WBS Code /ID				Component Name	Brief Description
1.				Online Freelancing App	The main objectives of the project
	1.1			UI Design	Design the UI on the 3 platform according to the OS styles
		1.1.1.		Overall Design	Refer to the color, location of the button and so on
			1.1.1.1	Main Page UI Design	What should appear on the main page and design the button
			1.1.1.2.	Color modification	Modify the color of the application so that user can use easily
			1.1.1.3.	Each page UI design	Design UI of each pages
			1.1.1.4.	Customer approval and revision	Check with customer over the design of the UI and let customer recommend the change needed
			1.1.1.5.	UI design revision	Revise the design according to the customer needed
	1.2.			Features Coding	Design the feature
		1.2.1.		Coding the feature	Code the feature according to the requirement
		1.2.2.		Improving the feature	Improving feature performance and style
		1.2.3.		Customer recommendation	Show the prototype to the customer and ask for recommendation
		1.2.4.		Feature revision	Revise the feature according to the customer needs
	1.3.			Test and Debugged	Test and debugged the application
		1.3.1.		Overall performance test	Testing on the overall performance
			1.3.1.1.	Testing on Andriod	Check on the performance on Andriod
			1.3.1.2.	Testing on IOS	Check on the performance on IOS
			1.3.1.3.	Testing on Webapp	Check on the performance on Webappp
	1.4			Implementation	Implement and deploy the application
		1.4.1		Implement on Andriod	Implement the application on android play store
			1.4.1.1	Check performance and usability	Check the performance on whether it is smooth and usable
		1.4.2		Implement on IOS	Implement the application on App store
			1.4.2.1	Check performance and usability	Check the performance on the actual application and usability of each function
		1.4.3		Implement on Webapp	Implement the application on Webapp
			1.4.3.1	Check performance and usability	Check the performance on the actual application and usability of each function

WBS DICTIONARY

Project Name	Online Freelancing WebApp	Date	20-Dec-22
Project Number	P1-001	Document Number	D1-02a
Project Manager	Leng Seng Hak	Project Owner/Client	Institute of Technology of Cambodia

WBS Code	Predecessor	Resource Requirement	Assumptions and Constraints	Cost Estimates
1.3.1.1	1.3.1	PC, Printer, Andriod Phone	Tester have knowledge in testing the application	4, 000 USD
Accounting Code	Successor	Resource Assignment	Holidays	Quality Requirements
P1-001-1311a	1.3.1.2	1 Tester	No holiday during testing period	Smoothly run
Component Name	Dependencies	Date Assigned	Estimated Level of Effort	Acceptance Criteria
Freelancing	Speed of the internet and phone	1-Sep-23	High	Smoothly and no bugs found
Description of Work	References (e.g. technical or contract)	Due Date	Deliverables	Deliver To
Test the performance of app including feature, speed, etc.	D1-012a	15-Sep-23	Complete all requirement according to checklist	Technical Manager

Name / Role	Responsibility
Mr. Chan Sophal / Project Sponsor	Verifies the project deliverables
Mr. Leng Seng Hak / Project Manager	Presents the project deliverables
Mr. Chean Sokda / Technical Manager	Reviews the project deliverables
Mr. Chai Meng / Client	Accepts or rejects the project deliverables

ACCEPTED DELIVERABLES

In order to determine whether the work is deliverable, we have to compare the work output with the customer requirement. The accepted deliverable will have a checklist on whether the product is in accord with the requirement. The checklist need to sign by the technical manager and the project manager to approve. The project deliverable can be shown to the client as prototype

REJECTED DELIVERABLES

In case the customer decline the deliverable, we have to check whether the rejection is from the difference of the product from the specification or the customer dissatisfaction itself. In case, the deliverable is different from the requirement the project manager will be responsible on change. In case, the customer needs anything else that is different from the project scope. The customer have to discuss or submit a proposal to the project sponsor and project manager. The project manager have the right to request additional time and budget for the additional scope or reject the extend scope.

SCOPE CONTROL

Controlling project scope is the process of monitoring the status of the project scope and managing changes to thescope baseline.

MONITORING

Project manager will be in charge to tracking the activities of the whole project performance in order to secure the project is deliverable under the time constraint. The technical manager has the right to monitor the work of the team as well in the technical aspect.

Name	Scope Monitoring Activities
Mr. Chean Sokda	Monitoring from the project manager
Mr. Leng Seng Hak	Monitoring whole project progress
Mr. Chean Sokda	The technical project deliverables (does it according to the requirement)

WORK PERFORMANCE DATA

Project manager will manage the work performance data. The important performance include:

- Project backlog
- Project accomplished work
- Change request log