



# **OC Pizza Project management documentation**

# Introduction

Welcome to the presentation of the OC Pizza project management documentation. This document outlines critical aspects necessary for the successful implementation of the OC Pizza management system.

## Project overview

OC Pizza requires a robust system to streamline its operations, including real-time order tracking, stock management, and recipe assistance for employees, as well as an online platform for customers to place, modify, and pay for orders. The solution must be deployed across multiple pizzerias, ensuring consistency and efficiency.

## Project key objectives

### For Employees

- Real-time tracking of orders in progress and preparation stages
- Real-time monitoring of ingredient stock levels
- An accessible recipe guide for pizzaiolos

### For Customers

- A user-friendly website for placing and managing orders
- Online payment options
- Notifications for order status updates

# Introduction

## Management approach

This document specifically addresses the project management framework, ensuring that a structured approach is provided to guide the project from start to finish.

This presentation will walk you through the following elements:

## Methodology

A recommended project management methodology tailored to OC Pizza's requirements, supported by a comparative analysis of various methodologies. This ensures the selection of the most suitable approach for managing the project effectively.

## Macroplanning

A detailed macroplanning of the project using a Gantt chart to outline key milestones and delivery estimates. This provides a clear roadmap for the project's progression, ensuring timely and organized execution.

## RACI Matrix

A clear definition of the roles and responsibilities of the project team members, ensuring effective communication and accountability throughout the project lifecycle.

**This document not only provides a blueprint for managing the project efficiently but also ensures all management aspects are covered to support the successful realization of the technical solution.**

# Methodology

Choosing the right project management methodology is crucial for the success of the OC Pizza management system project. This section presents a recommended methodology tailored to the specific requirements of OC Pizza, supported by a comparative analysis of various methodologies to ensure the selection of the most suitable approach.

## Comparative Analysis of Project Management Methodologies

To determine the best methodology, several common approaches were analyzed, including Agile, Waterfall, Scrum, and Kanban. Each methodology has distinct principles, advantages, and disadvantages.

Methodology	Principles	Advantages	Disadvantages	Suitable for
Agile	Iterative and incremental development, flexible response to change.	High flexibility, continuous improvement, customer feedback is incorporated throughout the project.	Can be challenging to predict timelines and costs, requires strong team collaboration and communication.	Projects with evolving requirements, need for rapid delivery.
Waterfall	Sequential design process, each phase must be completed before the next begins.	Easy to manage due to its rigidity, well-documented phases.	Difficult to accommodate changes once the project has begun, late testing phase may delay problem detection.	Projects with well-defined requirements and deliverables.
Scrum	Focus on small, cross-functional teams working in sprints, frequent reassessment of progress.	High adaptability, continuous delivery of increments, frequent feedback loops.	Requires experienced team members, can be disruptive if team roles are not well defined.	Complex projects with a high degree of uncertainty, need for frequent delivery.
Kanban	Visual workflow management, continuous delivery.	Improved workflow transparency, flexibility, easy to implement.	Less prescriptive, which can lead to scope creep, might not be suitable for complex projects without clear structure.	Projects requiring constant flow and visualization of tasks, maintenance projects.

# Methodology

## Recommended Methodology: Agile

Based on the analysis, the Agile methodology is recommended for the OC Pizza project due to its flexibility and adaptability to changing requirements. The Agile approach will facilitate frequent updates and feedback, essential for refining the system to meet OC Pizza's needs efficiently. This methodology supports iterative development, allowing for incremental improvements and timely delivery of functional components.

## Implementation of Agile Methodology

- **Sprints:** Define short, time-boxed iterations (sprints) where specific features or components are developed and reviewed
- **Daily Stand-ups:** Regular meetings to discuss progress, obstacles, and plans for the day
- **Sprint Reviews:** End-of-sprint meetings to review the work completed and gather feedback
- **Backlog Management:** Maintain a prioritized list of tasks and features, ensuring the most critical items are addressed first
- **Continuous Integration and Testing:** Regular integration of new code and continuous testing to ensure functionality and quality

**By adopting the Agile methodology, the project team can remain responsive to OC Pizza's evolving needs, delivering a robust and efficient management system that enhances operational capabilities across multiple pizzerias.**

# Macroplanning

Effective macroplanning is essential for ensuring the OC Pizza management system project stays on track and meets all key milestones. This section presents a detailed macroplanning using a Gantt chart to outline the project's key milestones, timelines, and deliverables.

## Overview of Macroplanning

Macroplanning provides a high-level view of the project schedule, identifying major phases and their respective timelines. It serves as a roadmap, guiding the project from initiation to completion while ensuring all tasks are aligned with the project's objectives.

## Gantt Chart

The Gantt chart below illustrates the project timeline, highlighting key milestones, task durations, and dependencies between tasks. This visual representation ensures clarity and helps manage the project efficiently.

# Macroplanning

## Key Milestones

Phase	Start Date	End Date	Duration	Key Activities
Project Initiation	01/08/2024	01/08/2024	1 day	Kick-off meeting
Requirements Analysis	02/08/2024	15/08/2024	2 weeks	Gather and document requirements
System Design	16/08/2024	05/09/2024	3 weeks	Design system architecture and database
Development Phase 1	06/09/2024	26/09/2024	3 weeks	Develop core features (order tracking, stock management)
Sprint Review 1	27/09/2024	27/09/2024	1 day	Review and feedback on Phase 1
Development Phase 2	30/09/2024	21/10/2024	3 weeks	Develop additional features (recipe assistance, online platform)
Sprint Review 2	22/10/2024	22/10/2024	1 day	Review and feedback on Phase 2
Testing and QA	23/10/2024	05/11/2024	2 weeks	Comprehensive testing and quality assurance
User Acceptance Testing	06/11/2024	12/11/2024	1 week	UAT with OC Pizza team
Final Adjustments	13/11/2024	19/11/2024	1 week	Implement feedback and make final adjustments
Deployment	20/11/2024	26/11/2024	1 week	Deploy system across all pizzerias
Project Closure	27/11/2024	27/11/2024	1 day	Project wrap-up and documentation

- **Project Kick-off:** Official start of the project with a kick-off meeting to align all stakeholders
- **Requirements Analysis Completion:** Documented and validated requirements from all stakeholders
- **System Design Completion:** Finalized system architecture and database design
- **Phase 1 Development Completion:** Core features developed and ready for review
- **Phase 2 Development Completion:** Additional features developed and ready for review
- **Testing and QA Completion:** All features tested and quality assured
- **User Acceptance Testing Completion:** Final approval from the OC Pizza team
- **System Deployment:** Full deployment of the system across all pizzerias
- **Project Closure:** Formal closure of the project with all documentation completed

# Macroplanning

## Detailed Task Descriptions

### Project Initiation

- Conduct a kick-off meeting with all stakeholders
- Define project scope, objectives, and deliverables

### Requirements Analysis

- Gather detailed requirements from OC Pizza stakeholders
- Document and validate requirements to ensure alignment with project objectives

### System Design

- Design the system architecture
- Create detailed database models and design documents

### Development Phase 1

- Develop core features such as real-time order tracking and stock management
- Ensure functionality meets the specified requirements



# Macroplanning

## Detailed Task Descriptions

### Sprint Review 1

- Conduct a review meeting to assess progress and gather feedback
- Implement necessary adjustments based on feedback

### Development Phase 2

- Develop additional features including recipe assistance and the online platform
- Ensure all features are integrated

### Sprint Review 2

- Conduct a second review meeting to assess progress and gather feedback
- Implement necessary adjustments based on feedback

### Testing and QA

- Perform comprehensive testing to ensure all features work correctly
- Address any issues identified during testing

# Macroplanning

## Detailed Task Descriptions

### User Acceptance Testing

- Conduct UAT with OC Pizza team to ensure the system meets their needs
- Gather and implement final feedback

### Final Adjustments

- Make final adjustments based on UAT feedback
- Prepare the system for deployment

### Deployment

- Deploy the system across all OC Pizza locations
- Ensure a smooth transition with minimal disruption to operations

### Project Closure

- Conduct a final project wrap-up meeting
- Complete all project documentation and handover to OC Pizza

**This macroplanning ensures all project phases are well-organized, with clear milestones and deliverables, facilitating effective project management and successful implementation of the OC Pizza management system.**

# RACI matrix

The RACI matrix is a crucial tool for defining roles and responsibilities within the OC Pizza management system project. This matrix ensures clear communication, accountability, and streamlined workflow throughout the project lifecycle by identifying who is Responsible, Accountable, Consulted, and Informed for each task.

## Explanation of RACI Roles

- **Responsible (R)**

The individual(s) who perform the task or activity

- **Accountable (A)**

The individual who is ultimately answerable for the task or decision

- **Consulted (C)**

The individual(s) who must be consulted before a decision or action is taken

- **Informed (I)**

The individual(s) who must be informed after a decision or action is taken

# RACI matrix

**RACI Matrix for OC Pizza Project**

Project Phase/Task	CTO	Lead Developer	Developers	Designer	QA	Client
Project Initiation	A	R	I	I	I	C
Requirements Analysis	C	A	I	C	I	R
System Design	C	A	I	R	I	C
Development Phase 1	I	A	R	I	I	I
Sprint Review 1	I	A	R	I	C	I
Development Phase 2	I	A	R	I	I	I
Sprint Review 2	I	A	R	I	C	I
Testing and QA	I	C	I	I	R	I
User Acceptance Testing	I	A	R	I	C	R
Final Adjustments	I	A	R	I	I	C
Deployment	I	A	R	I	I	C
Project Closure	A	R	I	I	I	C

# RACI matrix

## Detailed Role Descriptions

### CTO (Chief Technology Officer)

- Accountable for the overall project initiation and closure
- Consulted during the requirements analysis and system design phases to ensure alignment with strategic goals

### Lead Developer

- Accountable for the detailed project execution, from requirements analysis to deployment
- Responsible for ensuring tasks are completed on time and meet quality standards
- Consulted during the testing and QA phase to verify technical correctness

### Developers

- Responsible for developing the system according to the specifications
- Consulted during sprint reviews to provide insights and progress updates

# RACI matrix

## Detailed Role Descriptions

### Designer

- Responsible for the system design and ensuring it meets the user experience standards
- Consulted during requirements analysis to align design with functional needs

### QA (Quality Assurance)

- Responsible for testing and quality assurance to ensure the system is bug-free and meets the required standards
- Consulted during sprint reviews and user acceptance testing to identify and resolve issues

### Client

- Responsible for providing requirements and feedback during the user acceptance testing
- Consulted during the project initiation, requirements analysis, and final adjustments to ensure the system meets their needs
- Informed of the project's progress and key decisions

**This RACI matrix ensures that all team members understand their roles and responsibilities, fostering effective collaboration and communication throughout the OC Pizza project. By clearly defining who is responsible, accountable, consulted, and informed at each stage, the project can proceed smoothly and efficiently, leading to successful implementation.**