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 Waterfall, Scrum, and Kanban. Each methodology has distinct principles, advantages, and disadvantages.

Methodology	Principles	Advantages	Disadvantages	Suitable for
Waterfall	Sequential design process, each phase must be completed before the next begins	Easy to manage due to its rigidity, well-documentaed phases	Difficult to accomodate changes once the project has begun, last 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: Scrum

Based on the analysis, the Scrum methodology is recommended for the OC Pizza project due to its high adaptability and suitability for complex projects with evolving requirements. Scrum facilitates continuous delivery and frequent reassessment, essential for refining the system to meet OC Pizza's needs efficiently.

Implementation of Scrum Methodology

- **Sprints:** Define short, time-boxed iterations (sprints) where specific features or components are developed and reviewed. Each sprint typically lasts 2-4 weeks.
- **Daily Stand-ups:** Conduct regular, short meetings to discuss progress, obstacles, and plans for the day. This ensures team alignment and swift problem-solving.
- **Sprint Reviews:** At the end of each sprint, hold meetings to review the work completed, demonstrate new features, and gather feedback from stakeholders.
- **Backlog Management:** Maintain a prioritized list of tasks and features (product backlog), ensuring the most critical items are addressed first. This allows for flexibility in adjusting priorities as the project progresses.
- **Sprint Planning:** Before each sprint, plan the tasks to be completed during the sprint, based on priority and team capacity.
- **Retrospectives:** After each sprint, hold a retrospective meeting to reflect on the sprint, discuss what went well, what didn’t, and how processes can be improved.
- **Continuous Integration and Testing:** Regularly integrate new code and conduct continuous testing to ensure functionality and quality are maintained throughout the development process. 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.

By adopting the Scrum 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. The iterative nature of Scrum allows for continuous improvement and timely delivery of functional components, ensuring that the system meets the high standards required by OC Pizza.

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.

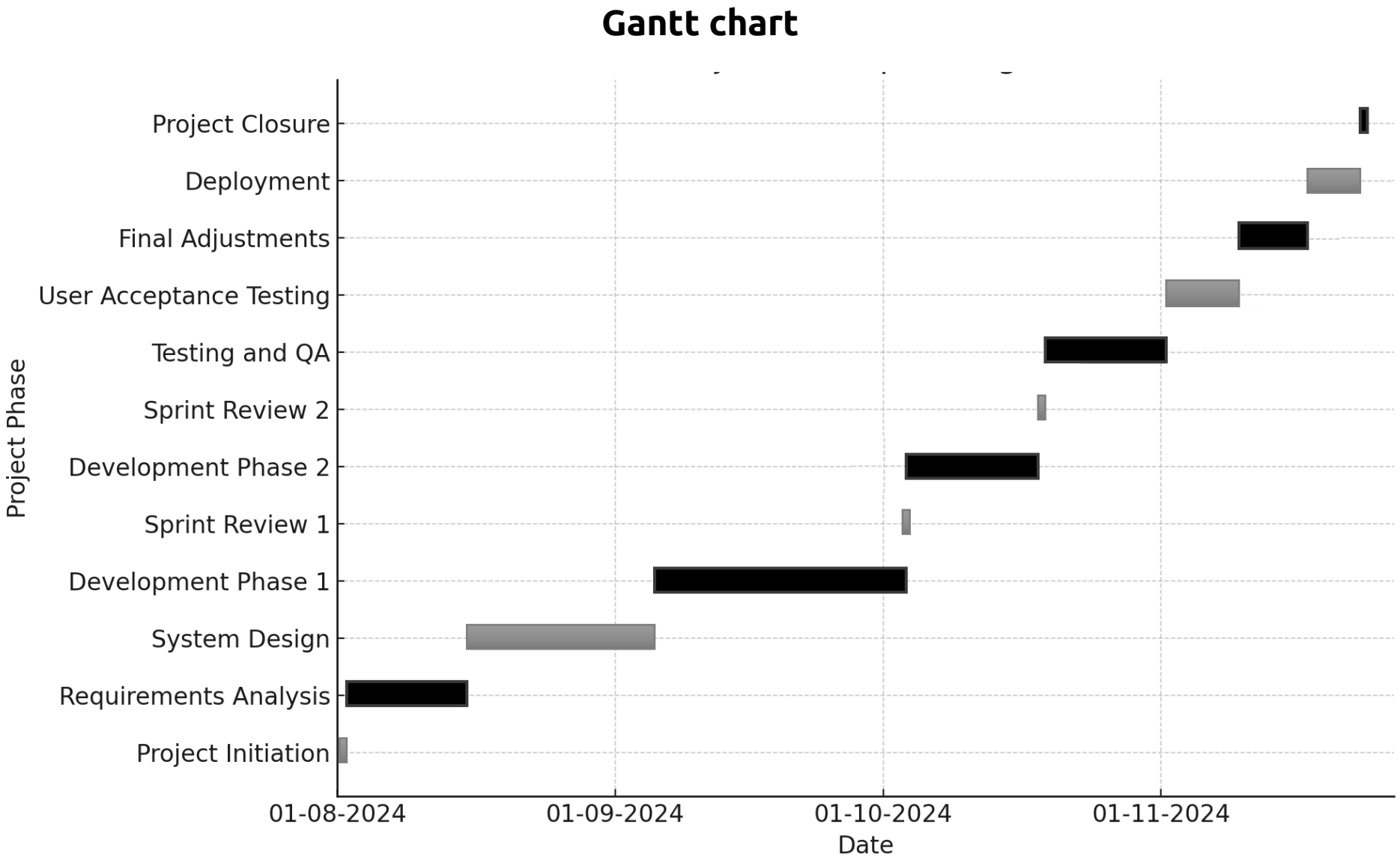
Macroplanning

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	03/10/2024	4 weeks	Develop core features (order tracking, stock management)
Sprint review 1	04/10/2024	04/10/2024	1 day	Review and feedback on phase 1
Development phase 2	05/10/2024	18/10/2024	2 weeks	Develop additional features (recipe assistance, online plateform)
Sprint review 2	19/10/2024	19/10/2024	1 day	Review and feedback on phase 2
Testing and QA	20/10/2024	02/11/2024	2 weeks	Comprehensive testing and quality assurance
User acceptance testing	03/11/2024	9/11/2024	1 week	UAT with OC pizza team
Final adjustments	10/11/2024	16/11/2024	1 week	Implement feedback and final adjustments
Deployment	17/11/2024	23/11/2024	1 week	Deploy system accross all pizzerias
Project closure	24/11/2024	24/11/2024	1 day	Project wrap-up and documentation

Key Milestones

- **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



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 (database, back-end and UI)
- 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 (database, back-end and UI)
- 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.