**Project Plan**

**Martial Arts Gym Information Tracking System(MAGITS)**

|  |  |
| --- | --- |
| Industry Partner | n/a |
| Primary Instructor | Prof. Anjana Shah |
| Team Member | Aldrin John Jacildo |
| Team Member | Sir Angel Naguit |
| Team Member | Francis Victa |
| Team Member | Maria Lilian Yang |
| Team Member | n/a |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
|  |  |

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## 1. Executive Summary

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | To create a web application that automates business processes and solves common problems that small Martial Arts Gyms face in their everyday operations. The project will enable the gym to keep digital records of students’ profiles, monitor the remaining sessions on their account, track their attendance and use modern scanning technologies such as a QR code to submit attendance. |
| Corporate Goals Addressed | 1. Have an efficient system to handle core business processes 2. Convert physical files to be stored in digital storage |
| Planned Start Date | 09/23/2019 |
| Planned End Date | 04/27/2020 |

## 2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Developer | Aldrin Jacildo | [aldrinjohn.jacildo@georgebrown.ca](mailto:aldrinjohn.jacildo@georgebrown.ca) | 10/07/2019 |
| Developer | Sir Angel Naguit | [sirangel.naguit@georgebrown.ca](mailto:sirangel.naguit@georgebrownl.ca) | 10/07/2019 |
| Product Owner/ Developer | Francis Victa | francis.victa@georgebrown.ca | 10/07/2019 |
| Team Lead | Maria Lillian Yang | [marialilian.yang@georgebrown.ca](mailto:marialilian.yang@georgebrown.ca) | 10/07/2019 |
| Instructor | Prof. Anjana Shah | ashah@georgebrown.ca | 10/07/2019 |

## 3. Scope

Define the sum total of all of its products and their requirements or features.

|  |  |
| --- | --- |
| In Scope | Description |
| 1. Course Manager | * Admin can add, view, edit and remove courses in the system * Admin can add and remove an instructor to a course * Admin can enroll and remove a student from a course * Instructor can enroll and remove a member from a course |
| 1. Instructor Manager | * Admin can add, edit, remove and view all instructors in the system |
| 1. Member Acct. Manager | * Admin can register a member, edit, delete and view all members in the system * Instructor can register a member to the system. * Non-member can register to the system online. * Member can edit and view it's account |
| 1. Membership Type Manager | * As an admin, I want to create a membership type for member’s to choose which payment package they want from * As an admin, I want to delete a membership type * As an admin, I want to view a membership type * As an admin, I want to update a membership type |
| 1. Announcements Manager | * Admin can add, edit, delete and view all announcements * Instructor can add, edit, delete and view all announcements * Member can view announcements * Instructor can send an announcement to a member's email |
| 1. Session Manager | * Instructor can start/open a session for the member to check-in * Instructor can check-in a student to a session * Admin can view all attendees in a session that is stored in history * Admin can view all the feedback of the session. |
| 1. Session Feedback Feature | * A member in a session can leave a feedback on the session |
| 1. Login and Logout Feature | * Admin, instructor and member can log-in to be able to use the system. * Users of the system can also log-out from their account. |

|  |  |
| --- | --- |
| Out of Scope | Description |
| 1. Payment System | * This will manage the transactions made by members when they register for a course |
| 1. Inventory Management | * This will store information regarding maintenance of gym equipment |
| 1. Employee Management | * This includes scheduling work date for the workers as well as calculating the   work hours and their payment |
| 1. Social Management | * This includes a social media platform within the system |
| 1. Social Messaging | * This system does not include sending messages between the admin, instructors and members. |
| 1. Payroll | * This system calculates the salary of each employee |

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## 4. Deliverables

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Sprint 1 | The deliverable that includes the Project Summary, Project Vision, High Level Requirements, Personas and User Stories |
| Sprint 2 | The deliverable that includes the Project Plan, Team Charter, Minutes of Meeting, Product Backlog and Sprint |
| Presentation 1 | The team will demonstrate their knowledge of the project by presenting the project description, project vision and pointing out the project requirements. |
| Sprint 3 | The deliverable that consists of an analysis/design portfolio, which may include; conceptual, logical, and physical data models |
| Sprint 4 | The deliverable will consist of wireframes and technical Requirements |
| Presentation 2 | The team will demonstrate the Project’s data model, technical requirements and wireframes. |
| Status Report 1 | This report will demonstrate the modules of the system such as Enroll Student Feature, Add Instructor Course to Feature, Member Account Manager, Instructor Manager, Course Manager |
| Status Report 2 | This report will demonstrate the modules of the system such as the Session Manager and Scan QR code Feature |
| Status Report 3 | This report will demonstrate the remaining modules of the system such as Login/Logout Feature, Session Feedback Feature, Email Feature and Announcement Manager |
| Final Project Presentation | This presentation will exhibit the full and final state of the Project with all its modules functioning as stated by the Developers |

## 5. Assumptions

These are the assumptions that are based on the scope, requirements, business processes and stakeholders.

1. The system is for small businesses, which is defined as privately owned corporations, partnerships, or sole proprietorships that have fewer employees and/or less annual revenue than a regular-sized business or corporation.
2. Every session will have less than 50 members participating at any given day.
3. The MAG staff are computer literate.
4. The gym member always carries a device or a card that has their QR code for the session check-in.

## 6. Dependencies

The following are the internal and external dependencies that will have to be acknowledged and addressed;

### Internal Dependency

* The user must be registered to be able to see the courses in the system.
* The member should pay the membership before they are enrolled in a course by the instructor.
* The user must be enrolled in a course to be able to have a qr code where their course session will be scanned and thus having their attendance tracked.
* The admin or the instructor must be logged in to be able to use the qr scanner.

### External Dependency

* The system will be utilizing a cloud based database thus it must be up at all times.

## 7. Risk Management

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Resource Risk:  Limited knowledge in implementing the scanning feature | H | H | Have two developers focus on implementing this feature at Sprint 2 in second semester. |
| Technical Risk:  Cloud database operational status is inconsistent | H | L | Delegate developers to research and decide which is the best cloud service provider available in the market. |
| Time Constraint Risk:  Being behind the deliverable schedule | H | M | Make sure that goals or deliverables are being introduced and discussed weekly in order to plan their development ahead. On the other hand If the team is behind schedule, appropriate adjustments will be made by taking out the least important deliverable and shift them for a later date. |

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## 8. Communication

### Reporting

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Minutes of the Meeting | Prof. Anjana Shah  Project Team | Every Thursday of Semester 1 |
| Sprints | Prof. Anjana Shah  Project Team | 4 times throughout the Planning Phase of the project |
| Presentation (1-2) | Prof. Anjana Shah  Project Team | Twice in the Planning Phase of the project |
| Status Report (1-3) | Prof. Anjana Shah  Project Team | Thrice in the Implementation Phase of the project |
| Final Presentation | Prof. Anjana Shah  Project Team | End of the Project Implementation |

### Meetings

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| School Project Meeting | Clarify confusions regarding deliverables or goals with Instructor | Aldrin John Jacildo  Sir Angel Naguit  Francis Victa  Maria Lillian Yang | Every Thursday |
| Library Project Meeting | Initialize or finalize the development of a deliverable or goals | Aldrin John Jacildo  Sir Angel Naguit  Francis Victa  Maria Lillian Yang | Every Wednesday, Thursday and Friday |
| Online Project Meeting | Initialize or finalize and revise deliverables or goals | Aldrin John Jacildo  Sir Angel Naguit  Francis Victa  Maria Lillian Yang | Every Monday |

## 9. Task Listing (WBS- Work Breakdown Structure)

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| **--------------** | **---------- FALL SEMESTER 2019 -----------** | **-----------** | **-------------------** |
| A | Project Planning (project brainstorming) - | 2wk | n/a |
| B | Project Summary | 1wk | A |
| C | Project Vision | 1wk | B |
| D | Personas and User Stories | 1wk | C |
| E | High Level Requirements | 1wk | C |
| F | Project Plan and Team Charter Document | 1wk | C |
| G | Analysis and Design Document | 4wks | F |
| H | Wireframe and Prototype | 3wks | G |
| **--------------** | **--------- WINTER SEMESTER 2019 --------** | **-----------** | **-------------------** |
| I | Sprint planning, design and analysis | 1wk | C, F, G, H |
| J | Create methods for Instructor Manager CRUD that takes the values inside the form and stores to database | 1wk | I |
| K | Create methods for Member Manager CRUD that takes the values inside the form and store to database | 1wk | I |
| L | Create methods for Course Manager CRUD that takes the values inside the form and stores to database | 1wk | I |
| M | Create methods for Member Type Manager |  | I |
| N | Login and Logout Feature | 1wk | I |
| O | Course enrollment feature for members | 1wk | I, J, K, L, M |
| P | Create methods for Session Manager CRUD that takes the values inside the form and store to database | 2wks | I, J, K, L |
| Q | Create methods for Announcements manager that has CRUD for announcements and as well as sending of messages to members | 1wk | I, K, M |
| R | Develop User Interface Design of the System | 1wk |  |
| S | Create a Session Feedback method where it takes a member input and stores it to the session feedback | 1wk | I, J, K, L, M, N, O, P |
| T | User Testing |  | S |

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## 10. Gantt Chart

Create a detailed Gantt Chart from your Task Listing(Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls) – Below is an example:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Fall Semester Weeks** | | | | | | | | | | | | | | **Completion Date** |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** |  |
| **A** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 09/13/2019 |
| **B** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 09/18/2019 |
| **C** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 09/30/2019 |
| **D** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 09/30/2019 |
| **E** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 09/30/2019 |
| **F** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10/07/2019 |
| **G** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 11/04/2019 |
| **H** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 11/25/2019 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Winter Semester Weeks** | | | | | | | | | | | | | | **Completion Date** |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** |  |
| **I** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 01/09/2020 |
| **J** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 01/15/2020 |
| **K** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 01/15/2020 |
| **L** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 01/15/2020 |
| **M** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 01/15/2020 |
| **N** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 01/17/2020 |
| **O** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 01/17/2020 |
| **P** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 02/05/2020 |
| **Q** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 02/05/2020 |
| **R** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 02/12/2020 |
| **S** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 02/12/2020 |
| **T** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 03/13/2020 |

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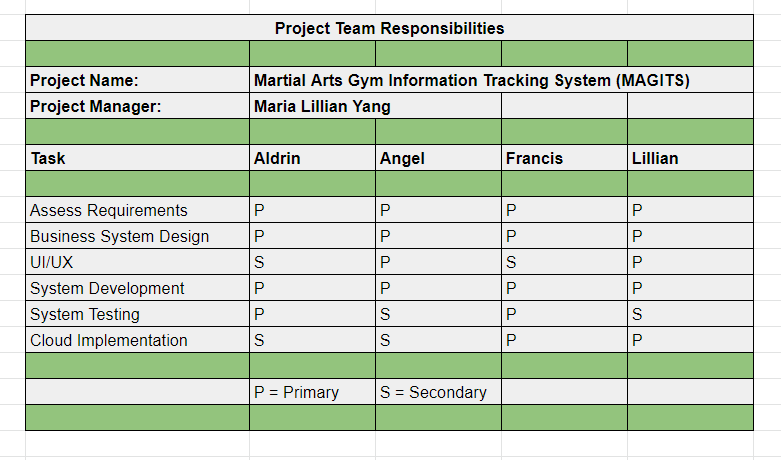
## 11. Milestones

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Planning Phase | | |
| Project Start | September 23, 2019 | Project Team |
| Completion of Project Summary, Project Vision and High Level Requirements | September 30, 2019 | Project Team |
| Completion of Project Plan and Team Charter | October 07, 2019 | Project Team |
| Presentation 1 | October 14-18, 2019 | Project Team, Instructor |
| Completion of System Requirements, Analysis and Design | November 4, 2019 | Project Team |
| Completion of Wireframes/Prototype and Technical Requirements | November 25, 2019 | Project Team |
| Presentation 2 | November 28, 2019 | Project Team, Instructor |

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone  Target date | Owner/Reviewer Team Members |
| Implementation Phase | | |
| Completion of  Status Report 1:   * Enroll Student Feature * Add Instructor Course to Feature * Member Account Manager, * Instructor Manager, * Course Manager * Membership Type Manager * Login/Logout Feature | Jan. 17, 2020  (2nd week) | Project Team  Instructor |
| Completion of  Status Report 2:   * Session Manager * Scan QR Feature | Jan. 31,2020  (4th week) | Project Team  Instructor |
| Completion of  Status Report 3:   * Announcement Manager * Email Feature * Session Feedback Feature | March 6, 2020  (9th week) | Project Team  Instructor |
| Final Presentation | March 16, 2020  (11th week) | Project Team  Instructor |

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## 12. RAM – Responsibility Assignment Matrix



## 13. Approval

The signatures below indicate their approval of the contents of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Developer | Aldrin John Jacildo |  | 10/07/2019 |
| Developer | Sir Angel Naguit |  | 10/07/2019 |
| Product Owner/ Developer | Francis Victa |  | 10/07/2019 |
| Team Lead | Maria Lilian Yang |  | 10/07/2019 |