**Project Plan, Team Charter**

**Nite Bite**

**Foodie$**

|  |  |
| --- | --- |
| Industry Partner | Food industry |
| Primary Instructor | Anjana |
| Team Member | Jerad Cho |
| Team Member | Vlad Puscasu |
| Team Member | Matthew Price |
| Team Member | Naimish Ribadiya |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 1.0 | Oct/8/2018 |

**Table of Contents**

**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | Produce a successful application/website while learning and improving our technical skills. |
| Corporate Goals Addressed | Create and rollout the first version of the application by march 2019. |
| Planned Start Date | sept 14/2018 |
| Planned End Date | march 31/2019 |

**2. Project Approvers, Reviews and Distribution List**

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Developer/Manager | Naimish Ribadiya | Naimish.Ribadiya@georgebrown.ca | Oct/9/2018 |
| Developer/Manager | Jerad Cho | Jerad.Cho@georgebrown.ca | Oct/9/2018 |
| Developer/Team Lead | Vlad Puscasu | Vlad.Puscasu@georgebrown.ca | Oct/9/2018 |
| Developer/Manager | Matthew Price | Matthew.Price@georgebrown.ca | Oct/9/2018 |

**3. Scope**

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

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| We will be developing a web app/mobile interface, for both merchant, and customer. | A delivery service is out of scope at this point in time, but it is something we can implement later on |
| The interface will allow customer to log in and check for nearby grocers/restaurants for discount food inventory(grocery, or prepared) | Users and merchant devices (mo  bile, computer, tablets) are also out of scope |
| using Google maps API for location service |  |
| Restaurants and grocers are able to log in to their accounts and publish an inventory of discount food available, and for how long, and at what price | The prices, food availability, and length of distribution |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Streamlined frontend | Easy to use/Straight forward system  -Measured by user feedback |
| Database | Low response time  - No errors |
| GPS | Properly integrated google API |
|  |  |
|  |  |

**5. Assumptions**

The design of the app will be easy and enjoyable to use for both merchant and customer

Rating system will be honest and useful in determining safe consumption of food for customers and safe for merchants

Product pick up and payment will be quick and seamless with the help of our app Merchants will jump at the opportunity to make money on food they would otherwise discard

There is a high demand for affordable food for customers

**6. Dependencies**

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

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Loss of capital | low | high | Careful allocation of funds invested and proper use of them |
| Quality control | high | medium | User feedback rating system |

**8. Communication**

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Meeting Minutes | Developers | Once a week |
| Sprints | Anjana | Multiple times a month |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| meeting1 | brainstorm ideas for app | all developers | once a week |
| meeting2 | sprint1 completion | all developers | once |
| meeting3 | sprint2 completion | all developers | twice |

**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 |
| A | Planning | 2 Weeks | High |
| B | Structure Design | 4 Weeks | High |
| C | Back-End Functionality | 3 Weeks | High |
| D | Testing | 10 Weeks | Med |
| E | Implementation | 2 Weeks | High |

**10. Gantt Chart**

Create a Gantt Chart from your Task Listing – Below is an example:

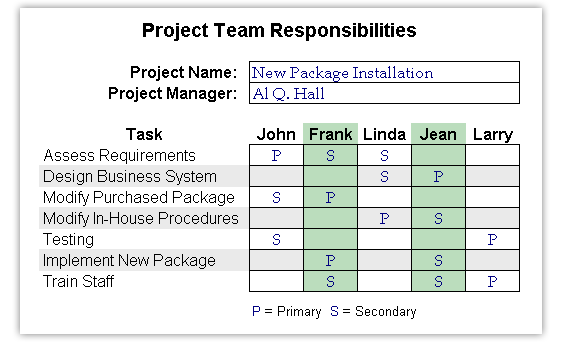
|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Weeks | | | | | | | | | | Complete |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  |
| Planning |  | 2 |  |  |  |  |  |  |  |  |  |
| Structure Creation |  | 2 | 3 |  |  |  |  |  |  |  |  |
| Back-End |  |  | 3 | 4 | 5 | 6 | 7 |  |  |  |  |
| Functionality |  |  |  | 4 | 5 | 6 | 7 |  |  |  |  |
| Testing |  |  |  |  |  |  | 7 | 8 |  |  |  |
| Debugging | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |  |  |
| Implementation |  |  |  |  |  |  |  |  | 9 | 10 |  |

**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Brainstorm app Ideas | September/14/2018 | All developers |
| Investigate Restaurants | September/21/2018 | Jerad Cho |
| Frontend Completion | December/15/2018 | All developers |
| Secure Investors | December/25/2018 | Matthew Price |
| Backend Completion | March/14/2019 | All developers |

**12. RAM – Responsibility Assignment Matrix**

Create a RAM from your Task Listing. A sample is shown below:



**13. Approval**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| leader | Vlad | *Vlad Puscas* | oct 10/2018 |
| Developer | Jerad | *Jerad Cho* | oct 10/2018 |
| Developer | Matthew | *Matthew Price* | oct 10/2018 |
| Developer | Naimish | *Naimish Ribadiya* | oct 10/2018 |

**TEAM CHARTER**

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

**1. Purpose**

To create a successful app for selling leftover food at a discount.

**2. Background**

We the Foodie$ organization is creating and supporting the Nite Bite discount food app. The users are students and anyone who wants food from restaurants at a discounted price.

**3. Scope**

We are making a web/mobile app for users in downtown toronto(to start). It will allow both customers and merchants to benefit by offering products that would otherwise be thrown out to instead be sold at a discounted price. We must create an easy to use interface and get the restaurants on board with the idea.

**4. Team composition**

In the case of this particular project we are all core members who will be given (hopefully) equal roles in the creation of the Nite Bite app creation. The app will require a few months of on and off work to produce and will take a large commitment of time and learning in order to make perfect.

**5. Team empowerment**

Vlad being the team lead will help organize and distribute more concrete roles for the rest of the developers as the project matures.

**6. Team operations**

Within the team the decision making process will come down to a majority rules style of decision making. If changes of membership are needed it will require a majority vote as well as a logical overlook as to why the change is needed(example: need someone with more experience in rolling out projects similar to Nite Bite in order to help ensure success when released). Issues regarding relationships with other entities will require the team to discuss then have Vlad or another member elected by majority to speak on the Foodie$ organizations behalf.

**7. Team Performance Assessment**

As a team we need to perform in two key areas, the development of the app mainly the user interface and the marketing of the app(which may require outside help).

**8. Signature Page**

*Naimish Ribadiya*

*Vlad Puscas*

*Jerad Cho*

*Matthew Price*

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