

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

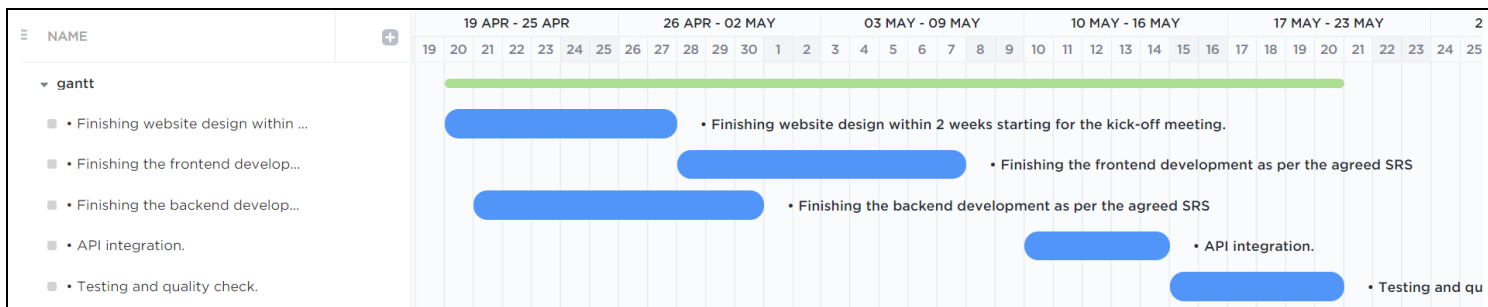
Thursday

18 / 03 / 2021.

Course Code

(PMG506)

Website development Project	
<u>Project Title:</u>	<u>Project Number:</u>
<u>Project Leader/Manager:</u> Lama	<u>Anticipated Project Start Date:</u> 1-5-2021
<u>Scope:</u> <i>(brief narrative regarding what led to this project scope)</i> • Website design as per the brand guideline. • Developing E-commerce website. • Testing and Quality assurance check for the website. • In-life technical support.	
<u>Team Members:</u> <i>(at a minimum include the core team members)</i> • Backend developer • Frontend developer • Tester / QA • Graphic designer. • All the below project details are shared in the kick-off meeting.	
<u>Purpose of Project:</u> <i>(high-level narrative regarding what this project is expected to accomplish & its benefits)</i> • Creating an E-commerce software development. • uploading all items in stock on the software • Enable paying using debit/credit cards.	
<u>Objectives:</u> <i>(a sampling of key deliverables)</i> • Finishing website design within 2 weeks starting for the kick-off meeting. • Finishing the frontend development as per the agreed SRS • Finishing the backend development as per the agreed SRS • API integration. • Testing and quality check.	
<u>Monitoring:</u> <i>(those involved in or who may be affected by project activities)</i> • Gantt-chart will be using to track the timeframe & Milestones.	

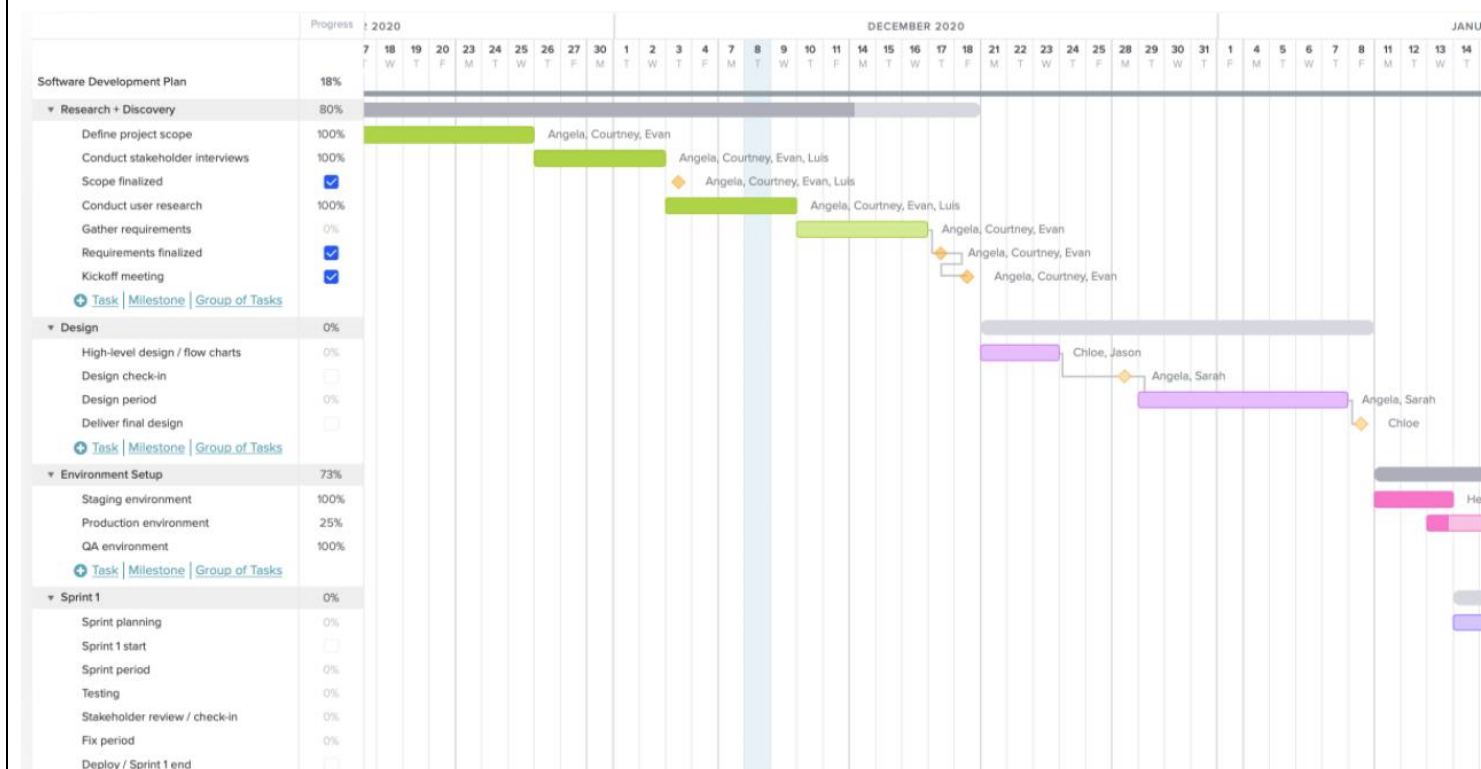


Communication Plan: (resources likely to be required, an estimated timeline, costs & potential project boundaries)

- Daily Standup meeting is held-up between technical team.
- Weekly checkpoint meeting led by the project manager.
- Sending a progress report following the weekly meeting.

Activities and milestones:

- The project is to be divided into tasks and subtasks.
- Each task and sub-task should have an assignee.
- The dependency between tasks to be adjusted.
- The start and end date for each task to be setup.
- The final Gantt chart to be shared with the stakeholder and project team.



Project Cost:

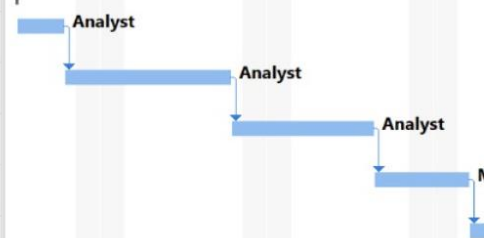
Cost	
Graphic design:	\$ 2000
Backend development:	\$3500
Frontend development:	\$3000
Testing and QA:	\$2500

Total Cost: \$11,000

Tasks distribution: -

- Prioritizing Projects and Examining Availability.
- Dividing Work Among Team Members by Skill Set.
- Ensuring Roles and Expectations are Clear.

Task Name	Duration	Start	Finish	Resource Names	Add New	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
Design	14.5 days	Wed 05-05-21	Tue 25-05-21																						
Review preliminary software specifications	2 days	Wed 05-05-21	Fri 07-05-21	Analyst																					
Develop functional specifications	5 days	Fri 07-05-21	Fri 14-05-21	Analyst																					
Develop prototype based on functional specifications	4 days	Fri 14-05-21	Thu 20-05-21	Analyst																					
Review functional specifications	2 days	Thu 20-05-21	Mon 24-05-21	Management																					
Incorporate feedback into functional specifications	1 day	Mon 24-05-21	Tue 25-05-21	Management																					
Obtain approval to proceed	4 hrs	Tue 25-05-21	Tue 25-05-21	Management,Project Manager																					
Design complete	0 days	Tue 25-05-21	Tue 25-05-21																						
Development	21.75 days	Wed 26-05-21	Thu 24-06-21																						
Review functional specifications	1 day	Wed 26-05-21	Wed 26-05-21	Developer																					
Identify modular/tiered design parameters	1 day	Thu 27-05-21	Thu 27-05-21	Developer																					
Assign development staff	1 day	Fri 28-05-21	Fri 28-05-21	Developer																					



Monitor the project progress:

- Comparing the scheduled VS, the actual Start and End date for each task.
- Weekly Checkpoint.
- Weekly progress report.

Project records:

- The current process is the documents are being shared with the team via Email.
- The Sponsor is responsible for this.
- This can be improved by sharing it on the SharePoint.

Finalizing the project:

- Currently
 - Once the tasks are completed, the Closure notification is being sent to the stakeholder.
 - Resources are released.
- My Own procedure
 - Formally transfer all project deliverables.
 - Sending a closure notification to the stakeholder and project team.
 - Review all documents and contracts.
 - Release the project resource.
 - Project Review.
 - Archive documents.
- Evaluate the success of the project:
 - Stakeholder satisfaction.
 - Completing the project within the planned cost.
 - Completing the project within the planned Schedule.
 - The website is running as per the expected quality.
- Legalization that affects Health & Safety of the project:
 - The payment gateway on the website should be secured.
- Legalization that affects Anti-discrimination of the project:
 - The content on the website should be discriminated.

