

# Project Plan

## Contactless Restaurant Service

Industry Partner	
Primary Instructor	Anjana Shah
Team Member	Janit S.
Team Member	Syed J.
Team Member	Min L.
Team Member	Shelton D.
Team Member	Saif B.

### Document Revision History

Revision #	Date
1.0	October 8, 2020
1.1	October 10, 2020

## Contents

1. Executive Summary .....	3
2. Project Approvers, Reviews and Distribution List .....	4
3. Scope.....	5
4. Deliverables .....	6
5. Assumptions.....	7
6. Dependencies .....	8
7. Risk Management .....	9
8. Communication.....	12
9. Task Listing (WBS- Work Breakdown Structure).....	13
10. Gantt Chart.....	13
11. Milestones .....	14
12. RAM – Responsibility Assignment Matrix .....	15
13. Approval .....	16

## 1. Executive Summary

The following describes the project to be executed.

Objective	The objective of the project is to help restaurants continue offering their services while adhering to social distancing guidelines. The product will aim to provide customers with an application that will allow them to reserve tables, view the menu, make, update and remove orders and pay their bills while allowing employees to manage the menu and tables being served.
Corporate Goals Addressed	<ul style="list-style-type: none"><li>- produce application that allows restaurant to serve customers without contact while optimizing performance</li><li>- produce application that allows employees to monitor status of customers and their orders</li></ul>
Planned Start Date	December 4 <sup>th</sup> , 2020
Planned End Date	April 2 <sup>nd</sup> , 2020

## 2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Approver	Anjana Shah	ashah@georgebrown.ca	October 10, 2020
Reviewers	Min Lin	minlin@gmail.com	October 10, 2020
Reviewers	Janit Sriganeshaelankovan	janit.sriganeshaelankovan	October 10, 2020

### 3. Scope

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

In Scope	Out of Scope
Customer Facing Mobile Application <ul style="list-style-type: none"> <li>• create/update/delete reservations</li> <li>• create/update/delete customer preferences</li> <li>• view menu</li> <li>• make payment</li> <li>• make a table customer request               <ul style="list-style-type: none"> <li>○ item request</li> <li>○ table request</li> </ul> </li> </ul>	Takeout or Delivery <ul style="list-style-type: none"> <li>• the focus of the service is the dine-in experience</li> <li>• service will not include the takeout or delivery</li> </ul>
Restaurant Web Application <ul style="list-style-type: none"> <li>• view/update customer preferences</li> <li>• view menu</li> <li>• view/update customer reservations</li> <li>• view customer requests               <ul style="list-style-type: none"> <li>○ item request</li> <li>○ table request</li> </ul> </li> </ul>	Payroll <ul style="list-style-type: none"> <li>• features relating to scheduling staff for shifts and payroll management will not be included in the service</li> </ul>
Restaurant Web Application – Elevated Privileges <ul style="list-style-type: none"> <li>• create/update/view operational resources               <ul style="list-style-type: none"> <li>○ menu</li> <li>○ reservation limits</li> <li>○ server management on the floor</li> </ul> </li> <li>• view operational data               <ul style="list-style-type: none"> <li>○ data visualizations</li> <li>○ generate data reports</li> </ul> </li> <li>• manage access to data</li> </ul>	

## 4. Deliverables

This project will deliver the following.

Deliverable	Description
Sprint 3	Deliver System Requirements, Analysis and Design
Sprint 4	Wireframes/Prototype, Technical Requirements
Presentation II	Present sprints 3 and 4
Final Product	Produce web and mobile application

## 5. Assumptions

This project makes the following assumptions;

- All resources required will be available.
- Team members possess all the required skills.
- The project scope will not change once finalized.
- Workstations are available
- System pre-configured with software and programs
- CI/CD technology available
- All equipment is in good condition
- Communication is concrete and clear between all stakeholders

## 6. Dependencies

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

<b>Internal</b>	<b>External</b>
Communication	Tools/Libraries Availabilities
System Availability	Stakeholders/End Users
Scheduling	
Knowledge/Training of New Technologies	



## 7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
<b>Project Size</b>			
Person Hours	<b>H:</b> Over 20,000	<b>H</b>	Assigned Team Leader, comprehensive project management approach and communications plan
Estimated Project Schedule	<b>H:</b> 12 months	<b>H</b>	Created comprehensive project timeline
Team Size at Peak	<b>H:</b> 5 members	<b>H</b>	Comprehensive communications plan with frequent meetings
<b>Project Definition</b>			
Narrow Knowledge Level of Users	<b>M:</b> Knowledgeable of user area only	<b>M</b>	Assigned Team Leader/ Project Manager to assess global implications
Project Scope Creep	<b>L:</b> Scope generally defined, subject to revision	<b>L</b>	Scope initially defined in project plan, reviewed frequently by Team to prevent scope creep
Timeline Estimates Unrealistic	<b>M:</b> Timeline assumes no derailment	<b>M</b>	Timeline reviewed frequently by Team Members to ensure all goals are met on time

Change in project requirements	<b>L:</b> project has well defined requirements	<b>L</b>	Team prepared to adapt to different changes in project requirements
Number of Team Members Unknowledgeable of Business	<b>L:</b> Team well versed in business operations impacted by technology	<b>L</b>	Team willing to identify knowledge gaps and fill in wherever required
<b>Project Leadership</b>			
Team Leader existence	<b>L:</b> Identified and enthusiastic	<b>L</b>	Frequently seek feedback to ensure continued support
<b>Project Staffing</b>			
Project Team Availability	<b>L:</b> Team fully committed and enthusiastic	<b>L</b>	Team willing to conduct Meetings weekly to ensure full commitment
Physical Location of Team prevents effective management	<b>M:</b> Team cannot meet physically due to pandemic	<b>M</b>	Use of Zoom and other online communication services
Project Team's Shared Work Experience creates poor working relationship	<b>L:</b> All team members have worked together before	<b>L</b>	Comprehensive Communications Plan
<b>Project Management</b>			

Procurement Methodology Used foreign to team	<b>L:</b> Procurement Methodology familiar to team	<b>L</b>	N/A
--	--	----------	-----

## 8. Communication

### **Reporting**

The following reports will be produced;

Report	Audience	Frequency
Minutes of Meeting	Team Members	Weekly
User Acceptance	Stakeholders	Conclusion

### **Meetings**

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
Team Meeting	Work on deliverables	All members	Weekly
Lab Meeting	Update Professor	All members and Professor	Weekly

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

PROVIDED AS SEPARATE DOCUMENT DUE TO SIZE.

## 10. Gantt Chart

PROVIDED AS SEPARATE DOCUMENT DUE TO SIZE.

## 11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Sprint 3	October 30, 2020	All
Sprint 4	November 26, 2020	All
Presentation II	December 12, 2020	All
Minimum Viable Product	December 30, 2020	All
Feature - Display Restaurant Location	January 6, 2020	All
Feature - User Profile & Reviews	January 13, 2020	All
Feature - Table & Item Request	February 1, 2020	All
Feature - Payment	February 11, 2020	All
Feature - Privilege	February 22, 2020	All
Feature - Data Visualization & Seating	March 5, 2020	All
Feature - Admin	March 15, 2020	All
User Acceptance	March 17, 2020	All

## 12. RAM – Responsibility Assignment Matrix

<b>PERSON</b> <b>PHASE</b>	<b>Min</b>	<b>Saif</b>	<b>Janit</b>	<b>Syed</b>	<b>Shelton</b>
<b>Planning</b>	S	P	P	P	P
<b>Analyze Access Requirements</b>	P		S	P	S
<b>Design Business System</b>	P	S	S	P	P
<b>Implement the System</b>	P	P	P	P	P
<b>Testing &amp; Integrations</b>	P	P	P	P	P
<b>Maintenance</b>	P				P

## 13. Approval

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

<b>Name &amp; Student ID</b>	<b>Signature</b>
Janit Sriganesahelankovan - 101229102	Janit
Shelton Dmello - 101186743	Shelton
Min Lin - 101198598	Min
Syed Sabih Jamal - 101221556	Sabih
Saif Bakhtaria - 101028504	Saif