

Project Plan

Rental Property Management App

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1. Executive Summary

The following describes the project to be executed.

Objective	Develop a user-friendly rental property management web app that allows property owners, managers, and tenants to streamline property-related tasks and communication.
Corporate Goals Addressed	To improve the organization's financial performance by luring in new property owners, managers, and tenants in order to raise income. To develop a cutting-edge property management app can help the organization gain a competitive advantage in the industry
Planned Start Date	September 18, 2023
Planned End Date	March 29, 2024

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Project Manager	Oluwatobi H. Giwa	oluwatobihajarat.giwa@georgebrown.ca	10-05-2023
Project Reviewer	Divine I. Falola	divineiyalla.falola@gmail.com	10-05-2023
Project Reviewer	Algor K. Lombako	algor.lombakokonga@georgebrown.ca	10-05-

			2023
Distribution	Parsa M. Hosseini	parsa.majdolhosseini@georgebrown.ca	10-05-2023
Distribution	Daniel O. Akindun	Akindun.danieloluwaseun@georgebrown.ca	10-05-2023

Distribution List

Project Role	Name	E-mail	Date
Distribution	Anjana Shah	ashah@georgebrown.ca	

3. Scope

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

In Scope	Out of Scope
User Registration and Authentication	Tax and Financial Advisory
Property Listing and Management	Property Inspection
Tenant and Lease Management	Property Sales
Communication and Messaging	Property Acquisition
Payment Processing	Legal Services
Maintenance Requests	
Reporting and Analytics	
User Support	
Security and Compliance	

4. Deliverables

This project will deliver the following.

Deliverable	Description
Rental Property Management Web App	A fully functional web application accessible via browsers on desktop and mobile devices.
User Authentication & Authorization System	A system that allows property owners, managers, and tenants to create and manage their user accounts securely.
Property Listing and Management	The ability for property owners and managers to list their properties with comprehensive details, including property descriptions, photos, and location information. Property availability calendar management.
Tenant and Lease Management	This enables tenants to search for available properties and submit rental applications. Lease management features, including lease agreements, renewals, and tracking.
Communication and Messaging System	In-app messaging functionality that facilitates communication between property owners, managers, and tenants.
Payment Processing and Invoicing	Online rent payment processing capabilities. Invoicing features for property owners/managers and rent payment tracking for tenants.
Maintenance Request Management	This allows tenants to submit maintenance requests. Tools for property owners/managers to track and manage maintenance requests efficiently.
Reporting and Analytics Dashboard	Reporting functionality that generates insights on property performance and financials. An analytics dashboard for property owners/managers to monitor and analyze data.
User Support Integration	Integration with a customer support system to handle user inquiries, issues, and support requests effectively.
Security and Compliance Measures	Implementation of robust data security

	measures to protect user information. Compliance with relevant data protection and privacy regulations.
Documentation	Comprehensive project documentation, including design documents, user manuals, and technical documentation.
Quality Assurance and Testing	Testing documentation, including test plans, test cases, and test results. A well-tested and quality-controlled application.
Deployment Plan	Detailed plan for deploying the application to production servers.
Training Materials	Training materials for support and operations teams on the app's deployment and maintenance
Post-launch Updates and Maintenance	Procedures and documentation for ongoing maintenance and updates post-launch

5. Assumptions

This project makes the following assumptions;

- **User Internet Access:** Users are assumed to have internet access and devices (computers, smartphones, tablets) to access the web app.
- **User Responsibility:** Users are responsible for the accuracy and completeness of the information they provide when listing properties or submitting rental applications.
- **Third-party Services:** The project assumes the availability and reliability of third-party services and APIs, such as payment gateways, for payment processing.
- **Data Accuracy:** The project assumes that property information and data provided by property owners and managers are accurate.

- **Compliance:** The project assumes compliance with relevant data protection and privacy regulations. Legal responsibilities for data privacy are assumed to be the responsibility of the users.
- **Maintenance Responsibility:** Property owners/managers are responsible for addressing maintenance requests submitted by tenants.
- **User Training:** Users are expected to be familiar with basic internet usage and web application navigation. Any required training will be provided through user guides or documentation.
- **Scalability:** The project assumes that the application can be scaled to accommodate increased user numbers and data as the user base grows.
- **Security Measures:** Adequate security measures, such as encryption, authentication, and access controls, are assumed to be implemented to protect user data.
- **Browser Compatibility:** The web app is assumed to be compatible with modern web browsers and responsive to different screen sizes.
- **Feedback and Support:** Users are encouraged to provide feedback and seek support through the designated channels within the application.
- **Appropriate Use:** Users are expected to use the application for its intended purpose and not engage in abusive or fraudulent activities.
- **Project Resources:** The availability of project resources, including budget, team members, and technology infrastructure, is assumed throughout the project.
- **Timely Response:** Users are expected to respond in a timely manner to notifications and communications from the application.

6. Dependencies

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

- **Resource Availability:** The availability of project team members, developers, designers, and testers is an internal dependency. The project relies on these individuals to complete their tasks on time.
- **Technology Stack:** The choice of technology stack and development tools can impact the project timeline and success. The project depends on the availability and expertise of the chosen technologies.
- **Budget:** The availability of budget and financial resources is an internal dependency. The project requires funding for development, marketing, and ongoing maintenance.
- **Infrastructure and Hosting:** The project depends on the availability of the necessary infrastructure and hosting services to deploy the web app.
- **Documentation:** Comprehensive project documentation, including requirements, design, and test plans, is an internal dependency to ensure that all team members are aligned and informed.
- **Communication and Collaboration:** Effective communication and collaboration among team members and stakeholders are crucial for project success. Any breakdown in communication can impact the project's progress.
- **External Dependencies:**
 - **Third-party Services and APIs:** The project may rely on external services and APIs for features such as payment processing, location data, or messaging. Dependencies on the availability and reliability of these services need to be managed.
 - **Regulatory Compliance:** Compliance with data protection and privacy regulations (e.g., GDPR, CCPA) is an external dependency that must be addressed to ensure legal and ethical operation of the app.

- App Store Approval: If the app is intended for mobile devices, it depends on the approval process of app stores (e.g., Apple App Store, Google Play Store) for distribution.
- Internet Infrastructure: The project relies on the availability and stability of the internet infrastructure for users to access the web app.
- User Feedback and Adoption: User feedback and adoption of the app are external dependencies. The success of the app may depend on user engagement and feedback for improvement.
- Market Conditions: The project may be influenced by market conditions, including changes in the real estate market, competitor actions, and economic factors.
- Legal and Regulatory Changes: Changes in laws or regulations related to property management, data privacy, or online transactions can impact the project's compliance requirements.
- Vendor Relationships: If the project involves third-party vendors or suppliers, dependencies on their performance and deliverables should be managed.
- User Training and Adoption: The successful adoption of the app by property owners, managers, and tenants is an external dependency that may require marketing and user training efforts.
- Security Threats: The project depends on robust security measures to protect against external security threats and cyberattacks.

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Insufficient development resources	M	L	Maintain a contingency pool of developers.
Incompatibility or	M	H	Conduct thorough

limitations of chosen technologies			technology stack assessment. Develop fallback plans for critical issues.
Unexpected project expenses	H	L	Maintain a contingency fund for unforeseen costs.
Third-party service outage or API changes	M	M	Identify backup services or APIs.
Unpredictable changes in real estate market	L	H	Stay agile and responsive to market trends.
User data privacy violations	M	L	Ensure compliance with data protection regulations.
New property management regulations	M	M	Stay informed and adapt to legal changes.

8. Communication

Reporting

The following reports will be produced;

Report	Audience	Frequency
Executive Summary Report	Senior Executives, Board of Directors	Quarterly or as needed
Progress Report	Project Stakeholders (e.g., Project Managers, Executives, Investors)	On-going
Budget Report	Finance Team, Project Managers	Monthly

Timeline Report	Project Team, Stakeholders	Monthly or as needed
User Feedback Report	Product Development Team, UX/UI Designers	Weekly or Bi-weekly
Quality Assurance Report	Quality Assurance (QA) Team, Developers	Regularly throughout the development cycle
Security and Compliance Report	Security Team, Legal Team	Regularly, especially during compliance audits
Customer Support and Issue Resolution Report	Customer Support Team, Project Managers	On-going
Sprint Review Report (Agile Projects)	Agile Team, Product Owners	At the end of each sprint (typically 2-4 weeks)

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
Project Kickoff Meeting	To officially launch the project, establish project objectives, introduce team members, and provide an overview of the project scope and goals.	Project Team, Stakeholders, Key Decision Makers	One-time at the beginning of the project
Weekly Project Status Meetings	To provide regular updates on project progress, discuss any challenges or roadblocks, and align on tasks and priorities for the upcoming week.	Project Team (Developers, Designers, QA, Project Managers)	Weekly
Monthly Stakeholder Meetings	To update project stakeholders on progress, budget, and major	Project Team, Project Managers, Executives, Key Stakeholders	Monthly

	decisions, and to address any questions or concerns they may have.		
Sprint Planning Meetings (Agile Projects)	To plan the work for the upcoming sprint, prioritize user stories, and allocate tasks to team members.	Agile Team (Developers, Designers, QA, Scrum Master, Product Owner)	At the beginning of each sprint (typically 2-4 weeks)
User Feedback Sessions	To gather feedback directly from app users, understand their needs, and prioritize feature requests or bug fixes.	Product Development Team, Customer Support Team	Monthly
Lessons Learned and Retrospective Meetings	To reflect on the project's progress, identify what went well and what could be improved, and apply lessons learned to future project phases.	Project Team, Project Managers	At key project milestones and at the end of the project

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
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A	PROJECT INITIATION - Define project scope and objectives - Identify stakeholders - Develop project plan - Secure project approvals	2 weeks	None
B	REQUIREMENTS GATHERING - Conduct user interviews - Document functional requirements - Prioritize features	4 weeks	A
C	DESIGN AND PROTOTYPING - Create wireframes and mockups - Design user interfaces - Prototype key app screens	6 weeks	B
D	Development - Frontend development - Backend development - Database setup - Integration of essential features	12 weeks	C
E	Quality Assurance and Testing - Test planning - Test case development - Functional testing - User acceptance testing	8 weeks	D
F	Deployment - Deploy to staging environment - Conduct final testing - Deployment to production - Monitor initial performance	4 weeks	E
G	User Training and Documentation - Create user manuals - Conduct user training sessions	2 weeks	F

10. Gantt Chart

Kindly find attached a copy of the Gantt Chart for the project milestone.

Below is an example:

	Duration	Start Date	End Date	Completed
Project Initiation	Ongoing	09/18/2023	10/02/2023	
Requirements Gathering	2 weeks	10/03/2023	10/17/2023	
Design and Prototyping	6 weeks	10/18/2023	11/29/2023	
Development	12 weeks	11/30/2023	02/08/2024	
Quality Assurance	3 weeks	02/09/2024	02/15/2024	
Deployment	4 weeks	02/16/2024	03/15/2024	
User Training	2 weeks	03/16/2024	03/29/2024	

11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Project Initiation	10/02/2023	Oluwatobi H. Giwa
Requirements Gathering Completed	10/17/2023	Oluwatobi H. Giwa
Design and Prototyping	11/29/2023	Algor K. Lombako
Development	02/08/2024	Parsa M. Hosseini
Quality Assurance	02/15/2024	Daniel O. Akindun
Deployment	03/15/2024	Divine I. Falola
User Training & Documentation	03/29/2024	Parsa M. Hosseini

12. RAM – Responsibility Assignment Matrix

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

Project Team Responsibilities

Project Name: Rental Property Management App

Project Manager: Oluwatobi H. Giwa

Task	Oluwatobi H. Giwa	Divine I. Falola	Daniel O. Akindun	Algor K. Lombako	Parsa M. Hosseini
Project Initiation	P	P	P	P	S
Requirements Gathering Completed	P	P	S	P	S
Design and Prototyping	S	S	P	P	S
Development	S				P
Quality Assurance	S	S	P	P	S
Deployment	P	P	S	S	P
User Training & Documentation	S	S	P	P	P

P = Primary; S = Secondary

13. Approval

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

Project Role	Name	Signature	Date
UI/UX Wireframes and Mock-up Designs	Algor K. Lombako	A.L.	10-06-2023
Database Modelling and Administration	Daniel O. Akindun	D.A.	10-06-2023
Frontend Design and Implementation	Divine I. Falola	D.F.	10-06-2023
Backend	Parsa M.	P.H.	10-06-2023

Development, App Functionality & Security	Hosseini		
Quality Assurance Testing & Debugging, Version Control & Deployment to Server	Oluwatobi H. Giwa	O.G.	10-06-2023