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### 1. Executive Summary

The following describes the project to be executed.

Objective	The Project involves creating a hosted application for BMS which will help with tenant management, package, and mail delivery management, amenities booking solution, and notifications system. The Solution will have modularity so that it can be used as a demand-based service and will be scalable for multiple different types of properties. The current solution will be plug-and-play for condominiums.
Corporate Goals Addressed	This solution will pave the way for creating Smart Solutions for BMS with ease of implementation for IT folks and ease of use for end-users
Planned Start Date	September 26, 2022
Planned End Date	February, 01, 2023

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

Approvers, reviewers, and distribution list

Project Role	Name	E-mail	Date
Chief Project Sponsor	Anjana Shah	example@purplepixel.com	11/10/2022
IT Infra and Professional Service Head	Vinicius Amparo	example@purplepixel.com	11/10/2022
Product Innovation and Engineering Head	Walker Altidor	example@purplepixel.com	11/10/2022
Engineering Head	Idris Oyelaja	example@purplepixel.com	11/10/2022

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### 3. Scope

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

In Scope	Out of Scope
Package/Mail Delivery Automation	Existing processes that are not in purview of this document
Tenant Management	HVAC Integration.
Amenity Booking Solution	Any other not explicitly listed in this document
Notification Automation using Mail, Voice Telephony and SMS	virtual assistant chat system
Service and Maintenance Automation	Bitcoin payment processing
Cyber Security for Solution	
Surveillance and Monitoring Integration with BMS	
All Integrations required to implement above modules	

### 4. Deliverables

This project will deliver the following.

Deliverable	Description
Project Plan	Contains detailed milestones and phase wise deployment plan
Functional Requirement Document	Elaborates all the Functional Requirements gathered as part of the research
TDD and Architecture	Explains all technical details in Architecture finalized, technical stack recommended and used; Standards for Coding, unit testing, and any other as required or mandated
Test Artifacts	Test Strategy, Test plans, Test scenarios, entry-exit criteria for Signoffs
Golden copy of solution	Final ready to go-live copy of working software

### 5. Assumptions

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This project makes the following assumptions.

- 1. The BMS product is acquired as a complete system including IT hardware, software, and professional services of Purple Pixel, Inc.*
- 2. Purchaser agrees to the requirements shared, which will be implemented as a solution.*
- 3. Any additional requirements will be taken up via a change order if required.*
- 4. All the implementations will be in accordance with the standard operating procedure for implementing BAS.*
- 5. Any upgrades beyond a limited warranty should be paid for by the purchaser.*

## **6. Dependencies**

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

- 1. Enhancing coverage for more square feet of property area involves enhancing the solution infrastructure. Therefore, it is important to scope the asks accordingly.*
- 2. Upgrade costs can be huge or reduced based on technology price. This may have an impact on ROI and cost-benefit analysis*
- 3. System downtime for maintenance is unavoidable. This maintenance will happen through the hosted network via prior notification.*
- 4. Infrastructure and other Cross-functional Team Dependency – As This is a high-priority project other teams will have to identify and allocate resources and adjust their respective project roadmaps.*

## **7. Risk Management**

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Tech Stack Finalisation	H	M	Avoid delays in project delivery so that Tech stack does not change too much too quickly
Modularisation and scalability Approach	H	H	Parallel Product and Innovation Engineering teams to work on solutions; this is a very critical piece
Remote Working Setup for team	H	L	The finalized team will be equipped for home office setup. On-premise activity for Clients will have to include Safety and other precautions mandated by the Government for the Pandemic

## 8. Communication

### Reporting

The following reports will be produced.

Report	Audience	Frequency
Project Status Report	PMO, Cross functional teams, Key stake holders,	Daily
Governance / Cadence Status Report	Key Stake holders, leads	Weekly
Steering Committee Status Summary Report	CEO, CTO, Key stakeholders,	Fortnightly
Dependency Report	Specific and involved Cross functional teams, Team members	Weekly
Defect Triage Report	Team, Leads Specific and involved cross functional teams	Alternate day

### Meetings

The following meetings/communication will be established.

Meeting	Purpose	Attendees	Frequency
Daily Status meeting	Discuss yesterday's progress, plan for the day and impediments	Team and any other needed for helping with impediments	Every day
Defect Triage Meeting	Discuss Defect impact, establish priority and severity assign timelines for fix implementation	Team, Business Analyst/Product Owner, Any other needed for more inputs	Alternate Day
Governance /Cadence Meeting	Status update meeting where potential risks and key mitigation plans are highlighted	Key stakeholders, team, Leads	Weekly
Steering Committee Meeting	High level brief Project status update on Costs, optimisations, delays etc. Red flags which may impact overall performance summary of the BU/Vertical	CEO, CTO, CFO Key Stakeholders, Leads, PMO	Fortnightly
Project Meetings – Sprint Planning	Discuss on Increment scope for Sprint	Key stakeholders, Team, Business Analyst/Product Owner	Beginning of the Sprint
Project Meetings - Sprint Demo/ Review	Demo the Increment achieved on completion of Sprint	Key stakeholders, Team, Business Analyst/Product Owner	Fortnightly or end of the sprint
Project Meetings - Sprint Retrospective	Discuss and implement the learnings (of closed sprint) for the new Sprint	Key stakeholders, Team, Business Analyst/Product Owner	Fortnightly or end of sprint

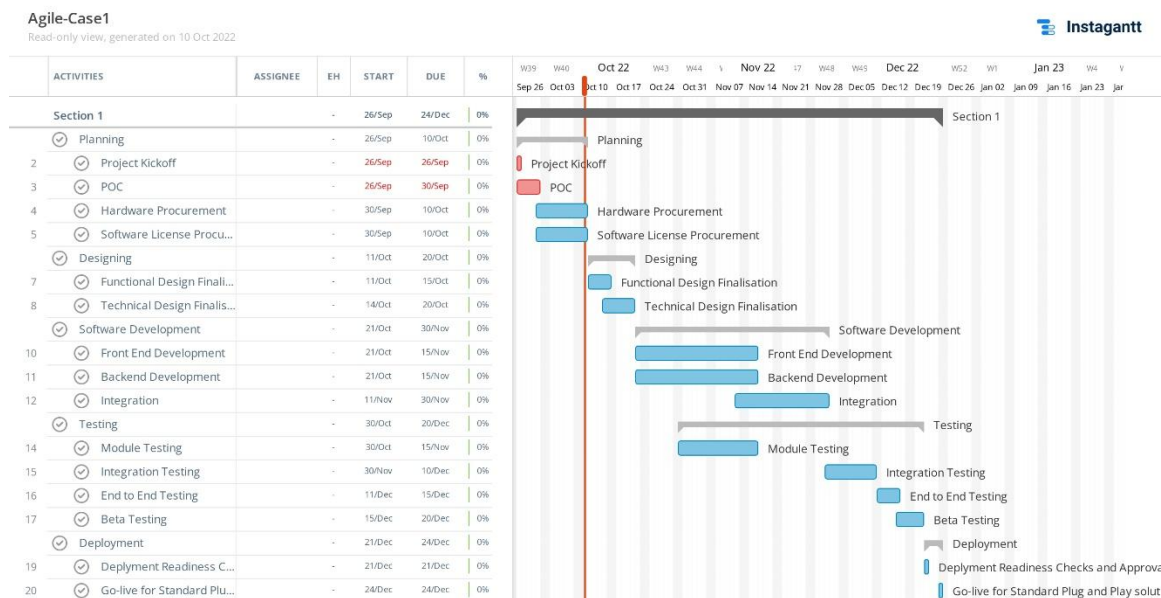
## 9. Task Listing (WBS- Work Breakdown Structure)

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

Reference	Tasks	Duration in days	Dependency
A	Infrastructure Development and procurement	14	
B	IT S/W Development	30	Host Cloud support Tech Stack
C	Deployment	7	Infra and S/W readiness
D	Beta Implementation	5	Readiness of A, B and C
E	Golden Copy Readiness	1	Beta tested software with All popular integrations

## 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)



## 11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
POC Completion	30 <sup>th</sup> September 2022	IT Engineering
Software License, IT and Non-IT Hardware procurement	10 <sup>th</sup> October	Engineering Team
Functional Specification Finalisation	15 <sup>th</sup> October	Product Engineering
Design and Architecture Finalisation	20 <sup>th</sup> October	IT Engineering
Development Completion	30 <sup>th</sup> November	IT Engineering
Beta Test Completion	20 <sup>th</sup> December	IT Engineering
Go-live (for Standard Solution)	24 <sup>th</sup> December	IT Engineering, Infrastructure Devops

## 12. RAM – Responsibility Assignment Matrix

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

Project Name - Purple Pixel BMS			
Project Manager - Dan Brown			
Task	Ricky	Stacey	Dallas
POC Completion	S		P
Software License, IT and Non-IT Hardware procurement	S		P

Functional Specification Finalisation		P	S
Design and Architecture Finalisation	S		P
Development Completion	S		P
Beta Test Completion	S		P
Go-live (for Standard Solution)	P		S

### 13. Approval

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

Project Role	Name	Signature	Date
Backend Developer	Walker Altidor	W.A	2022-10-11
Agile Project Manager	Vinicius Amparo	V.A	2022-10-11
Front end developer	Idris Oyelaja	I.O	2022-10-11
Full stack -Developer	Ferdous Azizi		2022-10-11