

Final Presentation

- Group components:
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Vision and Detailed Objectives

Vision

- The vision is to move both Pestrin and Duodo offices into the mainland and establishing a new datacenter and back up data base and transfer all IT infrastructure that are present in the previous locations.

Objectives:

- Move to a suitable new office on the mainland.
- make the previous locations (Pestrin and Duodo) vacant
- Must have no down time for office employees.
- Must be operational by January 6th

Deliverables

Deliverables	Date
Move all the inventory from the previous offices (Pestrin & Duodo) into the new mainland office space.	12/31/2021
data from the data centers of Pestrin & Duodo are uploaded to data center.	12/24/2021
Contact vendors and work on agreements	11/7/2021
Design document of datacenter, back up datacenter and offices	12/07/2021
Both the data center and back up data center are set up	12/26/2021
Run test for the new data center and back up data center, and infrastructure should be operational before employees come to work.	12/31/2021
Office and Datacenters are operational, and employees can begin working from offices.	1/7/2021

Acceptance criteria

- New Location Design should be documented and approved by stakeholders by Nov 7, 2021.
- Pestrin and Duodu should be vacant by December 31, 2021. Approval of inspection to make sure the building is clear of any remains from the company.
- Data center and backup data center should be running by December 27, 2021 .
- Office should be available on Jan 7th
- No downtime for office employees

Assumptions and Exclusions

- Assumptions:

- All Design documents are to be done by November 7th, 2021
- Previous locations are cleared out by December 31st, 2021
- Data center and back up data center will be approved and tested by December 31st, 2021

- Exclusions:

- Project is not focusing on any new feature or add on
- Project is not responsible for reaching out to other sponsors for financial help

Requirements Management Plan

- The RMP will document, analyze, control and direct vital information to the stakeholders.
- The RMP will be documented by Microsoft Forms.
- The plan structure will be sorted by the: type of requirement, description, and priority level
- Weekly meetings will allow stakeholders to analyze the requirements and decide whether it will help achieve the projects objectives
- The requirement management plan will be derived from the traceability matrix, which will show the objectives, resources, and deliverables needed.

Constraints (time, scope, cost, quality, schedule, resources, technology, directives)

Type of Constraint	Constraint
Time	Pestrin and Duodo should be vacant by December 31 st , 2021
Time	Offices, data center and back up data center should be operational by January 6 th , 2022
Resources	No downtime means greater urge for people to work for the project
Schedule	Christmas vacation (12/25/2021-12/26/2021)
Schedule	No work on January 1 st and January 6 th , 2022
Time	Building is only accessible after December 15 th , 2021
Cost	5-million-dollar budget
Technology	Employees aren't allowed to work from home

Resource Name	StakeHolder Name	Type	Cost
President and Gen Manager	Andrea F.	Internal	\$0
Project Manager	Alexey A.	Internal	\$0
Senior Sys Eng	Stefano T.	Internal	\$0
Senior Sys Eng & Net Eng	Michele C.	Internal	\$0
HR and IT	Assunto L.	Internal	\$0
IT Supervisor	Claudiomaria B.	Internal	\$0
Facilities Manager	Roberto T.	Internal	\$0
IT Administrative	Daniela	Internal	\$0
Workplace Help Desk	Jacopo N.	Internal	\$0
System and Storage	Aldebra	External	\$300,000
Network and Security, telephony, access control	Lantech	External	\$300,000
Printers	Pellegrini	External	\$150,000
Telco Carrier	Fast Web	External	\$300,000
Moving Company	Scalo Fluviale	External	\$200,000
Landlord	Guaroldo	External	\$300,000
Contingency Fund	NA	Internal	\$192,000

Resource analysis:
costs, people,
equipment, time

Total
\$1,720,000

Communication plan

- If the plan goes off track from what was planned the project manager should be the first to know.
- Team meetings, conference calls, group emailing, shared Gantt planning
- Any informal communication of important matter must be documented after the communication has passed.
- Project Manager should assign task to team members
- Sponsors should assign any resources

Subject	Owner	Recurrence	Communication Method	Stakeholders
Project Board Meeting	Project Manager	Monthly	Group Email , Conference Calls	Board Members
Team Meeting	Project Manager	Weekly	Group Email , Conference Calls , Gantt planning	Team Members
Internal Stakeholders Meeting	Project Manager	Weekly	Group Email , Conference Calls	Internal Stakeholders
External stakeholders Meeting	Project Manager	Weekly	Group Email , Conference Calls	External Stakeholders

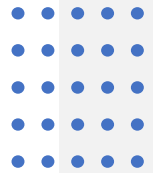
Schedule and Change Control Mgmt. plan

- If any stakeholder would like to see a change in the schedule or plans, they must submit a request for Change Request Form.
- This RFC will now be reviewed by the PM to evaluate our ability to implement this change, if the PM approves it goes to Change Request Board
- After the request is reviewed, discussed and logged by the Change Request Board that will accept or decline the change request.
- If it is bigger request, then it is approved or denied by the steering committee.
- Depending on the situation the change may be accepted on specific conditions.
- All changes and RFCs should be logged in the Configuration Management Database so that all members of the project may access the most updated version of the plans.
- Schedule will be documented monitored by the Gantt chart

Quality Management Plan

- Quality Criteria for data center and office operations will be defined by system engineer and will be confirmed by the system architect.
 - System Engineer will document benchmark tests on all servers and office hardware daily
- Implementation of safe fail for data center and offices will be designed by system engineer and will be confirmed by system architect
 - System Engineer will be designing a fail safe for the servers so that information is not lost and is easily recovered





Procurement Management Plan

- Establish contract with ISP that can deliver the bandwidth and reliability the company needs
 - Make sure ISP has stable and fast internet
- Purchase any capital expense needed and document it, such as receipts and warranty.
- Cater any services to our needs:
 - ISP
 - Food
 - Technology Providers

Process Improvement Plan

- Analyze any resources or operations that were inefficient and try to find a remedy for it
 - Look over WBS, Task List, RACI Matrix, Network Diagram
- Assign and Modify
 - Find who can best modify or eliminate the issue present

- WBS
- RACI matrix
- Task list
- Project schedule: Network diagram or GANTT
- Request for change (RFC) log
- Risk register
- Stakeholder list

Project Documents