

Project Document for OPT Portal Project

Jan 14, 2025

1. Project Charter

- **Project Title:** OPT Portal Development
- **Vision Statement:** To create an intuitive and efficient online portal that simplifies the OPT application and management process for students, improving application tracking and compliance with immigration regulations.
- **Objectives:**
 - Develop a comprehensive online system for OPT application submission and status tracking.
 - Enhance communication between students and administrative staff through automated notifications and updates.
- **High-Level Requirements:**
 - Secure user authentication and data protection.
 - Integration with existing university systems and databases.
- **Stakeholders:** Students, university administrative staff, IT department, compliance officers.
- **Project Sponsor:** University Registrar
- **Timeline:** Project initiation in January 2025, projected completion by December 2025.

2. Project Plan

- **Phases of the Project:**
 - **Initiation:** July 2024
 - **Planning:** August 2024
 - **Execution:** October 2024 to May 2025
 - **Monitoring and Control:** Throughout execution
 - **Closure:** May to June 2025
- **Task Lists:** Development of the user interface, backend systems, security protocols, testing, and deployment.
- **Schedule:** Includes milestones for each major phase.
- **Resource Allocation:** Details roles such as project manager, developers, security experts, and testers.
- **Budget:** Estimation of costs for development, testing, deployment, and training.
- **Risk Management Plan:** Included in a separate section.
- **Communication Plan:** Included in a separate section.

3. Scope Document

- **Scope Statement:** This project covers the creation of an online portal for managing OPT applications, including document submission, status updates, and reporting.
- **Deliverables:**
 - An online OPT management portal.
 - System documentation and user training materials.
- **Exclusions:** The project will not handle alumni accounts or non-student immigration processes.
- **Constraints:** Budget limitations and strict compliance with federal regulations.
- **Assumptions:** Key stakeholders will be available for regular consultations and feedback.

4. Risk Management Plan

- **Identified Risks:** Delays due to technical challenges, budget constraints, changes in regulatory requirements.
- **Impact Analysis:** Potential for project delays, cost overruns, or non-compliance with regulations.
- **Mitigation Strategies:** Regular status reviews, contingency planning, and ongoing legal consultation.
- **Monitoring Plan:** Regular risk reviews and updates at project meetings.

5. Stakeholder Management Plan

- **Stakeholder Identification:** Detailed list of all stakeholders involved, including contact information.
- **Analysis of Stakeholder Influence and Interest:** Stakeholder influence-interest matrix.
- **Engagement Strategies:** Regular updates, presentations, and feedback sessions.
- **Communication Plan:** Detailed in the communication plan section.

6. Communication Plan

- **Goals of Communication:** Ensure clear, timely, and effective communication among project team members and stakeholders.
- **Information Distribution Methods:** Project newsletters, email updates, and project management tool notifications.
- **Frequency of Communication:** Bi-weekly updates, immediate notifications for critical issues.
- **Responsible Parties:** Project manager and communications officer.
- **Escalation Processes:** Defined paths for escalating issues based on severity and impact.

7. Quality Management Plan

- **Quality Objectives:** To deliver a user-friendly, secure, and compliant OPT management portal.
- **Standards and Metrics:** Usability metrics, security audits, compliance checks.
- **Quality Control Processes:** Periodic code reviews, interface usability tests, security vulnerability assessments.
- **Quality Assurance Processes:** Regular testing cycles, compliance verification.
- **Continuous Improvement Processes:** Feedback mechanisms post-deployment to enhance portal functionalities.

8. Change Management Plan

- **Change Control Processes:** Structured process for submitting, reviewing, and approving changes.
- **Approval Levels:** Specified levels of change authority from technical leads to project sponsors.
- **Change Tracking:** Use of a centralized change log to record and track changes.

9. Project Closure Document

- **Closure Criteria:** Completion of all development, testing, and training objectives.
- **Post-Project Review:** Evaluation of project performance against goals.
- **Lessons Learned:** Key insights and recommendations for future projects.
- **Final Project Report:** A detailed report summarizing project outcomes, budget usage, and stakeholder feedback.

10. Meeting Agenda and Minutes

- **Meeting Date:** Scheduled as per the project timeline or as needed.
- **Attendees:** Project team, stakeholders, or specific working groups.
- **Agenda Topics:** Current status, issues, upcoming tasks, risk updates.
- **Decisions Made:** Documented and circulated post-meeting.
- **Action Items:** Allocated with deadlines and responsibilities.

Today's meeting to do:

1. Who all are continuing?
2. How many more people do we need?
3. What is the deadline for the project?