Team Rocket

PROJECT MANAGEMENT PLAN

VERSION 1.1.1

02/03/2025

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| **VERSION HISTORY** | | | |
| **VERSION** | **REV DATE** | **DESCRIPTION OF CHANGE** | **AUTHOR** |
| 1.0.0 | 1/27/2025 | Initial creation | Jacob Palmer, Maya Harden |
| 1.0.1 | 1/27/2025 | Embedded SOW and Charter Docs | Maya Harden |
| 1.1.0 | 2/3/2025 | Updated sections with new information  Fixed using Team Charter instead of intended Project Charter | Jacob Palmer, Maya Harden |
| 1.1.1 | 2/3/2025 | Updated SOW, PC, WBS  Added RMP, RTM, SAD, ERD, UFD  Embedded WBS Dictionary | Jacob Palmer |

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# EXECUTIVE SUMMARY

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| “Worth the Words” is developing a new website to improve its online presence and better serve its community of donors, volunteers, and visitors. Existing online resources lack the integrated functionality that allows for simple donations, volunteer sign-ups, event management, and analytics tracking. A user-friendly and secure platform is critical to increase engagement, streamline administrative tasks, and encourage more community involvement in Worth the Words’ initiatives. |

# PROJECT MANAGEMENT APPROACH AND GOVERNANCE

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| The Project Charter is our initial document for outlining the purpose, goals, scope, etc. of the project. |

## PROJECT SCOPE

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| The Statement of Work is the legally binding document that details what must be done in what amount of time. |

## DELIVERABLES

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| **Develop a Secure Donation Module:**  -Enable one-time and recurring donations (PayPal or other payment gateways).  -Ensure personal information is protected via encryption and HTTPS.  **Implement an Event Calendar:**  -Allow administrators to create and update events.  -Provide visitors/volunteers a clear way to view and sign up for events.  **Create a Volunteer Sign-Up System:**  -Track volunteer interests and credentials.  -Provide administrators with real-time access to volunteer data.  **Set Up Contact & Questionnaire Forms:**  -Allow users to submit questions and feedback.  -Ensure form data is securely stored and easily accessible by administrators.  **Enable Analytics:**  -Integrate an analytics plug-in for tracking site usage.  -Provide administrators with meaningful insights into donations, volunteer sign-ups, and page visits.  **Ensure Mobile Optimization:**  -Implement responsive design to maintain usability across devices.  -Provide a consistent user experience on smartphones and tablets.    Success will be measured by the website’s functionality, user satisfaction, and increased engagement through sign-ups, donations, and inquiries. |

## WORK BREAKDOWN STRUCTURE (WBS)

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| WBS Dictionary: |

## SCHEDULE BASELINE

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| Our schedule for the project lasts from the start of January to the end of April. For the first month and a half we intend to plan out the included documents before shifting to implementation of demos. The first demo representing roughly 50% completion is expected to be finished by March 4th, the second demo representing roughly 75% completion is expected to be finished by April 1st, and the third and final representing total completion is expected to be finished April 22nd |

## PROJECT SCOPE MANAGEMENT PLAN

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| The project scope will be managed by Maya Harden as the Requirements Analyst. This will be documented through the requirements traceability matrix to ensure the scope meets requirements and does not creep beyond them. This is further enforced by the direction of Professor Chrisman and the needs and approval of the client. |

# COMMUNICATIONS MANAGEMENT PLAN

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | TITLE | EMAIL | OFFICE PHONE |
| James Chrisman | Professor | david.chrisman@louisville.edu | (502)-531-4671 |

|  |  |  |  |
| --- | --- | --- | --- |
| COMMUNICATION TYPE | DESCRIPTION | FREQUENCY | MESSAGE DISTRIBUTION |
| GroupMe | Updates, questions, File sharing | Immediate | Text |
| Microsoft Teams | In-depth discussions, Milestone reviews | Every Friday, 5:30 PM | Voice |

# RESOURCE MANAGEMENT PLAN

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| We anticipate minimal or no costs for hosting, domain registration, or security and analytics plug-ins. Our primary resources—including a CMS platform (e.g., WordPress, WIX), a payment processing service (e.g., PayPal, Stripe), design and development tools, and communication channels (GroupMe, Teams)—are generally free or low-cost. If premium features become necessary, we will reevaluate our budget at that time. |

# HUMAN RESOURCES MANAGEMENT PLAN

## PROJECT STAFF LIST

|  |  |  |
| --- | --- | --- |
| NAME | TITLE | EMAIL |
| Rachel Carr | Project Manager | racarr07@louisville.edu |
| Jacob Palmer | Lead Developer/ CMS Implementer | jmpalm05@louisville.edu |
| Dayy Wade | Developer/ CMS Implementer | lewade02@louisville.edu |
| Maya Harden | Requirements Analyst | jehard14@louisville.edu |
| Simona Sofrnova | Lead System Architect/Analyst | stsofr01@louisville.edu |
| Lausdrith Garcia Hernandez | System Architect/Analyst | lmgarc03@louisville.edu |

## 

## RESOURCE REQUIREMENT CALENDAR

A resource calendar details key resources for the project. It describes what resources will be needed when and for how long. Note that not all resources will necessarily be required for the duration. Complete this calendar or link to an external document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role | Hours per month | | | |
| Jan | Feb | Mar | Apr |
| TBD |  |  |  |  |

# SCHEDULE MANAGEMENT PLAN

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| --- |
| Our primary method for developing the schedule is based on Professor James Chrisman’s due dates for the major parts of the project, such as drafts and demos. We are additionally relying on GroupMe and email for internal team and external class respectively. |

# QUALITY MANAGEMENT PLAN

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| We will verify the important features (such as donation flows, volunteer signups, and event calendars) against the list of requirements necessary for proper behavior and reliability of use, address and consider issues that are discovered, perform security checks, and finalize the revised site for its public launch. Additionally, once the website is completed it will be sent to Worth the Words so that administrators have the proper documentation and/or training for managing the forms, reports, and user data. |

# RISK MANAGEMENT PLAN

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| We address scope creep by sticking to the professor’s requirements, confirming any changes, and keeping a clear task list. Time constraints are managed through realistic deadlines, planning around other coursework, and proactive communication. Technical learning curves are tackled by dedicating time to learn new tools, sharing knowledge, and consulting tutorials. |

# COST BASELINE

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| --- | --- | --- |
| PROJECT PHASE | BUDGETED TOTAL | COMMENTS |
| TBD |  |  |

# QUALITY BASELINE

|  |  |  |
| --- | --- | --- |
| ITEM | ACCEPTABLE LEVEL | COMMENTS |
| TBD |  |  |

# APPENDICES

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| --- | --- |
| ATTACHMENT NAME | LOCATION / LINK |
| Project Charter | The Project Charter is our initial document for outlining the purpose, goals, scope, etc. of the project. |
| Statement Of Work | The Statement of Work is the legally binding document that details what must be done in what amount of time. |
| Project Requirements | The Requirements Management plan is documentation of the requirements of the system, with detailed descriptions of each. |
| Requirements Traceability Matrix | The Requirements Traceability Matrix is an organized table marking the identification of requirements, their status/testing, and change control. It is used to track the development of the system. |
| Systems Architecture Diagram | The Systems Architecture Diagram visualizes the system’s structure and components, as well as how they interact with each other, the server, and end-users. |
| Entity Relationship Diagram | The Entity Relationship Diagram visualizes how the different entities (users, systems, processes) interact with the website and each other |
| User Flow Diagram | The User Flow Diagram visualizes the average path different users may take when browsing the website and performing a specific task. |