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IT 331 –Project Management in Info Tech

Professor Holmes

17 May 2020

TO:

FROM: Brantly McKendree, Project Manager

Date: May 17, 2020

SUBJECT: Student Degree Progress Tool

**Introduction**

The purpose behind the Student Degree Progress Tool is to allow students to access a powerful and flexible system to access their progress toward their program and degree completion.

Project objectives or outcomes expected is broken down into 4 things.

* Project functionality based on the scope
* Project completion with no additional expenses
* Project free of defects or down time causing errors
* Project delivered no later than two weeks from the target time frame within the Summary Milestone Schedule

Documentation of the project’s purpose can be found within the Project Management Documents Excel workbook. It is stated within the third paragraph of the first sheet of the excel sheet. As far as project objective documentation, this can be found within the project charter under the **Project Objectives and Success Criteria** sub-heading.

**Key Stakeholders and Roles**

Stakeholders and Their Roles:

**Project Sponsor: Jane Smith**

**Project Manager: John Doe**

**Core Stakeholder: Authur Bowman**

**Project Team Members: Shila Cole, Ana Fischer, John Jones**

Role’s relevant functions within steps of the project:

**R**esponsibility for completing step

**A**ccountable for the step

**C**onsulted with before completing step

**I**nformed when step is completed

Project Sponsor: Jane Smith

Function:

The Project Sponsor is an executive that has authority to advise the Project Manager and serve as a tiebreaking decision maker with the organization. The sponsor also approves things and helps market the benefit of the project.

Significance:

The Project Sponsor is significant in each of the steps

located below. These are steps within the project in which the Project sponsor will be making decisions and consulting with the Project Manager.

|  |  |  |
| --- | --- | --- |
| Step | Description of step | **Project Sponsor** |

|  |  |  |
| --- | --- | --- |
| 1 | Create the project charter | **I** |

|  |  |  |
| --- | --- | --- |
| 4 | Create a formal budget and budget plan | **C/I** |

|  |  |  |
| --- | --- | --- |
| 5 | Fill in a Gantt chart with the project schedule and milestones | **I** |

|  |  |  |
| --- | --- | --- |
| 14 | Perform integration testing to ensure that the front-end components and back-end components speak to each other as well as integrate seamlessly with the rest of the web application | **I** |

|  |  |  |
| --- | --- | --- |
| 15 | Transition web application into production environment (go-live) | **C/I** |

|  |  |  |
| --- | --- | --- |
| 19 | Develop the final project report | **I** |

Tasks:

The Program Sponsor is to consult the Project Manager in step four and step fifteen of the RACI chart.

Project Manager: John Doe

Function:

The Project Manager is responsible for putting the project together and completing the project successfully. They are with the project from start to finish checking on all steps.

Significance:

The Project Manager is significant in all the steps below in the RACI chart. These steps the Project Manager will be not only communicating with the entire group of stakeholders, but they will also complete all of the tasks labeled A/R in the chart below.

Tasks:

The project manager is to communicate with the stakeholders and complete the project charter, develop the project management plan, define the project scope, create a formal budget and budget plan, fill in the Gantt cart with the project schedule and milestone. The Project Manager also monitors project progress throughout the lifecycle, manages project deliverables for records and hand-off, assesses and manages risks throughout the project life cycle, develop the final report, and finally perform project reflections. The Project Manager should keep the Stakeholders informed within the steps provided and engaged with the project.

Core Stakeholder: Arthur Bowman

Function:

The Core Stakeholder acts as the primary Stakeholder and is key to the success of the project.

Significance:

The Core Stakeholder is significant in each of the steps located below. These are steps within the project in which the Project sponsor will be making decisions and is vital to the success of the project.

Task:

The tasks of the Core Stakeholder are consult and be informed about the project according to the RACI chart.

Team Members: Shila Cole, Ana Fischer, John Jones

Function:

The Team members are assigned to areas of the project and are to complete tasks assigned to them by the Project Manager.

Significance:

The team members complete the front-end and backend application. They are the creators of the application with the guidance of the Project Manager.

Tasks:

The tasks are assigned to the Team members on the RACI Chart and can be located below. They essentially design the application according to the Project Manager and the defined constraints.

**RACI Chart and Legend**

A close up of a sign

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A close up of a white wall

Description automatically generated

**Your Role and the Triple Constraint**

Role: Shila Cole – Systems Analyst

Responsibilities

The system analyst is to analyze the system and make sure that testing and behavior of the program is all functional and correct. Within the project schedule the system analyst will be working on four essential steps. First, the defined test plan must be designed for all system components. Next, scenarios must be tested that were defined in the test plan. Next, front-end and back-end communication must be tested. Finally, assessing and managing all risks throughout the life cycle of the project.

Predecessor tasks:

Predecessors tasks must be completed for another step to take place. For example, to create a test plan for all the system components, step 7 and 8 must be completed. Those being creating architectural design for the front-end and the backend of the application. It is imperative that these steps take place in this order because to perform proper testing the architectural layout must be completed.

Triple Constraint Matrix

The additional element I intended to add is the ability to hover over a class within the degree program of the student and see the grade point average they received in the class. This feature will coincide with the creation of the front-end application because it is part of the front-end. This will delay Ana Fischer less than half a day, which will also delay the testing less than half a day delaying the project one day. This project addition should be simple and should allow for schedule, scope, and cost all to stay within the project charter.

**Project Risk and Mitigation**

**Project Risk:**

“There is a risk that the ambiguity in the project scope (it only defines "graphical element" but not what type) will lead to requirement changes by the stakeholder during development, affecting both the budget and schedule.” (From Project Management Documents)

Attention:

This risk requires attention because if the requirements change during development then budget and schedule are going to change for the project. This can be seen in the WBS or work breakdown structure. The schedule is limited to those things unless something changes then the whole schedule will be pushed back. A close up of a sign

Description automatically generated

Dependencies:

In the work break down structure above the graphical component unit would delay the web view unit and the backend unit. All the things that are in the red depend on each other. Because the graphics can’t be implemented without a mockup and the test plan can’t be made without a graphic component.

Implications:

If the risk is not addressed and the graphic component changes, which is the scope, then the budget and schedule will be forced to change to deliver the product. This makes it imperative to determine a graphical component immediately with limitations to change unless the triple constraints of schedule, scope, or budget can change.

**Risk Mitigation:**

Steps to mitigate risk:

1. The determination of a graphic component details needs to be discussed early on.
2. The project manager will need communicate with everyone involved in the design of the graphics the ideas and their implementation.
3. The stakeholders should be shown mock-ups and ideas before developing them.

How will these steps affect the project?

There will need to be a meeting if the graphic component is to be discussed early on. This will require the stakeholder and the project manager to meet and discuss the stakeholder’s ideas for the graphics.

The project manager will then have to communicate those ideas to the developer’s, and this will pose constraints on their designs and may slow production speed a miniscule amount.

The stakeholders should be shown a mock-up. This will only pose a short meeting of roughly an hour at most.

Why are these strategies the best course of action?

These steps will reduce productivity a miniscule amount but reduce the chance of a complete rehaul of the graphics and push the project back much farther and much later in development. This would cause extreme increases in schedule and budget.

**Conclusions and Key Takeaways:**

The purpose behind the Student Degree Progress Tool is to allow students to access a powerful and flexible system to access their progress toward their program and degree completion and here are the key takeaways. Most importantly tasks are scheduled and delegated in a strict schedule. This implies that things must happen in a certain order and at a certain rate in order to be completed on time. Next, we have the risks that could increase the times needed to complete the project. The key risk is the ambiguity of certain areas of the application. Within the Risk Mitigation section this risk can be reduced if not eliminated causing the project to complete on schedule. Finally, everyone involved should know their tasks and at any given time report discrepancies and complications. This will allow for the project to complete on time and within budget.

**See attached files for critical project information and related information to the topic presented.**