Academic Statement

We commit ourselves to Washington State University's high standards to uphold academic honesty and scholarly values as established by the WSU's Standards of Conduct. We affirm that we have not given or received any unauthorized assistance on this assignment/examination, that the work product presented here is the work of the authors, and that all materials from other sources (including books, articles, Internet, or other media), whether quoted or paraphrased, have been properly cited.

Daniel Semenko

Bruno Sanchez

Brian Kirika

Kyle Jang

Naomi Dion-Gokan

Jerel Santos

Typing our names above serves as our signatures

Assignment Part II:

In addition, your team needs to prepare a synopsis of your team project.

This presentation summarizes your project from initiation to completion.

Highlight each of the team assignments. Each team member should participate in the presentation. Maximum of 15 minutes (points will be deducted if presentation exceeds 15 minutes). Include what you consider to be the key components of your project.

It is time to celebrate. As a team - come up with a no-cost, way in which to celebrate. Is there an activity everyone can do participate? Include an explanation for your team's celebration plan to include: *what, when and how*. Add this team activity (celebration) to your project synopsis.

Team Formation

When forming the groups, Bruno and Naomi were the first two who formed the group Team DevHour, and Bruno sent out an invitation to join on Canvas and announced again during a weekly class meeting. From this call-to-action, Jerel, Kyle, Brian, and Daniel reached out and answered the call, solidifying the group with the name Team DevHour. Once our team was put together, we quickly decided to get to work on a Mixed Reality (MR) project for a restaurant, in which users can scan a QR code placed on a menu to display MR options for nutritional information and a 3D replica of the menu item. Our project had officially begun.

Project Charter Assignment

-During the project charter we laid the groundwork for our project, starting with Bruno naming the project, finding sponsors, project manager, and target implementation and later going into the project's definition, used to describe how the project will be done and why. Bruno then clearly outlined our business case, background, objectives, and deliverables to help the team clearly understand what we are trying to achieve.

-Jerel then presented the team with what is in scope and out of scope to allow the team to focus on what was needed and to not over deliver

-Kyle showed the team the project's assumptions, constraints, risks, and the risk tolerance levels to define what needed to happen for the project to succeed and to also show the severity of those assumptions.

-After that Brian clearly presented the project timeline and what those milestones needed to succeed and who oversaw approving those milestones.

-Naomi then accurately presented the project's estimated budget from labor cost to the cost of the equipment needed to produce the AR lenses and their software.

-Daniel presented the projects resources like key stakeholder groups and how our project impacts those stakeholders and defined the project teams to clearly assign roles for the people who are responsible for delivering project work.

-Project changes never occurred in our project, so we never needed to submit a formal change request.

Stakeholder Analysis / Registry & Communications Matrix

At this point, we were roughly half-way through the project management documents. In the following sections, we focused on Stakeholder Communications and Engagement Strategies.

The first document our group focused on was the Engagement Strategy. This document's objective was to devise a plan on how the project team would foster effective communication and collaboration between stakeholders, ensuring alignment of project goals and overall project success. The approach we took in this document consisted of the following:

- We wanted to ensure that there were regular updates and involvement in decision-making processes to keep stakeholders informed and engaged
- We utilized elements of the project charter as a reference to maintain focus on project objectives and requirements
- We wanted to ensure that there was open communication and recognition of stakeholder contributions to promote a positive project environment

Because of the approach we took we ensured stakeholders would be happy through active involvement and transparency. We also guarantee that there is greater clarity and alignment on project objectives and requirements. By creating a clear Engagement Strategy, we ensure that through all the approaches taken, the project has a higher chance of success.

The second document was the Stakeholder Registry, in which we identified and categorized stakeholders based on their level of influence and interest in the project. We ended up categorizing stakeholders into Key, Secondary, or Other:

- Key Stakeholders were identified as primary stakeholders with major investments in the project's success. These include the O-Ramen Owners/Management and the DevHour Team. These stakeholders' involvement and support are crucial for project success
- Secondary Stakeholders are those whose interests and livelihoods may be impacted by the project but are not necessarily involved in it. These include college students and college administration, in addition to local residents.
- Finally, Other Stakeholders were identified as those whose support or cooperation may be required at various stages of the project. These include stakeholders such as suppliers, local residents, and technology service providers.

By first identifying all potential stakeholders in the Stakeholder Registry, we could then take the next steps to identify everything from power, to interest, to advocate/adversary. With these aspects, we can determine where in the Stakeholder Analysis Map Quadrant they land. That is, if we need to "Keep Satisfied", "Keep Informed", "Monitor", or "Manage Closely". Finally, once all these aspects are filled out, we can then determine the specific Engagement Strategy for each stakeholder.

Once we determine the Engagement Strategies we take, the next step is to then define clear communication channels and protocols for all stakeholders. This was done in the third document of this section, the Communications Matrix. This document would ensure that all relevant project information and the timely communication of updates and engagement between all stakeholders are known and documented. In this document, the team went through each stakeholder, and determined the following:

- Project Info Needs: What information/project requirements does the stakeholder require
  - Ex: Project Goals/Objectives, Scope, Progress, Timelines/Deadlines, etc.
- Stakeholder Info Needs: The information needs of the stakeholder involved in or affected by the project
  - Ex: Project Impact, Roles/Responsibilities, Updates, Feedback, etc.
- Communication Method: The method in which the project team communicates with each stakeholder (if at all).
- Timing/Frequency: How often any communication is done, depending on the Stakeholder

This document ensures that communications are clear, targeted, and consistent throughout the project, depending on the Stakeholder. This leads to improved stakeholder engagement, alignment, and increases the chance of project success.

Work Breakdown Structure

Figuring out what to put in the Work Breakdown Sructure was important, as this document was going to be important for future assignments that relied upon a WBS. Working on the document itself, however, was complicated, given that half of the group cannot use Microsoft Project at all. This presented a roadblock that frustrated many of us, and we were unable to use any online solutions because WSU's Office subscription doesn't cover Microsoft Project.

To overcome this issue, we created an Excel sheet through which everyone was able to contribute deliverables to put in the WBS (alongside sub-deliverables and their duration). After the contributions, we put the deliverables from the Excel sheet into a Project sheet, where he then transposed the information. After putting in the information, it had to accommodate and be edited a bit so sub-deliverables wouldn't overlap.

Project Schedule & Resource Allocation

Working on the Project Schedule & Resource Allocation was an excellent opportunity to have more details about the steps to achieve our project. We made use of the WBS to create a schedule which includes the start and end dates based on the activities' duration defined in our Work Breakdown Structure. Also, we increased as needed the number of activities for each deliverable to have elaborate and specific tasks to follow. Additionally, we specified the order in which each activity should be executed. Then, we allocated resources to each activity. Those resources included work resources such as workers, cost resources and material resources. The resource allocation process helped us notice a resource overallocation for multiple of the engineers. To solve that issue, the project manager changed other workloads to balance out resources as well as communicating with everyone before making the resource leveling decision.

Risk ID & Registry

Creating a comprehensive risk registry involves navigating several challenges inherent to the process. Identifying and categorizing all potential risks accurately is a primary challenge in creating a comprehensive risk registry. This demands a deep understanding of the project's scope, objectives, stakeholders, and external factors. Risks may be interconnected or have cascading effects, requiring a rigorous and inclusive approach to isolation. Overlooking certain risks due to biases or blind spots among team members is common, necessitating techniques such as brainstorming sessions, historical data analysis, and expert consultations for thorough risk identification.

Secondly, assessing and prioritizing identified risks presents its own set of challenges. Not all risks are equal in terms of their potential impact and likelihood of occurrence, demanding a nuanced understanding of project objectives and constraints. Balancing thoroughness with practicality while considering resource and time constraints is essential. Effective communication and consensus-building strategies are crucial for aligning stakeholders on risk assessments and ensuring collective ownership of risk management efforts.

Finishing the Project

Things went smoothly and we have finished all the deliverables of our project! Now that's all to do is have the stakeholders try out our application, then we can launch it for any restaurant to use.

One of our client restaurants has agreed to let us have dinner on the house. We plan on celebrating our project finish by having an expense-paid team dinner at this restaurant. It is cost-free and easily accessible since all team members are in the area.