

Project Definition Document

Project name: **Totterdown Urban Nature Reserve Map**

Document Version: 1.1 Document Date: 05/12/2023 Document Author: Team 2

1. Business Case:

Initiating the Totterdown Urban Nature Reserve project under TRESA's leadership presents a compelling case, rooted in the potential to significantly enrich Totterdown's local environment and cultural vibrancy. The establishment of this reserve promises diverse community benefits, including the preservation and enhancement of local green spaces, biodiversity, and the overall ecosystem. In alignment with TRESA's mission, the project strives to empower the community by fostering active participation in environmental initiatives. The development of an interactive map of the Totterdown area serves as an educational hub, cultivating awareness about local wildlife and sustainability efforts. Importantly, this initiative is undertaken with a focus on financial prudence, with minimal costs involved. The sole expenditure is anticipated to be for the acquisition of a required Map API, with an estimated maximum cost of £10. This judicious financial approach ensures that the project aligns with TRESA's objectives while maintaining fiscal responsibility.

2. Aims and objectives:

Assessment of Existing Green Spaces:

- a. *Tools: GIS Mapping Software* - Utilize Geographic Information System (GIS) mapping tools to analyze and visualize the current distribution and extent of green spaces within the Totterdown area.

Evaluation of Nature Reserves:

- b. *Tools: Environmental Databases* - Access existing environmental databases and records to evaluate the presence and characteristics of nature reserves in and around Totterdown.

Site Surveys:

- c. *Tools: GPS Devices* - Conduct on-site surveys using Global Positioning System (GPS) devices to gather accurate location data and assess the current state of potential nature reserve sites.

Community Surveys:

- d. *Tools: Online Survey Platforms* - Employ online survey platforms to gather community input and insights regarding existing green spaces, preferences for nature reserves, and potential areas of interest.

Collaboration with Local Authorities:

- e. *Tools: Official Planning Documents* - Collaborate with local authorities and review official planning documents to understand designated green spaces and any proposed nature reserve initiatives.

Stakeholder Interviews:

- f. *Tools: Interview Protocols* - Conduct structured interviews with key stakeholders, including community members, environmental experts, and local authorities, to gather qualitative data on current green spaces.

Historical Analysis:

- g. *Tools: Archival Records* - Explore archival records, historical maps, and documents to understand the historical evolution of green spaces and potential nature reserves in Totterdown.

Ecological Surveys:

- h. *Tools: Field Observation Kits* - Perform ecological surveys utilizing field observation kits to assess the flora and fauna present in the identified green spaces and potential reserve areas.

Land Use Mapping:

- i. *Tools: Satellite Imagery Analysis* - Analyse satellite imagery to map land use patterns, identify potential nature reserve sites, and assess the current state of green spaces.

Cost-Benefit Analysis:

- j. *Tools: Spreadsheet Software* - Utilize spreadsheet software to conduct a cost-benefit analysis, considering factors such as land acquisition costs, maintenance expenses, and anticipated community benefits.

3. Deliverables:

The following will be delivered to the host as outputs from this project:

- 1.1 Mapping application for local green spaces
 - 1.1.1 Map displaying local green spaces with collected data.
 - 1.1.2 Form/questionnaire for users to submit their own green space.
 - 1.1.3 Moderation system for handling user submitted content.
 - 1.1.4 Handover document for the use and maintenance of the mapping application
- 1.2 Integrate mapping application into TRESA's WordPress website.
- 1.3 Promotion of application using marketing, communication and engagement strategies
- 1.4 Promotion of the Totterdown Urban Nature Reserve.

4. Key Stakeholder

- a. Project Team Members:
 - i. Joe Holloway
 - ii. Rayan Louahche
 - iii. Carl Milosavljevic
 - iv. Airen Ng
 - v. Abdihakim Omar
- b. Supervisor:
 - i. Ian Brooks
- c. Host organisation:
 - i. TRESA
- d. Host contact:
 - i. Suzanne Audrey
 - ii. Anne Silber
 - iii. Simon Hobeck

5. Milestones:

- a. by - [21/11/2023]: Before a project begins, its critical information is made abundantly evident in its definition. Moreover, the document necessitates an in-depth understanding of the project's focus. Additionally, the document facilitates collaborative teamwork through providing all stakeholders involved a clear concept and structure of the project's goals.
- b. by – [20-12-2023] On this stage, research is vital as we should find out more about the local wildlife, natural features and plants that would be beneficial to the project. Additionally, a plan outlining the data we are gathering would be extremely advantageous to the project. On top of that discussing with team members on the diverse types of data collection techniques to gain an understanding of the methodologies used by team members. Preparing a plan for social media presence alongside the mapping. This would include

the, categories for content, decision of platform, methods for engagement and publishing frequency.

- c. by - [18-01-2024]: By this step, there should be a data management system to organise, categorise, and evaluate the information gathered. This may include establishing databases and assuring the security and accuracy of the data. Furthermore, to this the development of the website mapping would have begun using the data collected. Also, this should include applying incremental changes to the map as more data is collected such as emphasising specific locations and identifying various habitats. Establishing a website testing and feedback enhancement cycle with stakeholders involved to make sure the system fulfils the needs of all the clients. Also, utilising social media channels to interact with the neighbourhood through interactive posts and methods, providing data insights, highlight project milestones, and provide frequent updates on the project's status.
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- d. By [16-02-2024]: During this stage, data gathered should carefully be analysed to find trends as well as areas of interest in the reserve. In addition to that, verifying that all the information is precise, dependable, and updated through completing quality inspection on the data and the map. To make sure the website and map is easily navigated around, running several tests to analyse how user friendly the website is. On top of that, gathering a varied audience to provide feedback evaluating the site's features.
- e. [18-03-2024] By this step all the project deliverables such as the website, mapping and the social media presence have been completed. Additionally, the supervisor's and client's input has been reviewed, and any desired adjustments to the project have been implemented.
- f. [25-03-2024]: This stage of the project is when we will thoroughly verify that all deliverables meet the project demands with the supervisor as well as the client. Once all has been done, the project will then be signed off and preparations to complete the final report commences, Moreover, documentation will also be given to the client during the hand over time.

6. Outline of roles and responsibilities:

- a. Abdihakim Omar- project team member -Business oriented tasks as well as soft skills such as communicating and managing change.
- b. Carl Milosavljevic: - Technical oriented member working on tasks such as- creating technical documentation.
- c. Rayan Loucache- Project Manager-Software developer- collecting data for the mapping.
- d. Joe Holloway-technical oriented- Moreover, tasks such as formulating a comprehensive plan for the mapping.
- e. Airen Ng- Project team member- business oriented member such as tracking progress as well assessing project risks and reducing them

- f. Ian Brooks- Supervisor, to make sure the team is on track as well as meeting the aims and objectives of the project.
- g. Suzanne Audrey- client
- h. Anne Silber- client
- i. Simon Hobeck-client

7. Criteria for success:

The project will be deemed a success according to the following criteria:

- a. Client is satisfied with deliverables: mapping application for data collection, the application will also come with a handover document, teaching the client how to use and maintain the system
- b. Clear Communication with the Client: client has been satisfied with our level of communication, professionalism, organisation and meeting deadlines with deliverables
- c. Gain evidence and real time data on how much green space and nature are already established in Totterdown
- d. OPTIONAL: Social Media platforms, primarily Instagram is set up for the company with several pieces of content produced and published allowing the company to start gaining social awareness and build a foundation they can follow with content creation.

8. Overview of methods:

In addressing the above aims and objectives and creating the above deliverables, working to the above milestones, considering the above resources and commitments, constraints and risks, and criteria for success, we anticipate using the following methods:

- a. Mapping Application: Agile Methodology
- b. Clear Communication: Agile Methodology
- c. Real Time Data on Green Space and Nature in Totterdown: Agile Methodology
- d. OPTIONAL: Social Media Platforms i.e. Instagram: Agile Methodology

9. Project Approach:

We have adopted an Agile methodology, specifically incorporating Scrum practices, to structure and manage our project effectively. Agile's iterative and incremental approach aligns well with our project goals, enabling us to break down the Totterdown Nature Reserve initiative into manageable phases within preset timeboxes. This methodology emphasizes collaboration with clients and stakeholders, ensuring constant communication that facilitates responsiveness to evolving ideas and requirements. It's flexibility to changes during the project is invaluable, and its openness to feedback contributes to efficient time management.

In addition to Agile, we will implement Scrum as a complementary method to enhance task management and team collaboration. The Scrum framework allows us

to dissect the project into smaller, more manageable tasks, distributing them among team members to optimize work quality and speed. Through regular Sprint meetings lasting one or two weeks, documented on our group wiki page, each team member will focus on their assigned tasks. These meetings will include a backlog outlining the specific requirements for the sprint. Importantly, our Scrum approach aligns with Agile principles, fostering open communication among team members.

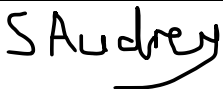
To address the guidance from our supervisor, we will integrate the practice of maintaining a comprehensive risk log into our project approach. This risk log will document potential risks, their impact, and mitigation strategies. Regular discussions on the risk log will not only keep the team informed about potential challenges but also involve the client in risk management discussions. This proactive approach ensures that risks are identified and addressed collaboratively, promoting transparency and aligning with the client's expectations.

10. Review and Sign Off:

Authors (Responsible)

| Name |
|---|
| Rayan Louahche (Project Manager, Communication officer) |
| Airen Ng |
| Carl Milosavljevic (Communication officer) |
| Abdihakim Omar |
| Joe Holloway (Software dev) |

Approvers (Accountable)

| Name | Role | Signature | Sign-Off Date |
|-------------------|--------|---|---------------|
| Suzanne Audrey | Client |  | 5/12/2023 |

Reviewers (Consulted)

| Name | Level of Review/Criteria |
|--------------|--------------------------|
| Joe Holloway | Proof Readings |