

Ridiculous 6

PROJECT MANAGEMENT PLAN

VERSION <1.0.4>

12/04/2024

VERSION HISTORY

VERSION	APPROVED BY	REVISION DATE	Iteration
1.0.0	Ridiculous 6	9/11/2024	Initial Draft
1.0.1	Ridiculous 6	9/15/2024	Updated RTM
1.0.2	Ridiculous 6	10/16/2024	Third Draft
1.0.3	Ridiculous 6	11/23/2024	Fourth Draft
1.0.4	Ridiculous 6	12/04/2024	Final Revision

TABLE OF CONTENTS

VERSION HISTORY	1
1. EXECUTIVE SUMMARY	3
2. DOCUMENT REFERENCE	4
2.1 NARRATIVES	4
3. STAKEHOLDER REGISTER	6
3.1 STAKEHOLDER IDENTIFICATION	6
3.2 STAKEHOLDER MANAGEMENT PLAN	6
4. WORK BREAKDOWN STRUCTURE (WBS)	7
4.1 WBS NARRATIVE	8
5. TCO	9
6. COMMUNICATION PLAN	10
7. RISK MATRIX	11
8. PROJECT SCHEDULE	13
9. DIAGRAMS	13
9.1 ERD	13
9.1 ERD NARRATIVE	13
9.2 UFD	14
9.2 UFD NARRATIVE	14
9.3 SAD	15
9.3 SAD NARRATIVE	15
9. APPENDICES	16
10. REFERENCES	17
11. AUTHORIZATION SIGNATURES	19

1. EXECUTIVE SUMMARY





Purpose:

The primary purpose of this Project Management Plan is to provide a structured framework for executing the project effectively and efficiently. This plan is designed to outline the key objectives, timelines, resources, and risk management strategies required to meet project deliverables while ensuring alignment with stakeholder expectations. Our team will use the PMP to coordinate all project planning documents and help guide our project's execution and control. Essentially, this document will reference all our previous documents and serve as a biography for the project.

Goals:

- **To ensure project alignment with objectives.** This plan will help ensure that all project activities align with the overall goals and objectives, fostering consistency in decision-making and execution.
- **To support risk management:** This document provides a clear outline of risk mitigation strategies to avoid delays and ensure project success.
- **To manage the project timeline effectively:** By establishing a detailed timeline and milestone-based approach, the project will maintain momentum and stay on track toward completion.
- **To enhance communication and collaboration:** By establishing clear communication channels and protocols, this plan will facilitate better collaboration among team members and stakeholders, ensuring that everyone is informed and engaged throughout the project lifecycle.

2. DOCUMENT REFERENCE

Project Charter	Statement of Work	Requirements Traceability Matrix	Requirements Management Plan
<div> Project Charter Living.docx</div> <div>See Appendix</div>	<div> SOW Living.docx</div> <div>See Appendix</div>	<div> RTM Living.xlsx</div> <div>See Appendix</div>	<div> RMP Living (1).docx</div> <div>See Appendix</div>

2.1 NARRATIVES

PROJECT CHARTER

The Guidebook Pro project charter document highlights the developing of a premium subscription platform that meets the specific goals outlined by Guidebook, targeting high-value clientele and high-demand celebrities guides. This project, scheduled for completion during the Fall 2024 semester, will focus on delivering a polished website alongside the existing Guidebook service. Key deliverables include an annual subscription system, trip booking functionality, a robust search system with advanced filtering options, tools for guides to create and manage trip listings, and a subscriber invitation feature. Excluded from scope are features like a full-fledged social network, cross-functionality with the standard Guidebook service, and open-invite referrals. The project will adhere to a fixed timeline, with milestones including progress reports, demos, and a final handoff on December 2, 2024. By emphasizing intuitive design, scalability, and rigorous compliance, Guidebook Pro aims to deliver a secure, user-friendly platform that exceeds stakeholder expectations and positions Guidebook for future growth.

STATEMENT OF WORK

The Guidebook Pro Statement of Work (SOW) defines the redesign and development of a premium subscription-based platform for Guidebook, aimed at enhancing user engagement, fostering brand loyalty, and delivering a luxurious digital experience for high-value clientele. Spanning from September 11 to December 2, 2024, the project includes planning, design, development, and testing, culminating in a fully functional website with features such as advanced trip booking, subscription management, and a

monitored messaging system. The platform will adhere to high-quality standards, emphasizing intuitive navigation, exclusive design, robust security, and compliance with PCI-DSS for secure payment processing through Stripe. Built on WordPress with MariaDB for database management, the system will be scalable, responsive, and user-friendly. Assumptions, dependencies, and constraints are addressed to ensure alignment and mitigate risks, while a change control process maintains project integrity. Guidebook Pro aims to deliver a secure, scalable, and high-end platform that reflects the premium identity of Guidebook and supports future growth.

REQUIREMENTS TRACEABILITY MATRIX

The Requirements Traceability Matrix serves as the backbone of our project's execution. This matrix establishes a clear, structured, and highly accountable framework for tracking the development and implementation of each requirement throughout the project lifecycle. By mapping requirements to their associated design elements, testing procedures, and verification results, this matrix provides an invaluable tool for ensuring alignment between our stated objectives and the actual deliverables. The matrix's detailed categorization of requirements, along with its color-coded status indicators, enables our team to quickly identify areas of progress, potential risks, and opportunities for optimization. As a living, iterative document, this RTM will be routinely updated to reflect the evolving nature of our project, allowing us to maintain tight control over scope, quality, and stakeholder expectations. Ultimately, this matrix is a critical component of our project management strategy, serving as both a roadmap and a safety net to guide us towards successful project completion.

REQUIREMENTS MANAGEMENT PLAN

The Requirements Management Plan outlines a structured and comprehensive approach to ensure the successful capture, documentation, and communication of all project requirements. This plan serves as a critical guiding document for our team, establishing clear processes for gathering, analyzing, prioritizing, and maintaining the requirements throughout the project lifecycle. By detailing our methodology for requirements definition, change management, and stakeholder alignment, this plan provides a framework to keep our project goals, deliverables, and timelines firmly on track. It also highlights key assumptions, constraints, and dependencies that will inform our decision-making, risk mitigation, and overall project execution. The RMP is a living, iterative tool that will evolve alongside our project, enabling us to adapt to changing needs while preserving the integrity and traceability of our requirements.

3. STAKEHOLDER REGISTER

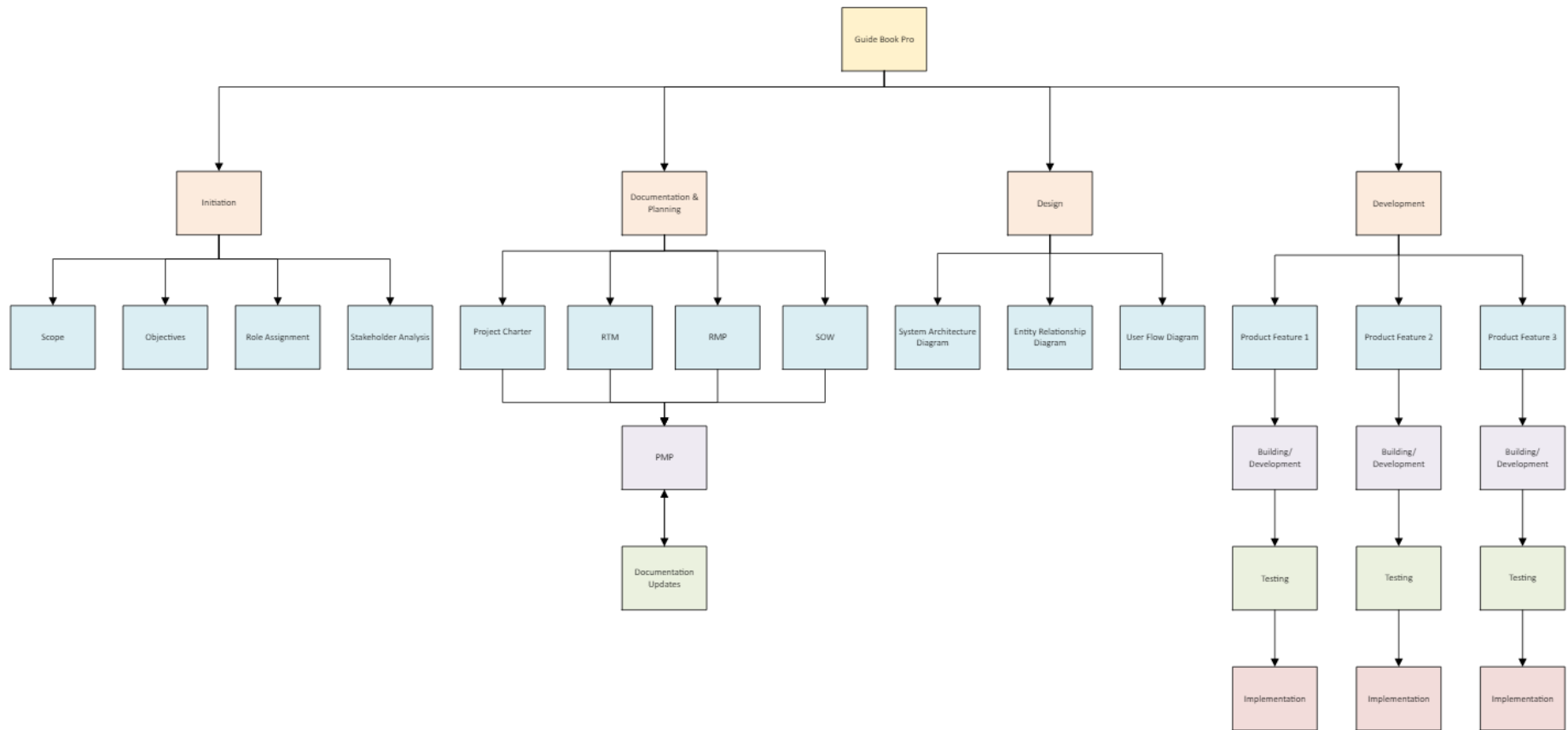
3.1 STAKEHOLDER IDENTIFICATION

NAME	ROLE(S)	IMPACT OF PROJECT
Stuart Jordan	Co-Founder/CEO	Oversees the overall direction and ensures alignment with company vision.
Ben Roberson	Co-Founder/CGO	Manages business growth and recruits new guides.
Perry Azevedo	Co-Founder/CPO	Focuses on product development and ensuring deliverables meet market needs.
Joe Clarke	CTO	Responsible for technology decisions and implementation, ensuring technical feasibility and innovation.
High-net-worth clients	Book trips	Benefit from enhanced services through improved trip-booking processes.
High-profile guides	Provide services	Provide premium services, contributing to client satisfaction and project success.

3.2 STAKEHOLDER MANAGEMENT PLAN

REQUIREMENTS	STAKEHOLDER	INTEREST	POWER	CHANNELS OF ENGAGEMENT	FREQUENCY
Strategic direction, vision alignment	Stuart Jordan	High	High	In-person presentations	Monthly
Business growth, client acquisition	Ben Roberson	High	High	In-person presentations	Monthly
Feedback on service experience	High-net-worth clients	High	Low	N/A	N/A
Providing high-quality service	High-profile guides	High	Medium	N/A	N/A

4. WORK BREAKDOWN STRUCTURE (WBS)



Guidebook Pro

1. Initiation
 - 1.1.Scope
 - 1.2.Objectives
 - 1.3.Role Assignment
 - 1.4.Stakeholder Analysis
2. Documentation & Planning

- 2.1.Project Charter
- 2.2.RTM
- 2.3.RMP
- 2.4.SOW
 - 2.4.1. PMP
 - 2.4.1.1. Documentation Updates
- 3. Design
 - 3.1.System Architecture Diagram
 - 3.2.Entity Relationship Diagram
 - 3.3.User Flow Diagram
- 4. Development
 - 4.1.Product Feature 1
 - 4.1.1. Building/Development
 - 4.1.2. Testing
 - 4.1.3. Implementation
 - 4.2.Product Feature 2
 - 4.3.Product Feature 3

4.1 WBS NARRATIVE

The Guidebook Pro Work Breakdown Structure (WBS) organizes the project into four primary phases—Initiation, Documentation & Planning, Design, and Development—to ensure a structured and efficient approach. The Initiation phase focuses on defining the project's scope, objectives, stakeholder roles, and foundational documents like the Project Charter. Documentation & Planning builds on this by creating critical project documents, including the Requirements Traceability Matrix (RTM), Risk Management Plan (RMP), Statement of Work (SOW), and Project Management Plan (PMP), with ongoing updates throughout the project. The Design phase transitions into visual and technical planning through System Architecture Diagrams, Entity Relationship Diagrams, and User Flow Diagrams, aligning functionality with user needs. The Development phase focuses on building, testing, and implementing core features, ensuring all deliverables meet performance, usability, and

stakeholder expectations. Together, this WBS ensures a systematic approach to managing resources, timelines, and deliverables, driving the project toward a successful outcome.

5. TCO

The total cost of ownership (TCO) for our project is a crucial consideration that we must carefully analyze to ensure the long-term viability and profitability of our solution. The TCO breakdown provided in the image gives us a comprehensive understanding of the various cost components we need to account for over the 5-year lifecycle of the project. The key elements of the TCO breakdown are:

Plugins: This category includes the costs associated with acquiring and maintaining various plugins, such as WP Go Maps, Ivory Search, WPForms, Waebba Booking, and Ultimate Member. These plugin costs represent a significant portion of the overall TCO, and we must closely monitor their pricing and renewal schedules to optimize our expenditures.

Hosting & Domain: The hosting and domain costs for the Porkbun and Cloudways platforms are another essential factor in the TCO. These recurring expenses need to be accounted for and budgeted accordingly to ensure the continuous availability and accessibility of our solution.

The 5-Year TCO Breakdown chart provides a clear visual representation of the cost distribution, highlighting that the majority of the expenses are associated with the Hosting & Domain category, followed by the Plugins. This information will guide our strategic decision-making and budget allocation to optimize the TCO and ensure the long-term financial sustainability of our project.

Additionally, the TCO % Yearly Increases section offers valuable insights into the expected cost escalations over the 5-year period. Understanding these projected increases will enable us to plan ahead, adjust our pricing models, and maintain a healthy profit margin throughout the project's lifespan.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Plugins						
WP Go Maps	\$ 59.00	\$ -	\$ -	\$ -	\$ -	\$ 59.00
Ivory Search	\$ 20.04	\$ 20.04	\$ 20.04	\$ 20.04	\$ 20.04	\$ 100.20
WPForms	\$ 89.55	\$ 89.55	\$ 89.55	\$ 89.55	\$ 89.55	\$ 447.75
Webba Booking	\$ 99.00	\$ 99.00	\$ 99.00	\$ 99.00	\$ 99.00	\$ 495.00
Ultimate Member	\$ 249.00	\$ 249.00	\$ 249.00	\$ 249.00	\$ 249.00	\$ 1,245.00
Hosting & Domain						
Porkbun	\$ 11.59	\$ 11.59	\$ 11.59	\$ 11.59	\$ 11.59	\$ 57.95
Cloudways	\$ 100.80	\$ 201.60	\$ 388.80	\$ 388.80	\$ 712.80	\$ 1,792.80
TCO	\$ 628.98	\$ 670.78	\$ 857.98	\$ 857.98	\$ 1,181.98	\$ 4,197.70

6. COMMUNICATION PLAN

Introduction

Our communication plan outlines the methods, frequency, and channels of communication for our group. This plan aims to ensure that all team members are well-informed, aligned, and engaged throughout the project lifecycle.

Communication Objectives

- Ensure timely and clear dissemination of project information.
- Facilitate effective collaboration and coordination among team members.
- Keep team members informed of project progress, changes, and issues.
- Provide a structured approach for addressing questions, feedback, and concerns.

Communication Channels

- **Microsoft Teams:** Platform for team meetings and document sharing.
- **GroupMe:** This is our backup platform that will only be used when Teams is experiencing downtime or issues.

Communication Methods

- **Status Updates:** Regular updates on project progress, milestones, and deadlines.
- **Meeting Summaries:** Documented summaries of meetings, including decisions made, discussion summaries, action items, and next steps.
- **Issue Reporting During Meeting:** Formal process for reporting and tracking issues, including technical challenges and project risks.

Communication Frequency

- **Weekly Team Meetings:**
 - **Purpose:** Detailed review of project progress, milestones, and upcoming tasks.
 - **Frequency:** Weekly (Wednesdays – 4PM may vary by week)
 - **Duration:** 1 hour expected
 - **Participants:** All team members
- **Teams Chat:**
 - **Purpose:** To keep all group members informed and engaged.
 - **Frequency:** Daily
- **Ad-Hoc Meetings:**
 - **Purpose:** Address urgent issues, changes, or decisions.
 - **Frequency:** As needed
 - **Participants:** Available team members

6.1 Communication Plan Narrative

The communication plan will be essential for ensuring effective collaboration and coordination among our project team. This plan outlines the various communication channels, methods, and frequencies that will be leveraged to keep all team members informed, aligned, and engaged throughout the project lifecycle. By establishing clear protocols for status updates, meeting summaries, and issue reporting, this communication

plan will facilitate the timely and transparent flow of information, enabling our team to proactively address challenges, make informed decisions, and stay on track towards our project goals.

Progress Reporting Mechanism

[Project Status Report](#)

Our Project Status Report provides a comprehensive snapshot of our current project status, capturing both our remarkable progress and the strategic challenges we've navigated. As of this reporting period, we have successfully completed 100% of our planned project milestones, demonstrating consistent momentum despite several complex technical integrations that required additional calibration. Our cross-functional team has maintained exceptional collaboration, proactively addressing potential risks and implementing adaptive strategies that have kept us aligned with our original scope and timeline. Key accomplishments include the successful implementation of our phase one development framework, completion of initial user acceptance testing, and strategic refinements to our technical architecture. This report will provide a detailed analysis of our current status, highlighting achievements, addressing challenges, and outlining our forward-looking strategy to ensure successful project completion.

7. RISK MATRIX

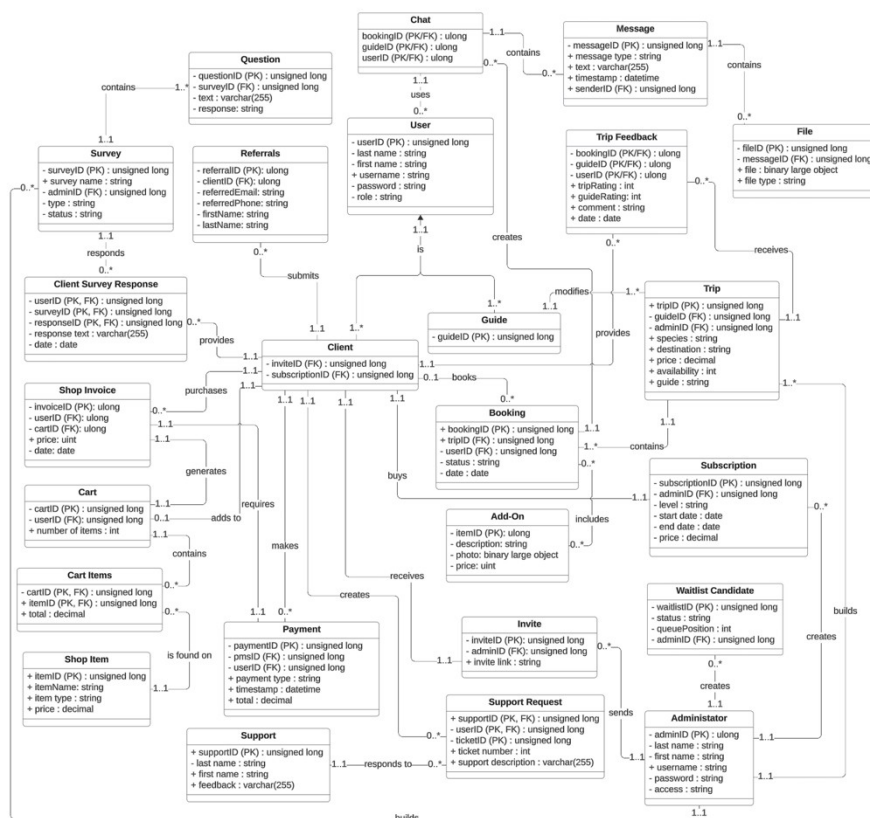
Risk	Probability (L,M,H)	Severity (L,M,H)	Mitigation
Scope creep due to additional stakeholder requests	M	M	Implement a change control process to evaluate and approve any scope changes. Clearly define project requirements upfront.
Team conflicts that disrupt the project	M	M	Facilitate open communication and regular team meetings to resolve issues early. Consult the professor if conflicts escalate.
Technical difficulties that lead to delays	M	H	Schedule regular tests and allocate time for troubleshooting in the project timeline.
Miscommunication between team members	H	M	Use collaboration tools, maintain clear documentation, and conduct regular status meetings to ensure clarity and alignment.

8. PROJECT SCHEDULE

Milestone	Estimated Delivery Date
Planning & Analysis Phase: Finalize Design and Objectives	9/22
Home Screen & Trip Details: Development & Testing	9/29
Search & Booking: Development & Testing	10/5
My Trips & Feedback: Development & Testing	10/11
Integration Testing & Verification (Demo 1)	10/11
User Login, Registration and Subscriptions	10/18
Nav Bar and Sidebar	10/23
Account and My Trips	10/27
Preferences and Merch	11/2
Integration testing & Verification (Demo 2)	11/2
Species page	11/10
Blog and FAQ	11/17
Waitlist and Referrals	11/24
Trip Routes and Contact Us	12/1
TCO and Presentation	12/1

9. DIAGRAMS

9.1 ERD



9.1 FRD NARRATIVE

The Entity-Relationship Diagram (ERD) for Guidebook Pro outlines a comprehensive database structure designed to support key functionalities of the platform. Central entities such as User, Client, Guide, and Administrator establish the core roles within the system, with relationships extending to entities like Booking, Trip, and Subscription to facilitate essential operations. The Chat and Message entities enable secure communication between clients and guides, while Trip Feedback allows users to provide insights post-experience. The Cart, Shop Invoice, and Payment entities manage e-commerce functionalities, including

reflecting the subscription-based access model. Additionally, support is streamlined through the Support Request entity, ensuring a responsive client service process. This ERD emphasizes scalability, user engagement, and operational efficiency by creating robust relationships between interconnected entities that align with Guidebook Pro's business model.

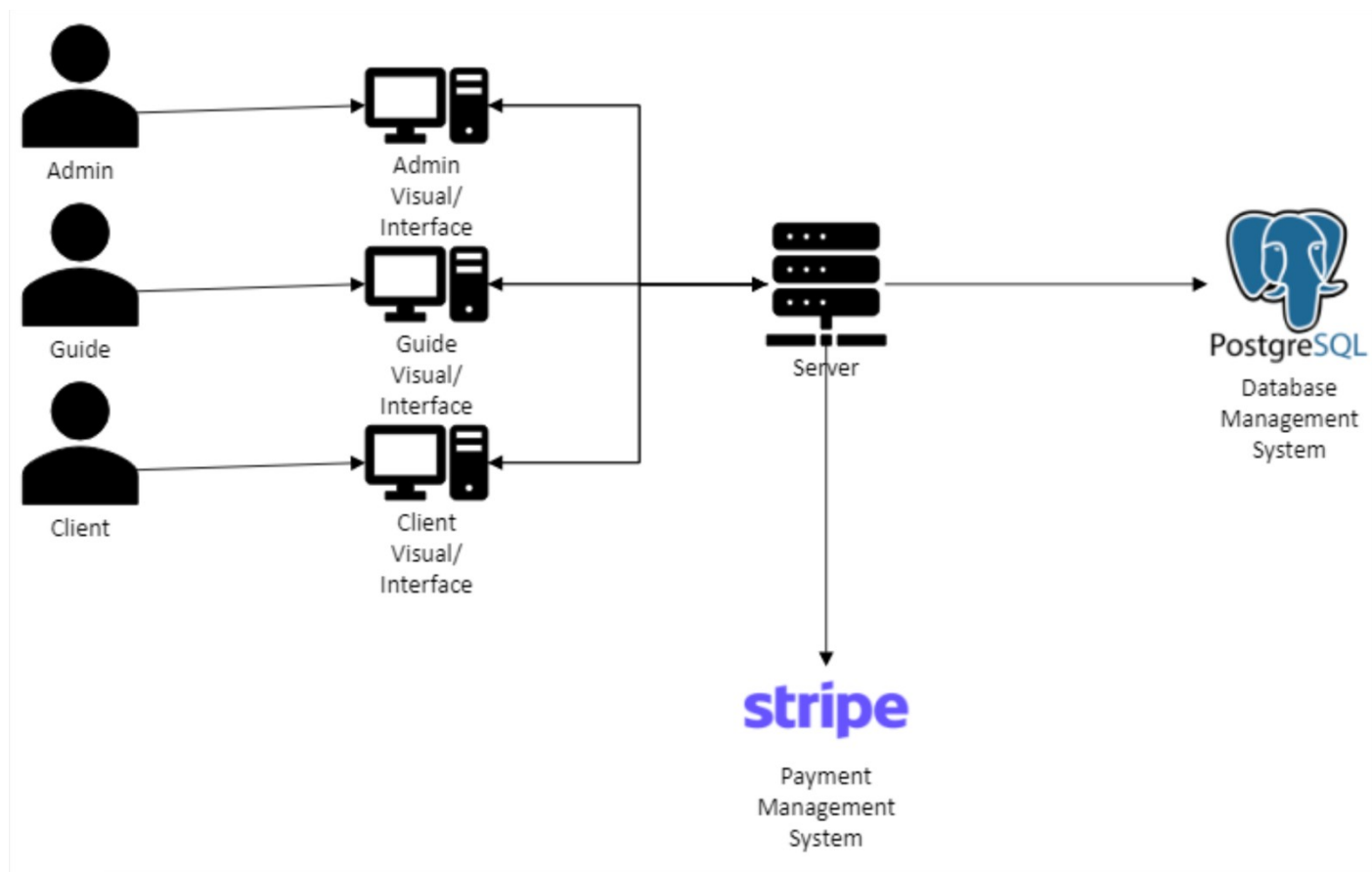
9.2 UFD



9.2 UFD NARRATIVE

The user flow diagram for Guidebook Pro provides a clear and structured visualization of the platform's navigation, beginning with the Log In or Sign Up process. Users with existing accounts proceed directly to log in, while new users are guided through account setup, including entering a referral code. Once logged in, the flow leads to the Home Screen, where users can access key functionalities, such as Search, managing their Account, and Booking trips, including paying for and adding items to trips. Additional features include Survey completion for personalized trips, interacting with the Blog, exploring the Guide Biography section to view detailed profiles, managing Subscription plans, and viewing or canceling Trips. The Shop functionality enables users to browse merchandise, add items to their cart, and make purchases. This flow ensures an intuitive user experience, providing seamless access to essential features while prioritizing clarity and usability.

9.3 SAD



9.3 SAD NARRATIVE

The system architecture design for Guidebook Pro illustrates a client-server model where three primary user roles—Admin, Guide, and Client—interact through dedicated interfaces tailored to their needs. Each user's visual interface connects to a central Server, which acts as the core processing unit for handling requests, managing data, and ensuring smooth communication across the platform. The server is integrated with a PostgreSQL Database Management System to securely store and retrieve structured data, such as user profiles, bookings, and subscription details. Additionally, the architecture incorporates Stripe as a payment management system, seamlessly handling transactions like subscription payments and trip bookings with high security and compliance. This design ensures scalability, reliability, and secure data flow while providing an optimized user experience for all stakeholders.

9. APPENDICES

A. [Final Presentation PowerPoint](#)

Our PowerPoint presentation serves as a comprehensive visual narrative, documenting the evolution and unique value proposition of our Guide Book platform through strategic screenshot documentation. Each slide represents a carefully curated window into our digital ecosystem, capturing the intricate design elements, user-centric features, and functionalities that distinguish our solution from other platforms. The strategic selection of screenshots will illuminate our platform's core strengths: seamless navigation, intelligent content organization, personalized user journeys, and robust, scalable architecture that adapts to diverse user needs. This visual journey not only showcases the technical sophistication of our platform but also tells the story of our commitment to creating a transformative digital guide experience that empowers users with knowledge, connectivity, and ease of access. Through this presentation, we aim to not just display a product, but to reveal a solution that reimagines how information can be discovered, shared, and experienced in the digital age.

B. Handover Procedures



Handover-
Procedures.docx

The following handover procedures are designed to ensure a smooth transition of ownership and management for the GuideBook Gold platform. This document provides a comprehensive guide to administrative responsibilities, including access to credentials, platform maintenance, and ownership processes. By following these steps, the new owner or administrator will have the tools and knowledge needed to manage, update, and maintain the platform effectively. These procedures aim to safeguard the website's functionality, optimize performance, and maintain continuity for users.

ATTACHMENT NAME	LOCATION / LINK
Statement of Work	SOW
Project Charter	PC

Requirements Management Plan	RMP
Requirements Traceability Matrix	RTM
Communication Plan	COMPLN
Work Breakout Structure	WBS
Project Status Report	PSR

10. REFERENCES

Agenda:

<https://create.microsoft.com/en-us/template/resume-writing-workshop-agenda-1080f6d4-ecb0-4618-8e08-5eaf05d05a3c>

<https://create.microsoft.com/en-us/template/metropolitan-meeting-agenda-dd5ec899-4b95-41de-aa6a-9318946aa335>

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Team Contract:

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<https://www.stakeholdermap.com/project-templates/team-charter-template.html>

<https://www.smartsheet.com/blog/project-charter-templates-and-guidelines-every-business-need>

SOW:

<https://templatelab.com/statement-of-work>

PC:

<https://www.smartsheet.com/blog/project-charter-templates-and-guidelines-every-business-need>

PMP:

<https://www.smartsheet.com/content/microsoft-word-project-management-templates>

RMP:

<https://www.smartsheet.com/content/requirements-management>

<https://www.stakeholdermap.com/project-templates/requirements-management-plan-template.html>

<https://gta.georgia.gov/document/publication/requirements-management-plan-template/download>

RTM:

<https://www.smartsheet.com/content/requirements-management>

<https://www.stakeholdermap.com/project-templates/requirements-traceability-matrix.html>

<https://agile-mercurial.com/excel-templates/requirements-traceability-matrix-excel-template/>

11. AUTHORIZATION SIGNATURES

Name	Signature	Date
Sam Bearden		12/8/2024
Charles Degboe		12/8/2024
Brody Hayden		12/8/2024
Aiden McKinley		12/8/2024
Justin Puentes		12/8/2024
Stefan Vuleta		12/8/2024