**Storage-X**

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**Milestone 7 Report**

**Milestone Manager: Thadeous Phipps**

**Project Manager: Paul Van Vliet**

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# Control Documents: Roles and Responsibilities Matrix

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| **Name** | **Role** | **Responsibilities** |
| Thadeous Phipps | The Project Manager is responsible for ensuring that the project is delivered on time and to the required quality standards. | Client Document, PM Chart, Commercial Software Component, Proprietary Software Component, Meeting Communications & Control Documents |
| Junfeng Ou | The Project Tracker ensures that members of the project are working in a timely and responsible manner. | Client Document, PM Chart, Commercial Software Component, Proprietary Software Component, Meeting Communications & Control Documents |
| Levi Price | The Project Producer focuses on making sure documents are reviewed before submission and submitted in a timely fashion. | Client Document, PM Chart, Commercial Software Component, Proprietary Software Component, Meeting Communications & Control Documents |
| Kyle Haston | The Project Communicator ensures necessary parts are completed by communicating with team members. | Client Document, PM Chart, Commercial Software Component, Proprietary Software Component, Meeting Communications & Control Documents |

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**Control Documents: Change Log**

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| --- | --- | --- | --- |
| **Date** | **Version** | **Change Description** | **Team Member** |
| 02/11/2021 | 5.1 | Condensed milestone report from last semester and addedProject Management Gantt Chart | Kyle Haston |
| 02/11/2021 | 5.2 | Updated Table of Contents, added ERD and FRDD | Levi Price |
| 02/12/2021 | 5.3 | Updated Table of Contents, Control Documents, Client Documents, Project Documents, and Meeting Communications | Levi Price  Junfeng Ou  Kyle Haston  Thadeous Phipps |
| 02/13/2021 | 5.4 | Updated ERD, FRDD, and Meeting Communications | Junfeng Ou |
| 02/23/2021 | 6.1 | Updated Table of Contents, Client Documents, and Control Documents | Levi Price |
| 02/27/2021 | 6.2 | Added Comprehensive System Controls Plan, and Disaster Recovery Plans | Kyle Haston |
| 02/28/2021 | 6.3 | Added User Interface screenshot and updated Meeting Communications | Levi Price |
| 03/06/2021 | 6.4 | Updated Comprehensive System Controls Plan and Executive Summary | Kyle Haston |
| 03/06/2021 | 6.5 | Added Computer Architecture Design | Thadeous Phipps |
| 03/09/2021 | 6.6 | Updated UI Design screenshots | Levi Price |
| 03/10/2021 | 6.7 | Updated Computer Architecture Design (Actual Architecture and RFP) | Thadeous Phipps |
| **Date** | **Version** | **Change Description** | **Team Member** |
| 03/12/2021 | 6.8 | Updated Computer Architecture Design and Comprehensive System Controls Plan | Thadeous Phipps  Junfeng Ou  Kyle Haston |
| 03/12/2021 | 6.9 | Updated Executive Summary, Table of Contents, and PM Chart | Levi Price |

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**Client Documents: Opening Statement**

Milestone 7 of the Storage X system has been completed. The systems development project continues to remain on time and budget.

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**Client Documents: Executive Summary**

Milestone 7 report consists of the Control Documents, Project Documents, and Meeting Communications. The Control Documents contain the Roles and Responsibilities Matrix and the Change Log. These documents cover what the team members will be responsible for as well as what they will be working on during the current milestone. The Change Log notates any changes that have been made within this report. The Project Documents contain… Lastly, we have our Meeting Communications that contains each Milestone Meeting Minutes. These Meeting Minutes cover the times the team members met to discuss the status of the milestone.

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**Client Documents: Implications for Client**

Milestone 7 implications for the client have been requiring consent for information needed to continue the progress with the development of the project. No weekly meetings have been set up with the client, but are available by appointment and emails are exchanged periodically. No work processes of the client will be affected by the changes in the current milestone. The client will not be required to learn any skills that are affected by the current milestone. This milestone is setting up the backbone for the client to effectively increase their productivity by streamlining their work processes into a more organized and automated approach. As a team we plan to develop and implement an effective information system for our client.

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**Client Documents: Items for Approval**

**Items for Approval:** Access to information on DIY’s data management.

**Status:** All the items have been approved by the client, Kirk Alloway.

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**Project Documents: Commercial Software Component**

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**Project Documents: Proprietary Software Component**

-members, tasks, & approach of software design team

-structure chart

-4 run sheets for individual modules

-CRUD table

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**Meeting Communications**

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| --- | --- | --- | --- | --- |
| **Communication Management Plan** | | | | |
| **Who** | **What** | **Why** | **When** | **Where** |
| Team Members | Ongoing Emails | Inform team members about current status of the project | As needed | UNO Email |
| Team Members | Ongoing Messages | Discuss with team members about current status of the project | As needed | Discord |
| Team Members and Client | Stakeholder Meeting | Provide milestone updates to the client | By appointment | Zoom |

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| **Meeting Minutes:** Milestone 5  **Date:** 02/12/2021  **Time:** 3 PM  **Location:** Zoom  **Attendance:** Project Manager, Levi Price**,** Junfeng Ou, Kyle Haston, and Thadeous Phipps  **Notes:** In the meeting, we discussed some of the flaws in our Entity Relationship Diagram and the Full Relational Database Design with the Project Manager. We also obtained some general advice on how we should improve our model from the Project Manager. Lastly, we discussed the general format of the milestone document and the structure we need to follow in each section. |

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| **Meeting Minutes:** Milestone 5  **Date:** 02/12/2021  **Time:** 8 PM  **Location:** Discord  **Attendance:** Levi Price**,** Junfeng Ou, Kyle Haston, and Thadeous Phipps  **Notes:** In the meeting, we discussed each team member's role & responsibilities in the milestone. Levi is updating the Control Documents, Client Documents, Project Documents, and Meeting Communications. Kyle started to create the Project Management Chart with Office Timeline, but Levi will be converting our agenda to Microsoft Project. Jun is creating the Entity Relationship Diagram with Lucidchart and the Full Relational Database Design with Microsoft Access. Thadeous is responsible for reviewing the milestone and verifying all parts have been completed. |

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| **Meeting Minutes:** Milestone 6  **Date:** 02/28/2021  **Time:** 12 PM  **Location:** Zoom  **Attendance:** Project Manager, Kyle Haston,Junfeng Ou, and Levi Price  **Notes:** In the meeting, we discussed our progress on the Milestone 6 report. Noting that the Executive Summary could use better client friendly details about the project documents. The need to get started on the Computer Architecture Design & Proposal document. The Comprehensive System Controls Plan needs to be updated and could have better descriptions. The User Interface is off to a good start. |

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| **Meeting Minutes:** Milestone 6  **Date:** 03/12/2021  **Time:** 1 PM  **Location:** Zoom  **Attendance:** Project Manager, Kyle Haston,and Thadeous Phipps  **Notes:** In the meeting, we discussed our progress on the Milestone 6 report before resubmission. The Project Manager mainly recommended changes towards our RFP and Control Plan. |

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| **Meeting Minutes:** Milestone 7  **Date:** 03/22/2021  **Time:** 6:30 PM  **Location:** Zoom  **Attendance:** Kyle Haston, Levi Price, and Thadeous Phipps  **Notes:** In the meeting, we discussed our progress on Milestone 7 and worked on our Structure Chart. |