Milestones:

Project Planning: Outlining tasks and requirements needed for the project

Research and Discovery: Find out what language and 3rd parties would be best

Development: Create functionality and database to be used

Testing: Test code to ensure that there are not bugs

Validation: Test requirements to make sure that code met all requirements

Launch: Implement solution into the company’s operations

Timeline:

Image from Excel

Effort Matrix:

|  |  |
| --- | --- |
| Task | Effort |
| Specify all the Business requirements for Docusign, QuickBooks and automating features responsibility of Daniel Hosford | Daniel: 75%  Reece: 25% |
| Research technical information inputted from Docusign document responsibility of Reece Strohm. | Daniel: 25%  Reece: 75% |
| Investigate possible third-party apps that can do the job more efficiently than currently used apps responsibility of Reece Strohm | Daniel: 25%  Reece: 75% |
| Develop a script to move data from Docusign to QuickBooks and Generate Email responsibility of Reece Strohm | Daniel: 10%  Reece: 90% |
| Test the script to move data from Docusign to QuickBooks and Generate Email responsibility of Daniel Hosford | Daniel: 90%  Reece: 10% |
| Validate code's security will be the responsibility of Reece Strohm | Daniel: 10%  Reece: 90% |
| Develop a script to move data from Docusign to Database responsibility of Reece Strohm | Daniel: 10%  Reece: 90% |
| Test the script to move data from Docusign to Database responsibility of Daniel Hosford | Daniel: 90%  Reece: 10% |
| Develop a script to move file from Docusign to File Management System responsibility of Reece Strohm | Daniel: 10%  Reece: 90% |
| Test the script to move data from Docusign to File Management System responsibility of Daniel Hosford | Daniel: 90%  Reece: 10% |
| Develop a script to update spreadsheet report of current customers and their status responsibility of Reece Strohm | Daniel: 10%  Reece: 90% |
| Test a script to update spreadsheet report of current customers and their status responsibility of Daniel Hosford | Daniel: 90%  Reece: 10% |
| Develop a script to notify account manager when a customer completes a contract and payment responsibility of Reece Strohm | Daniel: 10%  Reece: 90% |
| Test a script to notify account manager when a customer completes a contract and payment responsibility of Daniel Hosford | Daniel: 90%  Reece: 10% |
| Validate that all business requirements were met by the completed scripts and code responsibility of Daniel Hosford | Daniel: 75%  Reece: 25% |