

[illegible]

PROJECT TRACKING TEMPLATE

PROJECT TITLE	BONACORSI FAMILY FARM
PROJECT MANAGER	Xiang Lin

COMPANY NAME	TEAM 4
DATE	5/12/22

COSTS OTHER THAN LABOR

	COST/HOURS				
	TOTAL	FIXED COST	LABOR COST	HOURS	COST/HOUR
Hardware (computer & inventory scanners)		\$2,000.00			
Wix Webpage ('Business Unlimited' subscription = \$27/month x 3 months)		\$81.00			
Internet		\$300.00			
Travel cost		\$300.00			
Domain		\$10.00			
Server testing (1 month before launch)		\$59.00			
Total		\$2,750.00			

LABOR

Program Manager			\$7,000.00	100	70
Project Manager			\$4,000.00	100	40
Database administrators			\$8,800.00	200	44
Business Analyst			\$3,600.00	100	36
Web designer			\$3,200.00	100	32
Total			\$26,600.00	600.00	\$222.00

TOTAL COST

\$29,350.00

Payback Time

	Year				Total
	0	1	2	3	
Costs	\$29,350.00	\$2,700.00	\$2,700.00	\$2,700.00	
Discount facor	1	0.93	0.86	0.79	
Discounted costs	\$29,350.00	\$2,511.00	\$2,322.00	\$2,133.00	\$36,316.00
Benefits	0	\$19,400.00	\$19,400.00	\$19,400.00	
Discount factor	1	0.93	0.86	0.79	
Discounted benefits	0	\$18,042.00	\$16,684.00	\$15,326.00	\$ 50,052.00
Discounted benefits - costs	\$ (29,350.00)	\$ 15,531.00	\$ 14,362.00	\$ 13,193.00	
Cumulative benefits - costs	\$ (29,350.00)	\$ (13,819.00)	\$ 543.00	\$ 13,736.00	
			PAYBACK		

Assumptions:	Amount
Costs:	
Program Manager	\$7,000.00
Project Manager	\$4,000.00
Database administrators	\$8,800.00
Business Analyst	\$3,600.00
Web designer	\$3,200.00
Outsourced software and services	\$2,750.00
Total project cost (all applied to year 0)	\$29,350.00
Benefits	
Increase in profits	\$5,000.00
Increase in profits from new line of business	\$3,000.00
Shipping saved with curbside pickup (200 orders * \$7)	\$1,400.00
Customer service saved with website service (200 hrs * \$20)	\$4,000.00
Inventory count savings (10people * 10hrs * \$20/hour profit)	\$2,000.00
Sales Analyst cost saved	\$4,000.00
Total annual projected benefits	\$19,400.00

Variance Report

Scope	Original		Deviation		Final
Hardware (computer, internet & inventory scanner)	\$	1,000	\$	1,000	\$ 2,000
Wix Webpage ('Business Unlimited' subscription = \$27/month)	\$	81	\$	-	\$ 81
Internet	\$	300	\$	-	\$ 300
Travel cost	\$	-	\$	300	\$ 300
Domain	\$	10	\$	-	\$ 10
Server testing (1 month before launch)	\$	59	\$	-	\$ 59
Program Manager	\$	-	\$	7,000	\$ 7,000
Project Manager	\$	1,000	\$	3,000	\$ 4,000
Database administrators	\$	1,000	\$	7,800	\$ 8,800
Business Analyst	\$	1,550	\$	2,050	\$ 3,600
Web designer	\$	2,000	\$	1,200	\$ 3,200
Total	\$	7,000	\$	22,350	\$ 29,350

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COMPANY NAME	TEAM 4
DATE	5/12/22

PROJECT DETAILS								DELIVERABLES		COST/HOURS			
STATUS	PRIORITY	START DATE	END DATE	DURATION	TASK NAME	ASSIGNEE	DESCRIPTION	DELIVERABLE	% DONE	FIXED COST	LABOR COST	ESTIMATED HOURS	ACTUAL HOURS

PROJECT PROGRESS									100%	\$0.00	\$3,000.00	99	122
Complete	High	2/3/22	2/3/22	0	Introduction Meeting	ALL	Details of task here		100%		\$3,000.00	30	25
Complete	High	2/3/22	2/4/22	1	Project Idea	Xiang L	Details of task here		100%			11	10
Complete	High	2/4/22	2/10/22	6	Research	ALL	Details of task here		100%			12	18
Complete	Low	2/10/22	2/10/22	0	Idea write-up	Xiang L	Details of task here		100%			2	3
Complete	Medium	2/10/22	2/10/22	0	Stakeholders	ALL	Details of task here		100%			2	3
Complete	High	2/10/22	2/15/22	5	Project Approval	Xiang L	Details of task here		100%			2	3
Complete	High	2/15/22	2/16/22	1	Idea Submission	Edward L	Details of task here		100%			2	3
Complete	High	3/3/22	3/11/22	8	Scope and Goal Setting	Xiang L	Details of task here		100%			2	3
Complete	High	3/11/22	3/14/22	3	Budget	Ilarja L	Details of task here		100%			2	3
Complete	Medium	2/4/22	2/4/22	0	Communication Plan	Hojin L	Details of task here		100%			2	3
Complete	Medium	3/29/22	4/3/22	4	Project Summary	Chelsea L	Details of task here		100%			2	3
Complete	Medium	4/3/22	4/18/22	15	Data Gathering	Chelsea L	Details of task here		100%			2	3
Complete	Medium	4/13/22	4/23/22	10	Flow Diagrams	Edward L	Details of task here		100%			2	3
Complete	Medium	3/29/22	4/4/22	5	Menu Hierarchies	Chelsea L	Details of task here		100%			2	3
Complete	High	4/18/22	5/5/22	17	Database Design	Edward L & Hojin L	Details of task here		100%			2	3
In Progress	High	4/4/22	5/2/22	28	Risk Management	Hojin L	Details of task here		100%			2	3
In Progress	Medium	4/4/22	5/5/22	31	Status and Tracking	Xiang L	Details of task here		100%			2	3
In Progress	High	5/2/22	5/5/22	3	KPIs	Ilarja L	Details of task here		100%			2	3
In Progress	Medium	4/18/22	5/5/22	17	Monitoring	Hojin L	Details of task here		100%			2	3
Complete	Medium	5/2/22	5/5/22	3	Forecasts	Ilarja L	Details of task here		100%			2	3
In Progress	Medium	4/4/22	5/5/22	31	Project Updates	ALL	Details of task here		100%			2	3
Complete	Low	5/2/22	5/5/22	3	Chart Updates	Edward L	Details of task here		100%			2	3
Complete	Medium	3/29/22	4/4/22	5	Project Objectives	Ilarja L	Details of task here		100%			2	3
In Progress	Medium	4/18/22	5/4/22	16	Quality Deliverables	Edward L	Details of task here		100%			2	3
On Hold	Medium	3/29/22	5/2/22	33	Effort and Cost Tracking	Ilarja L	Details of task here		100%			2	3
In Progress	High	3/29/22	5/2/22	33	Project Performance	Xiang L	Details of task here		100%			2	3
Not Yet Started	High	5/5/22	5/5/22	0	Project Launch	ALL	Details of task here		100%			2	3

COSTS OTHER THAN LABOR										\$3,381.00
Hardware (computer, internet & inventory scanner)										\$1,000.00
Wix Webpage ('Business Unlimited' subscription = \$27/month)										\$81.00
Web designer										\$2,000.00
Internet										\$300.00

TOTAL COST\$6,381.00

STATUS KEY	PRIORITY KEY
On Hold	Low
Not Yet Started	Medium
In Progress	High
Complete	

WBS NUMBER	TASK TITLE		<div>Prof comments: break out your costs a bit more for final report and also try to work in an actual timeline, Gnant chart would be cool, plus who will work on this? developers? db people, pm's? roles and responsibilities would be good to add. lastly some type of payback time, you spend 7k when will you make that back and are there any ongoing support and system costs?</div>				
1	Project Conception and Initiation						
1.1	Project Charter						
1.1.1	Project Charter Revisions						
1.2	Research						
1.3	Projections						
1.4	Stakeholders						
1.5	Guidelines						
1.6	Project Initiation						
2	Project Definition and Planning						
2.1	Scope and Goal Setting						
2.2	Budget						
2.3	Communication Plan						
2.4	Risk Management						
3	Project Conception and Initiation						
3.1	Status and Tracking						
3.2	KPIs						
3.2.1	Monitoring						
3.2.2	Forecasts						
3.3	Project Updates						
3.3.1	Chart Updates						
4	Project Performance / Monitoring						
4.1	Project Objectives						
4.2	Quality Deliverables						
4.3	Effort and Cost Tracking						
4.4	Project Performance						