STATEMENT OF WORK

|  |  |
| --- | --- |
| **Name of Company:** | Walksign |
| **Project Name:** | COBWeb |
| **Project Manager:** | Dustin Hubrich |
| **Prepared by:** | Ethan Grimes |
| **Date:**   |  |  | | --- | --- | | **Version:** | **Date:** | | **1.0** | **09/11/2021** | | **2.0** | **09/24/2021** | | 9/24/2021 |

**EXECUTIVE SUMMARY**

This project is created with the goal of creating a mentoring website named COBWeb that will meet the goals of increasing the retention of students in the CIS Program, creating a larger, more inclusive CIS Community, increasing the number of donations to the CIS Department, and creating a user-friendly mentoring site. The tasks listed in the document and the Gantt chart document how the development of the project will commence and with the expected completion dates. The project will also adhere to the system requirements the sponsor, Dr. Robert Barker, requested and will guarantee that the acceptance criteria will be met. The Change Management Plan contained inside the document explains how change requests will be handled by both the project team and the sponsors. This document is subject to change. In the event of a change, the sponsors will be notified immediately.

**PROJECT BACKGROUND AND DESCRIPTION STATEMENT**

This project will produce a system that will provide students of the CIS program a convenient and accessible site where they can gain mentorship from Alumni and companies that provide such. The project will include the ability for users to donate to the CIS department directly to improve the quality of learning in the CIS program.

**PROBLEM STATEMENT**

The Computer Science Department is seeing a decrease in retention of students continuing the CIS program. This leads to a decrease in the number of graduates going into the work force and decreased sense of community between undergraduates and graduates of the CIS program. This project is designed to fix these problems by increasing the retention rate, creating a safe-mentoring environment, and increasing the donation rate to the CIS Department.

**PROJECT GOALS**

|  |
| --- |
| **GOAL** |
| Increase the Retention of Students in the CIS Program |
| **HOW GOAL WILL BE ACHIEVED** |
| The main reason there is a decreasing retention of students in the CIS program is the lack of resources that help them pass the difficult courses in the program. The system will act as this resource to help students convene with those who have completed or are currently completing the CIS program to gain insight and mentoring within the CIS field. |

|  |
| --- |
| **GOAL** |
| Create a Larger, More Inclusive CIS Community |
| **HOW GOAL WILL BE ACHIEVED** |
| The finished project will allow current and graduated students to connect with each other, share experiences, and knowledge pertaining to CIS courses, professions, and professionals within the CIS field. |

|  |
| --- |
| **GOAL** |
| Increase the Number of Donations to the CIS Department |
| **HOW GOAL WILL BE ACHIEVED** |
| The finished project will increase the number of donations towards the CIS Department so that new resources and programs can be funded to increase the overall satisfaction and effectiveness of the CIS Program. |

|  |
| --- |
| **GOAL** |
| Create a User-Friendly Mentoring Site |
| **HOW GOAL WILL BE ACHIEVED** |
| The finished project will produce a user-friendly site with a user interface that all users can easily operate and is available 24/7. |

**TASK LIST**

Each task has been assigned a number for reference throughout the rest of this document and during the commission of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task No.** | **Task** | **Equipment & Services Needed** | **Reporting Head** |
|  | Develop Landing Page | WordPress (CMS) | Joey Guenther |
|  | Add Photo Carousel to Landing Page | WordPress (CMS) | Joey Guenther |
|  | Develop Log-In Page | WordPress (CMS) | Ethan Grimes |
|  | Develop Create Account Page | WordPress (CMS) | Ethan Grimes |
|  | Have Log-In Page Successfully Validate Users | WordPress (CMS) | Ethan Grimes  Dylan Connelly |
|  | Develop Profile Page | WordPress (CMS) | Ethan Grimes |
|  | Develop Donation Page | WordPress (CMS)  Braintree (PMS) | Joey Guenther |
|  | Develop Discussion Board Page | WordPress (CMS) | Ethan Grimes |
|  | Have Discussion Board Page Successfully Post Posts | WordPress (CMS) | Ethan Grimes |
|  | Develop Job Board Page | WordPress (CMS) | Noah Anderson |
|  | Have Job Board Page Successfully Post Posts | WordPress (CMS) | Noah Anderson |
|  | Develop Announcements Page | WordPress (CMS) | Noah Anderson |
|  | Develop Survey Page | WordPress (CMS) | Joey Guenther |
|  | Develop Photo Board Page | WordPress (CMS) | Joey Guenther |
|  | Have Photo Board Page Successfully Post Photos | WordPress (CMS) | Joey Guenther |
|  | Develop Event Calendar Page | WordPress (CMS) | Noah Anderson |
|  | Develop FAQ Page | WordPress (CMS) | Ethan Grimes |
|  | Develop Mentor Matching | WordPress (CMS) | Ethan Grimes,  Noah Anderson,  Joey Guenther |
|  | Develop SQL Database Server | Microsoft Visual Studios | Dylan Connelly |
|  | Develop Backup Capability | Microsoft Visual Studios | Dylan Connelly |
|  | Develop Recovery Capability for the Backup | Microsoft Visual Studios | Dylan Connelly |
|  | Develop Email Blast Capability for Administrators | WordPress (CMS) | Ethan Grimes,  Noah Anderson,  Joey Guenther |
|  | Configure Webpages to connect to each other | WordPress (CMS) | Ethan Grimes,  Noah Anderson,  Joey Guenther |

**DEPENDENCIES**

|  |  |
| --- | --- |
| Task To Be Completed | Task(s) Its Dependent On |
| 2 | **1** |
| 5 | **4,19** |
| 9 | **8** |
| 11 | **10** |
| 13 | **14** |
| 18 | **3,4,5,6** |
| 20 | **19** |
| 21 | **19,20** |
| 23 | **1-18** |

**KEY PERSONNEL LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task No.** | **Name of Key Personnel** | **Role / Title** | **Responsibilities** |
|  | Audrey Sholiton | Project Supervisor | Drafting and Completing Reports  Updating Team Minutes |
| 3,4,5,6,8,9,17,18,22,23 | Ethan Grimes | Developer | Development of COBWeb  Draft Progress Reports |
| 1,2,7,13,14,15,18,22,23 | Joe Guenther | Developer | Development of COBWeb  Draft Progress Reports |
| 10,11,12,16,18,22,23 | Noah Anderson | Developer | Development of COBWeb  Draft Progress Reports |
|  | Dustin Hubrich | Project Manager | Drafting and Completing Reports |
| 5,19,20,21 | Dylan Connelly | Database Administrator | Development of SQL Server  Draft Progress Reports |

**QUALITY STANDARDS**

|  |  |
| --- | --- |
| **Quality Reference Number:** | **Quality Standard:** |
|  | The Project will be bug-free. |
|  | The Project will be user-friendly. |
|  | The Project will contain an easy-to-use user interface. |
|  | The Project will be easily distinguishable from similar domain names. |
|  | The Project will display an appropriate logo. |
|  | The Project will support easy navigation between web pages through tabs. |
|  | The Project will use quick links to navigate web pages. |
|  | The Project will use consistent color scheme. |
|  | The Project will use consistent fonts for headers and information. |
|  | The project will have a database only accessible to the Administrators. |
|  | The Project will have a functioning Mentor Matching System. |
|  | The Project will follow the University of Louisville’s Internet Policy Guidelines. |

**TECHNOLOGY**

The Project Team will be using personal computers to develop and test the project as it is being developed. The software, Microsoft Visual Studio, will be used to run these tests. All meetings between the group as a whole or individually will be hosted on the software Microsoft Teams. All deliverables will be shared amongst team members on Microsoft Teams. The team will use WordPress as the content management system and Braintree as the payment management system. The project will utilize a firewall to protect the Windows Server and the Windows Application Server. All data will be stored on a Microsoft SQL Database which will in turn be backed-up on Microsoft OneDrive.

**CHANGE MANAGEMENT PLAN**

****

**CONSTRAINTS**

**Constraints are any potential restrictions that may hinder the progress of developing and testing the Final Project.**

|  |  |
| --- | --- |
| **Constraint:** | **Description:** |
| **Time** | **As the deadline for deliverables comes closer, the amount of detail for each section of the project may be scaled down to meet the deadline.** |
| **Scope** | **As the scope increases, the more detail and work must go into the project.** |
| **Management** | **Inadequate management of resources and plans may cause confusion and hinder progress of the final project.** |
| **Development** | **Limited number of developers may increase the time it takes to complete the sections of the final project.** |

**ACCEPTANCE CRITERIA**

|  |
| --- |
| 1. **Final Project contains system requirements outlined by the project sponsor(s).** |
| 1. **Final Project is operational with no bugs.** |
| 1. **Final Project incorporates changes submitted by the project sponsor(s).** |
| 1. **Final Project follows the Internet Policy Guidelines outlined by the University of Louisville.** |
| 1. **Final Project incorporates operational database to save data and has recovery function.** |

**ESTIMATED MILESTONES SCHEDULE**

|  |  |
| --- | --- |
| Estimated Schedules | |
| **Project Milestone** | **Target Date** |
| Project Started | 09/27/2021 |
| Complete Half of Deliverables | 10/10/21 |
| Working Demo I | 10/24/21 |
| Working Demo II | 11/14/21 |
|  |  |

|  |  |
| --- | --- |
| Project Completed | 12/06/2021 |

**PROJECT SCHEDULE**



|  |  |  |
| --- | --- | --- |
| Estimated Budget Cost of Project | | |
| **Type** | **Description** | **Cost** |
| Internal Labor | Project Team | $0.00 |
| External Labor | N/A | $0.00 |
| Materials | WordPress  Microsoft Visual Studio  Braintree  Personal Computers | $0.00 |
| Services | Development | $0.00 |
| Miscellaneous | N/A | $0.00 |
| **Total:** | | $0.00 |

**PROJECT REPORTS**

|  |  |  |
| --- | --- | --- |
| Scheduled Status Reports | | |
| Report | Purpose | Frequency |
| Progress Report #1 | To provide an update on the development of COBWeb. | Once |
| Progress Report #2 | To provide an update on the development of COBWeb. | Once |
| Progress Report #3 | To provide an update on the development of COBWeb. | Once |

**APPROVAL AND AUTHORITY TO PROCEED**

The persons listed below represent their respective organizations related to this project. Approval and authority to proceed must be given by all persons identified below.

| Authorizations |
| --- |
| **The Scope Statement, Project Schedule, Risk Management Plan and Project Budget are approved by:** |
| Project Sponsor: Dr. Robert Barker  Project Sponsor: Dr. David Chrisman  Project Manager: Dustin Hubrich |
| **Project performance baseline changes will be approved by:** |
| Project Sponsor: Dr. Robert Barker  Project Sponsor: Dr. David Chrisman  Project Manager: Dustin Hubrich |
| **Project deliverables will be approved/accepted by:** |
| Project Sponsor: Dr. Robert Barker  Project Sponsor: Dr. David Chrisman  Project Manager: Dustin Hubrich |

By signing below, I verify that I am a representative of the below identified entity and that I have the authority to bind such entity.

| Project Approval & Signatures | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Project Name:** | COBWeb | | | | |
| **Project Manager:** | Dustin Hubrich | | | | |
| *The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement among the Project Manager, Project Sponsors and Owners with respect to the objectives and scope of the project before significant resources are committed and expenses incurred.* | | | | | |
| ***I have reviewed the information contained in this Project Scope Statement and agree:*** | | | | | |
| **Name** | | **Title/Role** | **Signature** |  | **Date** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Audrey Sholiton | Project Supervisor |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ethan Grimes | Developer |  |  |  |

Noah Anderson Developer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Joe Guenther Developer ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Dylan Connelly Database Admin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Dustin Hubrich Project Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_