Team CARAN

Project Plan: Project CJC

Report Owner:	Tamia Cromartie	Due Date:	01/29/2020

I. Project overview/ objectives

    a. Team CARAN will redesign the Cookie Jar Club website in addition to redesigning the logo, implementing a database, adding log-in access for members, and attaining a direct link to the Cookie Jar Club donation page on the George Mason University website.

    b. Why this solution

        i. This solution was chosen to increase the efficiency of the donation process, increase the usability of their website, and essentially increase the number of donations made or funding raised by the organization. The practices of the Cookie Jar Club will also be improved because of the database tracking of membership activity. Knowing this integral piece of information will allow the organization to account for funding from membership donations in addition to aiding in planning events.

    c. Effect on the client/ What can they expect

        i. The Cookie Jar Club will experience an increase in the usability of their website and mobile use of the website as well. They will experience an increase in the efficiency of member tracking with the use of the database and an increase in efficiency in updating the website because of the log-in access. Having multiple members updating the calendar of events will ensure that it will be up to date and accurate.

    d. Client agreement

        i. The Cookie Jar Club has given their approval to proceed with the project as noted below.

II. Scope

    a. Project Background

        i. Team CARAN is working with the Cookie Jar Club to remodel their website and introduce other components into the organization. The Cookie Jar Club supports George Mason University EIP students by raising funding from membership donations in addition to gathering funding from outside donors. The purpose of

this project is to increase the number of visitors and possible donors to the Cookie Jar Club in addition to tracking membership donations in a more efficient manner.

b. Project Scope

    i. Develop website and receive feedback

    ii. Develop and test database

    iii. Test both components together

    iv. Receive feedback and document testing results

    v. Provide training to user and deliver final product

    vi. Turnover documentation including training materials and formal documentation of quantification.

c. Deliverables

    i. Project plan outlining the scope of the project

    ii. Development, test, training, and quantification plan

    iii. Implementation documentation

    iv. Testing plan that including testing results and processes

    v. Training plan that includes formal documentation for turnover of materials to the client.

        1. It also includes in-person training of the different project components

    vi. Results and official documentation turnover

    vii. Final product and results turnover

d. Solution components

    i. Website redesign

    ii. Dedicated website link to donation page

    iii. Logo redesign

    iv. Database to track membership and store log-in information

e. Range of Scope

    i. The dedicated website link is beyond the scope of our project. It is completely dependent on George Mason University's ability to provide this link.

f. Required Resources

    i. Laptop (3)

    ii. Weebly platform log-in for the organization

        iii.   Database platform

        iv.   Aid with artistic components of the website

        v.   Time for feedback from Cookie Jar Club members

        vi.   Proper scheduling and timing to have a finished product

        vii.   Adobe photoshop to create a logo for the organization

   g.   Location of project

        i.   The project will take place on different platforms. The website will be hosted on Weebly because Cookie Jar Club members are familiar with it. The website database is planned to be hosted on the George Mason University EIP site so that the Cookie Jar Club can save on funding in addition to using the resources available to them. Other options for database hosting are still being considered.

   h.   Timing

        i.   The timing for each major task is denoted in the Gantt Chart included below.

III.   Identified Tasks

   a.   Project Plan

        i.   Develop Project Plan

        ii.   Determine Scope

        iii.   Define roles and identify resources

        iv.   Schedule meetings

        v.   Determine milestones and deliverables

   b.   Development

        i.   Create high-level design

        ii.   Determine necessary steps and timing

        iii.   Plan test, training, and implementation schedule

        iv.   Create baseline schedule with updated projections

   c.   Implementation

        i.   Website

        ii.   Database

   d.   Testing

        i.   Determine testing metrics

            1.   What, where, when, who

        ii.   Create sample test scripts

       iii.   Determine retest strategies

       iv.   Note testing results and recommendations

  e. Training

       i.   Identify the audience and user groups

       ii.   Determine best training method based on user group

       iii.   Schedule training dates

       iv.   Create formal training documentation and train users

  f. Quantification

       i.   Determine measurements for progress

          1.   Review current metrics of organization

          2.   Determine data gathering method

          3.   Schedule dates for gathering data

       ii.   Implementation of system and gather metrics

       iii.   Determine assumptions for metrics

       iv.   Provide documentation for quantification and measurements

  g. Turnover

       i.   Provide client with necessary documentation

          1.   Website log-in

          2.   Manuals on how to access Cookie Jar Club member information in the database

          3.   Source code for webpage

          4.   Direct link to George Mason University donation page

       ii.   Provide POC information and maintenance agreements

       iii.   Client Acceptance

  h. Client Engagement

       i.   Client approval of project plan

       ii.   Client meetings

       iii.   Client feedback

IV.   Assigned Tasks

  a. 1.1 Project Plan: Tamia Cromartie

  b. 1.2 Development Plan: Luis Aranibar

  c. 1.3 Test Plan and Scripts: Farheen Raparthi

d.   1.4 Training Plan and Materials: John Nguyen

e.   1.5 Quantification Plan: Chris Andrews

f.   1.6 Turnover Documentation: Tamia Cromartie

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V. Project Gantt Chart/ Schedule

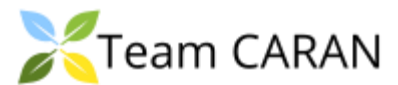| Task	Duration	Start	Finish	Pred	Resource
1.1 Project Plan	8 days?	Tue 1/21/20	Wed 1/29/20		Tamia
Motivation for this Project?	3 days	Mon 1/20/20	Wed 1/22/20		
Responsibility/ Resources	2 days	Tue 1/21/20	Wed 1/22/20		
Scheduling	2 days?	Thu 1/23/20	Fri 1/24/20		
Milestones	4 days?	Sat 1/25/20	Wed 1/29/20		
Customer/ Team Meeting	1 day?	Mon 1/27/20	Mon 1/27/20		
1.2 Development Plan	5 days?	Thu 1/30/20	Wed 2/5/20	1	Luis
Part 1	5 days?	Thu 1/30/20	Wed 2/5/20		
High-level design	1 day?	Thu 1/30/20	Thu 1/30/20		
Customer/Team Meeting	1 day	Mon 2/3/20	Mon 2/3/20	11	
Development steps and timing	2 days	Thu 1/30/20	Fri 1/31/20		
Test start and stop	2 days	Thu 1/30/20	Fri 1/31/20		
Training start and stop	2 days	Mon 2/3/20	Tue 2/4/20	12	
Implementation start and stop	1 day?	Thu 1/30/20	Thu 1/30/20		
Baseline Schedule	5 days	Fri 1/31/20	Thu 2/6/20	9	
Part 2	5 days	Thu 1/30/20	Wed 2/5/20		
Updates or Significant Changes	3 days	Thu 1/30/20	Mon 2/3/20		
Final Schedule compared to Baseline Schedule	2 days	Tue 2/4/20	Wed 2/5/20	17	
Lessons Learned	1 day	Wed 2/5/20	Wed 2/5/20		
1.3 Test Plan	10 days?	Thu 2/6/20	Wed 2/19/20	7	Farheen
Part 1	10 days?	Thu 2/6/20	Wed 2/19/20		
What to Test	1 day?	Thu 2/6/20	Thu 2/6/20		
Where - Test Environment	1 day?	Thu 2/6/20	Thu 2/6/20		
When To Test	1 day?	Fri 2/7/20	Fri 2/7/20	23	
Website Implementation/ Logo Design	10 days?	Thu 2/6/20	Wed 2/19/20		Tamia,Farheen
Who to Test	1 day?	Thu 2/6/20	Thu 2/6/20		
Sample Test Scripts	2 days	Mon 2/10/20	Tue 2/11/20	24	
Customer/Team Meeting	1 day?	Mon 2/10/20	Mon 2/10/20		
Retest Strategy	1 day?	Wed 2/19/20	Wed 2/19/20		
Part 2	10 days?	Thu 2/6/20	Wed 2/19/20		
Updates or Significant Changes f	1 day?	Thu 2/6/20	Thu 2/6/20		
Create Scripts	2 days	Thu 2/6/20	Fri 2/7/20		
Customer/Team Meeting	1 day	Mon 2/17/20	Mon 2/17/20		
Perform Testing	3 days	Thu 2/6/20	Mon 2/10/20		
Document Results	1 day?	Tue 2/11/20	Tue 2/11/20	34	
Lessons Learned	1 day?	Wed 2/19/20	Wed 2/19/20		
1.4 Training Plan	20 days?	Thu 2/20/20	Wed 3/18/20	20	John
Part 1	5 days?	Fri 2/28/20	Thu 3/5/20		
Identify the Audience	1 day	Fri 2/28/20	Fri 2/28/20		
How Many Different User Group	1 day	Fri 2/28/20	Fri 2/28/20		
What is Best Training Method	2 days	Fri 2/28/20	Mon 3/2/20		
What are the General Topics Tha	3 days	Fri 2/28/20	Tue 3/3/20		
Customer/Team Meeting	1 day?	Mon 2/24/20	Mon 2/24/20		
Database Implementation	14 days?	Fri 2/28/20	Wed 3/18/20		Chris,John,Luis
When Should the Training be Pe	1 day	Wed 3/4/20	Wed 3/4/20	42	
Part 2	5 days?	Fri 3/6/20	Thu 3/12/20	38	
Updates or Significant Changes f	1 day	Fri 3/6/20	Fri 3/6/20		
Create Formal Training Material	2 days	Fri 3/6/20	Mon 3/9/20		
Train Targeted Groups	3 days	Fri 3/6/20	Tue 3/10/20		
Customer/Team Meeting	1 day?	Mon 3/2/20	Mon 3/2/20		
Document Results (such as # tra	3 days	Fri 3/6/20	Tue 3/10/20		
Customer/Team Meeting	1 day?	Mon 3/9/20	Mon 3/9/20	47	
Lessons Learned	1 day	Wed 3/18/20	Wed 3/18/20		
Customer/Team Meeting	1 day?	Mon 3/16/20	Mon 3/16/20		
1.5 Quantification Plan	11 days?	Wed 3/18/20	Wed 4/1/20	37	Chris
Part 1	5 days?	Wed 3/18/20	Tue 3/24/20		
How Did You Originally Measure	1 day	Wed 3/18/20	Wed 3/18/20		
How Will You Measure Improven	1 day	Wed 3/18/20	Wed 3/18/20		
How Will you Gather Data	3 days	Wed 3/18/20	Fri 3/20/20		
When Will you Start Gather the	3 days	Wed 3/18/20	Fri 3/20/20		
Live System or Proof of Concept	4 days	Wed 3/18/20	Mon 3/23/20		
What Assumptions	2 days	Wed 3/18/20	Thu 3/19/20		
Begin Testing	11 days?	Wed 3/18/20	Wed 4/1/20		Chris,Farheen,Joh
Customer/Team Meeting	1 day?	Mon 3/23/20	Mon 3/23/20	60	
Part 2	7 days?	Tue 3/24/20	Wed 4/1/20		
Updates or Significant Changes f	3 days	Tue 3/24/20	Thu 3/26/20		
Gather/Analyze/Summarize Re	4 days	Tue 3/24/20	Fri 3/27/20		
Lessons Learned	1 day	Wed 4/1/20	Wed 4/1/20		
Customer/Team Meeting	1 day?	Mon 3/30/20	Mon 3/30/20	67	
1.6 Turnover Documents	10 days?	Thu 4/2/20	Wed 4/15/20	55	Tamia
What Do They Need to Keep the So	1 day	Thu 4/2/20	Thu 4/2/20		
Hardware/Software configurations	5 days	Thu 4/2/20	Wed 4/8/20		
Design Documents - Source Code	4 days	Thu 4/2/20	Tue 4/7/20		
Maintenance Agreements	3 days	Thu 4/2/20	Mon 4/6/20		
Training Manuals	2 days	Thu 4/2/20	Fri 4/3/20		
POC Information	2 days	Thu 4/2/20	Fri 4/3/20		
Formal Customer Acceptance	3 days	Thu 4/2/20	Mon 4/6/20		
Customer/ Team Meeting	1 day?	Mon 4/6/20	Mon 4/6/20	76	
Lessons Learned	1 day	Wed 4/15/20	Wed 4/15/20		
Customer/ Team Meeting	1 day?	Mon 4/13/20	Mon 4/13/20		
Final Testing and Implementation	17 days?	Wed 4/15/20	Thu 5/7/20		Chris,Farheen,Joh
Final Turnover Detailing	17 days?	Wed 4/15/20	Thu 5/7/20		Chris,Farheen,Joh
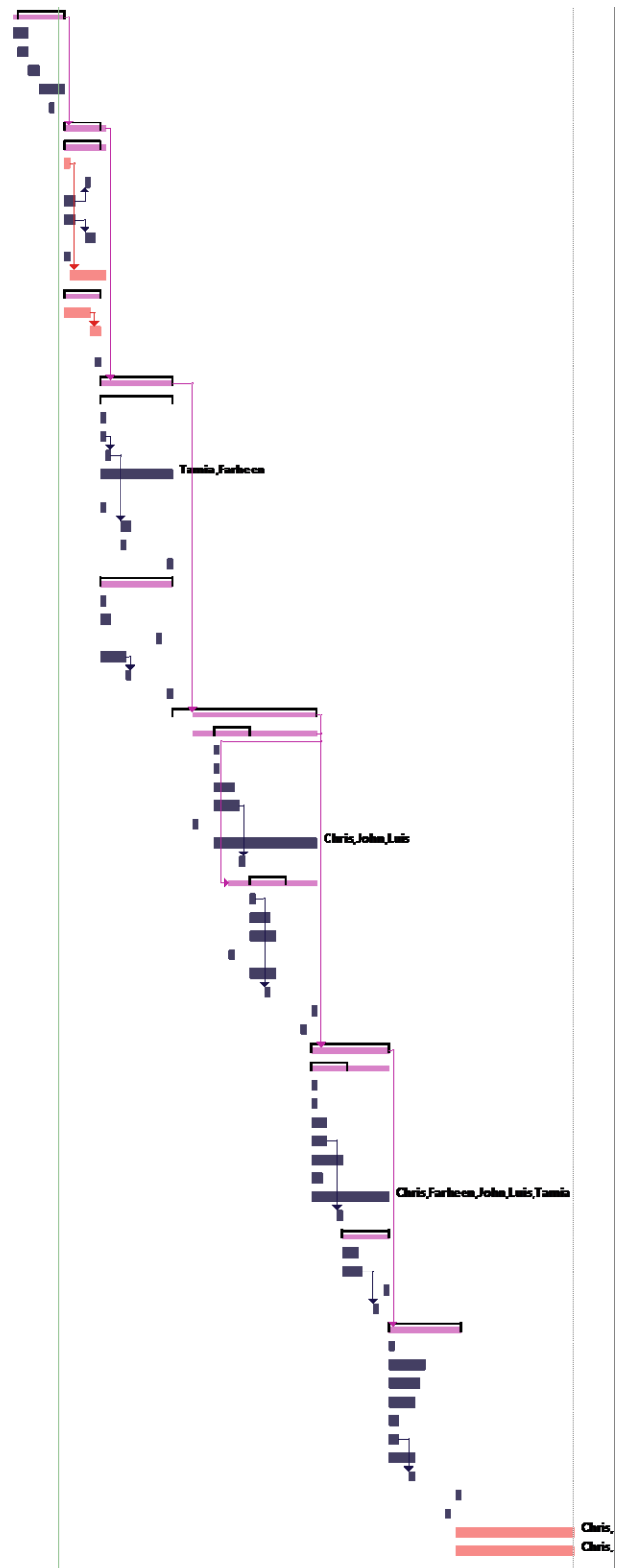
Approval and Authority to Proceed

We approve the project as described above and authorize the team to proceed.

Name	Title	Date
Gigi Green	Founder	01/28/2020

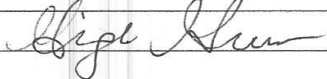| Approved By:		Date:

Team CARAN / Team 5
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