**PROJECT PLAN SCOPE – EXAMPLE**

**Change Log**

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| --- | --- | --- | --- | --- |
| # | Version No. | Revision Date | Summary of Changes | Updated By |
| 1 | V1.0 | 02/27/2022 | Populating template with initial data to create draft document | Jason Wu |
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| --- | --- |
| **PROJECT NO.** | **DATE SUBMITTED** |
| 1 | 02/28/2022 |
| **Business Case and Project Description and PROJECT OBJECTIVES** | |
| The current Access database that DOT Traffic Operations uses to keep track of streetlight information makes use of several large and redundant files, requires regular, manual, and dedicated maintenance, has a user-unfriendly interface, and is slow to respond to user input due to the size of the files.  The project intends to migrate the contents of the Access database to a more centralized SharePoint database. The new SharePoint database will have superior response times to user input, require less maintenance, and provide for a more user-friendly interface. The project will streamline existing Traffic Operations tasks, allow Traffic Ops employees to track assets more efficiently, and allow employees to make policies based on more readily accessible information on these assets.  Goals:   * Create a front-end * Create a back-end * Connect the front-end and back-end to create a functional prototype   Objectives:   * Create the SharePoint database * Create net code to allow it to be updated at any time by users interacting with the front end * Create a User Interface to serve as the front end * Migrate the data of the old Access database to the new SharePoint database. | |

## Step 1. Project Deliverables

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| **DELIVERABLE NO.** | **DESCRIPTION** |
| 1 | The project team will deliver a weekly presentation updating stakeholders on the state of the project. This deliverable will be produced once a week until the end of the project.  List all project deliverables and briefly describe each. **Do not list dates.** List deliverables per tasks. |
| 2 | The project team will deliver a front-end User Interface that will be part of the database migration. This deliverable will be finalized and delivered by at latest the project deadline.  Deliverables should include outputs and ancillary results: PM reports, documentation, etc.  For example, github repo, code, user manual, detailed step by step instructions of what you have accomplished and how someone can do the same, images. |
| 3 | The level of detail will be dependent upon the project objectives. |

## Step 2. List of Project Tasks

List all project tasks to be completed, based on the deliverables listed in the previous section. Do not list dates. Add more rows as necessary.

*Alternatively, you can attach your work breakdown structure (WBS) to the scope statement.*

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| --- | --- | --- | --- | --- | --- |
| **Work breakdown structure (WBS) attached** | | **NO** | **X** | **YES** |  |
| *Provide link, if applicable.* | **N/A** | | | | |

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| --- | --- | --- |
| **TASK NO.** | **DESCRIPTION** | **FOR DELIVERABLE NO. …**  **ENTER TASK #** |
| 1 | (recurring) Provide a weekly presentation during every SDG meeting, from 3/4/2022 until the end of the project. | 1 |
| 2 | (milestone) Provide a functional User Interface that prospective users will use to interact with the database | 2 |
| 3 | (milestone) Provide a functional SharePoint database connected to the UI that will store relevant Traffic Operations data | 3 |

**5. Task list**

Task 1: Design the front-end User Interface

Task 2: Design the back-end SharePoint database

Task 3: Design net-code to connect the two

Task 4: Migrate data from the old Access database to the new SharePoint database

Tasks to be completed by the consultant for each scenario listed in Section 4 are described in the accompanying paragraphs.

Here is an example: Please don’t copy, since all of your tasks will be very different:

*Task 1: Design Geodatabase to house features and attributes*

* Geodatabases will included defined attribute domains where necessary to control allowable attribute values and facilitate on-the-fly QC.
* The features in the layers should be rendered to facilitate feature extraction, attribution, and quality control (i.e. within the properties of a feature class, specific attributes should be used to assign symbols to features to ensure feature attribute consistency.)
* Coordinate system should be in State Plane for New York Long Island FIPS 3104 and the horizontal datum should be NAD 83 (feet).
* Schema should adhere to the schema set forth in the data dictionary (see Appendix A).

*Task 2: Extract spatial data on all assets*

* DOT requires that the consultant provide spatial data in the form of feature classes/feature datasets/file geodatabases for all point, polyline, and polygon features captured, where required.
* This data must be consumable by ArcGIS Desktop software, but it must comply with the Federal Geographic Data Committee (“FDGC”) geospatial data standards (see Section 11) so that it can be consumed by other GIS desktop software (i.e. QGIS).
* Assets to be identified are described briefly in Section VI, and will be enumerated in Appendix A.
* Coordinate system should be in State Plane for New York Long Island FIPS 3104 and the horizontal datum should be NAD 83 (feet).
* Schema should adhere to the schema set forth in the data dictionary (see Appendix A).
* All extraction will initially be done using the imagery obtained by Cyclomedia in the Fall 2019 drive.
* If there is an object that is partially visible, but obstructed to a level that the consultant can’t make an accurate collection or measurement, the consultant will collect a point as close as possible and clearly mark as obstructed.
* After we have gone through the entire collection area in fall of 2019, we will then review the obstructions in Spring 2019. If the object is visible and can be collected, then it will be collected.
* If it is still obstructed after the consultant looks at the Spring 2019 drive, the point will be delivered with the obstructed identifier.

*Task 3: Add all asset attributes to the extracted assets*

* In addition to capturing assets, DOT requires the consultant to extract specific attributes of those assets.
* These attributes will be included as part of the spatial data extracted as part of Task 5.1.
* This data must be consumable by ArcGIS Desktop software.
* Attributes to be identified are described briefly in Section VI, and will be enumerated and described in a data dictionary included in Appendix A.
* Fields will be maintained with the name and link to extracted imagery.
* Schema should adhere to the schema set forth in the data dictionary (see Appendix A).

*Task 4: Capture images of all assets*

* DOT is asking the consultant to capture images of the assets being extracted.
* Sample images are included in Appendix C.
* Imagery will be delivered separately from the geodatabases, but will be labeled such that in can be associated with the feature.
* Imagery should be in PNG format and 300 dpi resolution
* Images should use the following naming convention: **IMG\_”AssetIDAssetType”.png**
* Fields to store image name and relative path for image will be included as part of the schema

*Task 5: Quality control of the feature and image extraction*

* To ensure data precision, accuracy, and integrity of the data, quality control (“QC”) during Task 1-3 and prior to the delivery of data.
* While this is the last step before delivery, it is expected that QC will be performed throughout the feature extraction process, both inherently through the set-up of the file geodatabase domains, ostensibly during the process (i.e. symbolizing the features while extracting them to ensure they have been categorized correctly), and post-extraction.

## Step 3. Out of Scope

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| This project **will NOT accomplish or include** the following: | There are currently no known out of scope requirements. This may change in a future update. |

## Step 4. Project Risks

| Issue/Risk | Likelihood | Impact | Mitigation/Contingency |
| --- | --- | --- | --- |
| Scope Change | Medium | High | In the event of a scope change, we will |
| Project delays | Medium | High | In the event of delays, we will |
| Access database unavailable | Low | Very High | Without access to the original database, we physically cannot complete the project goal. |

## Step 5. Project Assumptions

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| --- | --- |
| **NO.** | **ASSUMPTION** |
| 1 | The project team assumes access to SharePoint Online, the tool with which we are expected to create the back-end server. If this assumption proves to be false, the project team must construct the server through other means. |
| 2 | The project assumes access to the original Access database, whose data we must migrate to the new SharePoint server. If this assumption proves to be false, we will not be able to port the data over and the new server will not be viable. |
| 3 | Describe the potential impact of assumptions should they prove to be false. |

## Step 6. Project Constraints

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| **PROJECT START DATE** | 02/11/2022 |
| **LAUNCH / GO-LIVE DATE** | MM/DD/YYYY |
| **PROJECT END DATE** | 05/24/2022 |
| **LIST ANY HARD DEADLINE(S)** | 05/24/2022 |
| **LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES** |  |
| **BUDGET CONSTRAINTS** | None – this project does not have a budget. |
| **QUALITY OR PERFORMANCE CONSTRAINTS** | The new database must have a faster response time compared to the original database. The new UI should be more user-friendly compared to the existing UI. |
| **EQUIPMENT / PERSONNEL CONSTRAINTS** | Enter any constraints regarding equipment or people that will impact the project. |
| **REGULATORY CONSTRAINTS** | None – no such regulatory constraints are known. |

## Step 7. Updated Estimates

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| **Estimate the hours required to complete the project.** | Enter total # of hours |

## Step 8. Project Milestone Schedule

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| **DELIVERABLE NO.** | **DESCRIPTION** | **Dates** |
| 1 | List all project deliverables and briefly describe each. |  |
| 2 | Deliverables should include outputs and ancillary results: PM reports, documentation, etc. |  |
| 3 | The level of detail will be dependent upon the project objectives. |  |

## Step 9. Contact List

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| --- | --- | --- | --- |
| Name | Role | Email | Phone |
| Jason Wu | Project Manager, Programmer | Zehong.wu@macaulay.cuny.edu | 347-274-4302 |
| Hyun Soo Lee | Project Manager, Programmer |  |  |
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## Step 10. Comments

## Step 11. Approvals

NYC DOT Hunter Interns

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Date Date

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