**PROJECT CHANGE ORDER**

**Change Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | 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 |
| 2 | V2.0 | 05/03/2022 | Change order | Jason Wu |

|  |  |
| --- | --- |
| **PROJECT NO.** | **DATE SUBMITTED** |
| 1 | 03/01/2022 |
| **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.  Changes:  Due to (unspecified issue or delay), the project team is updating this file with requests for necessary or desired changes to account for this issue. All such changes in the remainder of the file are denoted in red. | |

## Step 1. Project Deliverables

|  |  |
| --- | --- |
| **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. |
| 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. |
| 3 | The project team will deliver a back-end database, presumably written in SharePoint, that will contain the data migrated over from the old database. This deliverable will be finalized and delivered by at latest the project deadline. |
| 4 | The project team will deliver a GitHub repository containing the raw code for the previous deliverables, this scope document, and other project related documents. This GitHub repository will serve |

## 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.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 of project progress 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 |
| 4 | (milestone) Provide a GitHub repository containing raw code and documentation of the project. | 4 |

**5. Task list**

Task 1: Design the front-end User Interface

* The UI must allow users to add, modify, and delete data points.
* The UI must contain an interactive map with clickable and searchable data points.
* The UI must allow the user to create reports, queries, and views based on available data.
* We, the project team, expect to create this interface using HTML and JavaScript. This may change in the future.

Task 2: Design the back-end SharePoint database

* We expect to establish more specific details on the SharePoint database once we speak to Bill Harrison regarding the technical specifics that we are expected to implement.
* The database will be accompanied by net-code connecting it to the front-end UI to allow users to interact with the contents of the database.

Task 3: Migrate data from the old Access database to the new SharePoint database

* This task relies on the prerequisite of the project team receiving access to the current database.
* We expect to parse through the old database and copy each data point onto the new database, cleaning up the data in the process.

Task 4: Document the project

* This task will be carried out alongside the other tasks as the project progresses.
* The documentation will be in the form of a GitHub repository that will contain the raw code of the front and back ends and all project documents (including this project scope document).

## Step 3. Out of Scope

|  |  |
| --- | --- |
| This project **will NOT accomplish or include** the following: | Include out of scope functionalities here. |

## Step 4. Project Risks

| Issue/Risk | Likelihood | Impact | Mitigation/Contingency |
| --- | --- | --- | --- |
| Scope Change | Medium | High | In the event of a scope change, we (the project team) will submit a scope change document with the appropriate content. |
| Project delays | Medium | High | In the event of delays, we will make attempts to compact remaining work into a smaller number of workdays in order to reduce the magnitude of the delay. If one or both managers are unavailable during a portion of the project due to workload from unrelated projects, and if this leads to a delay, we will submit a change order requesting additional time or a change to the scope. |
| Access database unavailable | Low | Very High | Without access to the original database, we will be unable to complete the project goal. |
| SharePoint unavailable | Medium | Medium | Without access to SharePoint Online, we will have to create the database out of a different language. |

## 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 will have to create the server using another language |
| 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** | - |
| **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** | The project team must have access to the existing Access database. |
| **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.** |  |

## Step 8. Project Milestone Schedule

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| --- | --- | --- |
| **DELIVERABLE NO.** | **DESCRIPTION** | **Dates** |
| 1 | Weekly progress presentation on the state of the project, to be provided to stakeholders | Every Wednesday from 3/4/2022 until project end |
| 2 | Front end: User Interface with interactive map, ability to add, modify, delete data points, ability to generate reports, queries, and views, etc. | End of the project (05/24/2022) |
| 3 | Back end: SharePoint database and net-code connecting it to the front-end UI | End of the project (05/24/2022) |
| 4 | GitHub repositories documenting the project | End of the project (05/24/2022) |

## 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 | hsleenet@gmail.com |  |
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## Step 10. Comments

## Step 11. Approvals

NYC DOT Hunter Interns

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Date Date

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