**Project Management Plan
Law Digest 4 New Jersey**

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| Author: | Joseph Tomasello |
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| Version: | 1.1 |

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# VERSION HISTORY

| Version | Revised by | Revised date | Changes |
|---------|-----------|--------------|---------|
| 0.5 | Joseph Tomasello | 02/06/2024 | Draft |
| 1.0 | Joseph Tomasello | 02/14/2024 | Baselined |
| 1.1 | Joseph Tomasello | 03/06/2024 | Updated overall project schedule and project timeline |

# INTRODUCTION

## Purpose of Plan

The Law Digest 4 New Jersey Project Management Plan will provide a definition of the project, including the project's goals and objectives. The Project Management Plan is an agreement amongst the project team members and the project supervisor. The plan purports to facilitate communication between the project supervisor and the team. The project manager has their authorities and limits set along with the rest of the team. The Project Management Plan includes the business objectives and project boundaries such as the approach, deliverables, milestones, and budget.

## Background Information

For the layperson, the interpretation of state law, how to comply with it, and the overall legal adoption process can be a confusing web of concepts. In this day and age, the ability to stay abreast of any existing or new legal developments can be provided through technology. Whether it's related to traffic, sanitation, healthcare, or public safety, understanding the various dimensions of state law and its effects on New Jersey's day-to-day functions is vital to the continuing fulfillment of civic obligation of both oneself and their community. Our product attempts to accomplish providing an overview of individual bills/laws, as well as answering questions residents may have about them.

## Project Approach

This section gives an outline of the phases we will go through this project until it's deliverable. We will be following the agile process method to develop the web application. It will use a combination of HTML and PHP on the frontend, with SQL components to enable backend integration. In addition, the use of an LLM will be incorporated to generate the legal summarizations and answer user questions. The data referenced by the system to generate the summaries and answer user questions will be aggregated from the official website of the New Jersey Office of Legislative Services, which operates under the jurisdiction of the Legislative Services Commission. The Law Digest 4 New Jersey is aimed at helping users to gain a better understanding and compliance with state law among the New Jersey population.

## Overall Project Schedule:  From 1/24/2024 to 05/08/2024

## Break down of the Schedule:

| Phase | Start Date | Due Date | Description |
|-------|-----------|----------|-------------|
| Project Initialization | 1/24/2024 | 02/07/2024 | ● High-Level Documentation<br>● Initialization of Remaining Project Documentation |
| Sprint 1 | 2/8/2024 | 03/06/2024 | ● Front-End Framework<br>● User Stories and Test Cases<br>● User Management |
| Sprint 2 | 03/10/2024 | 04/03/2024 | ● Data Collection<br>  ○ Web Scraping<br>  ○ Data Ingestion Pipeline<br>● LLM Integration<br>● LLM Summarization |
| Sprint 3 | 04/04/2024 | 04/17/2024 | ● Q&A Functionality<br>● Front End Completion |
| Lead up to Final Presentation | 04/18/2024 | 05/08/2024 | ● Final Presentation |

# GOALS AND OBJECTIVES

Our team's business objective is to accomplish helping users to gain a better understanding and compliance with state law among the New Jersey population. This would be measured in the form of user surveys provided alongside the presentation of site content to gauge user understanding of the information after engagement. Ultimately, we would seek to get a user base of around 5% of New Jersey residents using the web application over the next 3 years.

# SCOPE

## Scope Definition

The Law Digest 4 New Jersey legislative summarizer will allow users to focus on specific areas of New Jersey state law to better inform their decisions and ensure compliance. Legislation information including current laws in place, laws being voted on, and laws recently passed, will serve as the basis for generating the summaries and informing New Jersey residents on their specific questions. Our user base would consist of two types of users: basic visitors, and subscribed users. Guest users will be able to access information and guide their decision-making process through quick summarization of legislative bills, whereas subscribed users will be able to navigate the documents with specific questions, and stay up to date with recent legislation by receiving updates about specific categorizations of state law. Categorizations of state laws will be based on subcategories such as Education, Health, Housing, Human Services, etc and will make specific areas concerning the user more accessible. The legislative summarizer will be a web-based application.

## Items Beyond Scope

N/A

## Projected Budget

$0; no budget required.

## Risk Assessment

Initial Risk Assessment attempts to identify, characterize, prioritize and document a mitigation approach relative to those risks which can be identified prior to the start of the project. Risk Assessments will be carried out continuously and the current evaluation will be updated concurrently with the weekly assessments included in the status reports. The project Manager

can make any adjustments and recommendations to team members weekly, if not more frequently, as conditions influencing work on the project may vary.

### Initial Project Risk Assessment

| Risk | Priority | Risk Level L/M/H | Likelihood of Event | Mitigation Strategy |
|------|----------|------------------|---------------------|---------------------|
| LLM performance issue | 1 | H | Possible | Finding improvements to make to improve the relevancy of the summaries created.<br><br>Investigate different prompt engineering strategies to guide LLM accuracy |
| Misinterpretation due to bias with the LLM | 2 | H | Likely | Feedback mechanism for user ratings in order to determine the relevance and utility of the summaries<br><br>Also, citations provided for the original document for the user to be able to compare the summary with the original text |

# ASSUMPTIONS

## Project Assumptions

The following assumptions were made in preparing the Project Plan:
- All of our data is publicly available from and provided by the state of New Jersey
- The data will be out of sync when it comes to updates between our database and the state websites. Our database will not be updated in real-time and there will be a delay of 1 week before updates are made.

# CONSTRAINTS

## Project Constraints

The following represent known project constraints:

● Subject matter (legal) experts are required to verify our information.

## Critical Project Barriers

Unlike risks, critical project barriers are intractable issues that can be critical to a project's initiative and in our case, consist of the following:

● We would need constant access to our data sources.

# PROJECT MANAGEMENT APPROACH

## Project Timeline

| Phase | Start Date | End Date | Duration | Resources |
|---|---|---|---|---|
| Project Initialization | 1/24/2024 | 02/07/2024 | ~2 Weeks | Joseph Tomasello<br>Eric Landaverde<br>Xavier Amparo<br>Matthew Fernandez<br>Julio Rodriguez |
| Sprint 1 | 2/8/2024 | 03/06/2024 | ~4 Weeks | Joseph Tomasello<br>Eric Landaverde<br>Xavier Amparo<br>Matthew Fernandez<br>Julio Rodriguez |
| Sprint 2 | 03/10/2024 | 04/03/2024 | ~3 Weeks | Joseph Tomasello<br>Eric Landaverde<br>Xavier Amparo<br>Matthew Fernandez<br>Julio Rodriguez |
| Sprint 3 | 04/04/2024 | 04/17/2024 | ~2 Weeks | Joseph Tomasello<br>Eric Landaverde<br>Xavier Amparo<br>Matthew Fernandez<br>Julio Rodriguez |
| Lead up to Final Presentation | 04/18/2024 | 05/08/2024 | ~3 Weeks | Joseph Tomasello<br>Eric Landaverde<br>Xavier Amparo |

| | | | | Matthew Fernandez<br>Julio Rodriguez |
|---|---|---|---|---|
| | | | | |

# Project Lexicon (Acronyms, Key Terms, Methods, etc)

LLM: A large language model (LLM) is a type of machine learning model that can perform a variety of natural language processing (NLP) tasks such as generating and classifying text, answering questions in a conversational manner, and translating text from one language to another. The label "large" refers to the number of values (parameters) the language model can change autonomously as it learns.

Statute: A statute is a law enacted by a legislature. Statutes are also called acts, such as the Civil Rights Act of 1964 or the Sarbanes-Oxley Act.

Regulation: Regulations are rules and administrative codes issued by governmental agencies at all levels, municipal, county, state and federal. Although they are not laws, regulations have the force of law, since they are adopted under authority granted by statutes, and often include penalties for violations.

Bill: A bill is a legislative proposal for enactment of a law. It is called a bill until it is passed and signed, at which time it is a law (statute) and is no longer referred to as a bill.

Law: A law is a rule of conduct or action prescribed or formally recognized as binding or enforced by a controlling authority, such as a state government.

Code: A code is a collection of written laws gathered together, usually covering specific subject matter. Thus, a state may have a civil code, corporations code, education code, evidence code, health and safety codes, insurance code, labor code, motor vehicle code, penal code, revenue and taxation code, and so forth.

Ordinance: An ordinance is a law created by a local government, such as a city council or county board of supervisors.

Agile: Agile is a group of methodologies that demonstrate a commitment to tight feedback cycles and continuous improvement.

Session: A session is a temporally fixed meeting of a governmental body, usually a court of legislature.

District: A district is a territorial division (as of a nation, state, county, or city) for administrative, judicial, electoral, or other purposes.

General Assembly: A general assembly is a U.S. state legislature.

Court Types: In New Jersey, there is one federal district court, a state supreme court, a state superior court, and trial courts with both general and limited jurisdiction.

## Project Roles and Responsibilities

| Role(s) | Responsibilities | Participant(s) |
|---|---|---|
| Project Stakeholder | ● Reviews project elements<br>● Provides feedback and criticizes according to their wants and needs | Dr. Jing-Chiou Liou |
| Project Supervisor | ● Provide knowledge and recommendations<br>● Reviews project elements<br>● Lend expertise and guidance as needed | Dr. Jing-Chiou Liou |
| Project Manager | ● Manages the project according to the project management plan and limits set by the stakeholders/supervisors<br>● Sends weekly status reports to the supervisor to inform of him<br>● Resolves problems and attempts to guide the group through blockers<br>● Keeps the team on task | Joseph Tomasello |
| Lead Developer | ● Heads the developers of the group and leads them through the completion of requirements<br>● Provides his expert knowledge and recommendations for the betterment of the project<br>● Develop data aggregation method(s)<br>● Primary task is to manage the creation of the automatic data extraction pipeline | Eric Landaverde |
| Developer (Back-end) | ● Database administration<br>● Develop back-end database components<br>● Develop the product based on back-end requirements | Xavier Amparo |
| Developer (Front-end) | ● Understands how to manage usability of interface<br>● Software Design Document (SDD)<br>● Develop the user interface<br>● Develop requirements centered around the interface as well as any other tasks given by the project manager | Matthew Fernandez |
| Project Tester | ● Test Case and Test Plan<br>● Validate user stories and test cases | Julio Rodriguez |

## Issue Management

As the project continues and progresses, changes to the Project Management Plan may be

necessary. All changes must be logged to keep a record of the changes and analyze their impact.

The process for making changes to the plan is as follows:

**Step 1:** As soon as a change occurs which, for example, affects the project scope, schedule, staffing or spending, the project manager will document the issue in the team's shared Google Drive.

**Step 2:** The project manager will review changes to determine the impact on the project. Any issues and/or recommendations will be forwarded to the team members.

**Step 3:** The supervisor will be notified of any changes made.

## Communications Plan

Project status information should be available to the team members at all times. Consistent Involvement in this aspect will increase project participation and create more rapport in completing requirements for the project. The following plan covers how all members will stay informed and involved with the project throughout the duration of its development.

## Communications Methodology

Communication methodology is used to research, create, and execute a communication plan for a project that targets key audience groups.

The Communication Methodology is:

- **Scalable:** The methods and templates apply to communication efforts on an internal and external level.
- **Widespread:** Nearly every communication effort includes these components.
- **Iterative:** Communication planning is an iterative process. Completion of components is not always sequential.

## Audience

This communication plan is aimed at the following audiences:

- Project Stakeholder
  - Dr. Liou
- Project Supervisor
  - Dr. Liou
- Project Manager
- Project Team Members

## Communications Outreach

The following is a list of communication events that have been established for this project:

## Weekly Project Team Status Meeting:

These status meetings are held every week on Tuesday, and all the members of the project team are invited to participate. The Project Manager will share the status report prior to the meeting on Discord, which every team member has access to. Additionally, all the documentation will be uploaded to a shared Google Drive folder, which can be also accessed by all team members. In between the weekly meetings, team members can communicate through Discord to discuss if there are any problems or concerns they have about the project and the work being done.

## Weekly Status Reports:

The Project Manager will provide weekly written status reports which will include the following information:
- Summary of tasks completed in previous week
- Summary of tasks scheduled for completion in following week

# ATTACHMENTS/APPENDICES

### *Appendices/Attachments may be included in a hardcopy form*
- Project High-Level Description (HLD) Document
  - Business Case
  - Project Charter
  - Project Description
  - Statement of Work

# APPROVALS

## Sign-off Sheet

*I have read the above Project Plan and will abide by its terms and conditions and pledge my full commitment and support for the Project Plan.*

**Project Manager: Joseph Tomasello** _____
                                          Signature                    Date