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**Project Plan**

**For Blue Ridge Animal Rescue**

**Document Control**

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| *0.1* | *2/6/2023* | *Documentation embedded to file for future use.* |
| 1.0 | 2/15/2023 | We added risk changes to note more risks in the project we needed to acknowledge. |
| 2.0 | 3/02/2023 | Website Infrastructure added the plan with the additions of diagrams. |
| 3.0 | 3/12/2023 | Communication Section added for the comunication strategy used for this semester. |
| 3.1 | 3/23/2023 | Communication Logs updated for the ShelterLuv issue |
| 4.0 | 4/15/2023 | Communication Logs Updated |
| 5.0 | 4/24/2023 | Final embedded files added to document with revisions to some of the sections in this document |

Document Approvals

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# Introduction

This Section is going to highlight the background of this organization and give brief details as an introduction to the project. This document will also address the issues faced by this organization and we propose the best solution to this problem. This will serve us as a mission statement throughout the development life cycle of the project. The Executive Summary will be embedded below.



# Planning Basis

This section is dedicated as the initial planning of the project. The documents that will be present in this section will address a lot of the planning phase that we did prior to the design and development of the website overall.

## Scope

The Project Charter was the document that was created in the initial phases that defined a clear and concise scope of the project. The scope of this project is tailored to a non-profit organization that which is something that we need to make sure the solution is a cheap fix as well as an easy product to maintain as they will not have the luxury of hiring somebody to maintain the website for them. We also need to make sure the website addresses many of the key business processes that the organization struggles with.



## Milestones

The project milestones that we have set will be influenced by the demo dates that we have been presented with. We decided this will be the easiest way to maintain a clear and consistent schedule as we are going to make a clear assumption that these dates will not change. We have three milestones listed and detailed in the table below.

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Delivery Date** |
| Demo 1 | The fundamentals of the website will be operational. | 03/07/2023 |
| Demo 2 | We turn the website over in a fashion that should only need a few small tweaks | 04/04/2023 |
| Final  Demo | The website is ready to be delivered to Blue Ridge Animal Rescue and Sanctuary | 04/18/2023 |

The Project status report will be embedded below to show that the final project status was completed by the final deadline on time and ready for client use.



**The Statement of Work embedded in Section 1.3 will provide more information about the milestones and deliverables.**

## Resources

We have a clear set of resources at our disposal to use for this project. We mainly want to outline that we are going to make sure that all resources that we use will be applied in the appropriate ways for our use. The Statement of Work below will Outline the Resources used.



## Stakeholders

The stakeholders of this project are simply everyone involved in the development or enlistment of this project. These are the client, organization, project sponsor, developers, etc. Everyone that has a hand in the development process of this project will be listed in the stakeholder register. The stakeholder register will be embedded below.



# Project Plan

## Schedule and Dependencies

Embedded within this section is the final schedule that we have laid out for the entirety of the development cycle for this website. Everything that we complete will align with the schedule and the overall schedule we present will be based on the demo dates laid out at the project's inception. There are changes that will be made as the status of the website development changes. Dependencies are also listed in the schedule as well; this was done to ensure we are keeping track of the task that needed to be done to ensure we can move on with the same line of work that was involved with each individual part of the website.

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## Assumptions

It is assumed that:

* The project will not change in scope
* The resources identified will be available upon request
* Approved funding will be available upon request.
* The allotted time for the project completion will not change.
* We will run into software incompatibility issues

**The Assumptions are also addressed in the Project Charter Embedded in Section 1.1.**

## Constraints

Some of the constraints of this Project include:

* The project must operate within the funding and resource allocations approved
* The project team must deliver the software with no requirement for additional hardware
* The website will be easy enough to edit that we can explain it to Blue Ridge and possibly give them a packet on how to edit anything that they would need to edit.
* The website is on a strict schedule due to the amount of time to have a final product designed and developed for the client.

**The Constraints are also addressed in the Project Charter which is embedded in section 1.1.**

# Budget, Risks, and Change Management

**3.1 Project Budget**

As of now the project budget is just listed as “as cheap as possible” We are trying to keep the website as affordable as possible as well as our database doesn’t cost anything upfront it takes a very small portion of adoption fees. The final budget was something that we heavily looked at for the client as we decided the software and tools used to build the website are the same tools that will be used to maintain the website for years to come. We wanted to make sure this was something that would be a turn-off to the client. The final budget is embedded below.



**3.2 Risk Log**

The table below outlines any risk we have seen within the project status. Identifying something as a risk in this project does not mean it will affect the project directly, but you are identifying that if this does not pan out then you will have some planning around that risk to do. We do not feel we have a lot of risk within this project but the things we do identify will be listed below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID | Risk | Impact | Response | Risk Level | Risk Owner |
| 1 | ShelterLuv | The website would be left without a Payment System and database integration | We have contingency software in place if this will not work out. | Medium | Client |
| 2 | Budget | This will affect the quality of the website we can deliver. | We will have to spend money, but we need to be smart because the client does not want to spend a lot of money on this yearly. | Low | Client |
| 3 | Time | Since, time is incredibly limited as the deliverable deadline are set in stone, we acknowledge that time is a risk for the success of the project | We are putting emphasis on the planning stages early to ensure that we can adapt to any changes in schedule that may arise during the development cycle. | High | Team Risk |

**3.3 Change Management**

When a change request is made, use this log to track its impact, response and whether the change control board has approved it or not.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Identified | Request | Impact | Approval | Date Started | Date Completed |
| 3/23/2023 | Database and PMS Change | Need to integrate backup options (Paypal as PMS, No Database) | Approved 3.23.2023 | 3/23/2023 | 3/26/2023 |

# Communications

## Client Communication

The main communication between the client and our development team was done through the project sponsor. This was done so all development teams were to receive the same information that other teams may have inquired about.

## Team Communication

The team communication was done through a Group Text message that we all had access to. This was what was agreed upon during our initial group meeting. We have embedded the Team Charter as this gave a little insight into the communications that we would use in during this Development Project.



## Communication Log

The communication log is the central communication that we have back and forth with vendors and client. The embedded file shows the communication history of any information requested and received throughout the semester.



## Project Repository

Our Document repository was simply the storage system that we would use to maintain all files that needed to be shared throughout the development cycle. We chose Microsoft Teams as our central data repository for this project.

**The Team Charter in section 5.3 Highlights this in the communication plan.**

# Website Infrastructure

The website infrastructure is where we built the website. Everything that pertains to the website build will be listed in this section. This is to understand of how we built this website for the client.

## Requirements

During the planning phase, we were introduced to some specifications of the requirements that the system had to have. We had to figure out what requirements we could satisfy and what we could not. We prioritized them by level of priority which is listed in the requirements management plan. The requirements management plan is something we developed early in the planning stages of this website that were meant to serve as how we would manage the requirements through the design phase. The files embedded below are the requirements management plan and the requirements traceability matrix.





## Work Break-Down Structure

This section is for the Work Break-Down Structure which breaks down the processes the website is meant to perform. This document will be provided in 2 views embedded below. A work breakdown structure dictionary will accompany the files as this is something that assists in defining the processes and how they work within the website.



## System Architecture Diagram

The system Architecture Diagram is a final depiction of how the system is designed with user interactions. This also outlines all software used to assist in the operation of this website.



## Entity Relationship Diagram

This diagram shows the relationships between each of the functions the website is trying to perform with the software associated with that function.



## User Flow Diagram

This diagram shows the basic flow of the website as the user interacts with the different areas of the website. This shows how the functions flow into one another when the user is doing some interaction with the website.



## Final Screen Shots of the Product

The final product of the website was something we were happy with. We put together the final screenshots of what was developed for the website into a document to keep to the documentation of the website. The file will be embedded below.



# Appendix

Attached will be all the documentation outside of the required documents that were used in to help with the development of the website.

1. The ADA guidelines were used to make sure that our website remained within ADA Compliance.



1. The copyright laws were used in reference to the Kroger Logo being used within the website. We were not able to post the Kroger Logo into the site due to copyright laws.



1. The Specification used for this Project are embedded in the file below. These were the set of requirements that we had planned around from the planning phases of the website.



# References

## This section highlights all references used for the templates used for some of the documentation.

*Requirements Traceability Matrix | Excel template free download*. (n.d.). Retrieved January 19, 2023, from https://www.stakeholdermap.com/project-templates/requirements-traceability-matrix.html

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