SOCHS - Deliverables (Group 2)

Context Diagram:
The context diagram illustrates the interaction between the Syracuse Off-Campus Housing Solutions (SOCHS) project and its external entities.

High-Level Processes:
- **Project Initiation**: This process involves forming the project team, conducting preliminary reviews, and finalizing the project plan and charter.
- **Define Phase**: During this phase, the project scope is defined, measurements are taken, and analysis of requirements is conducted.
- **Measurement Phase**: This phase focuses on setting metrics and criteria for success, such as user satisfaction surveys and listing targets.
- **Analysis Phase**: Here, data collected during the measurement phase is analyzed to identify areas for improvement and optimization.
- **Improvement Phase**: Based on the analysis, improvements are implemented to enhance user experience, community integration, and safety measures.
- **Control Phase**: This phase involves monitoring and controlling project progress, ensuring adherence to timelines, budgets, and quality standards.

Data Assets:
- **User Satisfaction Surveys**: Data collected from surveys conducted to gauge user satisfaction with the SOCHS platform and services.
- **Listing Data**: Information regarding available housing listings on the SOCHS platform, including details of landlords, properties, and rental agreements.
- **Financial Metrics**: Data related to the financial performance of the project, including revenue, expenses, and profitability.
- **Marketing Campaign Data**: Information about the effectiveness of marketing campaigns targeting the university community, including reach, engagement, and conversion metrics.
- **Legal Support Records**: Documentation of legal consultations and resolutions related to lease agreements and compliance issues.

Task Responsibility Matrix:

Task	Project Manager	Project Sponsor	Project Team	University	Marketing Team	Technical Team	Legal Consultants
Form Project Team	Responsible	Consult	Collaborate	Inform	Consult	Consult	-
Conduct Preliminary Review	Responsible	Consult	Collaborate	Inform	Consult	-	-
Finalize Project	Responsible	Approve	Consult	Inform	Consult	-	-

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Plan/Charter							
Define Project Scope	Responsible	Consult	Collaborate	Inform	Consult	-	-
Measurement Phase	Responsible	Consult	Collaborate	Inform	-	-	-
Analysis Phase	Responsible	Consult	Collaborate	Inform	-	-	-
Improvement Phase	Responsible	Consult	Collaborate	Inform	-	-	-
Control Phase	Responsible	Consult	Collaborate	Inform	-	-	-
Project Summary Report and Close-Out	Responsible	Approve	Consult	Inform	-	-	-
Develop Digital Platform	Responsible	Consult	Collaborate	Inform	-	Responsible	-
Onboard Listings and Partnerships	Responsible	Consult	Responsible	Inform	Responsible	-	-
Implement Marketing Campaign	Responsible	Consult	-	Inform	-	-	-
Provide Legal Support	Responsible	Consult	-	Inform	-	-	-

Communication Plan:

Stakeholder	Communication Method	Frequency	Purpose
Project Sponsor	Email, Meetings	Weekly	Provide project updates, address concerns
Project Manager	Meetings, Reports	Daily/Weekly	Coordinate tasks, monitor progress

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Project Team	Meetings, Messaging Platforms	Daily/Weekly	Discuss tasks, share updates
University	Meetings, Reports	Biweekly/Monthly	Project progress, feedback, alignment
Marketing Team	Meetings, Email	Weekly	Review campaign progress, adjust strategies
Technical Team	Meetings, Collaboration Tools	Daily/Weekly	Discuss development, and resolve technical issues
Legal Consultants	Meetings, Reports	As Needed	Provide legal advice, address compliance issues