**“****Attendance and Badge Tracker”**

**for**

**Ghisallo Cycle Initiative**

**Final Status Report**

By

The One & Only:

Jackson Ross, Jimmy Monreal, Jack Norton, Joshua Nyangon, Matthew Zlotnik

MIS 374

Fall 2018

December 13th 2018

<https://gibbon.cycleacademy.org/>

Username: cstanton

Password: DataTest1!

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# Executive Summary

Mr. Stanton,

It was a pleasure to work with you and your company, Ghisallo Cycling Initiative. Throughout the lifecycle of our project, our team learned several valuable lessons regarding the importance of effective communication and managing scope. Without your help finding Gibbon and managing scope creep, our team is confident that development on our project would have been significantly delayed.

In this last letter, our team will describe 1) the current status of our project, 2) any final risks to consider, and 3) the remaining steps we will have to take before we hand off the project to you and your company.

**Project Status**

Despite the complications that our team initially faced, we are projecting to finish the project on schedule. Now that Gibbon has been deployed online, the final remaining steps to finish the project focus on importing historic data from your old, Google Sheets-based system into Gibbon. To accomplish this, our team will have to export all the data from the old system into a CSV. After this step, our group will then import the CSV into the new system using a built-in tool from Gibbon.

**Risks**

The largest hurdle that our team faced so far revolved around the compatibility issues that arose between Gibbon, PHP, and MySQL during our first sprint. Initially, we elected to use Softaculous to solve these issues, which would have allowed us to host and deploy Gibbon online. However, since you managed to deploy Gibbon online using your current hosting provider, DreamHost, we managed to avoid the potential risks and costs that would have arose using Softaculous.

Due to time constraints and difficulties that arose deploying Gibbon online, we had to remove three user stories from our project, all of which focused on data analysis. However, the MySQL database that Gibbon uses will be easily accessible, allowing you to analyze the data through a live connection as you please.

**Project Completion and Beyond**

Once we have accomplished these steps, our team will be ready to hand off the project to you. We will continue to communicate with you our progress through GroupMe and email. Throughout the rest of this report, you will see our revised budget, user materials, developer and install guides, and final testing materials. Thank you again for your help, and we hope our project will suit your organization well.

Regards,

The One and Only

# Updated Budget

**Scope Evaluation Table for *Ghisallo Cycling Initiative***

|  |  |
| --- | --- |
|  | **Alternative 2**: Gibbon: open source system builder utilizes PHP and MySQL primarily |
| **Key Features** | * High level badge tracking * Attendance Tracking & reporting * Scheduling creation * In-depth user profile creation option |
| **Advantages** | * Free * Easy module integration to expand system to needs * MySQL is client’s current database choice * Customer support is available * Modules allow extensive customization and integration as needed |
| **Dis- Advantages** | * Learning curve * Reliance on external factors in place (i.e. MySQL, Apache) * Customer support is run by single volunteer |
| **Budget** | **MySQL: No incremental cost (client already has access)**  **DreamHost: No additional cost (client already has a domain)** |

# Future Recommendations

In the future, development could be done on creating more advanced reporting. The current reporting is not very detailed, but it is not too difficult to write Python scripts to extract more detailed and useful information from the MySQL database. Chris has already said that he has experience writing these kinds of scripts, so we are confident that he will be able to add this functionality in the future if he chooses.

Chris also plans to use this initial deployment as a testing ground for the next few months as he learns the system better and transitions his programs over to the new system. To set Chris up, we have imported the badges, classes, and 2017 users. This will give Chris users and classes to experiment with while he gets used to the new system. While he is doing this, he may notice things that he wants to tweak regarding the labelling in the UI and other aesthetic properties.

# Appendices

### Agendas

|  |
| --- |
| **Date/Location** |
| October 29, 2018 at 9:00AM in Xi Room (NRG) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendees** | |  |  |
| Caryn Conley | Christopher Stanton | Jack Norton | Jackson Ross |
| Jimmy Monreal | Joshua Nyangon | Matthew Zlotnik |  |

**Meeting Objectives**

* Introduce Prof. Conley to the project
* Obtain charter confirmation from Prof. Conley
* Review Evaluation Table
* Discuss sprints and sprint management

|  |  |  |
| --- | --- | --- |
| **Task and Trello Card** | **Assigned To     (be specific)** | **Due by** |
| Complete | | |
| Finish all charter documents | Team | 10/29 |
| Decide on final solution | Team & Chris | 10/29 |
| Not Started (i.e. Tasks planned to start before next meeting) | | |
| Set up a development environment to test proposed system | Jackson | 11/02 |
| Find the best way to import existing data | Matt | 11/02 |

**Risk Monitoring Updates:**

|  |  |
| --- | --- |
| **Risks** | **Status** |
| Importing historical data might be difficult due to duplicate or inaccurate data. | Monitoring |
| The agreed-upon solution may not have all of the functionality we would like it to, but has all of the functionality we need it to. | New |

**General Notes or FYIs**

We will be presenting the proposed solution and charter to both Prof. Conley and Mr. Stanton. Please be prepared to discuss the charter documents as well as discuss our sprint methodology and plan.

|  |
| --- |
| **Date/Location** |
| Oct 31st , 2018 McCombs School of Business, NRG Productivity Room |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attendees** | |  |  | |
| Jack Norton | Joshua Nyangon | Jimmy Monreal | |  |
| Christopher Stanton – Client | Jackson Ross |  | | **Meeting Objectives** |

**Meeting Objectives**

* Discuss timeline for creation, implementation, testing, etc.
* Create contingency plan for if Gibbon environment does not get created

|  |  |  |
| --- | --- | --- |
| **Task and Trello Card** | **Assigned To     (be specific)** | **Due by** |
| Complete | | |
| None (We fell behind on initial kickoff due to development environment complications) |  |  |
| In Progress / In Review | | |
| Set Up Development Environment (Gibbon) | Jackson Ross | 11/9/2019 |
| Check for ways to integrate Python data analytics code and Gibbon | Matt Zlotnik | 11/15/2019 |
| Not Started (i.e. Tasks planned to start before next meeting) | | |

**Meeting Agenda**

**Risk Monitoring Updates:**.

|  |  |
| --- | --- |
| **Risks** | **Status** |
| As so far identified, client will be supporting product themselves. They have a technical background, but also have a very busy schedule. | Old |
| Affects only one part of the business area: the membership and badge tracking system. Client may want system to be implemented for more users (Parents, Golden-Roller trainers). We may want to watch out for scope creep. | Old |
| Product will have to be developed on only one machine for initial phases | New |

**Deliverables sign-off:**

|  |
| --- |
| **Deliverable** |
| N/A |

**General Notes or FYIs**

We gave ourselves this amount of time because setup is complex and required a level of precision. Rushing this process would have led to catastrophic errors down the line.

|  |
| --- |
| **Date/Location** |
| Nov 5th , 2018 McCombs School of Business, NRG Productivity Room |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attendees** | |  |  | |
| Jack Norton | Joshua Nyangon | Jimmy Monreal | |  |
| Christopher Stanton – Client | Jackson Ross |  | |  |

**Meeting Objectives**

* Further discuss Gibbon capabilities
* Check-in with Client and discuss progress on development environment set up
* Talk to client about hosting services compatible with Gibbon **Meeting Agenda**

|  |  |  |
| --- | --- | --- |
| **Task and Trello Card** | **Assigned To     (be specific)** | **Due by** |
| Complete | | |
| Set Up Development Environment (Gibbon) | Jackson Ross | 11/9/2019 |
| In Progress / In Review | | |
| Check for ways to integrate Python data analytics code and Gibbon | Matt Zlotnik | 11/15/2019 |
| Create Website | Jackson Ross | 11/16/2019 |
| Not Started (i.e. Tasks planned to start before next meeting) | | |
| Update Budget with new Hosting Service Cost | Jimmy Monreal | 11/20/2019 |
| Make Installation Guide for Gibbon | Jackson Ross, Jack Norton | 11/20/2019 |
| Create Updated Gantt Chart | Joshua Nyangon | 11/28/2019 |
| Create Test Steps for User Story 1,2 | Matt Zlotnik | 11/16/2019 |

**Risk Monitoring Updates:**.

|  |  |
| --- | --- |
| **Risks** | **Status** |
| As so far identified, client will be supporting product themselves. They have a technical background, but also have a very busy schedule. | Old |
| Affects only one part of the business area: the membership and badge tracking system. Client may want system to be implemented for more users (Parents, Golden-Roller trainers). We may want to watch out for scope creep. | Old |
| Product will have to be developed on only one machine for initial phases | Old |

**Deliverables sign-off:**

|  |
| --- |
| **Deliverable** |
| N/A |

**General Notes or FYIs**

Gibbon environment set up. Development phase beginning.

|  |
| --- |
| **Date/Location** |
| Nov 14th , 2018 McCombs School of Business, NRG Productivity Room |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attendees** | |  |  | |
| Jack Norton | Joshua Nyangon | Jimmy Monreal | |  |
| Christopher Stanton – Client | Jackson Ross |  | |  |

**Meeting Objectives**

* Further discuss Gibbon capabilities
* Check-in with Client and discuss progress on development and progress of website
* Lock-in hosting service and budget

**Meeting Agenda**

|  |  |  |
| --- | --- | --- |
| **Task and Trello Card** | **Assigned To     (be specific)** | **Due by** |
| Complete | | |
| Set Up Development Environment (Gibbon) | Jackson Ross | 11/9/2019 |
| Create Website | Jackson Ross | 11/16/2019 |
| Create Test Steps for User Story 1,2 | Matt Zlotnik | 11/16/2019 |
| In Progress / In Review | | |
| Update Budget with new Hosting Service Cost | Jimmy Monreal | 11/20/2019 |
| Make Installation Guide for Gibbon | Jackson Ross, Jack Norton | 11/20/2019 |
| Create Updated Gantt Chart | Joshua Nyangon | 11/28/2019 |
| Check for ways to integrate Python data analytics code and Gibbon | Matt Zlotnik | 11/15/2019 |
| Create Test Steps and Cases for User Story 3, 4 | Matt Zlotnik | 11/18/2019 |
| Add badge functionality | Jackson Ross | 11/16/2019 |
| Ensure attendance functionality works properly | Jackson Ross | 11/16/2019 |
| Not Started (i.e. Tasks planned to start before next meeting) | | |

**Risk Monitoring Updates:**.

|  |  |
| --- | --- |
| **Risks** | **Status** |
| As so far identified, client will be supporting product themselves. They have a technical background, but also have a very busy schedule. | Old |
| Affects only one part of the business area: the membership and badge tracking system. Client may want system to be implemented for more users (Parents, Golden-Roller trainers). We may want to watch out for scope creep. | Old |
| Product will have to be developed on only one machine for initial phases | Old |

|  |
| --- |
| **Date/Location** |
| Dec 5th , 2018 McCombs School of Business, AIM Reading Room |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attendees** | |  |  | |
| Jack Norton | Joshua Nyangon | Jimmy Monreal | |
| Christopher Stanton – Client | Jackson Ross |  | |

|  |
| --- |
| **Meeting Objectives** |

* Talked about deployment platform again
* Discussed deployment costs
* Discussed with client best way to assist him in deployment
* Talked user permissions within our platform

|  |
| --- |
| **Meeting Agenda** |

| **Task and Trello Card** | **Assigned To (be specific)** | **Due by** |
| --- | --- | --- |
| Complete | | |
| Update Budget with new Hosting Service Cost | Jimmy Monreal | 11/20/2019 |
| Make Installation Guide for Gibbon | Jackson Ross, Jack Norton | 11/20/2019 |
| Create Updated Gantt Chart | Joshua Nyangon | 11/28/2019 |
| Add badge functionality | Jackson Ross | 11/30/2019 |
| Ensure attendance functionality works properly | Jackson Ross | 11/30/2019 |
| Create Test Steps for User Story 1,2,3,4 | Matt Zlotnik | 11/30/2019 |
| In Progress / In Review | | |
| Add administrator attendance tracker | Jackson Ross | 12/10/2019 |
| Add student attendance report | Jackson Ross | 12/10/2019 |
| Not Started (i.e. Tasks planned to start before next meeting) | | |

**Risk Monitoring Updates:**.

| **Risks** | **Status** |
| --- | --- |
| As so far identified, client will be supporting product themselves. They have a technical background, but also have a very busy schedule. | Old |
| Affects only one part of the business area: the membership and badge tracking system. Client may want system to be implemented for more users (Parents, Golden-Roller trainers). We may want to watch out for scope creep. | Old |
| Product will have to be developed on only one machine for initial phases | Old |

**Deliverables sign-off:**

| **Deliverable** |
| --- |
| N/A |

**General Notes or FYIs**

|  |
| --- |
| **Date/Location** |
| Dec 12th , 2018 McCombs School of Business, AIM Reading Room |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attendees** | |  |  | |
| Jack Norton | Joshua Nyangon | Jimmy Monreal | |
| Christopher Stanton – Client | Jackson Ross |  | |

|  |
| --- |
| **Meeting Objectives** |

* Finalized all deployment
* Ensured client happiness
* Said emotional goodbye to client
* Agreed to meet up later for a drink

|  |
| --- |
| **Meeting Agenda** |

| **Task and Trello Card** | **Assigned To (be specific)** | **Due by** |
| --- | --- | --- |
| Complete | | |
| Update Budget with new Hosting Service Cost | Jimmy Monreal | 11/20/2019 |
| Make Installation Guide for Gibbon | Jackson Ross, Jack Norton | 11/20/2019 |
| Create Updated Gantt Chart | Joshua Nyangon | 11/28/2019 |
| Add badge functionality | Jackson Ross | 11/30/2019 |
| Ensure attendance functionality works properly | Jackson Ross | 11/30/2019 |
| Add administrator attendance tracker | Jackson Ross | 12/10/2019 |
| Add student attendance report | Jackson Ross | 12/10/2019 |
| Create Test Steps for User Story 1,2,3,4 | Matt Zlotnik | 11/30/2019 |
| In Progress / In Review | | |
| Not Started (i.e. Tasks planned to start before next meeting) | | |

**Risk Monitoring Updates:**.

| **Risks** | **Status** |
| --- | --- |
| As so far identified, client will be supporting product themselves. They have a technical background, but also have a very busy schedule. | Old |
| Affects only one part of the business area: the membership and badge tracking system. Client may want system to be implemented for more users (Parents, Golden-Roller trainers). We may want to watch out for scope creep. | Old |
| Product will have to be developed on only one machine for initial phases | Old |

**Deliverables sign-off:**

| **Deliverable** |
| --- |
| Everything |

**General Notes or FYIs**

# User Acceptance Review for Ghisallo Cycle Initiative

**Review Prepared by: Joshua Nyangon System: Attendance and Badge Tracker**

|  |  |  |
| --- | --- | --- |
| **Acceptance Criteria** | **Approved by** | **Date** |
| <**User Story 1 – Create website** > completed to specifications | **Christopher Stanton** | **Nov 16, 2018** |
| <**User Story 2 – Set up Gibbon Environment**> completed to specifications | **Christopher Stanton** | **Nov 9, 2018** |
| < **User Story 3 - Instructor Add Attendance** (if applicable)> completed to specifications | **Christopher Stanton** | **Nov 16, 2018** |
| < **User Story 4 - Instructor Add Badges** > completed to specifications | **Christopher Stanton** | **Nov 16, 2018** |
| < **User Story 5 - Student Attendance Report** > completed to specifications | **Christopher Stanton** | **Dec 7, 2018** |
| < **User Story 6 - Administrator Functionality** > completed to specifications | **Christopher Stanton** | **Nov 30, 2018** |
| < **User Story 7 - Administrator Attendance Reports** > completed to specifications | **Christopher Stanton** | **Nov 30, 2018** |
| < **Deployment and Setup**> completed to specifications | **Christopher Stanton** | **Dec 7, 2018** |
| User documentation completed | **Christopher Stanton** | **Dec 3, 2018** |
| Developer documentation completed | **Christopher Stanton** | **Dec 3, 2018** |

**Acceptance Acknowledgement**

**The undersigned representatives agree that this project, identified above, has been completed in a satisfactory manner.**



**Dec 12, 2018**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Signature Date**

Executive Director & Founder

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title**