Project SOW Template

[TeamNiceDynamite]

[Time and Absence Calendar]

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| VERSION: [2.0] | REVISION DATE: [9-15-2022] |

**Note: provide more details than V1. The idea is to be as specific as possible as to what you are developing so that the customer and sponsor clearly understands that you are meeting their needs. I am looking for *significant development in your project definition and ideas.***

**Project Manager: \_\_\_\_\_\_\_(***Project manager name)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Issued By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_(***Project Sponsor Name)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Team Name:** TeamNiceDynamite

**Team Members: Anthony, Brian, Diego, Issai**

# Section 1. Project Overview

## 1.1 Problem Statement and Project Goal

*Describe the business reason(s) for initiating the project, specifically stating the business problem.* *Indicate why you think it will be useful after this class. List the* ***specific measurable goal*** *for the project.*

⇒ Our goal for this project is to create a PTO system for the customer so that Employees can access their paid time off and specific days off such as VD, PD, and SD. As well as a view for the supervisor to see the days off they have to approve or deny. They can also constantly update the record of the employees for those days off. We want to have a user-friendly system in place for the employees.

1. Allows an employee to request PTO (VD, PD, SD)
2. Allows employees to see a report of PTO (VD PD SD)
3. A supervisor display that enables them to approve or deny requests
4. A backend database schema complete
5. User-friendly application to use for their PTO
6. Confirmation of approval or disapproval from HR for the Employee’s chosen days off
7. A priority system that depends on how close the days chosen are.

## 1.2 Project Deliverables

*Describe the specific deliverables for the project. That is what specific functionality should I use to judge the project successful. This should be a list of critical functionality that customer is looking for and how you test if it is completed*

⇒

1. An employee can see a list of their PTO, Paid Time Off, VD, Vacation Days, SD, Sick Days, and PD, Personal Days, including the dates of each.
2. An employee can see the status of all their requests made in the system
3. An employee can request one or more days to take off and the request type (VD, SD, PD)
4. The system will sync itself to the HR data so that it can stay up to date.
5. The system shall produce an audit report of discrepancies between the HR Data and stored data
6. The system must support an employee, supervisor, and admin role
7. An employee can see what days they took off and their remaining PTO days. Also display the PTO days to the user.
8. A calendar, for employees, would show their time off and days they can request. In addition, it will show the admins what employees took off.
9. Updating the API from Aldi. The system will update the existing API from ALDI, with the current version.
10. A confirmation of the days off where the supervisor can decide how they notify the employee or the manager and boss. Something like a text message, an email, or a notification.
11. Upper level management can request days off for employees.
12. We need to track how close the days off requests are to the days off. Like if they request a week off how close or far is the week they requested?
13. The supervisor can make exceptions such as when personal days happen.
14. A message pops up for employees to show them how many days they have in a year and when they need to take their days off before a quarter or a year ends.
15. We need to keep track of the differences between a VD, SD, or PD as they have different meanings for the employee’s situation.
16. We need to have a system in place where the supervisor's data and view syncs with what the employees see and can view. This can be synced in a case by case.
17. We also need a list of all the major days off.
18. The employee should have a reset date for their PTO. But sick days will be reset at the beginning of every year.

## Project Cost and Time Estimate

*Describe the specific order of magnitude costs and order of magnitude time frame for completion for the project. Indicate any budget concerns, if the budget is fixes, how solid is the estimate and additional resources that might be needed.*

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No project cost will be done on local machines of the development team.

Throughout the entire semester, will be different depending on sprint runs.

## 1.4 Project Scope

*Describe the project scope. The scope defines project limits and identifies the products and/or services delivered by the project. The scope establishes the boundaries of the project and should describe products and/or services that are outside of the project scope.*

| **Project Includes** |
| --- |
| -Creating an application that records and logs employees' sick, vacation, and personal days off. |
| -Processing Aldi’s data |
| -Enabling supervisor activity to accept or decline employees' days off. |
|  |
| The system shall produce an audit report of discrepancies between the HR Data and stored data |
| -A calendar, for employees, would show their time off and days they can request. In addition, it will show the admins what employees took off. |
| - The employee should have a reset date for their PTO. But sick days will be reset at the beginning of every year. |
| - A message pop up for employees to show them how many days they have in a year and when they need to take their days off before a quarter or a year ends. |
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| **Project Excludes** |
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| -The creation of user documentation as this will be user friendly that it wouldn’t be necessary. |
| -Our data will not need to be encrypted as it would be unnecessary. |
| -Our application will not provide the ability to backup the data given from employees. |
| -This application will only be available through Aldi servers. No outside access besides us the devs. |
| -Once a stable version is released, it will not have support in the future. Future updates will not happen to this application. This is a one and done project. |

## 1.5 Critical Success Factors

*Describe the factors or characteristics that are deemed critical to the success of a project, such that, in their absence the project will fail.*

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1). Data from the customer; no data, no information to use

2). User stories because without knowing what the user wants, we can’t move forward and develop whatever.

3.) Without backend data, like the data we received in class today, we couldn’t figure out what our entities would be for our tables.

4.) We need to have successful sprints otherwise the project can’t go any further and we could never reach our final demo.

## 1.6 Project Phases

*Describe the major project phases. For example there may be a requirements phases, prototype phase, development phase, testing phase, etc.*

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1). Determine what are the requirements of the application (What it should and should not be implemented in a certain amount of time).

2.) The first sprint should be a frontend sprint to make sure our pages are working and loading fast. It will be our most important sprint.

3). We develop a prototype that can do three consecutive sprints.

4). Prototype finishes sprints and releases to the customer.

# Section 2. Project Team

## 2.1 Project Stakeholders

* + *Identify the project stakeholders. Include the following roles and indicate why you selected them for this role*
    - *Project Team – for each team indicate what roles you need and who will fill them.*
    - *Functional Management*
      * The communication of backend/frontend developers about the version of the application to the Scrum master.
    - *Sponsor*
      * David Lash
    - *Customer*
      * Manager who communicates with the development team on what should be added
    - *Other stakeholders-* 
      * Brian, Anthony, Diego, and Issai for the development of the application.
      * The Aldi employees

***Communication Plan – for each of the key roles determine how frequently you need to meet and why you need to meet.***

| **Name** | **Role** | **Communication Frequency** | **Communication Purpose description (why are you meeting?)** |
| --- | --- | --- | --- |
| Brian | Backend and Frontend Development | Weekends | Discuss design, functionality, and reasoning for the way the website works for the user. |
| Anthony | Backend and Frontend Development | Almost everyday | Discuss design, functionality, and reasoning for the way the website works for the user. |
| Diego | Scrum Master | Almost everyday | Keeping everyone in check on what is being updated, giving ideas, and making sure Sprint is in action. |
| Issai | Backend and Frontend Development | Almost everyday | Discuss design, functionality, and reasoning for the way the website works for the user. |

## 2.2 Critical Project Milestones and Overall Plan

* + *Looks at the calendar and what you are attempting to complete. Create a high level plan of milestones for the project and when you will communicate with customers for requirements, start coding and producing product versions*
  + *How will you gather requirements? What is your plan? When will you need to talk to the customer?*

1. Statement of Work and Definition of Done will be our first and major milestone for the project that we will have completed by September 30th.
2. We will have our Trello, Product Backlog, our Activity Diagram, and ERD completed by October 7th.
3. We will complete a prototype without any functionality by October 14th.
4. We will have our first sprint completed somewhere within the 9th week of the semester.
5. After our first sprint, we will have a two week period where we apply all the feedback we were given on our first sprint to the application in order to prepare for the second sprint which is on the 11th week.
6. Then before our 3rd sprint we will have our demo ready to show to Professor Lash and the IT engineers from Aldi. This will be on the 14th week of the semester.
7. 15th week of the semester will be when we have a final demo ready to showcase.