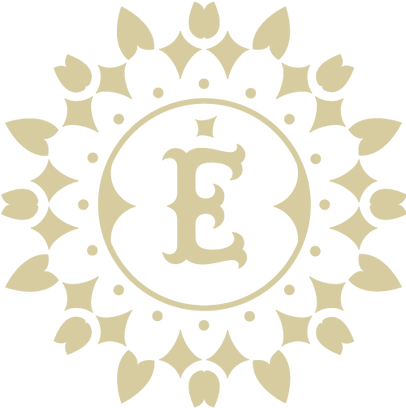
Project Documents



****

Statement of Work

Project Name: Época Training System

Project Manager: Nicholas Wade

Customer: Project Sponsor: Época Cantina

Start Date: September 6,2019

End Date: May 1, 2020

Development Staff Estimates (person-months): 8 months

**Project Description**

This is a training program that will help any new and existing employees. By providing the necessary information for the new employees, this would give them the ability to be trained in the proper requirements of the job that they are filling, while also offering them tests during the training process to show them how their doing.

With the new system the employer will be able to accurately analyze the progress of each specific employee and will be able to address any issues that are currently happening in regards of training from older staff. This will save the employer money in terms of unnecessarily overstaffing for training purposes. It will produce a global understanding of all practices that are in the restaurant with a constant guide of what the expectations are of the employees, which prevents any malpractices.

**Goals**:

The goals of Época Training System are as follows, to create a program that will assist new and existing employees on how to how to do the tasks required of them. The training system will contain the rules, guidelines, procedures tied to the position, cleaning procedures, equipment maintenance.

This system will be able to monitor the employee’s progress during their training period, while giving them their progress in the form of tests, this will also supply the owner on their progress to determine how to proceed with the employee.

**Objectives:**

* To track which employees have completed training
* Providing the appropriate information to train new hires and track their progress
* Create a database that keeps information easily accessible

Milestone 1

- Client documents

- System service request

- Project charter

- Control documents

Milestone 3

- Client Documents

- Tracking Gantt

- Baseline Project Plan

- Requirements Documentation

- Risk Management Plan

- Meeting Communications

- Team Member Status Report

- Communication Management Plan

Milestone 2

- Client Documents

- Statement of work

- Project Scope Statement

- Project Management

(Work Breakdown Structure,

WBS dictionary)

- Gantt Chart

- Economic Feasibility

Analysis

- Enterprise Diagrams

- Meeting Communications

- Member Status Report

- Communication

Management Plan

Milestone 4

- Client Documents

- Context Diagram

- Data Flow Diagram Levels

0 & 1

- DFD Dictionary

- IDEF A-0 and A0 Models

- Meeting Communications

- Team Member Status Report

- Communication Management Plan

- Presentation