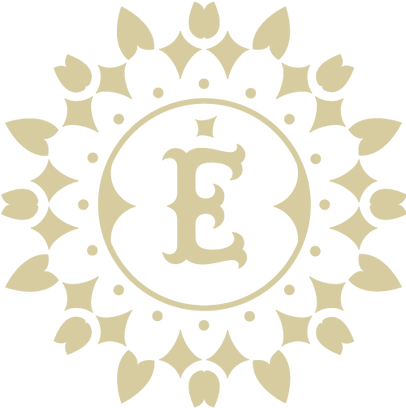
Client Documents

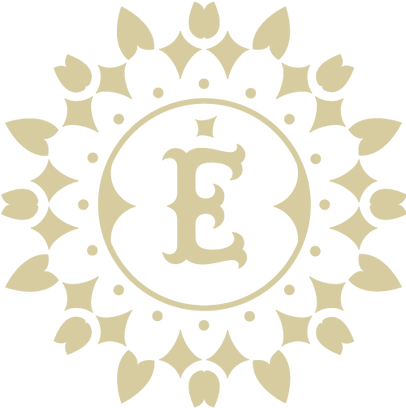


****

Opening Statements

Milestone number 4 of the Época Training System has been completed. The systems development project continues to remain on time and on budget. The next will be Milestone #5.

Client Documents



****

Executive Summary

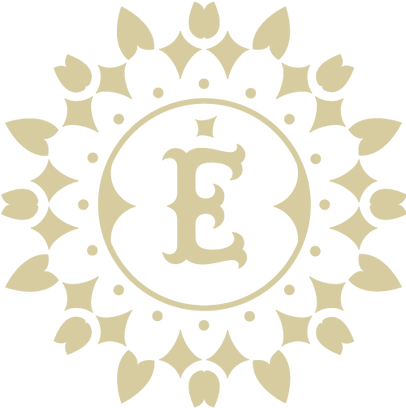
Milestone 4 is a combination of the following items:

* **Implications for Client Operations**
  + The main implication for the client is being present to the scheduled meetings and responsive to requests made by the project team.
* **Items for Approval:**
  + The project team will need access to employee documentation and records depicting the hiring date. The team will require the aspects of the technology and networks that are currently in place in terms of computer hardware, software, any other systems that is in place and in operation at the restaurant. Will also have to be able to share the information of the network status at the building in terms of WIFI, Internet access, and any database’s that are currently running.
* **Systems Service Request**
  + The System Service Request contains the documentation of approval for Época Training System.
* **Project Charter**
  + The purpose of this project is to develop a training system that will track the learning progress of all the servers and bartenders that work at Época Cantina to make sure they are becoming fully trained and efficient in their job roles.

* **Project Scope Statement** 
  + The Project Scope Statement gives the summary of the current milestone.
* **Statement of Work**
  + The Statement of Work document shows the description of the product, any goals of the system, the objectives of the project, and the mapping of all the milestones.
* **Work Breakdown Structure**
  + Listed in the Work Breakdown Structure document lists the work that needs to be done and any tasks that are affiliated with it.
* **Work Breakdown Structure Dictionary**
  + The Work Breakdown Structure Dictionary gives an accurate description of the tasks that are in the Work Breakdown Structure Document.
* **Gantt Chart**
  + The Gant Chart contains the visual representation of the schedule relating to Milestone 4.

* **Economic Feasibility Analysis**
  + The Economic Feasibility analysis contains the documentation regarding the costs.
* **Enterprise Diagrams**
  + The Enterprise Diagram contains the documentation relating to the workflow of the project.
* **Tracking Gantt**
  + Represent what is complete in the Gantt Chart and what is left to accomplish.
* **Baseline Project Plan**
  + The Baseline Project Plan is an overview of the project’s scope, main objective and goals, and a brief narrative about the environment in which the system is to be implemented
* **Requirements Documentation**
  + Information system behaviors or properties that the system must have.
* **Risk Management Plan**
  + Risk Management Plan is a document of risks, estimate impacts, and the response to the risk. While providing the tools that will be implemented with the risk and the risk category.
* **Roles and Responsibilities**
  + Nicholas Wade will be overseeing completion as the Milestone Manager while all members will work together to be the document creators
  + The Entire Team will oversee Communication Plan Gant Chart Meeting Communications
* **Context Diagram**
  + The context diagram is to maps out the barebones data flow of the project.
* **Data flow diagrams levels 0 & 1**
  + Data Flow Diagram Level 0 is broken down into more specific.
  + Data Flow Diagram Level 1 maps more specific modules in the system and flow of data among various modules.
* **IDEF A-0**
  + IDEF A-0 is a context view-level view of the inputs, control, outputs, and mechanisms for a specific function in your logical matter.
* **IDEF A0**
  + IDEF A-0 Breakdown process for all A-0 diagrams as one.
* **Change Log**
  + Any changes made will be listed on page 46.
* **Communications Management Plan**
  + The team will meet every Tuesday when the class ends starting at 2:45 central standard time working until we have resolved any and all issues. Any other form of communication will primarily be held within the slack channel of ISQA4110 and any other form will be relayed through email.
* **Meeting Communications**
  + This group has had one meeting with constant discussion over the project and the conclusion of each class session. Communication has been constant with daily updates through all the members in the slack channel of ISQA4110.
* **Team Member Status Report**
  + Each Individual team member’s performance will be graded and commented on by the peers and individually submitted.
* **Appendix**
  + Section of additional matter at the end of the project.

Client Documents

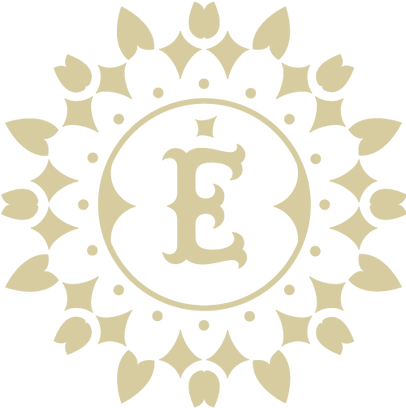


****

Implications for Client

The client will need to be a part of the meetings and/or communicate if the meeting times need to be addressed. The client will need to be responsive to the necessary documentation that the team will require such as employee information and be able to communicate if they want the project to pivot. If a pivot is necessary, the client agrees that realistic implementation of ideas may be unreasonable and/or is out of scope and if so, is willing to work with the team on a reasonable addition or change.

Client Documents



****

Items for Approval

The items for approval at this point in time are as follows:

* Access to documentation in regards of employees.
  + Hire Dates
  + Files
  + Position in the company.
* Any hardware or software that is in place.
  + Computer System Specifications
  + Other Systems outside of the Computer
  + Training software that is currently being used.
  + Documentation software
  + Networks that are being used
    - Internet Connection Status
      * Cabled
      * WIFI
* Current Database procedures
  + Information Storage Type
    - Cloud
    - Computer Hard drive
    - Paper form (print outs)
      * Filing cabinets.
      * Physical storage containers.