*Artemis*

project Management plan

Version *<1.0>*

*<02/4/2024>*

VERSION HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | *Darrell Liwanag*  *Tawney Stitt*  *Mark Heavrin* | *1/26/24* | *<name>* | *<mm/dd/yy>* | *<reason>* |
| 2.0 | *Darrell Liwanag*  *Tawney Stitt*  *Mark Heavrin, Folly Teko, Ricardo Canales Gonzalez* | *2/4/2024* |  |  |  |
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**UP Template Version:** 11/30/06

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# 

# 1. Introduction

# Purpose of Project Management Plan

This project management plan (PMP) provides planning and guidance for stakeholders, and information to the project sponsor.

The intended audience of the *A*rtemis PMP is all project stakeholders including the project sponsor, project manager and the project team.

# Executive Summary of Project Charter

[Provide an executive summary of the approved project charter. Provide a reference to the approved Project Charter. Elaborate on any sections within the Project Charter that need further detail contained within the PMP.]

The project charter for the Kids Center for Pediatric Therapy states the scope, objective, and participants of the project. In addition, it outlines the roles and responsibilities of the participants and identifies the key stakeholders. It ultimately serves as a foundation and reference guide for the project.

The project's objective is to improve the Kids Center website, adding functionalities like appointment scheduling, patient portal access, and teletherapy. The scope of the project entails the time and cost of the project as well as the deliverables. The project must be completed by mid-April 2024. The participants of the project are Folly Teko, Stitt Tawney, Mark Heavrin, Canales Gonzalez, and Darrell Liwanag.

## Assumptions/Constraints

Project Assumptions: The client has provided all system requirements. Data security is implemented with WordPress and ISO. Nonfunctional requirements are not required. Project constraint: The project must be completed by the end of the Spring 2024 semester.

# Scope Management

[Insert the project’s scope management plan or provide a reference to where it is stored.]

## Work Breakdown Structure

[Insert the project’s work breakdown structure or provide a reference to where it is stored.]

## Deployment Plan

The project involves deploying a secure, functioning website that allows for appointment scheduling, patient portal access, teletherapy, and payment/billing transactions to end users.

## Change Control Management

[Example of Change Control: If a development server for your project is administered by another organization that is responsible for installing machine upgrades and there are scheduled outages that will impact your project schedule. Changes to the project will need to be made to deal with the potential impact of the scheduled outage.]

A revision along with reasoning for the changes in the notes, followed by date of revision.

# Schedule/Time Management

The project must be completed by the end of the Spring 2024 semester. Therefore, the progress of the project will be monitored against the deadline.

## Milestones

The Gantt Chart below lists the milestones for this project, along with their estimated completion timeframe.

## Project Schedule

## 

### Dependencies

* System requirements from elaboration phase
* Kids Center WordPress

# Cost/Budget Management

[Insert the project’s cost management plan or provide a reference to where it is stored.]

## Communication Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Messages** | **Vehicles** | **Frequency** | **Communicators** | **Feedback Mechanisms** |
| *Kids Center* |  |  | *3x within project* | *Professor Chrisman* | *Notes and additional requests via each demo* |

# Risk Management

[Insert the project’s risk management plan or provide a reference to where it is stored.]

## Risk Log

Our risk log is provided in the RMP as number 13 on this document.

# Issue Management

## Issue Log

Our issue log is in the RMP as number 13 on this document.

**8. PROCUREMENT MANAGEMENT**

1. Check all team members have the required access to software needed to maintain workload throughout the project.
2. Server: Secure the setup of developing and providing “QA” testing.
3. Sufficient hardware, software, and other resources are needed to complete the project.

# 9.Compliance Related Planning

1.Data protection and will become an extra charge over and above the estimate. Ensuring we are compliant with data protection laws and regulations to maintain integrity.

2.Ensuring we are following Healthcare standards for patient data and teletherapy services.

3Ensuring that the software we are using throughout the project is properly licensed, and we are following the terms required.

4. Make certain we are following HIPAA compliance, when dealing with patient’s personal information we need to guarantee we are providing the security of patient's medical records and health information.

## 10. Statement of worK

## 

Our statement of work provides the current environment of our client and what the company’s mission is. It allows us to show our deliverables that we need to meet as a team. It displays and keeps us aligned with THE goals and business objectives we need to meet.

## 11. project charter

## 

Our project charter will help us to navigate through the website and align us with the correct resources needed throughout the project. This charter acts as a compass providing our team with clarity on our project scope, objectives, and the roles and responsibilities of each of our team members. This will allow us to meet expectations.

## 12. requirements MANAGEMENT PLAN

## 

The requirements management plan allows us to log risks, issues, product metrics, and reporting so we can all move forward successfully in our team project. The rmp (requirements management plan) will allow us to meet the deliverables needed. It is designed to ensure that all our team members are on the same page and that we are meeting standards.

**13. REQUIREMENTS TRACEABILITY MATRIX**

## 

This traceability matrix displays the id, category, requirement, priority level, source, business objective, deliverables, verification, date verified, and disposition of the requirements. It provides a clear structure. Our matrix is essential for providing an overview of all requirements and ensures nothing is overlooked throughout the project.

Appendix A: Project Management Plan Approval

The undersigned acknowledge they have reviewed the *<Project Name>* **Project Management Plan** and agree with the approach it presents. Changes to this **Project Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are Business Steward, Project Manager or Project Sponsor. Add additional lines for signature as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

APPENDIX B: REFERENCES

[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| *<Document Name and Version Number>* | *[Provide description of the document]* | *<URL or Network path where document is located>* |

APPENDIX C: KEY TERMS

*[Insert terms and definitions used in this document. Add rows to the table as necessary. Follow the link below to for definitions of project management terms and acronyms used in this and other documents.*

*http://www2.cdc.gov/cdcup/library/other/help.htm*

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |

APPENDIX D: SUMMARY OF SPENDING

*[You may double-click on the table to edit it according to the information applicable to this project.]*

PY: Previous Year; CY: Current Year; BY: Budget Year