## Blue Ridge Animal Rescue & Sanctuary Website

## Team Ville students

# project management plan

# Document Control

## Document Information

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| *[1.0]* | *2/6/23* | *All sections drafted.* |
| *[1.1]* | 2/19/23 | *Additional sections added (Executive Summary, Stakeholder Register, WBS, Risk Plan/Matrix). Diagrams added in appropriate sections.* |
|  |  |  |

## Document Approvals

| **Role** | **Name©** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Project Sponsor | Kim Dehler |  |  |
| Project Team | Ville Students |  |  |
| Project Manager© | Dr. David Chrisman |  |  |

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# Executive Summary

Our goal is to create a website to assist our client - Blue Ridge Animal Rescue and Sanctuary - in operating her business. The website is an online platform that aims to connect pet lovers with shelter animals seeking a new home. It will also allow supporters an avenue through which to volunteer or donate to the organization. The website provides detailed information about each animal, including photos, background information, and behavior traits, to make the process of finding and adopting a pet easier and more efficient. Users can search for pets that fit their preferences and lifestyle and initiate the adoption process directly on the website. This will increase visibility and accessibility for shelter animals and help potential pet owners make informed decisions about pet adoption. Additionally, users can fill out application forms for volunteering and donate to the organization via a third-party service. Our platform streamlines these processes, providing a user-friendly platform to increase the number of successful pet adoptions, donations, and volunteers.

# Project Charter:

A project charter is created to help centralize a project's scope, responsibilities, and long-term goals held by the various stakeholders. Intended to help organize team members and provide clarity for future tasks, objectives, and solidify key leadership roles.



# Stakeholder Register:

| Stakeholder | Role | Group Category (Internal/External) | Power/Influence (H/M/L) | Contact/Communication Method |
| --- | --- | --- | --- | --- |
| Kim Dehler | Sponsor | Internal | H | Via Project Manager |
| Dr. David Chrisman | Project Manager | Internal | H | Email |
| Team Ville Students | Project Team/Developers | Internal | H | Email/In-Person |
| Website Users/Donors/Adopters/Volunteers | End-users | External | M | N/A |
| Graphics/Photography Provider | Graphic Designers /  Photographers | Internal/External (need more information from client) | L | N/A |
| Content Creators | Writers/Copywriters | Internal/External (need more information from client) | L | N/A |
| Software Vendors (Third-party) | Vendors | External | M | Email/Phone |
| Legal Entities | Government | External | H | Email/Phone |

# Statement of Work:

A Statement of Work is drafted to help agree to the terms of the project's work requirements among team members and stakeholders. It further clarifies deliverables, projects timelines, as well as any adjacent project activities that need to be planned and accounted for.



# Work Breakdown Structure & Dictionary:

The document below contains the Work Breakdown Structure (WBS) Diagram, and the WBS Dictionary:



# Communication matrix:

A Communication Matrix is a tool that organizes and summarizes a project’s communication plans. It ensures that all information is delivered and distributed to the correct personnel. Below is a chart of types of communication & exchanges that will take place throughout the project duration and lists out who the provider of the communication and the receivers are.

| Information | Provider | Recipient(s) | Frequency | Medium | Location |
| --- | --- | --- | --- | --- | --- |
| Progress Report | Team Ville Students | Project Manager | Weekly | LMS - Blackboard | Blackboard |
| Weekly Status & Information Updates | Project Manager | Team Ville Students and all involved in project. | Once a week | In-person | College of Business - 008 |
| Project Team Meetings | Team Ville Students | Team Ville Students | Once a week | Conference call | Microsoft Teams |
| Prototype Presentation 1 | Team Ville Students | Project Manager, Project Sponsor | One-time event | In-person | College of Business - 008 |
| Prototype Feedback | Project Manager, Project Sponsor | Team Ville Students | One-time event | In-person or email | College of Business 008 or via UofL email |
| Prototype Presentation 2 | Team Ville Students | Project Manager, Project Sponsor | One-time event | In-person | College of Business - 008 |
| Prototype Feedback | Project Manager, Project Sponsor | Team Ville Students | One-time event | In-person or email | College of Business 008 or via UofL email |
| Final Prototype Presentation | Team Ville Students | Project Manager, Project Sponsor | One-time event | In-person | College of Business - 008 |

# Risk Plan/Matrix:

The Risk plan is used to measure and consider the possible risks that come with the project and the level of severity that come with them.



# Budget:

Here is a calculated list for the budget. The Domain and hosting are annual payments showing for WordPress. They are at $7.00 for the domain name and the host space is $2.95 currently. Themes on average are around $40.00 (although there are some basic free templates) but the best versions require payment. The plug-ins for a site have a few prices for certain plugins so I included the total price of all plug-ins considered.

| Domain: | $7/ per year |
| --- | --- |
| Hosting: | $2.95/ per month |
| Themes: | $40/ single |
| Plug-ins: | $20 |
| Final Cost: | $102.40 |

# Project Schedule:

| 2/07 Progress Report | Delivering the current progress report on the project currently and any issues that have been raised |
| --- | --- |
| 2/14 Continue on Project | Work on the Project as in the Design and the UX/UI design and meet milestones |
| 2/21 Continue Work | Continue the work on the design and finish any pieces still being worked on at the time. Discuss issues or hangups if needed. |
| 2/28 Finish Project for presentation | Finish all aspects of the project being worked on before the presentation and refine the final product before presenting |
| 3/07 Present the current version | Present the current project version and record any feedback on possible changes to the project |
| 3/14 Implement feedback | Take the feedback given and implement the changes to the project |
| 3/21 Work on the second version of the project | Continue to work on the new version of the project to improve upon previous version |
| 3/28 Finish version 2 for presentation | Finish the 2nd version of the project and revise to make the presentation clean |
| 4/04 Version 2 Presentation | Present version 2 of the project and take note of feedback to use in editing |
| 4/11 Create final version | Take the feedback from the presentation and edit the project to make it the finalized version of the project |
| 4/18 Final Product | The result of the project. Finish all forms for the project and all UI screens as the project is closed |

# Requirements Management Plan:

The document below contains Requirements Management Plan:



# Requirements Traceability Matrix:

The Excel document below contains the Requirements Traceability Matrix, where the template is used to organize and track all project requirements over time.



# Entity Relationship Diagram:

Attached below, is the Entity Relationship Diagram, that shows how each concept and object of the project relate to each other.



# User Flow Diagram:

The User Flow Diagram below shows the steps and process of how a user will use the website to complete a task.



# System Architecture Diagram:

The System Architecture Diagram shows each component that lies in the website architecture that allows for the website to function properly.



# Project Status Report:

Snapshot of Project Status:

| Activity/Deliverable | % Complete | Status & Issues | Delivery Date |
| --- | --- | --- | --- |
| Prototype I | 25% | -WordPress template selected.  -Basic website structure/menu made.  -WordPress UI and layout/design challenges.  -Missing website content and graphics. | 3/7/23 |
| Prototype II | - - | - - | 4/4/23 |
| Final Website | - - | - - | 4/18/23 |

\*Prototype II and Final Website completion percentage and status left as null, as we are currently working on Prototype I.

Status Summary:

The various tasks/activities within the project are progressing according to their planned schedules. There have been no significant delays or obstacles that have impacted the progress of the project or process. All team members are fulfilling their roles and responsibilities in a timely manner and are actively communicating and collaborating to ensure that everything is moving forward as planned.

