Project Document for Kanban Board for OPT Portal

Jan 14, 2025

1. Project Charter

- **Project Title**: Kanban Board for OPT Portal
- **Vision Statement**: To streamline and enhance the visibility of the OPT application process through a dedicated Kanban Board, improving efficiency and stakeholder communication.
- **Objectives**:
  - Develop a user-friendly Kanban Board interface for real-time tracking of OPT application statuses.
  - Ensure compliance with regulatory standards and improve reporting capabilities.
- **High-Level Requirements**:
  - Customizable boards for different user roles.
  - Secure access and data protection.
- **Stakeholders**: Project team, IT department, compliance officers, end-users (students and administrative staff).
- **Project Sponsor**: University IT Department
- **Timeline**: Initiation in July 2024, completion by June 2025.

2. Project Plan

- **Phases of the Project**:
  - **Initiation**: July 2024
  - **Planning**: August 2024
  - **Execution**: October 2024 to May 2025
  - **Monitoring and Control**: Throughout execution
  - **Closure**: June 2025
- **Task Lists**: Development of backend services, frontend interface, user testing, and system integration.
- **Schedule**: Detailed Gantt chart attached.
- **Resource Allocation**: IT staff, software developers, a project manager, and a quality assurance team.
- **Budget**: Estimated budget, including software development, hardware, and training costs.
- **Risk Management Plan**: Included in a separate section.
- **Communication Plan**: Included in a separate section.

3. Scope Document

- **Scope Statement**: The project involves the development of a Kanban Board specifically designed for monitoring and managing OPT applications within the university.

- **Deliverables**:
    - A fully functional Kanban Board.
    - User manuals and training materials.
- **Exclusions**: The project will not cover data migration from old systems.
- **Constraints**: Limited budget and tight regulatory requirements.
- **Assumptions**: All stakeholders will provide timely feedback.

4. Risk Management Plan

- **Identified Risks**: Delays in software development, budget overruns, and resistance to change among users.
- **Impact Analysis**: Potential project delays, increased costs, reduced user satisfaction.
- **Mitigation Strategies**: Regular progress reviews, stakeholder engagement sessions, and contingency budgeting.
- **Monitoring Plan**: Weekly risk assessment meetings.

5. Stakeholder Management Plan

- **Stakeholder Identification**: List of all project stakeholders with contact information.
- **Analysis of Stakeholder Influence and Interest**: Matrix categorizing stakeholders by influence and interest.
- **Engagement Strategies**: Regular updates, workshops, and feedback sessions.
- **Communication Plan**: Detailed in the communication plan section.

6. Communication Plan

- **Goals of Communication**: Ensure all stakeholders are informed of progress and changes.
- **Information Distribution Methods**: Emails, project management tools, and regular meetings.
- **Frequency of Communication**: Weekly updates and as-needed alerts.
- **Responsible Parties**: Project manager for overall communication; team leads for department-specific communications.
- **Escalation Processes**: Procedures for escalating unresolved issues or delays.

7. Quality Management Plan

- **Quality Objectives**: Deliver a high-quality, reliable, and secure Kanban Board.
- **Standards and Metrics**: Code quality metrics, user satisfaction ratings, performance benchmarks.
- **Quality Control Processes**: Regular code reviews, performance testing, security audits.
- **Quality Assurance Processes**: Compliance checks, user acceptance testing.
- **Continuous Improvement Processes**: Post-deployment feedback and iterative improvements.

8. Change Management Plan

- **Change Control Processes**: Formal change request procedure and approval process.
- **Approval Levels**: Changes requiring different levels of approval (team lead, project manager, IT department).
- **Change Tracking**: Use of a change log and project management software to track changes.

9. Project Closure Document

- **Closure Criteria**: All project deliverables met, user acceptance testing completed, and final project report approved.
- **Post-Project Review**: Analysis of project success, challenges faced, and areas for improvement.
- **Lessons Learned**: Compilation of key insights gained during the project.
- **Final Project Report**: Comprehensive report detailing the project process, outcomes, and recommendations.

10. Meeting Agenda and Minutes

- **Meeting Date**: Weekly (every Monday and Friday)
- **Attendees**: Project team, selected stakeholders.
- **Agenda Topics**: Progress updates, issue resolution, upcoming tasks.
- **Decisions Made**: Documented in the minutes.
- **Action Items**: Listed with assigned responsibilities and deadlines.