

# PROJECT PERFORMANCE REPORT

**Project Title:** Cyber Security Manager

**Date Prepared:** 10/13/18

**Project Manager:** Terrence Donerson

**Sponsor:** Dr. Hayden Wimmer

## Accomplishments for This Reporting Period:

### System Review Requirements

Create a summary and overview for the system I'm designing.

Identification of the objectives and goals of the business process.

- Identified Features and Functions of Requirements
- Assessment of Requirements Functionality

Consider alternative solutions for the system

- Identified possible upgrade.
- Identified recommended course of action.
- Identified elements of system that can reused.
- Make or Buy Analysis

	Make	Buy
System Design	\$0   Free with the use of Google Classroom.	Varies from \$39 to \$149
Direct Labor	\$0	Included in system design costs.
Overhead	\$0	Will update and maintain system for \$20 per month.
Fixed Costs		
Avoidable	No	Yes

Unavoidable	Yes	No
Total Cost	\$0	Varies

Requirements Gathering for the system: Stakeholders, Features, Functions, Priorities and created Traceability Matrix for requirements (CSCI)

Requirement	Owner/Primary Stakeholder	Secondary Stakeholder	Module/Sub-System Level	Feature	Function	Test Case	Non-Functional/Quality Criteria
Online Resources	Dr. Hayden Wimmer/Terrence Donerson	End-Users	Course Resources	Click/online resources	Free link for accessing course context sent via email after course registration. Free hosted downloaded content found in course modules.	Primary stakeholder s' tests that functions of the feature operate correctly.	Usability, Functionality
Discussion Boards	Dr. Hayden Wimmer/Terrence Donerson	End-Users	Discussion Boards	Click/discussion area	document whether student has shown an ability to succeed in a collaborative learning environment.	Primary stakeholder s' tests that functions of the feature operate correctly.	Usability, Functionality
Cap Stone	Dr. Hayden Wimmer/Terrence Donerson	End-Users	Cap Stone Project	Click/ cap stone	zip file containing organized folders for uploading individual cap stone projects	Primary stakeholder s' tests that functions of the feature operate correctly.	Usability, Functionality
Modules	Dr. Hayden Wimmer/Terrence Donerson	End-Users	Units	Click/ module	organizes and hosts in-depth information, assignments , and additional resources for learning about the course subject matter.	Primary stakeholder s' tests that functions of the feature operate correctly.	Usability, Functionality

Identified Scope, Purpose, and Need and proposed system.

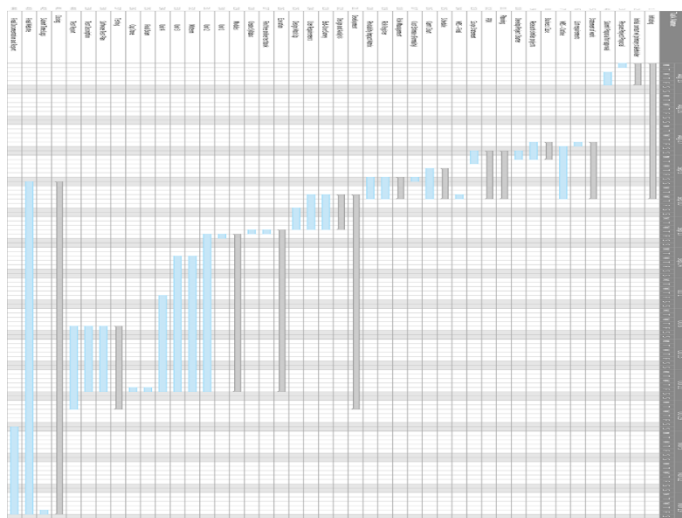
Identified potential expansion and upgrades.

Created WBS

<b>Project Title</b>	Cyber Security MOOC	<b>Company</b>	Georgia Southern University
<b>Project Manager</b>	Terrence Donerson	<b>Date</b>	

<b>1. Initiating</b>
1. Initial contact w/ primary stakeholder
1. Prepare Project Proposal
1. Submit Proposal for approval
2. Statement of work
1. List requirements
2. WBS - Outline
3. Business Case
1. Research similar projects
4. Develop Project Charter
<b>2. Planning</b>
1. PDR
1. Scope Statement
2. WBS - Final
2. Schedule
1. Gantt Chart
2. Cost Estimate (Formality)
3. Risk Management
1. Risk Register
2. Probability Impact Matrix
<b>3. Development</b>
1. Design and Analysis

Created Gantt Chart



Identified Tasks

## Created Risk Analysis

<b>Risk Type</b>	<b>Probability of Occurrence</b>	<b>Risk Severity (1- lowest 10- highest)</b>	<b>Risk Response</b>
Mobile Device Incompatibility	40%	8	<ul style="list-style-type: none"> <li>Follow guidelines for mobile first when designing web shell for course registration.</li> </ul>
Links on website not functioning or lagging in response time	30%	4	<ul style="list-style-type: none"> <li>Ensure html and CSS code meet modern day standards</li> </ul>
Update Disruptions	90%	3	<ul style="list-style-type: none"> <li>Prompt user that course context is in process of being updated</li> <li>If not manually updated block certain features until the content is updated</li> </ul>

Scope Creep	10%	8	<ul style="list-style-type: none"> <li>• Properly define scope of project with stakeholders</li> <li>• Create a SOW that stakeholders must sign</li> </ul>
Insufficient Time for Stakeholders to Submit Feedback	20%	10	<ul style="list-style-type: none"> <li>• Plan meetings with different time options to make sure all stakeholders are on the same page</li> <li>• Develop a survey form for quick feedback</li> </ul>

Added Priorities to CSCI (see: Preliminary Design Review Documentation)

Drafted a mockup of proposed system design w/menu identified



Drafted Coursework: Unit 1 Overview, Unit 2 Overview, Unit 3 Overview, Unit 4 Overview. Quiz 1, Quiz 2, Quiz 3, Quiz 4, Quiz 5, Quiz 6, Quiz 7, Quiz 8, Quiz 9, Quiz 10, Quiz 11, Quiz 12, Quiz 13.

Converted coursework drafts into forms for quizzes.

Uploaded coursework

Created organized modules.

Begin drafting Test Readiness Review

Quality Management Plan

Quality Assurance Processes

Quality Control Processes

Quality Measurement and Reporting

**Accomplishments Planned but Not Completed This Reporting Period:**

Software Test Plan

Software Test Description

Software Test Report

Bug Tracking

**Root Cause of Variances:** Original Project schedule skipped many steps and was disorganized. I should already be working on the Test Readiness Review; however, I am a week behind.

## **PROJECT PERFORMANCE REPORT**

**Impact to Upcoming Milestones or Project Due Date:** pushed the schedule back one week.

**Planned Corrective or Preventive Action:** Project is still on course to be completed. My preventive action is to schedule more time to work on the project. I have cleared my weekend and scheduled more time during the week to work on my project to get it back on the original schedule. Doing so will for up one week for review and correction of any missed steps.

**Root Cause of Variances:** must reschedule Test Readiness Review and provide user survey's for feedback.

### **Summary of Upcoming Tasks**

Software Test Plan

Software Test Description

User Stories

Software Test Report

Bug Tracking

Quality Management Plan

Quality Assurance Processes

Quality Control Processes

Quality Measurement and Reporting

Hardware/Software Requirements

Communication Resources

Design/Build Constraints

Risk/Criticalities

Contingency Plan

Factors of Acceptance

User Manuals

Maintenance Plan

Installation Plan

Transition Plan

Training Plan

Evaluation Plan

## **PROJECT PERFORMANCE REPORT**

### **Planned Corrective or Preventive Action**

I created a preventative maintenance schedule

### **Accomplishments Planned for Next Reporting Period**

Completed Test Readiness Review Tasks

Completed Specification Readiness Review Tasks

Complete Implementation Readiness Review Tasks

Final Review with primary stakeholder

# PROJECT PERFORMANCE REPORT

## New Risks Identified

Risk
Insufficient Time for Stakeholders to Submit Feedback
Mobile compatibility issues with web shell design
Quiz form marking correct answers incorrect

## Issues

Issue
<b>My original scope may have been too wide. The course will require more expansions and upgrades than originally planned.</b>

## Comments

The project has been more challenging than I expected. Going in I expected creating the coursework to represent the most time-consuming activity – it wasn't.

The Preliminary Design Review was by far the most challenging. Putting together a schedule and an outline for the work breakdown presented a challenge because when I put together my proposal I mistakenly planned it backwards.

I wrote in my project proposal that I would have to course content designed by the end of September. The problem I ran into is I skipped many steps. Without the System Requirements Review it couldn't be properly designed. First, I had to list the requirements. After that I had to breakdown the feature and function of every requirement.

The next stage was the preliminary design review, in that phase I had to create a new schedule for the project – WBS and Gantt Chart included – and study Google Classroom to identify any obvious risks. Furthermore, I had to update my CSCI from the System Requirements Review to include priorities.

Currently, I'm back on schedule. The next month has my complete the second half on the project which consists of the Test Readiness Review, Software Specification Review, and Implementation Readiness Review



