**Uncommon Solutions**

**Group 3**

**Project Plan**

**DRAFT**

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**UNCOMMON SOLUTIONS PROJECT PLAN**

**Prepared By**

|  |  |
| --- | --- |
| Document Owner(s) | Project Role |
| Hither Guzha | Technical Writer |

**Requirements Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Change Description |
| 1.0 | 10/29/2019 | Hither Guzha | Document creation |

**Summary Details**

|  |  |
| --- | --- |
| Participants | Name(s) |
| Project Manager: | Michael Kiefer |
| Project Team: | Hither Guzha – Technical Writer  Andrew Benson - Software Engineer  Donn Eddy - UX/HCI  Sean Mooneyham - Integration Engineer  Chase Thorpe - Test Engineer |
| End Users: | HR Departments |
| Description w/ Goal: | The purpose of this project is the implementation of a HR database and front end for personnel tracking |

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# PROJECT OVERVIEW

## Project Title

HR Personnel Tracking Project, Uncommon Solutions, Group 3, CMSC 495 7980 Current Trends and Projects in Computer Science.

## Scope, Goals and Objectives

The overall goal of the HR Personnel Project is to implement a HR database and front end for personnel tracking to be used by several HR departments. This web-based tool will be used to store and provide access to an individual personnel record. It will include individual’s personal data, contact information, job title, job description, emergency contact information, training and certifications, resumes and any employee’s personnel actions records. Only users with appropriate access, will be able to login to the tool and modify/delete any records to ensure adherence to privacy standards. In additional, in order to maintain compliance with secure coding standards, best practices for data storage and protection will be utilized.

The business goals and objectives for this project will focus on:

* Implementing a tool that will provide efficiency to human resources department by keeping all employee’s information at one location.
* Providing high level security of employee’s details and information.
* Provide a HR tool that will be easy for human resource management to navigate, track and analyze employee’s information easily.
* Facilitate coordination and information sharing between employees and HR management.
* Enhance employee’s ability and effectiveness to do their own benefits updates and address changes.
* Accomplish project goals and objectives within defined budget and time parameters

## Assumptions/Constraints

The following assumptions were made in preparing the Project Plan:

* The Project Plan may change as new information and issues are revealed.
* Project team members will adhere to the Communications Plan

## Project Deliverables

The lists of project deliverables are:

* Finalized Contract Project Plan
* Users Guide and Test Plan
* Design of the Project
* Peer Reviews
* Source codes
* Final Report

# PROJECT MANAGEMENT APPROACH

## Development Process

### Preparing Specifications for the Project Design

The specification defines the contents, source code, and design of the HR web-based tool. This gives the project team a clear picture of what the final deliverables will contain and look like before it is developed.

### Conducting Requirements Meetings

The project team will conduct meetings to gather requirements and ideas that will be analyzed to be able to develop a well-articulated HR web-based tool used for personnel tracking.

### Content Development

This process will involve researching, writing, gathering, organizing and editing information required for developing the final deliverables.

### Editing and Reviewing with Project Team

Once a draft of any document or code is completed, a copy will be checked in to GitHub for the whole project team to review. This is usually an informal review immediately after completing writing, but before editing. The project team will be asked to look for the following:

* Missing information
* Unnecessary information
* Technical accuracy

## Editing Draft

The initial substantive edit will be completed after the first draft of each section is completed and has been reviewed and revised by the project team before submitting to LEO for grading. Final versions will be all code files and documents for the project zipped together and submitted to LEO upon completion of the project

## Project Timeline / Schedule

The following represent key project timelines and schedule which, includes milestones, task dependencies, task duration, and delivery dates to complete the project

|  | **Group 3–Uncommon Solutions Project** | | | | | |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  | |
|  |  | **WK 1- 2** | **WK 3** | **WK 4** | **WK 5** | **WK 6** | **WK 7** | **WK 8** |
| **1** | Project Kick Off |  |  |  |  |  |  |  |
| 1.2 | Finalized Project Plan |  |  |  |  |  |  |  |
| 1.3 | Users Guide and Test Plan and Peer Reviews |  |  |  |  |  |  |  |
| 1.4 | Design |  |  |  |  |  |  |  |  |
| 1.5 | Phase 1 Source and Peer Reviews |  |  |  |  |  |  |  |
| 1.6 | Phase 11 Source |  |  |  |  |  |  |  |
| 1.7 | Phase 111 Source |  |  |  |  |  |  |  |
| 1.8 | Final Report and Final Peer Review |  |  |  |  |  |  |  |

## Project Roles and Responsibilities

| **Role** | **Responsibilities** | **SDLC Lead** | **E-mail address** |
| --- | --- | --- | --- |
| Project Manager | 1. Provide schedules and peer reviews 2. Provide project oversight and guidance 3. Review/approve some project elements | Michael Kiefer | mkiefer2@student.umuc.edu |
| Technical Writer | 1. Provide high level and detailed requirements. 2. Identify and document existing business process 3. Provide draft Project Plan, User Guide and Test Plan | Hither Guzha | hguzha@gmail.com |
| Software Engineer | 1. Develops information systems by designing, developing, and installing software solutions. | Andrew Benson | ab@bensonfamilies.net |
| UX/HCI | 1. Provide a better user experience of web-based applications. | Donn Eddy | maindric2@gmail.com |
| Integration Engineer | 1. Evaluates and test engine calibrations with software systems. | Sean Mooneyham | smooneyham@student.umuc.edu |
| Test Engineer | 1. Prepares test plans for web-based tool. | Chase Thorpe | chasethorpe1@gmail.com |

## Risk Assessment

**Risk Assessment** is the overall process that project team tries to identify, characterize, prioritize and document any risk factors that have potential to cause harm to the project.

The Project Team availability if identified as a current risk factor; therefore, it is the responsibility of any team member, to let the Project Manager know ahead of time when they will not be available, so he can find coverage for the project.

The Project manager and team will continuously monitor and document any risk factors throughout the life of the project, with weekly assessments included in the weekly meetings (see **Communications Plan**) and open to amendment by the Project Manager.

The Project Manager will convey amendments and recommend contingencies to the Project team weekly, or more frequently, as conditions may warrant.

## Staffing Plan/Content Development

The assigned Group 3 -Uncommon Solution Team have the skills and experiences necessary to ensure a successful project completion.

## Review & Approval of Contents

All project reference sections will be reviewed and approved by the project team prior to deployment.

## Issue Management

The information contained within the Project Plan will likely change as the project progresses. While change is both certain and required, it is important to note that any changes to the Project Plan will impact at least one of three critical success factors: Available Time, Available Resources (Financial, Personnel), or Project Quality. The decision by which to make modifications to the Project Plan (including project scope and resources) should be coordinated using the following process:

**Step 1:** As soon as a change which impacts project scope, schedule, staffing or spending is identified, the Project Manager will document the issue.

**Step 2:** The Project Manager will review the change and determine the associated impact to the project and will forward the issue, along with a recommendation, to the Project Team for review and decision.

**Step 3:** Upon receipt, the Project Team should reach a consensus opinion on whether to approve, reject or modify the request based upon the information contained within the Project Manager’s recommendation and their own judgment. Should the Project Team be unable to reach consensus on the approval or denial of a change, the issue will be forwarded to the Project Manager with a written summation of the issue, for ultimate resolution.

**Step 4:** If required under the decision matrix or due to a lack of consensus, the Project Sponsor shall review the issue(s) and render a final decision on the approval or denial of a change.

**Step 5:** Following an approval or denial (by the Project Team or Project Sponsor), the Project Manager will notify the original requestor of the action taken. There is no appeal process.

## Communications Plan

Disseminating knowledge about the project is essential to the project’s success. Project participants desire knowledge of what the status of the project is and how they are affected. Furthermore, they are anxious to participate. The more that people are educated about the progress of the project and how it will help them in the future, the more they are likely to participate and benefit.

This plan provides a framework for informing, involving, and obtaining buy-in from all participants throughout the duration of the project.

**Audience** This communication plan is for the following audiences:

* Project Manager
* Project Team members

**Communications Outreach** The following is a list of communication events that are established for this project:

### Weekly Meetings: The Project Manager shall provide meeting notes to the project team after every meeting. The meeting notes shall include the following information tracked against the Project Plan:

* Summary of tasks completed in previous week
* Summary of tasks scheduled for completion in the next week
* Summary of issue status and resolutions

# APPROVALS

I have read the above Project Plan and will abide by its terms and conditions and pledge my full commitment and support for the Project Plan.

Sign-off Sheet

**Prepared by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technical Writer – Hither Guzha

**Approved by**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager– Michael Kiefer

**Approved by**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Team Member– Andrew Benson

**Approved by**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Team Member– Donn Eddy

**Approved by**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Team Member– Sean Mooneyham

**Approved by**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Team Member– Chase Thorpe