**Uncommon Solutions**

**Group 3**

**Project Plan**

**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 |

1 PROJECT OVERVIEW 4

1.1 Project Title 4

1.2 Scope, Goals and Objectives 4

1.3 Assumptions/Constraints 4

1.4 Project Deliverables 4

1.5 Project Budget 5

2 PROJECT MANAGEMENT APPROACH 5

2.1 Development Process 5

2.1.1 Preparing Specifications for the Business Process Design 5

2.1.2 Conducting Interviews 5

2.1.3 Content Development 5

2.1.4 Editing and Reviewing with SME 5

2.2 Editing Draft 5

2.3 Review with the Project Team 5

2.3 Project Timeline/Schedule 5

2.4 Project Roles and Responsibilities 6

2.5 Risk Assessment 7

2.6 Staffing Plan/Content Development 7

2.7 Review & Approval of Contents 7

2.8 Issue Management 7

2.9 Communications Plan 8

3 APPROVALS 9

4 References 10

# 

# 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 is useful for storing and providing access to individual personnel records, and for all processes that HR want to track and from which they hope to gather useful and purposeful data (Heathfield 2019). It will include individual’s personal data, contact information, job title, job description, emergency contact information, training and certifications, resumes and any employee personnel actions records. Only users with the appropriate level of access will be able to login to the tool and modify/delete any records to ensure adherence to privacy standards. Additionally, 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 employees’ information at a central location (Brooks, 2019).
* Providing secure transmission and storage of employee’s details and information through appropriate use of encryption and access controls.
* Provide a HR tool that will be easy for human resource management to navigate, track and analyze employee’s information.
* Facilitate coordination and information sharing between employees and HR management.
* Enhance employees’ ability and effectiveness to do their own updates to benefits, address, job description, and emergency contact information (Heathfield, 2019).
* 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 must be completed within the timeline limitations of this course (8 weeks)
* Project team members will adhere to the Communications Plan

## Project Deliverables

The lists of project deliverables are:

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

## Project Budget: For the implementation of a HR Database, the project will utilize FREE Tier instances provided through AWS hardware bases and will free download all software bases used. Should this project be implemented for use at a larger scale, it would require the budgetary allocation for the appropriate costs for AWS utilization from the customer’s cost center.

# PROJECT MANAGEMENT APPROACH

## Development Process

### Preparing Specifications for the Project Design

The specification defines the contents, source code, design and the customer’s needs 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. A well written and reviewed functional specification is important because it provides a clear and explicit description of exactly how the projects technical requirements are to be met (Maverick, 2012).

### 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. Meetings will be conducted as defined in the project schedule, at a minimum of bi-weekly.

### Content Development

This process will involve researching, writing, gathering, organizing and editing information required for developing the final deliverables. Content will be developed by assigned team members with collaboration to ensure all final deliverables represent a cohesive team vision and product.

### 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

Project team inputs will be incorporated into the final product prior to delivery to the customer or designation as a final version of the product.

## 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. 2. Integrate system architecture 3. Evaluate patches & plan release management | 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 process that project team tries to identify, characterize, prioritize and document any risk factors that could negatively impact the project. These assessments help identify the project risks and provide measures, processes and controls to reduce the impact of these risks to the project.

Here are some of the risk factors:

* 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.
* Behind with the project timeline. The Project Manager will continuously review the timeline weekly to prevent unnoticed timeline issues and shift workload as required as identified in the previous risk.
* Unclear project scope: The project scope is initially defined in the project plan; therefore, the Project manager and team will continuously revisit and review the scope to ensure it is clear, and every team member is on track. This will be mitigated through
* Over budget: The project manager will ensure the project is on scope and stays in within the budget. Our current projection is for a zero cost demonstration solution.

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. Overlap in individual skills allows us to ensure that all tasks have both a primary and backup task owner at a minimum.

## Review & Approval of Contents

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

## Issue Management

As the Project progresses, the information contained within the Project Plan will likely change to best meet the customers’ needs. To avoid project failure, the project team must have effective management processes to address any requirements issues in the very early stage of the project life cycle (Kumar, 2006). During a project, requirements are certain to change; therefore, it is important to note that any changes to the Project Plan will impact the budget of the project, availability of team members and quality of the project (Kumar, 2006). This project plan (including project scope and resources) may be modified by following the procedures listed below:

**Step 1:** The Project Manager should document all issues that impacts the Project Plan. The project manager and stakeholders all expect the same outcome; therefore, it helps to document, and track activities and issues related to the project.

**Step 2:** For issues found during the project, the Project Manager will review and determine how the issues will impact the project, and forward the issues, along with recommendations, to the Project Team for review and decision.

**Step 3:** The Project Team should then review the recommendations from the Project Manager and reach a consensus opinion on whether to approve, reject or modify the request. 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 summary of the issue, for ultimate resolution.

**Step 4:** If the Project Manager does not agree with resolution provided by the team, the Project Sponsor will 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 after this.

## Communications Plan

A project communication plan is essential in a project because it sets clear guidelines of how information will be shared, as well as who’s responsible for what in a project (LaPrad, 2018). Disseminating knowledge about the project is essential because it increases visibility of the project and status and for project’s success. The Project Manager should continuously update the project team with the status of the project and if any issues, how they are affected. This helps in boosting the productivity of the team (LaPrad, 2018). Furthermore, communication plans ensure that the project continues to align with goals. If there are any issues within the project, the team shall communicate all issues to the Project Manager for resolutions.

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 Methods** The following is a list of communication methods that will be used for this project:

* UMGC LEO discussion platforms
* Email
* Discord
* Conference calls

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

* Bi-weekly team meetings
* Collaboration and finalization via electronic communication

### 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 since last meeting
* 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

**References:**

Heathfield. S., (2019, Nov 1), Human Resources Information System (HRIS). Retrieved from: <https://www.thebalancecareers.com/human-resources-information-system-hris-1918140>

Brooks, A., (2019, Jun 25). How to Select Human Resources Information Technology. Retrieved from: <https://www.thebalancecareers.com/how-to-select-human-resources-information-technology-1918373>

Maverick Tech,. (2012, June 26). The Importance of a Project Specification Document. Retrieved from: <https://www.mavtechglobal.com/the-importance-of-a-project-specification-document/>

Kumar, V. S. (2006). Effective Requirements Management. Retrieved from: <https://www.pmi.org/learning/library/effective-requirements-management-project-success-8181>

LaPrad. L., (2018, June 26). Creating a Project Management Communication Plan: Retrieved from: <https://www.teamgantt.com/blog/project-management-communication-plan>