



# **New World Times Project Proposal - Phase Three**

Release: 1.2

October 22, 2019

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Contacts:

Matt Nienhuis & Quinn Roemer

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# Staffing

Our team will be split up into five different groups with different responsibilities. One group will manage the process of scanning all of NWT's documents and records into a usable digital form. Another group will categorize and manage the data created via the scanning process. Another group will consist of the developers responsible for designing and implementing the software solution. The last two teams will be comprised of human resources (HR), documentation, and program managers.

During the project, all team members will be granted up to two weeks of sick time with one week of vacation. This will not impact the time allotted to finish the project as most areas of development involve more than one individual.

All HR efforts, including salaries, rewards, disciplinary action, and legal issues will be dealt with by the program managers at E-SW. This will be done to alleviate responsibility off the shoulders of NWT to enable them to focus on regular daily business activities. If issues arise that are beyond E-SW's capabilities our NWT contact will be informed so that the necessary action(s) can be decided upon. The compensation for this service will be taken from a partial percentage of E-SW's earnings. This is included in the original price proposal.

## **Group 1: Developers (4 Developers, 2 Network Engineers, 2 System Analysts)**

The team of developers will consist of eight people. Four of these people will be software developers and will focus on the task of creating and managing the software needed for this project. This includes the creation of the back and front end portions of the database using [Microsoft SQL Server](#). Two network engineers will manage the networking aspect of the database, verifying the integrity of the data being sent over the internet and set up the servers ([PowerEdge XR2 Industrial Rack Server](#)) that will be used to host the database. Two systems analysts will be responsible for verifying the integrity of the data being stored in the database and organizing system-wide testing. This group will be directly managed by the E-SW program managers in accordance with feedback provided by our NWT contact.

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## **Group 2: Scanners (15 People Consisting of 5 Teams)**

The team of scanners will consist of fifteen people. This will enable five teams of three to work the scanners ([Fujitsu Image Scanner fi-7700](#)) that will be used in this project. The members of each team will consist of one person feeding the scanner with documents from NWT, one person operating the scanner, and one person filing and uploading all of the scanned documents to the cloud-based storage service that we will use as a medium. This will enable the scanning team to concentrate on their individual tasks without worrying about the other aspects of the project. The teams will be optimized to produce maximum efficiency. This group will be directly managed by the E-SW program managers.

## **Group 3: Data Analysts (5 Data Analysts)**

This team will consist of five people. Each person will manage the data uploaded to the cloud by the scanning team. This team will categorize and add the necessary metadata to the scanned files to facilitate the required queries. This team will be directly managed by the E-SW program managers.

## **Group 4: Human Resources and Documentation (2 Technical Writers)**

The currently staffed HR department at E-SW will manage the salaries, rewards, legal and disciplinary action of all team members. In addition, two people will be hired to produce the necessary documentation for this project. This includes the creation of user manuals for the software being developed and put into use with the creation of internal architecture documents.

## **Group 5: Program Managers (1 Lead SWE, 1 Lead SW Developer, 1 NWT Contact)**

Lead Software Engineer Matt Nienhuis will manage the groups. He will be responsible for tracking all key process areas during the duration of the project. This includes verifying that the [Product Life Cycle](#) is followed in all designs, plans, and milestones.

Lead Software Developer Quinn Roemer will manage the software development process. He will be responsible for assigning, and managing all tasks as they appear according to a preset priority. In addition, he will enforce source control through [GitHub](#).

Lead HR Manager Joel Fuller will be our contact with NWT. He will facilitate all of the necessary communications between our team and those at NWT. This will enable the necessary automation of the project while verifying that feedback is taken into account in the development process.

## Group Schedules

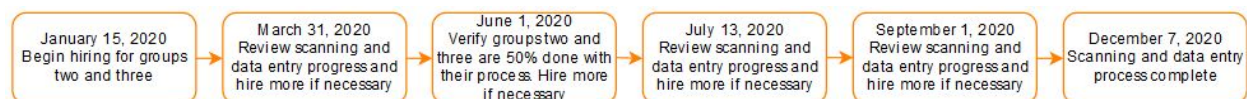
Project groups two and three will be revised on the preset review dates and allowed to grow or shrink as the program managers at E-SW see fit. This enables the scanning and data categorizing processes to be adapted to the current progress. Other groups will stay consistent throughout the project. If a developer is no longer needed in one area they will be reassigned to another aspect of the project. This allows E-SW to maintain individuals who are familiar with the project while optimizing for greatest efficiency.

Due to multiple people being assigned in most areas, the project will be able to continue if a team member is forced to leave unexpectedly. While E-SW will seek to fill in this empty position, we do not see this affecting the completion date of the project.

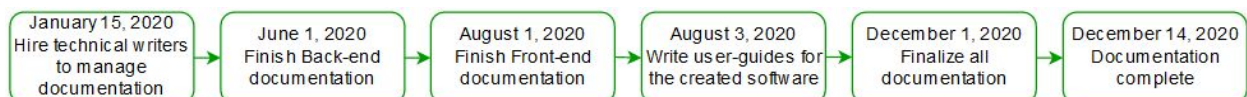
### Group 1 - Schedule



### Groups 2 & 3 - Schedule



### Group 4 - Schedule



### Group 5 - Schedule

This group's schedule adapts to each group as milestones and project sections are completed.

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## Additional Resources

E-SW already has workspace available. We will allow select days where the developers may work from home to reduce workspace overhead, this will save funds on workspace utilities. The scanning team will be required to meet a few days each week in order to collaborate and will work onsite at NWT. This will allow NWT to retain access to their paper records as they are being processed into their electronic form and prevent any damage to their physical records.

During the project, we will give our teams 2 weeks of sick leave and 1 week of vacation time. Vacation time must be approved in advance by the program managers. Since this is a high priority project accumulated vacation time will be reduced to a minimum until successful completion. Upon successful completion of the project, employees will accrue vacation time at 1.5 times the regular rate to make up for lost time off.

## Rewards

Upon successful completion of the project, we will evenly distribute a portion of the profit to highly productive employees as a bonus in addition to their regular pay. This bonus will be applied to their final paycheck and kept confidential. The remaining project profits will be reinvested into E-SW for future projects. In addition, one team member will be selected as MVP (most valuable person) to be given a greater award as a bonus. This person will be selected by the program managers and will be recognized at a celebration upon the successful completion of the project. This will be held at E-SW headquarters.