

# CIS 9590 – PROJECT PHASE I SUMMARY

VACLIFE – BRIDGING GAPS BETWEEN COVID-19 VACCINE DEMAND AND SUPPLY



TEAM CROCAGILE

AARIF JAHAN, JASON SINCHI, JING CHEN, KRISTIN SINGH, YUN CHEN

JUNE 28<sup>TH</sup>, 2021

# AGENDA

Project  
Introduction

Stakeholder  
Register

Project  
Charter

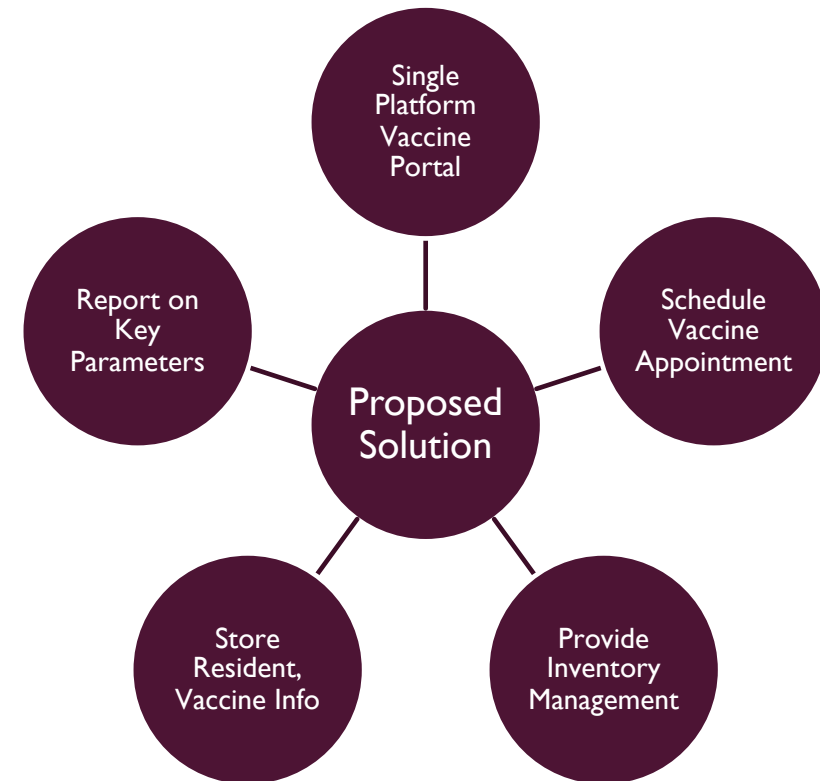
Project  
Management  
Plan

Project Plan

Status &  
Progress

# PROJECT INTRODUCTION

- Business Strategic Objectives
  - Increase Revenue Growth & Profitability
  - Solve Trending Problems
  - Pioneer Timely On-Demand Solutions
- Business Case
  - Trending Problem: COVID-19 Vaccine Distribution
    - Gap between Demand and Supply
  - High Demand for a Single Platform Solution
  - Opportunity with Large Clients like NYC DOH
  - Prior Experience with Similar Technology



NAME	POSITION	TYPE	PROJECT ROLE	POWER	CONTACT INFORMATION
Aarif Jahan	CEO	Internal	Sponsor	High	Aarif.Jahan@crocagile.com
Kristin Singh	PMO Director	Internal	Project Manager	High	Kristin.Singh@crocagile.com
Jing Chen	Product Designer	Internal	Team Member	Low	Jing.Chen@crocagile.com
Jason Sinchi	Engineering	Internal	Team Member	Low	Jason.Sinchi@crocagile.com
Yun Chen	Engineering	Internal	Team Member	Low	Yun.Chen@crocagile.com

# STAKEHOLDER REGISTER

# PROJECT CHARTER

**Project Title:** VacLife – Bridging Gaps Between COVID-19 Vaccine Supply and Demand

**Project Start Date:** June 7, 2021

**Project End Date:** August 11, 2021

**Budget Information:** The firm has allocated \$80,000 for this project. Most of the cost for this project will be internal labor plus QA testing. An initial estimate provides a total of 40 hours per week.

**Project Manager:** Kristin Singh, (123) 111-2222, [kristin.singh@crocagile.com](mailto:kristin.singh@crocagile.com)

**Project Objectives:** Develop a for-sale new system as a single platform solution to bridge the gap between COVID-19 Vaccine demand and supply. The new system will include a database to store information about the resident, insurance, eligibility, vaccines, vaccine centers, inventory level, etc. The system will also provide a Graphic User Interface (GUI) for users to sign up for vaccine appointments in their area. There will be no free version for this system; the clients would be asked to purchase the complete system following a SaaS model. The Crocagile QA team will provide continuous technical support as needed by the clients.

**Main Project Success Criterion:** The project should be completed within the given 3-month timeframe, and clients should adopt the system by the time the vaccine distribution process is initiated.

## **Approach:**

- Collect and gather important feature related information from stakeholders and potential users
- Review requirements from the product and engineering team and create a BRD
- Verify existing hardware and software are suitable for the new application
- Develop the system using an iterative approach, soliciting a great deal of user feedback
- Put together a strong technical support team to provide real-time support when the system goes live

# PROJECT MANAGEMENT PLAN

## Quality Management Plan

- Maintain excellent working relationships with all stakeholders
- Balance & adjust the project scope, cost and time
- Review, test, verify and validate deliverables in each state

## Communication Management Plan

- Meeting logs to record communication schedule and details
- Phase I – Meet 1-2 times per week
- Phase II & III – Increase meeting frequency with project complexity
- Communication tools – Zoom, Email, WhatsApp

## Risk Management Plan

- Regular risk assessments at each stage
- Timely analysis report and solutions for risk reduction
- WBS review to detect existing risks

# PROJECT MANAGEMENT PLAN (CONT'D)

- Software Development Approach
  - Waterfall Model (Predictive Model) – linear, sequential approach



# PROJECT SCHEDULE & COST

	Start Date	End Date	Cost
Initiation	06/16/21	06/16/21	
Planning	06/17/21	08/11/21	\$4,919.24
Schedule & Cost Baseline	06/17/21	08/11/21	\$3,990.00
Executing	06/29/21	07/21/21	\$23,184.00
Design	06/29/21	07/06/21	\$6,164.00
Build	07/06/21	07/15/21	\$13,340.00
Testing	07/15/21	07/21/21	\$3,680.00
Deployment	07/21/21	08/06/21	\$10,948.00
Full Rollout	07/21/21	08/06/21	\$10,948.00
Support	07/15/21	08/09/21	\$8,924.00
Closing	08/10/21	08/11/21	\$525.00



# STATUS & PROGRESS

## STATUS

### Scope

- Some features may fall out of scope as we go deeper into the execution phase

### Schedule

- On track – Future processes captured accurately

### Cost

- On track – Funds accurately allocated for project needs

### Quality

- On track – Clear QA definitions ensure best quality product

Deliverables divided amongst team members  
Expectations laid out for future phases

## PROGRESS

### Did well

- Strong communication

### Didn't do well

- Less frequent Zoom meetings

### Plans to improve

- Work towards more team synergy
- Build a better professional environment

Met over Zoom four times  
Completed tasks before the due dates – no deadlines missed

# THANK YOU

ANY QUESTIONS?

