# Project Scope – Law Firm brp team

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| Project Title: | Billing System Program |
| Authors of Scope: | Colin Kay, Albert Badalyan, Pagoda Pang, Kaleb Martens |
| Date: | September 9, 2012 |

## Description

The Law Offices of David R. Mugridge is a small firm located in downtown Fresno, California that specializes in criminal defense. They have been representing men and women in criminal defense and appeals throughout the Central Valley in English and Spanish. The Law Offices of David R. Mugridge is also licensed to practice in all state courts and federal district courts in California, in the U.S. Circuit Court for the 9th Circuit, and in the United States Supreme Court. Our sponsors from the law office will include James Mugridge and Tim Bartell.

## Purpose

The purpose of this project is to develop a software based billing system for the Law Offices of David R. Mugridge. The current billing system is dispersed throughout the firm. Billing submittals are often completed in various forms and formats, including Microsoft Excel by individual clerks and attorneys.

To reduce the potential for conflicts associated with a manual billing process, a software solution will be developed which centralizes the billing system, standardizes forms, and generates specified reports. To construct the billing system software a bottom-up approach will be utilized.

## Success Criteria

The criteria for success or failure will be based upon our sponsors expectations, project terms and conditions, and completion of deliverables that are agreed upon herein.

## Assumptions

In order to successfully complete our project, the team will operate under the assumption that the following resources will be available during the normal course of work:

* Internet Access
* BlackBoard / Discussion Board / Collaboration Tools
* GitHub
* Microsoft Visual Studio 2012
* Microsoft Project
* Microsoft Office
* Microsoft SQL Server Express 2008 with Advanced Services
* Electronic Mail Access
* Access to Subject Matter Experts (Dr. Kwon, James Mudgride, and Tim Bartell)

## Constraints

A primary constraint for this project will be the amount of time team members are able to devote. As such, team members will devote a reasonable amount of time that is appropriate for a 3-unit course. Also, team members possess limited knowledge in regards to the billing processes of a criminal defense law firm. There is a wide-range of concepts, terms, and processes which must be understood before the billing system software can be developed.

Another constraint is the team member’s limited experience with the new software development tools used for this project. Although team members possess a strong understanding of the application development process, and have developed software solution in the past; the newer tools that will be used throughout this project could present minor challenges.

## Project Deliverables

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| Documentation | Written documentation regarding user requirements |
| Data Dictionary |
| Data Flow Diagram (DFD) |
| Entity-Relationship Diagram (ERD) |
| Documentation related to functionality of various components |
| Application/GUI | User-Friendly GUI |
| Time-tracking capability |
| Reporting capability |
| Client management capability |
| User management capability |
| Database | Database Design |
| Microsoft SQL Server 2008 Express with Advanced Services |
| Relation database with necessary entities and attributes, relationships, views, stored procedures, and expandable features |
| Reporting Services | Client Invoice Report developed in SQL Server Business Intelligence Development Studio |
| Reporting Services feature that is part of SQL Server 2008 Express |

## Project ConStraints

The team doesn't have much experience on how the attorney records/tracks their data. It will take some time understanding it all. The limitation on what framework to use to build this system on is another constraint. We do not have a lot of coding experience building an application from the ground up. The class course is only three months, the application might not be bug free or fully tested by then.

## Liability

During the Fall 2012 semester the team will support and improve on the application as we work on it throughout the course. We will take in requests from our sponsors and see if can implement those features within our project.

DISCLAIMER:

* There is no guarantee bug free application once the semester has ended.
* Problems and complications that occur after the class course will no longer be supported
* Application may not support all computers within the office

### Consent & Signatures

Dr. Ojoung Kwon, Instructor Date

James Mugridge, Project Sponsor Date

Tim Bartell, Project Sponsor Date

Colin Kay, Project Manager Date

Albert Badalyan, Database Administrator Date

Pagoda Pang, Documenter/Technical Writer Date

Kaleb Martens, GUI Developer Date