**Project Phase Two** (Project Management)

Keep all your work in the repo; do **not** submit anything on Canvas.

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| **Task 1 - System Design Document** |

This section should include a high-level description of why this System Design Document has been created.  It should also provide what the new system is intended for or is intended to replace.  More detailed descriptions of the architecture and system components will be described throughout subsequent sections of the document.

Please click the link below to download the template of the System Design Document.

[***CPT-200 - Phase Two - Template of System Design Document - DOC***](https://stchas.instructure.com/courses/43392/files/9635569/download)

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| **Task 2 - Schedule, Timetable, and Milestones** |

A **project milestone** is a significant event in the project which may signify the acceptance or verification of completion of a project phase, task, decision, or deliverable.  It is important to note that milestones are **not** work activities but rather significant events during the project which usually have a duration of zero.  Milestones may be added to the project by the project sponsor or by the project team through the planning phase of the project.  While a summary of project milestones should be included in the project charter and scope statement, it is helpful to include a stand-alone milestone list as part of the project plan documentation.

The **milestone list** is a basic table of the milestone descriptions, planned completion dates, whether they are mandatory or optional milestones, and how the completion of the milestone will be verified.  This document provides an easy reference to all project stakeholders on what milestones are included in the project and when they will occur.  Like all project documentation, any proposed changes **must** be subject to the project's change management process and communicated to all stakeholders.  Since milestones are significant events and can impact the project in many ways, changes often require approval from the project sponsor.

Please click the link below to download the template of the Milestone List.

[***CPT-200 - Phase Two - Template of Milestone List - DOC***](https://stchas.instructure.com/courses/43392/files/9635570/download)

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| **Task 3 - Duration Estimate and the Gant Chart** |

The **Estimate Activity Duration** process is used to approximate the amount of time or work periods needed to complete project activities with the assigned resources.  There are many inputs and considerations required for estimating activity durations.  These include:

1)scope of the activity,

2)resource types and quantities,

3)resources available,

4)resource calendars,

5)project scope statement, and

6)other organizational and environmental factors.

A **Gant Chart** is a horizontal bar graph that displays the time relationship of steps in a project.  Each step of a project is represented by a line placed on a chart in the period it is to be undertaken.  The Gant Chart shows the sequence of all activities in the order that they are expected to be completed and their time frame and duration.

Please click the links below to download the templates of the Duration Estimate (Gant Chart).

[**CPT-200 - Phase Two - Template of Duration Estimate (Gant Chart) - DOC**](https://stchas.instructure.com/courses/43392/files/9635572/download)

[**CPT-200 - Phase Two - Template of Gant Chart - XLSX**](https://stchas.instructure.com/courses/43392/files/9635573/download)

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| **Task 4 - Teamwork** |

•While the developers are working on the coding part of the system, the project manager is responsible to communicate with them, asking for any changes of the system, e.g., system architecture change, new services added, changes of features, and so on.  Please note that any change of the system **requires** changes in related documents, even for those documents already completed in previous phases.  Every time when code-document consistency is broken, the project manager needs to update (or let someone else update) the documents in a timely manner.

•The project manager should be the first user of the system.  For any progress in development, the project manager needs to experience the new added features or other changes.  Then, necessary feedback and communication should be done.

•The project manager **cannot** put aside the system development.  Even if the project manager does **not** understand a lot of code, he/she still needs to understand the development process.  The more a project manager understands the system, the better he/she can manage the project.

•Although the project manager is assumed the major part of the documentation work, he/she is **not** supposed to complete all the documents by himself/herself.  The project manager, however, needs to find the right person to do the right thing.  For example, it is good for the project manager to ask the developer who designed the system architecture to draw the architecture diagram, instead of drawing the diagram by himself/herself without an in-depth understanding of the system.  At the end of this project phase, it is the project manager's responsibility to check and finalize all the documents.

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