**Project Chatter**

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# INTRODUCTION:

The Chinese Learning Database Project aims to provide comprehensive resources for learners of the Chinese language through a web-based platform. The project aims to create a user-friendly and interactive platform that allows learners to access various materials, including audio and video files, texts, and exercises, all in one place. The project will offer a variety of resources for learning Chinese, including beginner, intermediate, and advanced level courses, and the ability to search for specific topics. The ultimate goal of the Chinese Learning Database Project is to promote Chinese language learning and enhance cross-cultural communication.

# PROJECT MANAGEMENT APPROACH:

The project manager for the Chinese Learning Database Project will be responsible for overseeing the project's progress and ensuring that it meets its objectives. The project manager will work closely with stakeholders to ensure that the project stays within the given constraints, including the limited budget and resources, time constraints, and limited knowledge of certain programming languages and technologies. The project manager will also be responsible for ensuring that the project meets its requirements, which include a stable and reliable development environment, a tested and functional website, and quality assurance and testing procedures to ensure the platform is user-friendly and error-free.

# MILESTONE LIST:

The Chinese Learning Database Project will be divided into three phases, with the following milestones:

Phase 1: Planning and Design - (June – July, 2023)

• Develop project plan and establish project scope

• Identify the necessary resources, including personnel, hardware, and software

• Develop a detailed timeline and budget

Phase 2: Development - (August – October, 2023)

• Design and develop the website's user interface

• Create a comprehensive database of Chinese language resources

• Develop interactive exercises, quizzes, and assessments to track learners' progress

Phase 3: Testing and Evaluation - (November – December, 2023)

• Test and evaluate the website's functionality and user-friendliness

• Conduct a review of the project's objectives and requirements

• Identify any necessary changes or improvements

# SCHEDULE BASELINE AND WORK BREAKDOWN STRUCTURE:

The following is a tentative schedule and work breakdown structure for the Chinese Learning Database Project:

Phase 1: Planning and Design

• Develop project plan and establish project scope (2 weeks)

• Identify necessary resources (2 weeks)

• Develop a detailed timeline and budget (2 weeks)

Phase 2: Development

• Design and develop the website's user interface (6 weeks)

• Create a comprehensive database of Chinese language resources (8 weeks)

• Develop interactive exercises, quizzes, and assessments (4 weeks)

Phase 3: Testing and Evaluation

• Test and evaluate the website's functionality and user-friendliness (4 weeks)

• Conduct a review of the project's objectives and requirements (2 weeks)

• Identify any necessary changes or improvements (2 weeks)

# CHANGE MANAGEMENT PLAN:

The following steps will be taken as the Chinese Learning Database Project's change control process:

Step #1: Identify the need for a change.

Step #2: The change request will be logged in the Appendix of the Project Plan.

Step #3: Evaluate the impact, scope, risk, and schedule of the change.

Step #4: Implement Change.

The project manager for the Chinese Learning Database Project will be responsible for identifying, approving, submitting, and documenting any changes to the project. Approval will be needed from the project sponsor and stakeholders for any significant changes to the project, such as a change in scope or budget.

# COMMUNICATIONS MANAGEMENT PLAN:

The following communications management plan will be used for the Chinese Learning Database Project:

| **Communication Type** | **Description** | **Frequency** | **Format** | **Participants/ Distribution** | **Deliverable** | **Owner** |
| --- | --- | --- | --- | --- | --- | --- |
| Project Status Reports | Updates on the overall project status | Bi-Weekly | Email or in-person | Project sponsor, stakeholders, and project manager | Project status report | Project manager |
| Team Meetings | Meetings with project manager and team members | Weekly | Video conference or in-person | Project manager and team members | Meeting minutes | Project manager |
| Progress Updates | Updates on project progress | As needed | Email or in-person | Project manager, project sponsor, and stakeholders | Progress report | Project manager |
| Change Requests | Requests for changes in project scope or deliverables | As needed | Email or in-person | Project manager, project sponsor, and stakeholders | Change request form | Project manager |

# QUALITY MANAGEMENT PLAN:

The project manager for the Chinese Learning Database Project will be responsible for ensuring that the project meets the established quality standards. The project manager will work with quality specialists to establish acceptable quality standards, which will be communicated and tracked to project sponsors regularly. Quality control activities will be implemented throughout the project to ensure that project deliverables comply with approved quality standards. The project sponsor will be responsible for approving all quality standards to ensure compliance with the project's objectives.

# RESOURCE CALENDAR:

The following resources will be needed for the Chinese Learning Database Project:

• Hardware and software resources

• Development environment

• Site host

• API host

The project manager will be responsible for managing these resources and ensuring that they are available and accessible throughout the project's duration.

# QUALITY BASELINE:

The Chinese Learning Database Project will be held to standard quality standards for website development. The website must be functional, user-friendly, and meet the project's objectives and requirements. Additionally, the website must comply with all legal and regulatory requirements.

# SPONSOR ACCEPTANCE:

Upon completion of the Chinese Learning Database Project, the project sponsor and stakeholders will evaluate the project's success and satisfaction levels of the target audience to determine whether the project has been completed satisfactorily. The project will be considered complete upon meeting these requirements. The project's functionality and user-friendliness will be monitored regularly to ensure that it continues to meet the needs and expectations of the target audience.