# Project Quality Management Specification Overview

**Revision Sheet**

|  |  |  |
| --- | --- | --- |
| **Release No.** | **Date** | **Revision Description** |
| Rev. 1 | 7/29/24 | Program Specifications |
|  |  |  |
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# Overview

The Data Quality Project Administration application

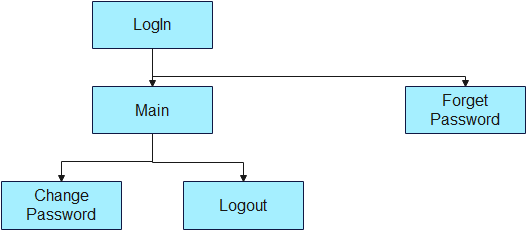
# Functionality

There are six major areas of concern in the first release:

|  |  |  |
| --- | --- | --- |
| **Area** | **Description** | **Comments** |
| Security | The User must be able to: Log onto the application |  |
| DMAIC |  |  |
| Administration |  |  |
| Projects |  |  |
| Documentation |  |  |
| Help |  |  |

## Security

### Overview



The security area consists of the following functions:

Login -

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Role** | **Description** | **Comments** |
|  |  |  |  |
| Login | All | The user logs in. Once the user logs in, he sees and can access the options that he has access to. |  |
| Forget Password | All | If the user forgets their password they can enter their user id and the email address. The system then sends a link to the user to reset their password. |  |
| Change Password | All | The user can change their password by entering the old password, the new password and verifying the new password. |  |
| Logout | All | The user can |  |
| Main | All |  |  |

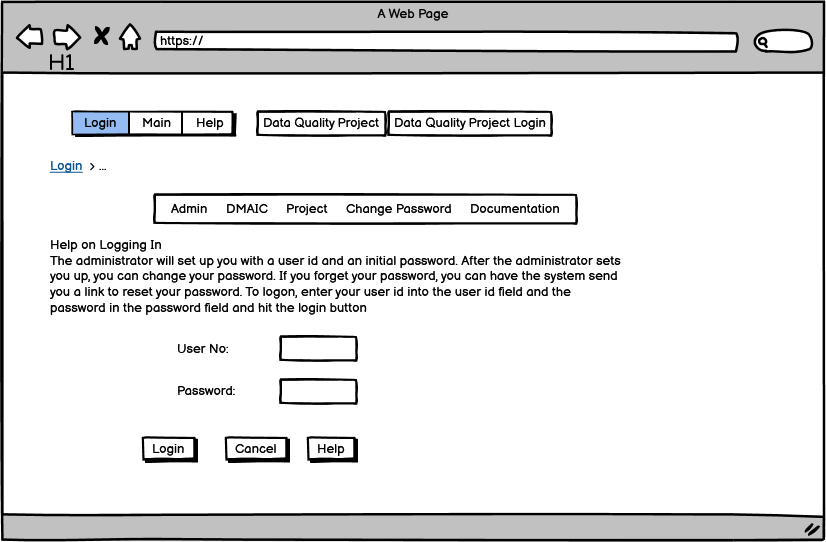
### Login

The user enters his user id and password. The form checks if:

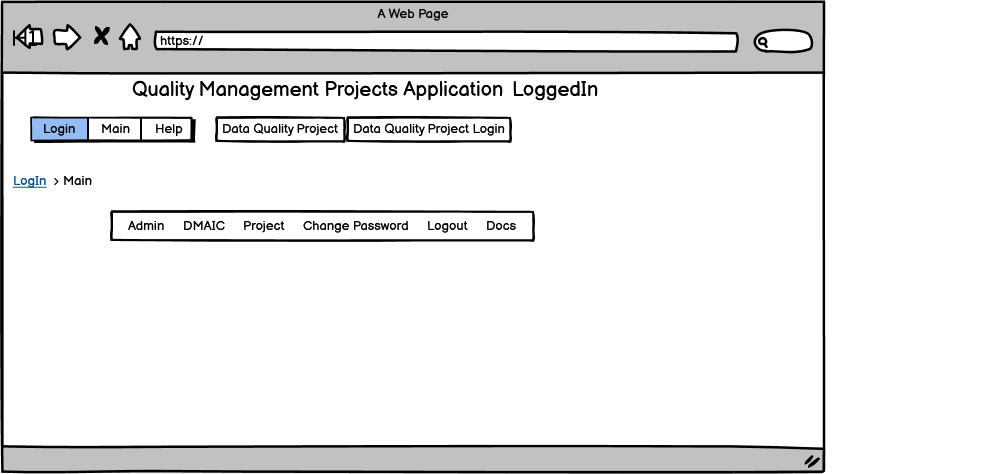
1. The user no is entered
2. The password is Entered
3. The password length is greater than 8 characters
4. The password must contain a lower case letter

The system then:

1. Checks that the user with that password exists.
2. Records that the user is logged by adding the loggedIn field to the session.
3. Adds the user’s role to the session



### Logged In/Main



Once the user is logged on, the system checks the roles that the user has and generates the main menu.

There are various roles that a user can have:

* System Administrator
* Project Administrator
* Sponsor
* Quality Analyst
* Stakeholder

Every role has access to the docs,login, logout, forget password and change password functions.

The System Administrator has access to:

* the Admin menu and
* The System Admin menu under it

The Project Administrator has access to:

* the Admin menu and
* The Project Admin menu under it

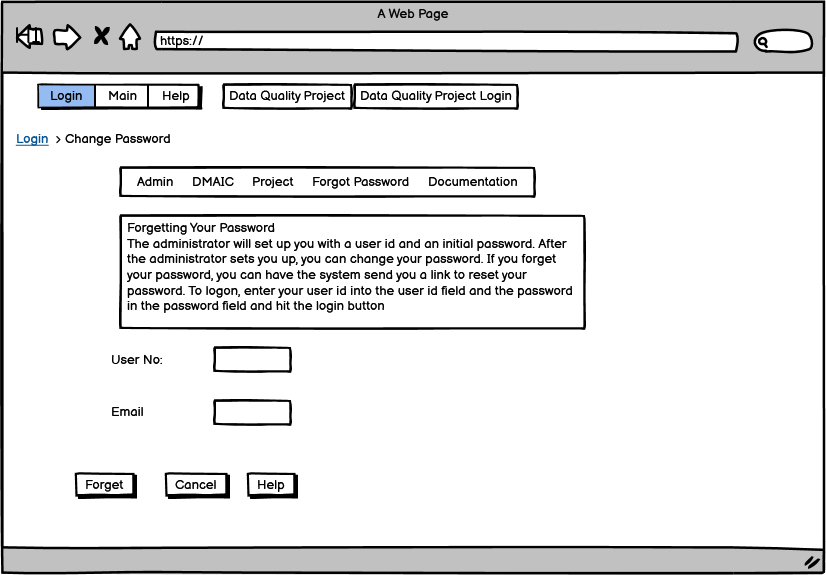
The Sponsor has access to:

* The approval functions
* The view workflow functions
* View/Download functions

The quality analyst can upload documents and fill out forms.

The stakeholder gets notified of certain events (approval of Project Charter and Plan, for instance).

### Forget Password



The user

### Change Password

## Administration

### System Administration

The system administration function consists of the following functions:

* Employee Maintenance
* User Setup
* Organization Setup
* Code Setup

#### Employee Maintenance

#### User Setup

#### Employee Role Setup

#### Organization Setup

#### Code Setup

#### Employee Setup

#### Employee Update

### Project Administration

#### Create Project

#### Close Project

#### Assign Persons

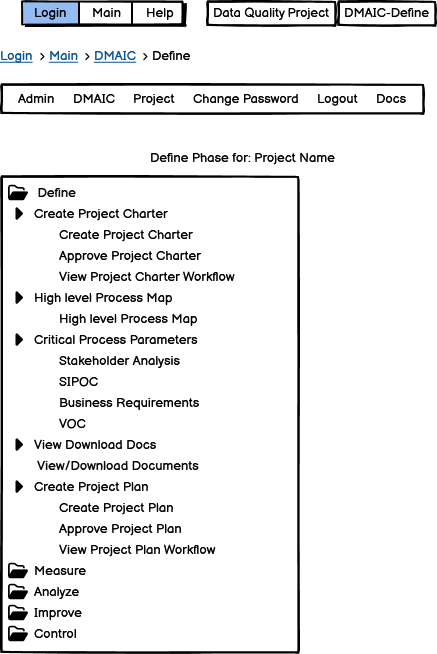
#### Assign Tasks

#### Workflows

## DMAIC

### Overview

### Define



The define menu allows access to the following options:

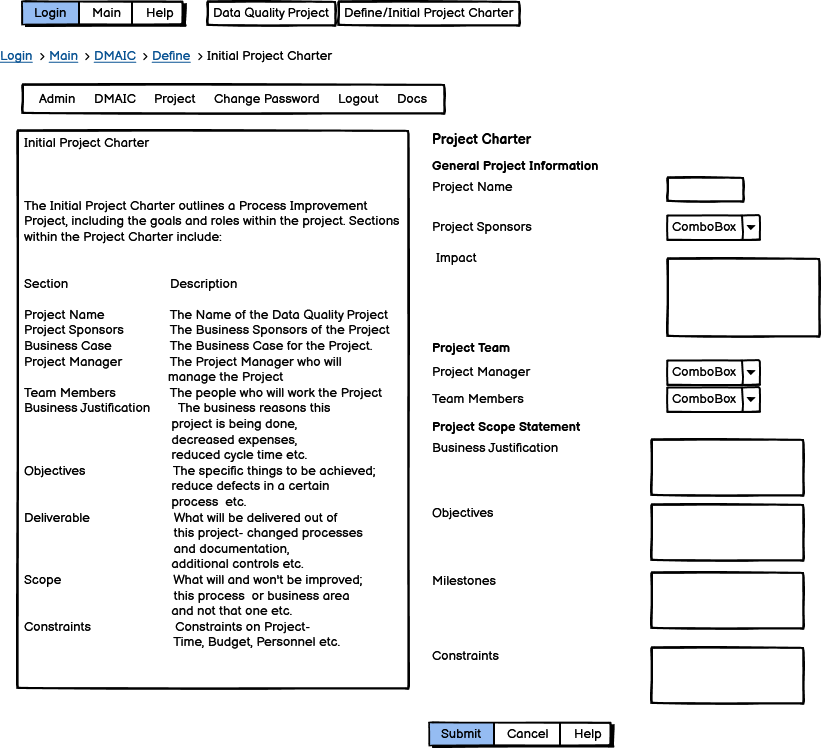
* Creating, approving, and viewing approval workflows for Project Charters
* Creating, approving, and viewing approval workflows for Project Plans
* Create Process/Value Stream Map
* Create a Stakeholder Analysis, SIPOC (Supplier, Input, Processing, Output, Customer), Business Requirements and Voice of the Customer
* View or download all of the documents (for those that are entered online it will generate either a word or excel document as appropriate)

#### Project Charter

Maintaining the Project Charter consists of three activities:

* Creating the Project Charter
* Approving the Project Charter
* View the Project Charter Workflow

##### Initial Project Charter



The Initial Project Charter consists of the following fields:

|  |  |  |
| --- | --- | --- |
| Section | Field | description |
| General | Name | The name of the Project |
| General | Sponsors | Can pick more than one from the dropdown |
| General | Impact | What is the expected impact of the Project? How much difference will this make on the business? |
| Team | Manager | Can pick one |
| Team | Members | Can pick more than one |
| Scope | Justification | Why are we doing this? Reduced costs, increased revenue, decreased risk/cycle time etc. |
| Scope | Objective | Reduced costs by X etc. |
| Scope | Milestone | Set of Milestones with dates |
| Scope | Constraints | Must be done by date, must cost no more than etc. |

##### Approve Project Charter

The Project Administrator selects a project he wishes to approve the charter for and then clicks on submit.

##### View Project Charter Workflow

#### Project Plan

Creating the Project Plan consists of three activities:

* Creating the Project Plan
* Approving the Project Plan
* View the Project Plan Workflow

##### Initial Project Plan

The Project Plan consists of the following sections:

|  |  |
| --- | --- |
| Section | description |
| General Project Information | The name of the Project, Sponsors and Impact |
| Team Members | Manager and Team Members |
| Scope | Justification, Objectives, Deliverables, Scope, Milestones and Constraints |
| Budget | Time Period, Actual, Budget and Forecast Amounts |
| Risk | Name,Impact, Likelihood, Mitigation |
| Communication | Communication, Frequency, Objective, Owner, Audience |
| Timeline | Task Name, Milestone, Planned Start Date, Planned End Date, Assigned to |

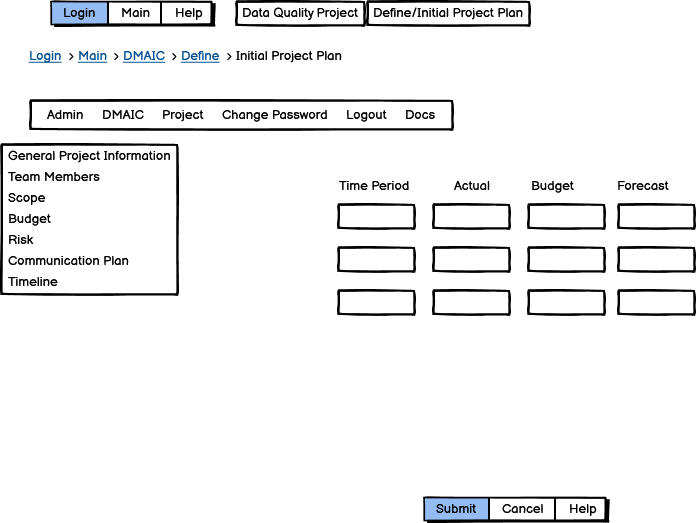
###### Initial Project Plan General Tab



###### Initial Project Plan- Project Team Tab

###### Initial Project Plan- Scope

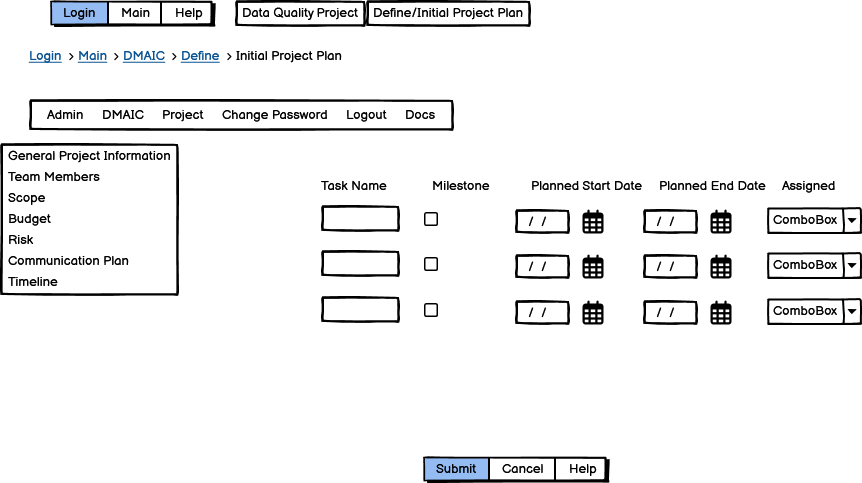
###### Initial Project Plan- Budget



###### Initial Project Plan- Risk

###### Initial Project Plan- Communication Plan

###### Initial Project Plan- Timeline



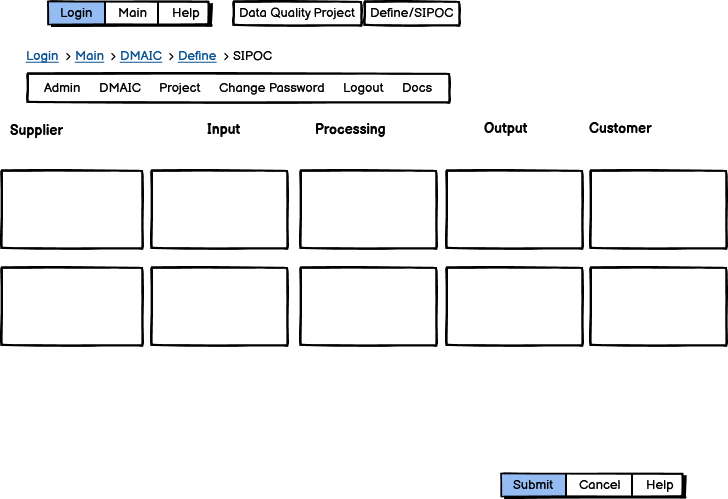
##### Approve Project Plan

##### View Project Plan Workflow

#### Business Requirements

#### 

#### SIPOC



#### Stakeholder Analysis

#### VOC

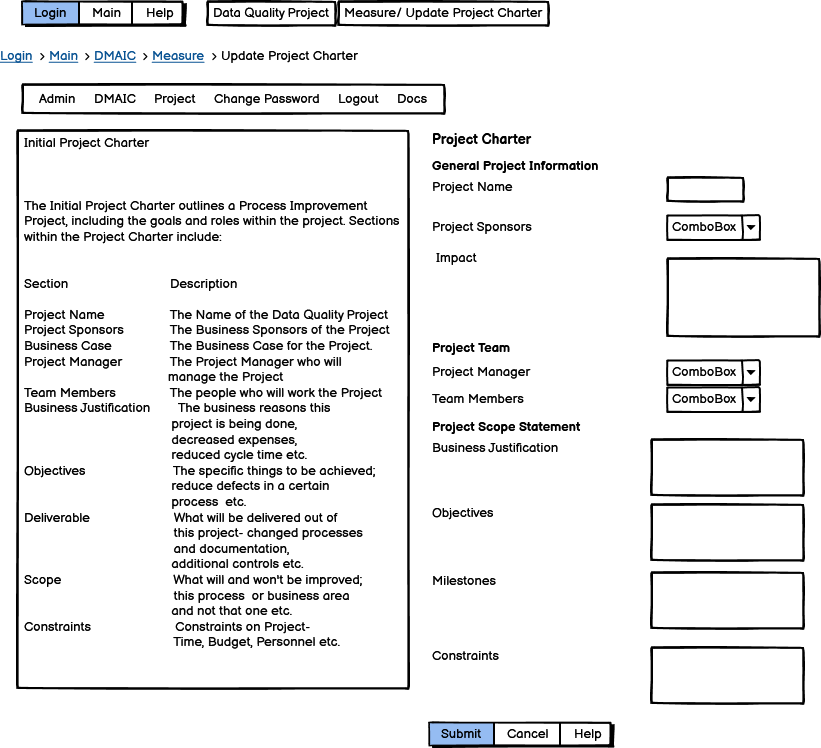
### Measure

#### Project Charter

Maintaining the Project Charter consists of three activities:

* Updating the Project Charter
* Approving the Updated Project Charter
* View the Project Charter Workflow

##### Updated Project Charter

1. 

The Project Charter

##### Approve Updated Project Charter

##### View Updated Project Charter Workflow

#### Project Plan

Maintaining the Project Plan consists of three activities:

* Updating the Project Plan
* Approving the Project Plan
* View the Project Plan Workflow

##### Updated Project Plan

The Project Plan consists of the following sections:

|  |  |
| --- | --- |
| Section | description |
| General Project Information | The name of the Project, Sponsors and Impact |
| Team Members | Manager and Team Members |
| Scope | Justification, Objectives, Deliverables, Scope, Milestones and Constraints |
| Budget | Time Period, Actual, Budget and Forecast Amounts |
| Risk | Name,Impact, Likelihood, Mitigation |
| Communication | Communication, Frequency, Objective, Owner, Audience |
| Timeline | Task Name, Milestone, Planned Start Date, Planned End Date, Assigned to |

###### Updated Project Plan General Tab

1. 

###### Updated Project Plan- Project Team Tab

###### Updated Project Plan- Scope

###### Updated Project Plan- Budget

###### Updated Project Plan- Risk

###### Updated Project Plan- Communication Plan

###### Updated Project Plan – Timeline

##### Approve Updated Project Plan

##### View Updated Project Plan Workflow

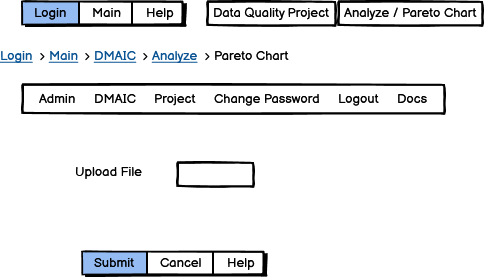
#### Data Collection Plan

#### Data Collected

#### Other Documents Collected

### Analyze

#### Pareto Chart



#### Gap Analysis

#### STEP Analysis

#### Correlation

#### Other Data Analysis

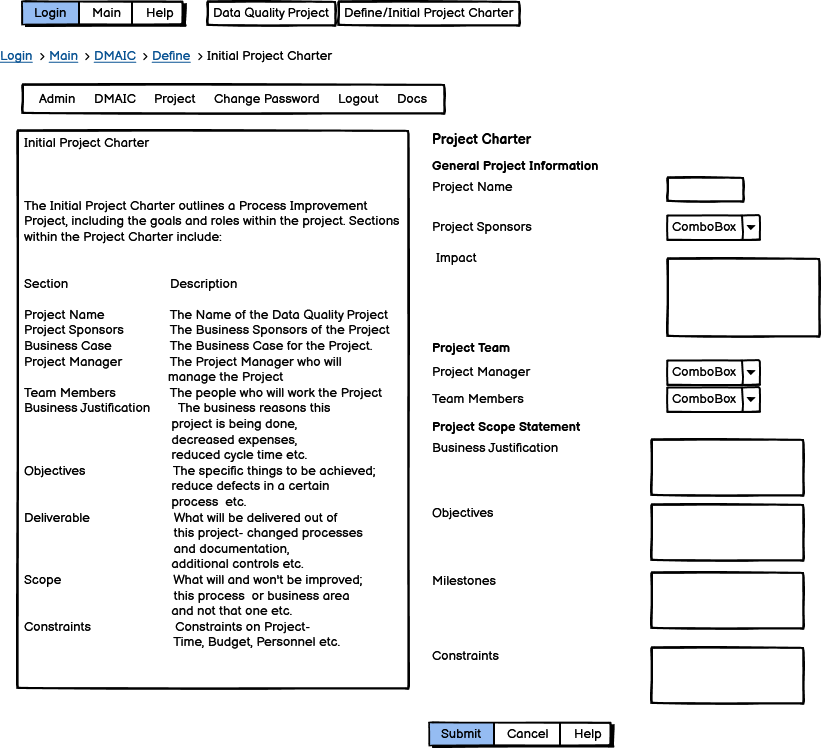
#### Detailed Process Map

#### RACI

### Improve

#### Project Charter

##### Updated Project Charter

1. 

The define menu allows access to the following options:

##### Approve Updated Project Charter

##### View Updated Project Charter Workflow

#### Project Plan

##### Updated Project Plan

###### Updated Project Plan General Tab

###### Updated Project Plan- Project Team Tab

###### Updated Project Plan- Scope

###### Updated Project Plan- Budget

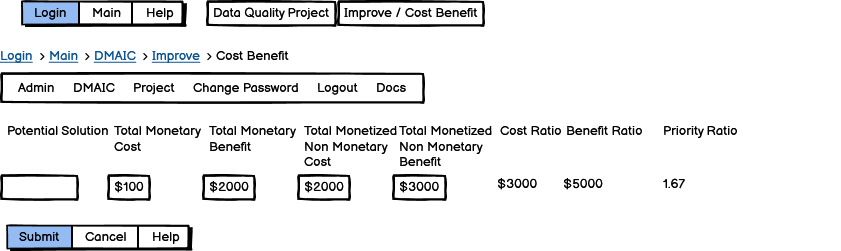
###### Updated Project Plan- Risk

###### Updated Project Plan- Communication Plan

###### Updated Project Plan – Timeline

#### Brainstorm

#### Cost Benefit



#### FMEA

#### Force Field

#### How Now Wow

#### Pugh

#### Cost Benefit

#### Transition Plan/Adkar

#### Procedure Manual

#### Implementation Plan

### Control

#### Control Plan

#### Control Chart Upload

#### Measurement Plan Analysis Uploaded

#### Process Capability Analysis Uploaded

#### Cost Benefit Analysis

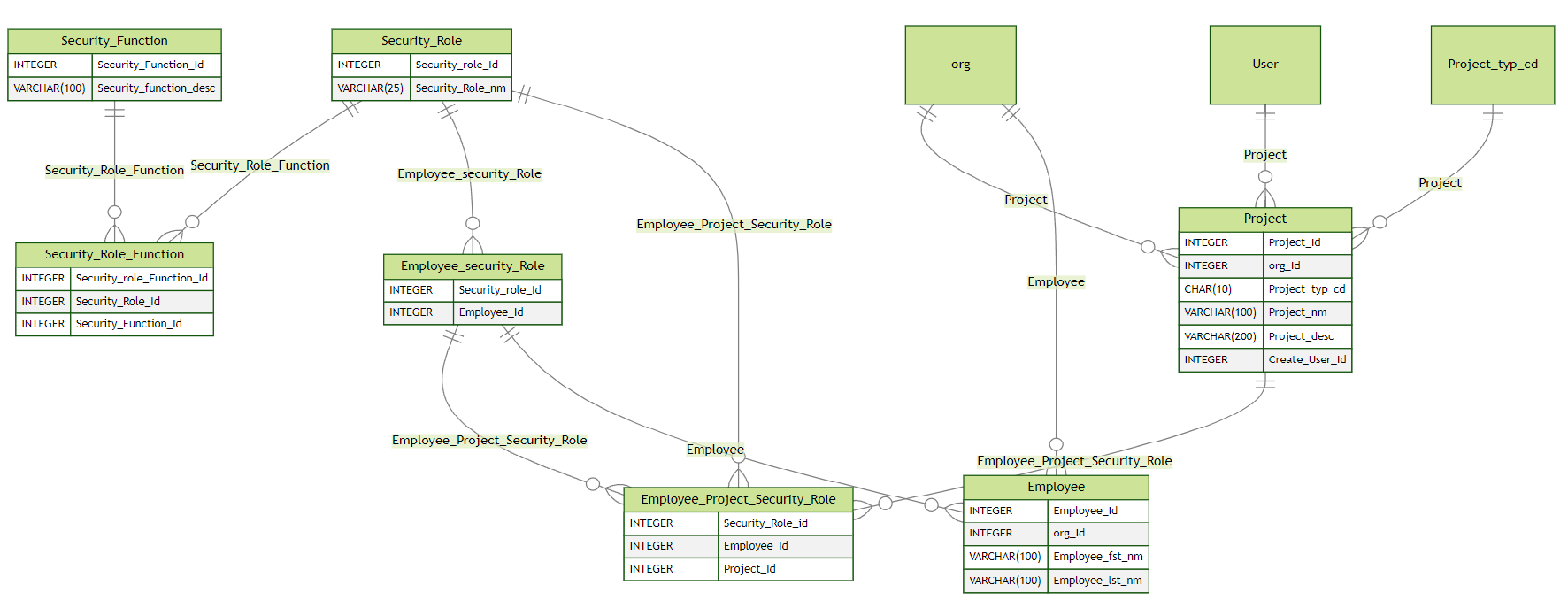
#### Organizational Readiness

#### Training Plan

#### Transition Plan

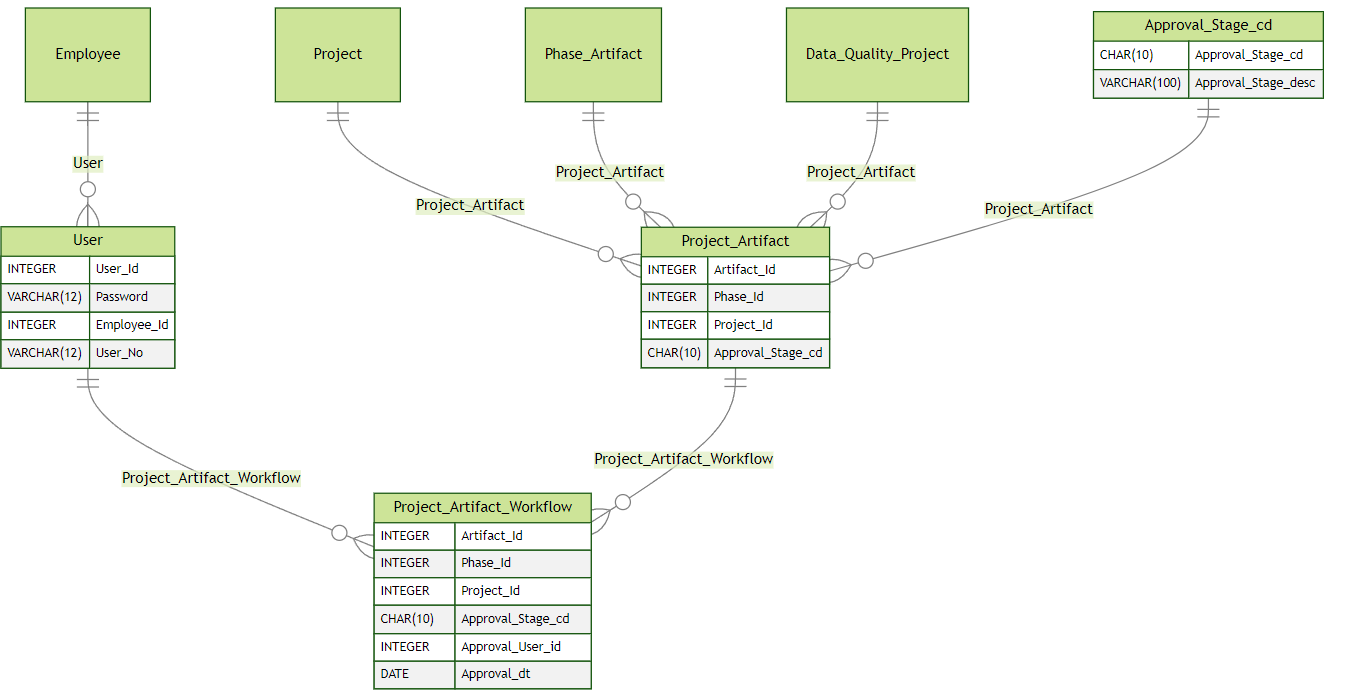
# Appendix – Database Diagrams

## Security



## User

## Workflow



## Reporting

## Quality

## Projects

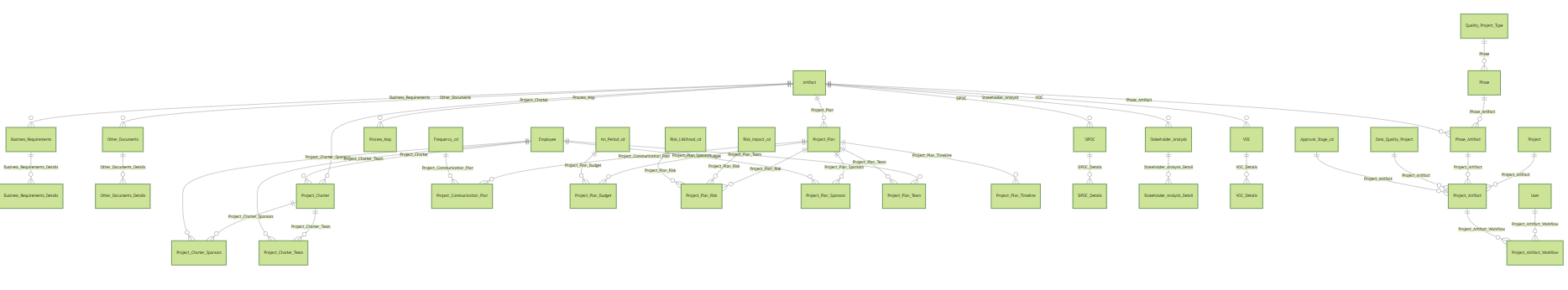
## Phase Artifact

## Phase

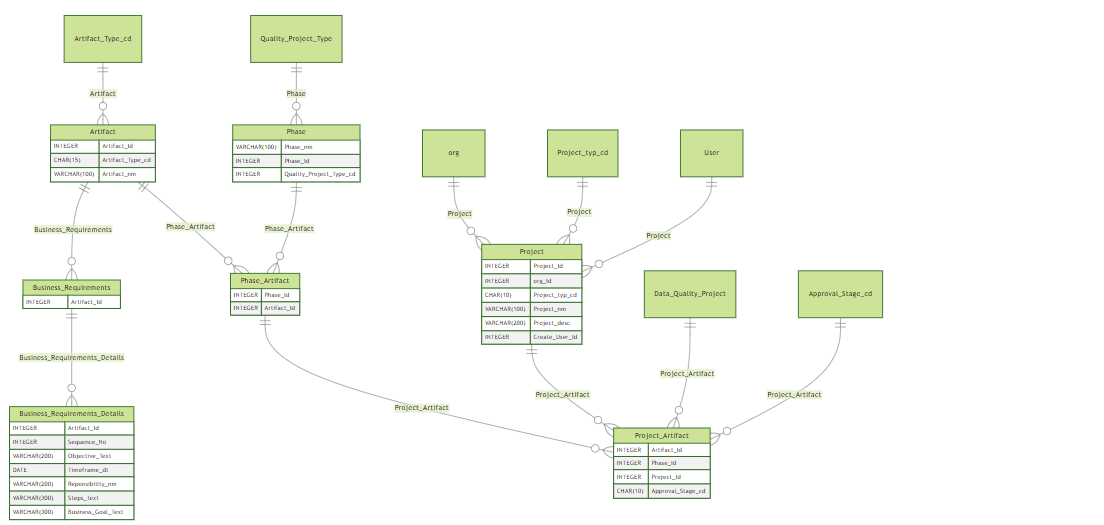
## Employee

## DMAIC

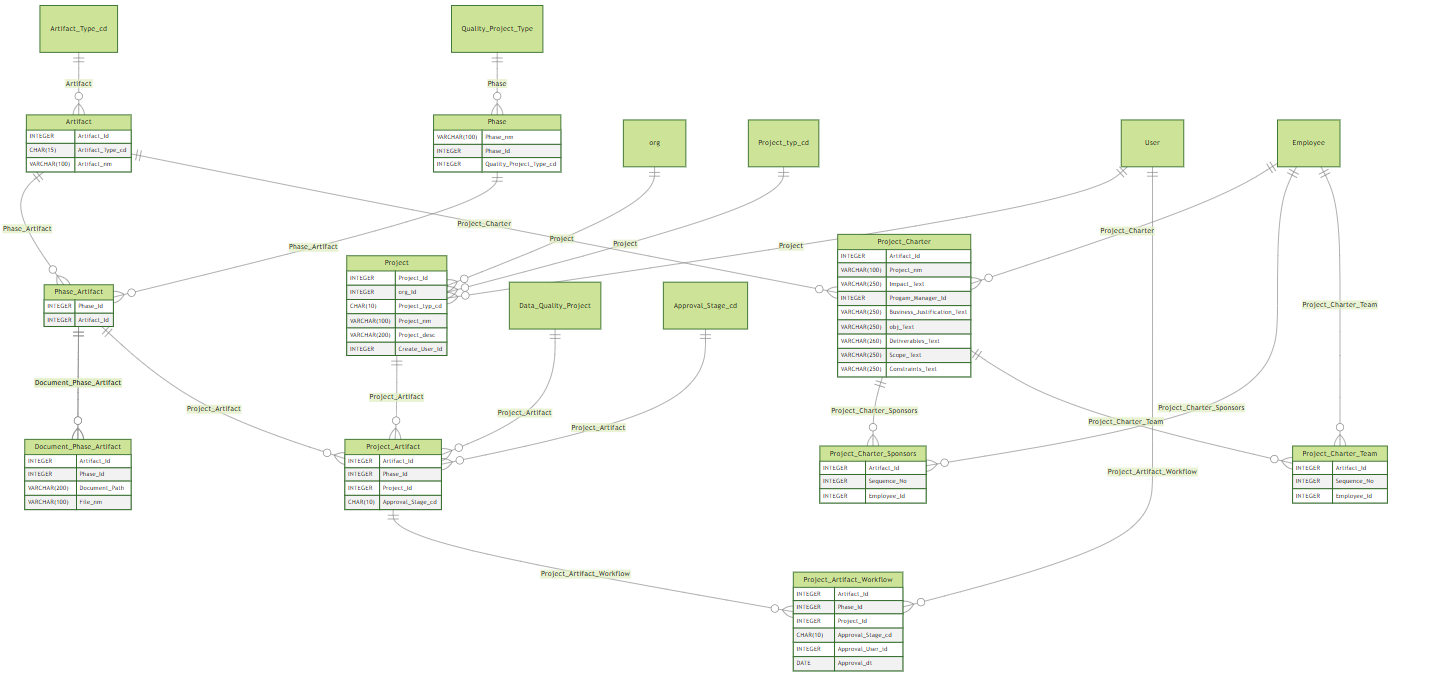
### Define



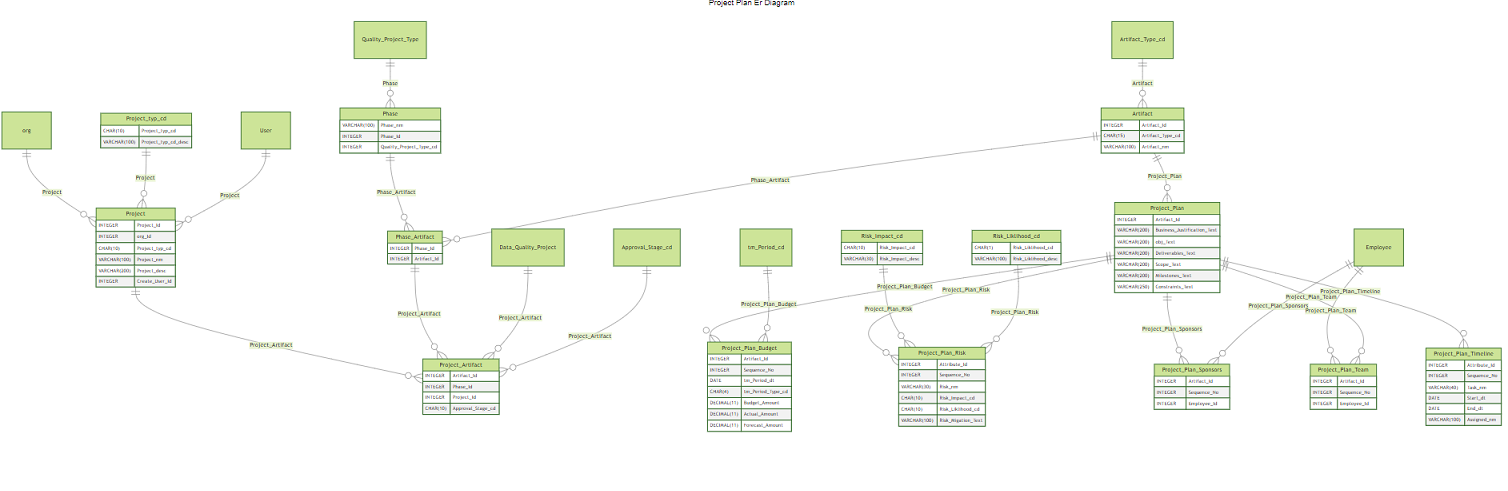
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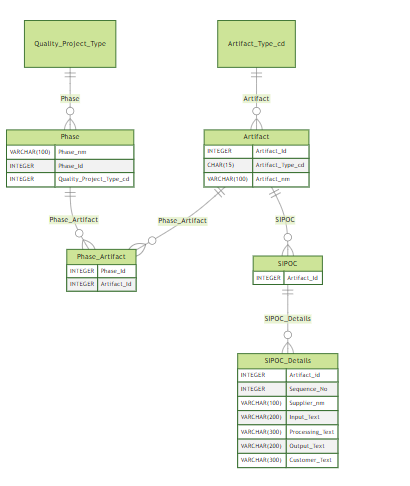
#### Project Charter



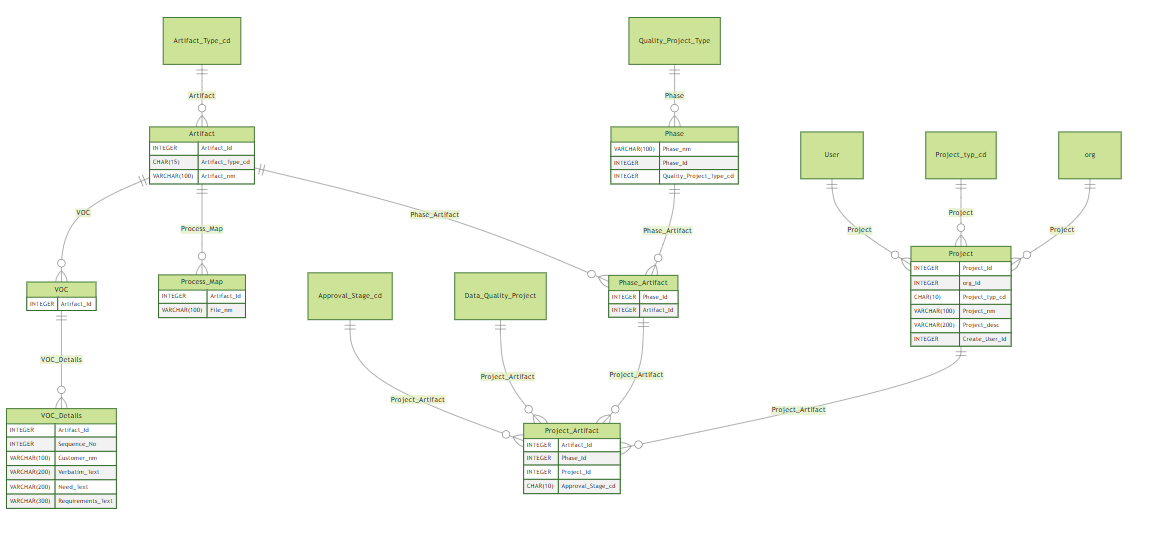
#### Project Plan



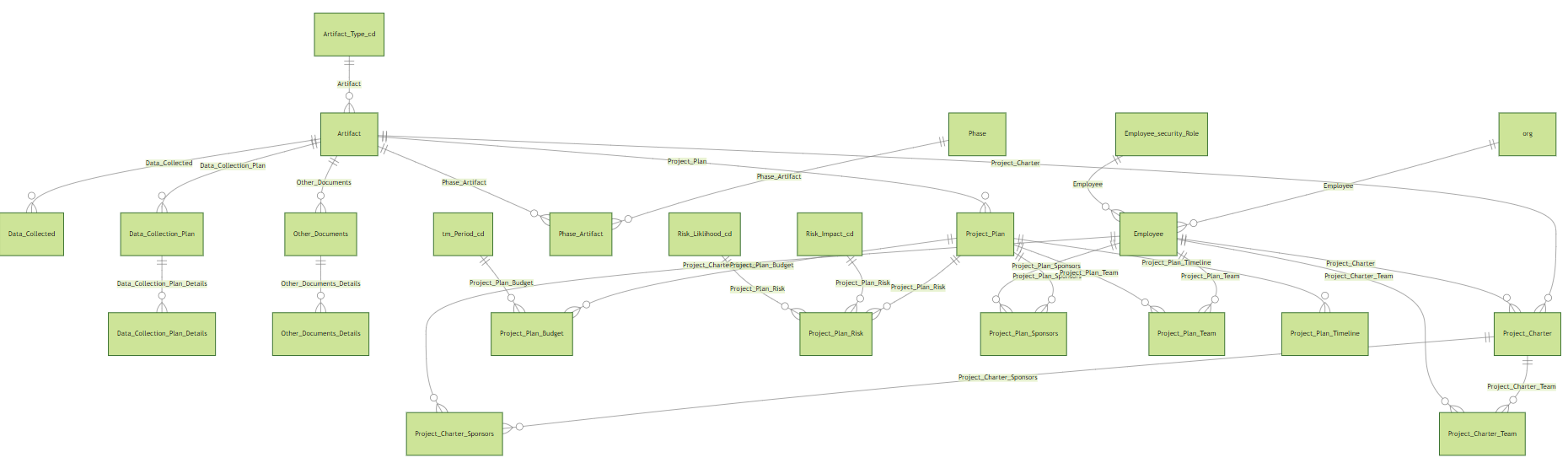
#### SIPOC



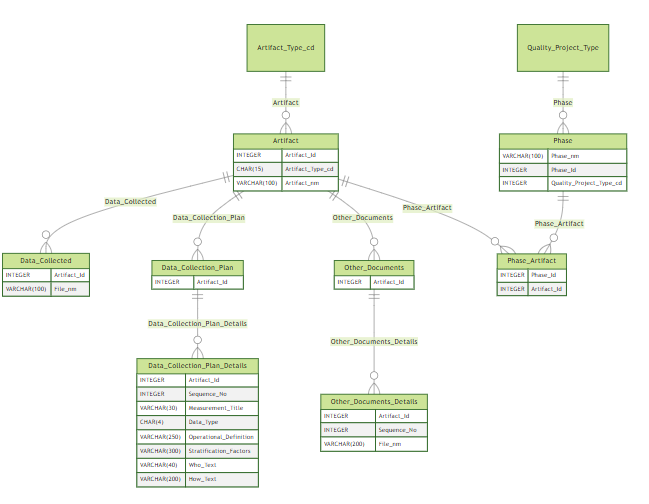
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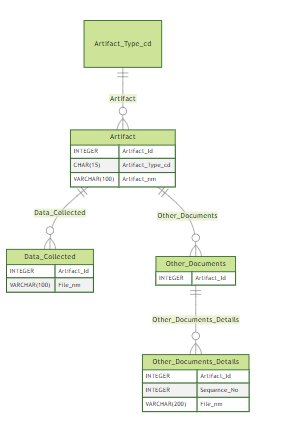
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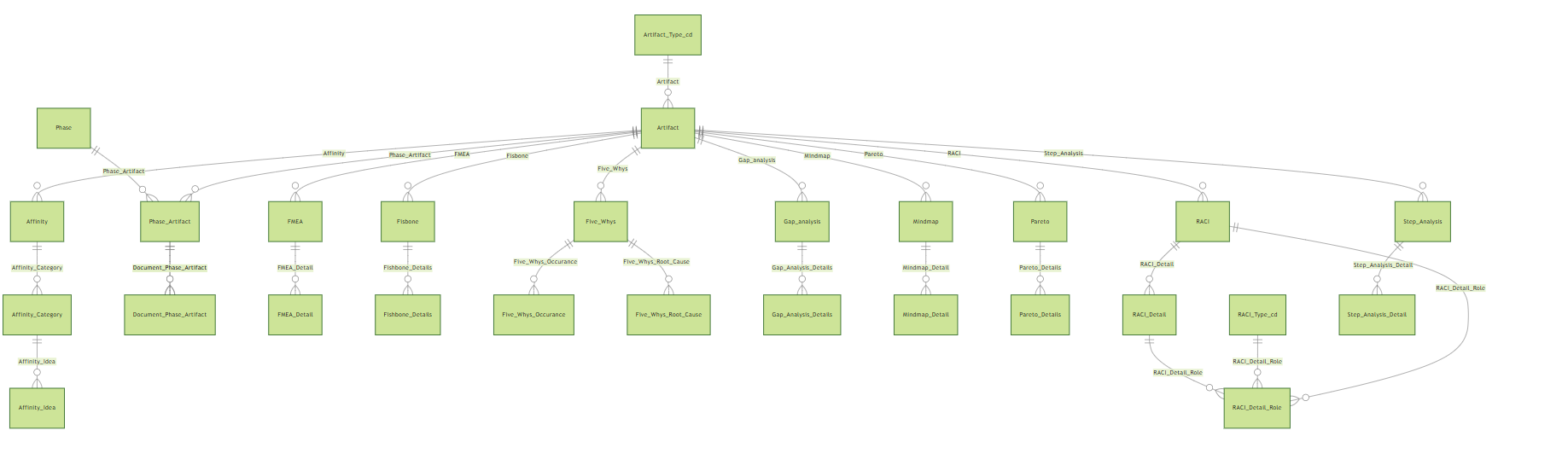
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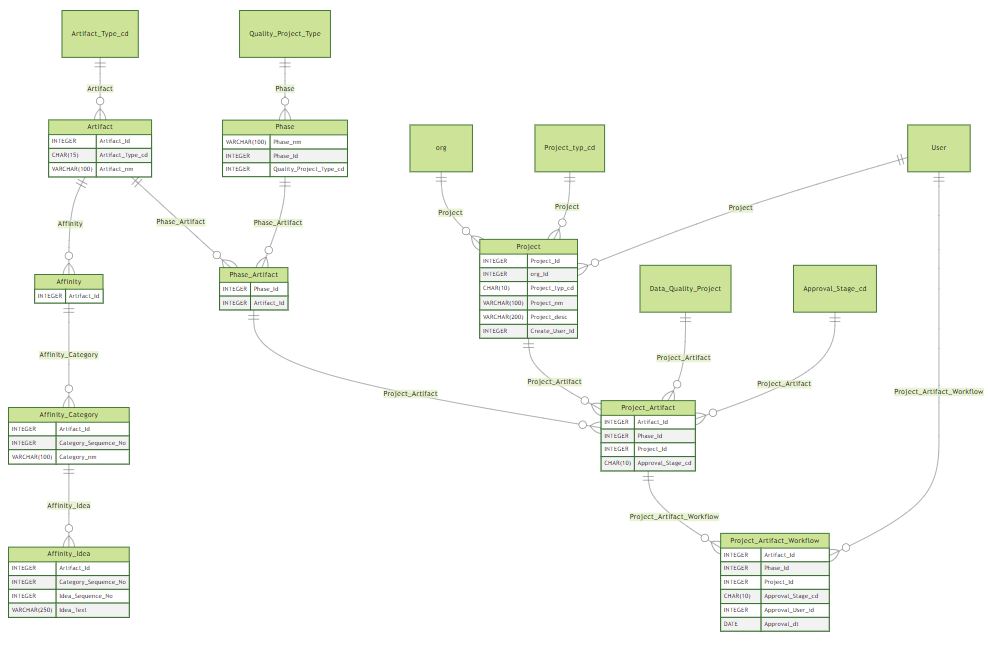
#### Other Documents



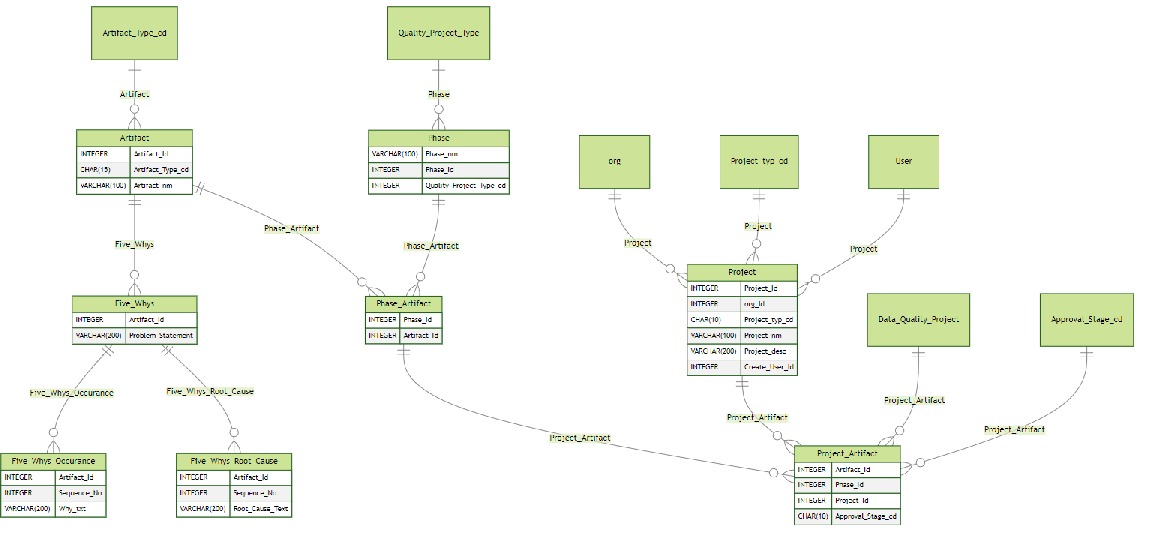
### Analyze



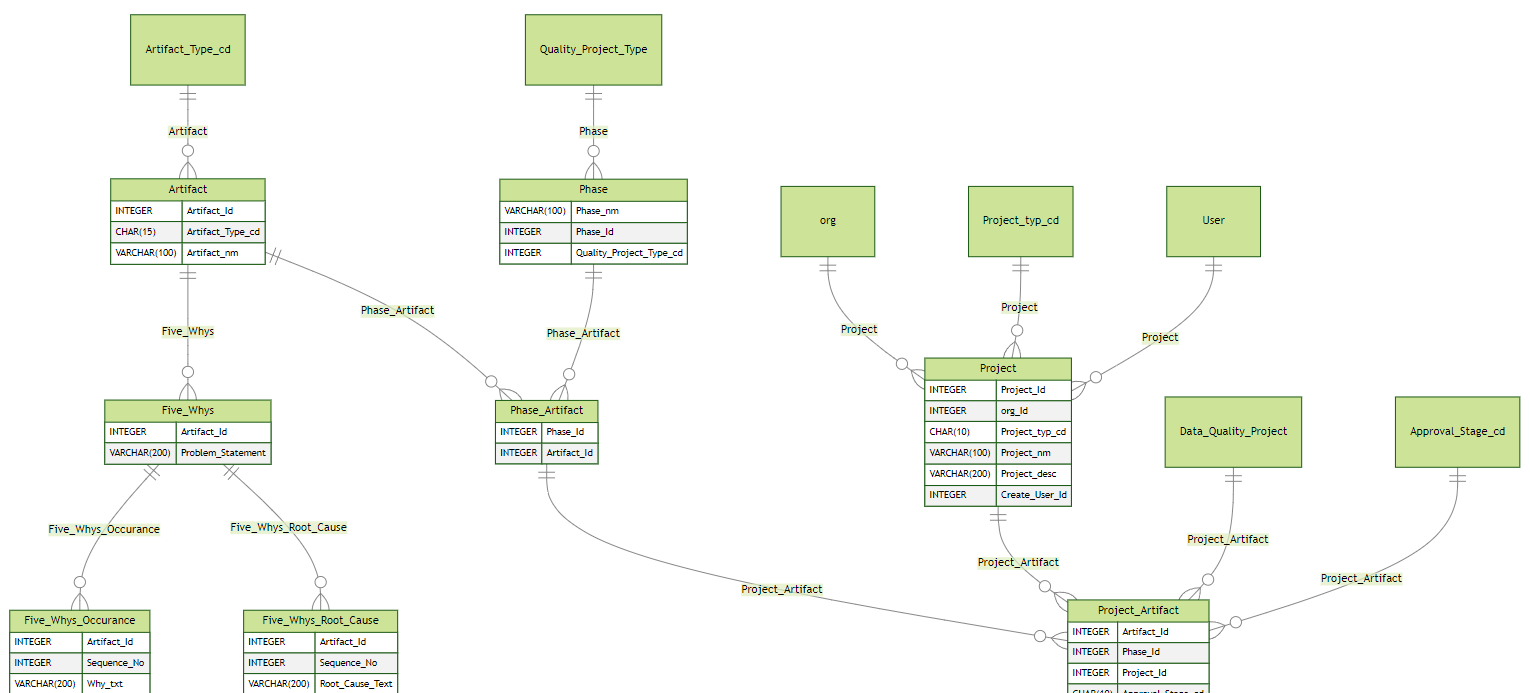
#### Affinity



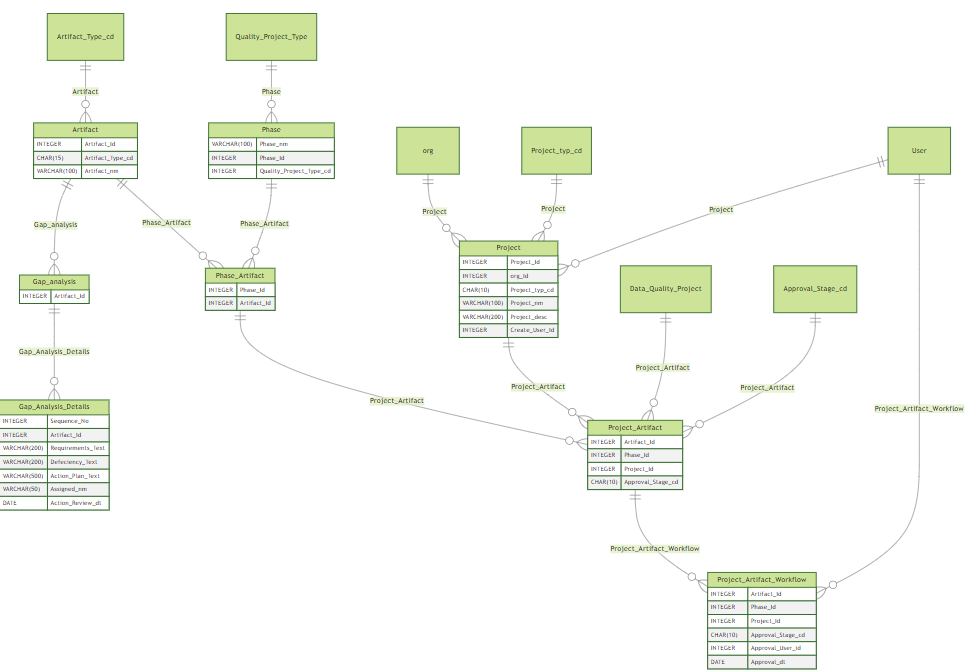
#### Fishbone



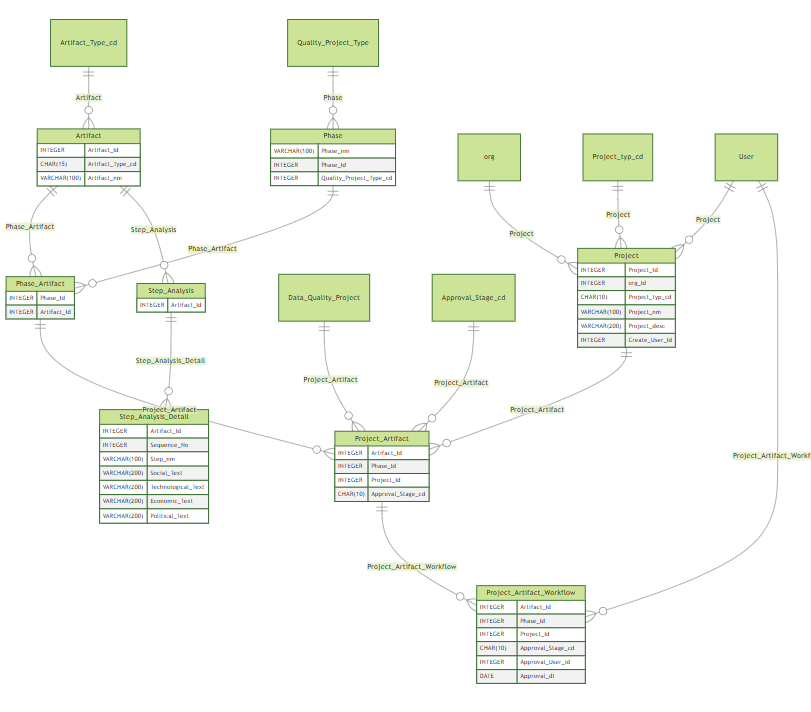
#### Five Whys



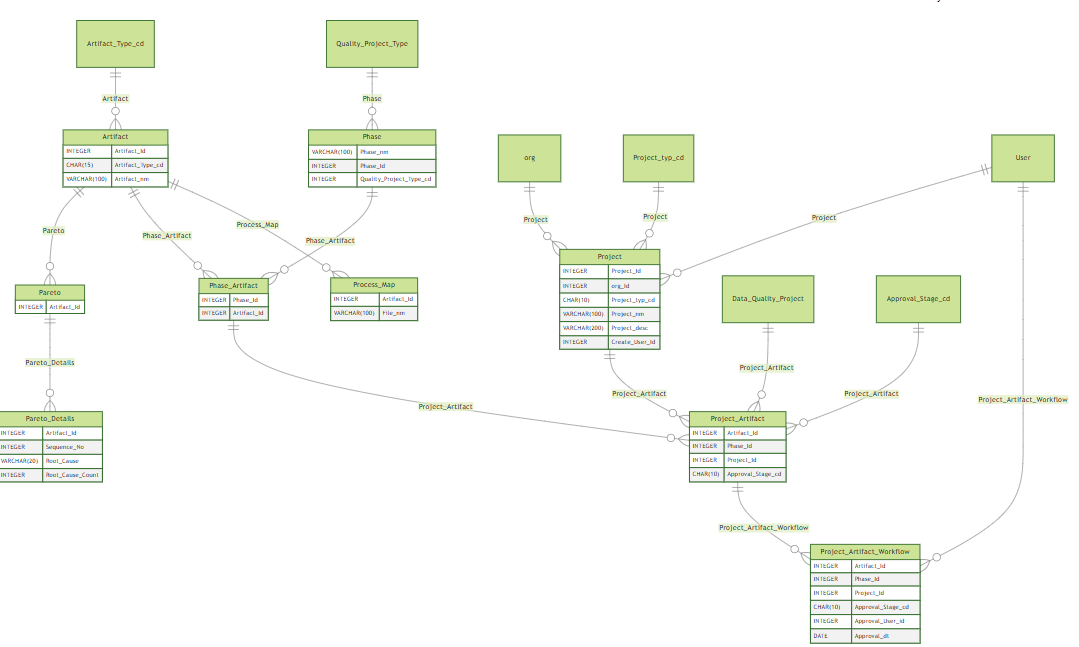
#### GAP Analysis



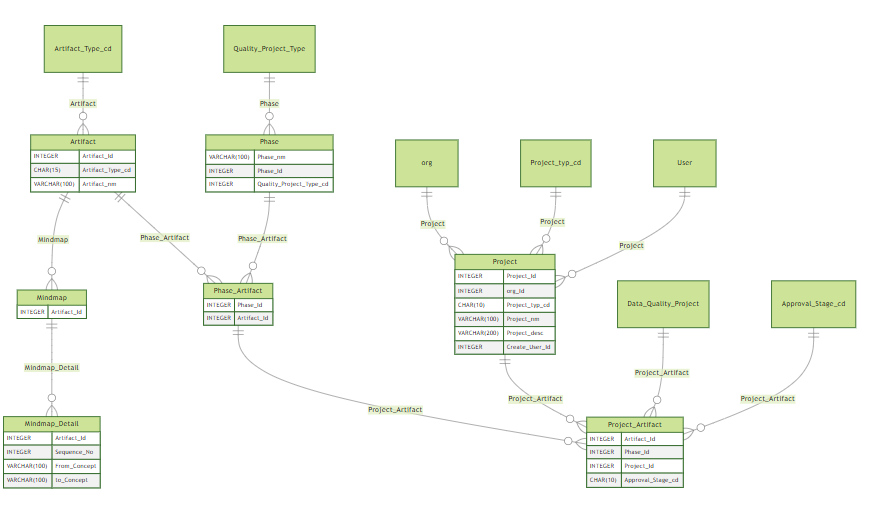
#### Step Analysis



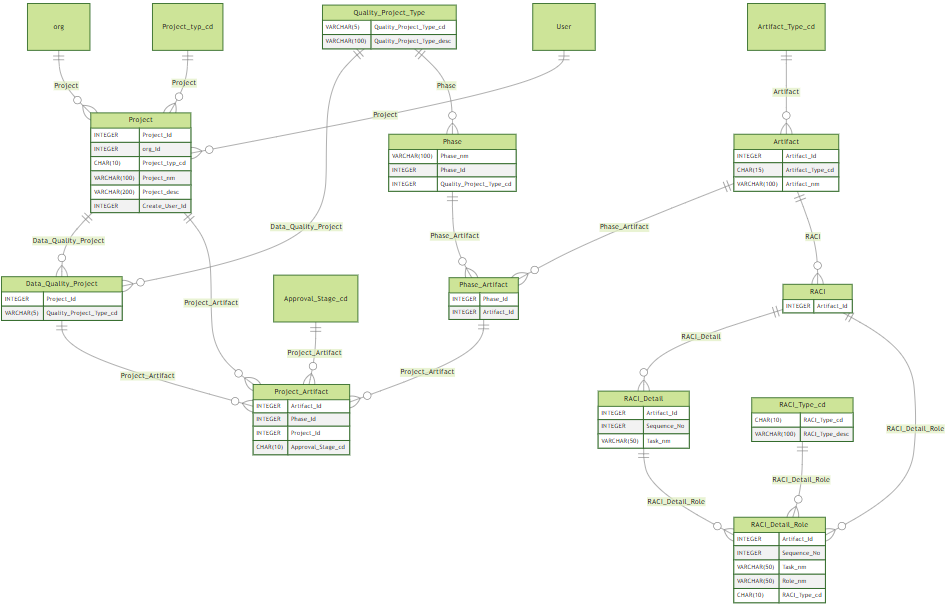
#### Pareto Analysis



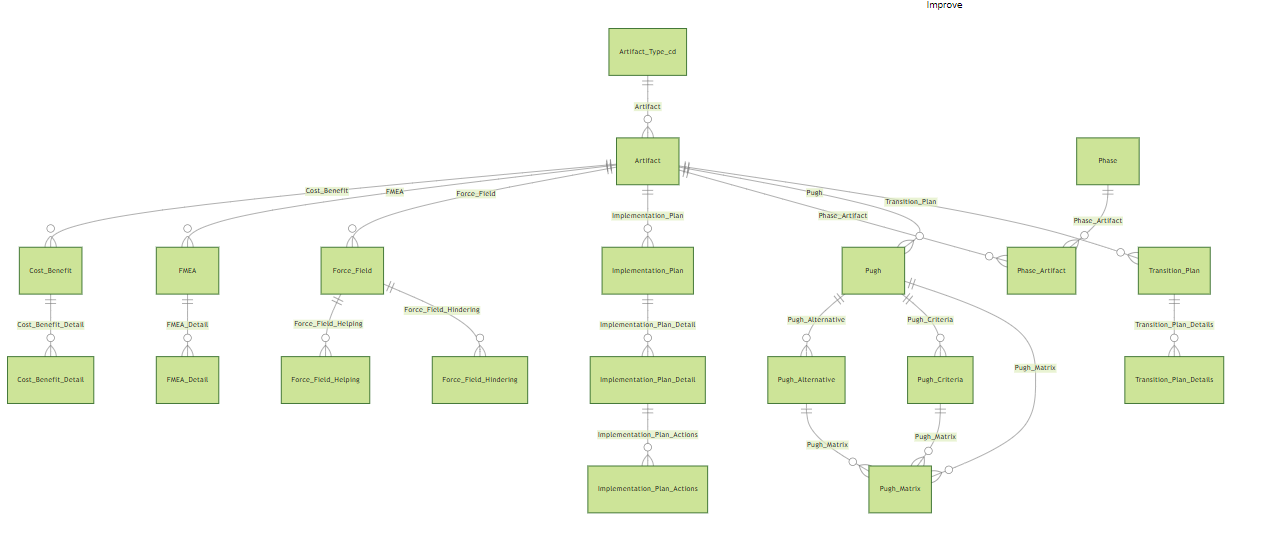
#### Mindmap



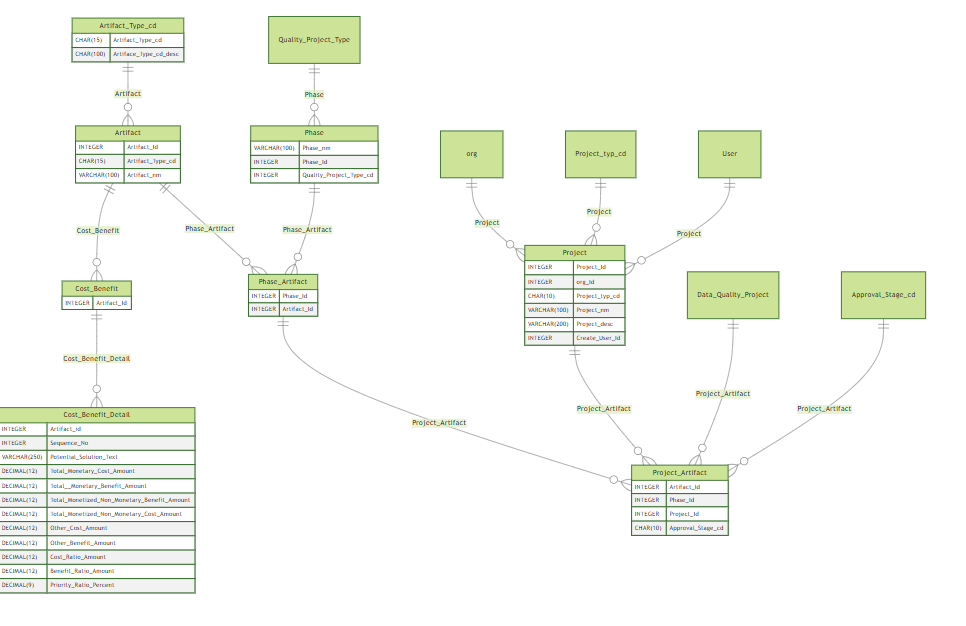
#### RACI



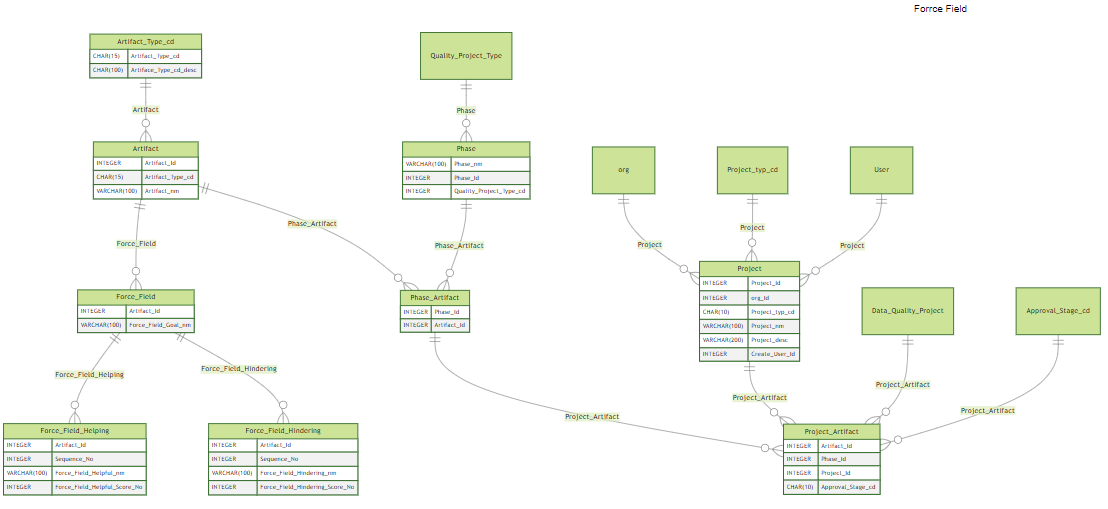
### Improve



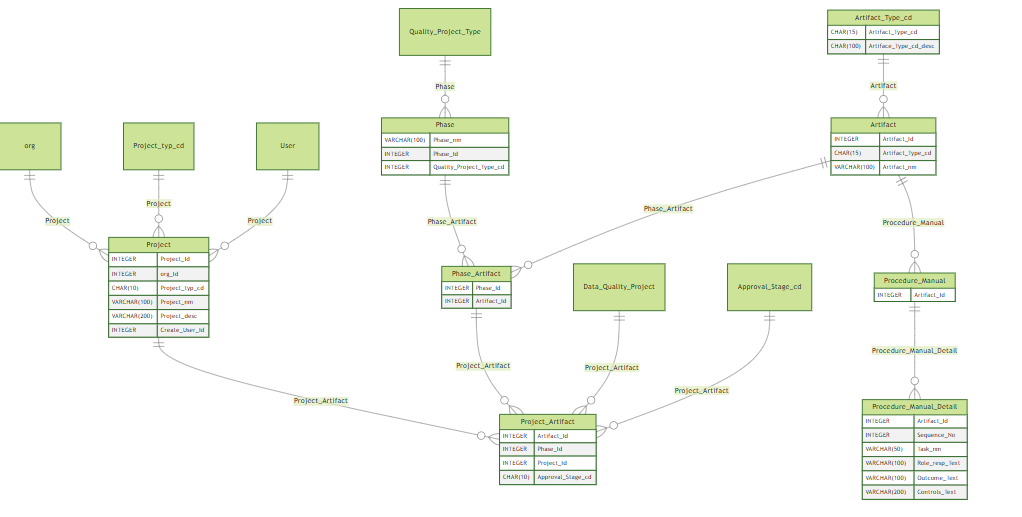
#### Cost Benefit



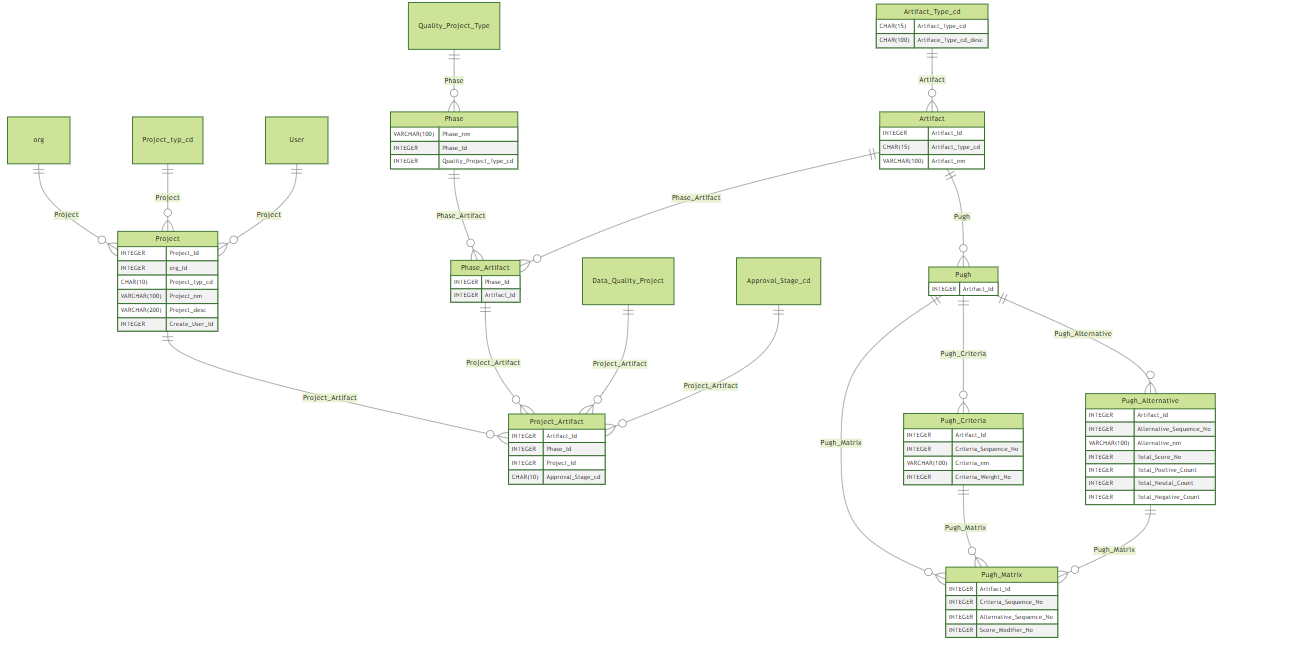
#### Force Field



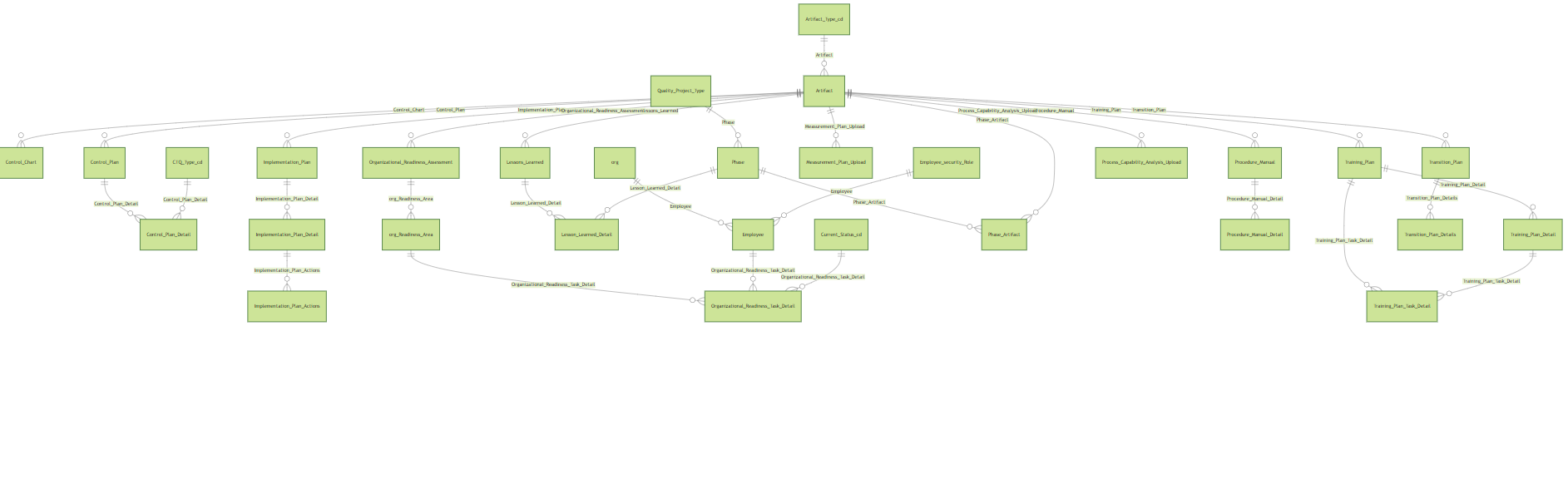
#### Procedure Manual



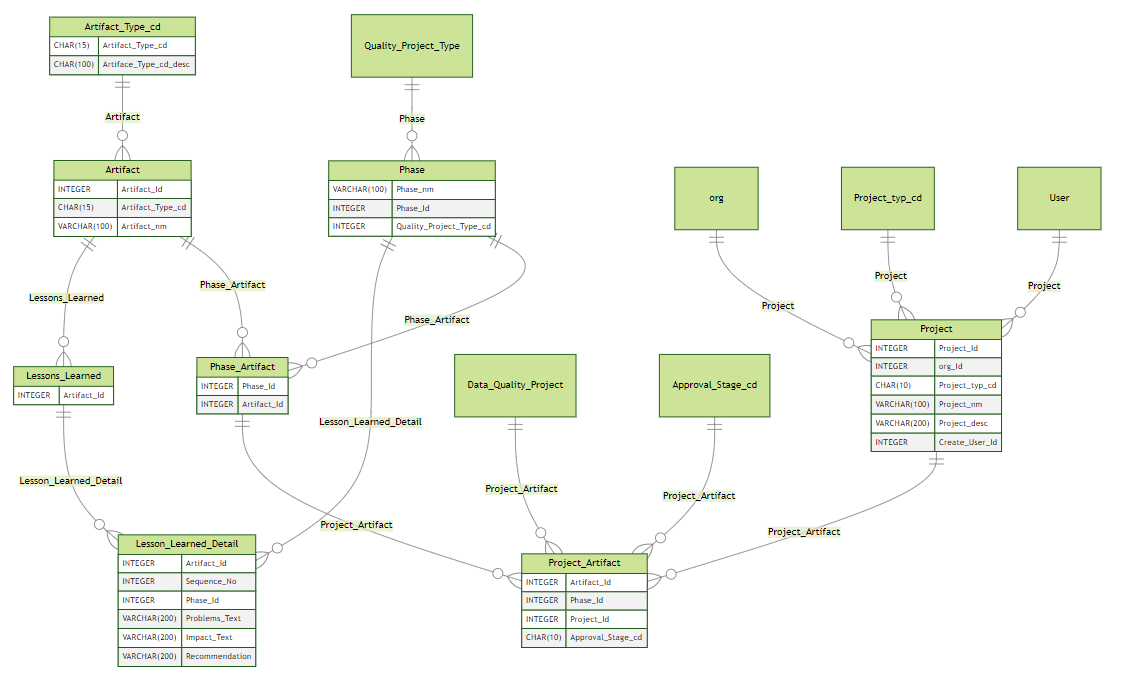
#### Pugh



### Control



#### Lesson Learned



#### Implementation Plan

