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| **Project Title:** Commerce Bank Intern Project Management Utility - IPMU | |
| **Start Date:** 09/03/2014 | **End Date:** 12/07/2014 |
| **Project Manager:** Jordan Larson | |
| **Project Sponsor:** UMKC | |
| **Customer:** Commerce Bank | |
| **Users:** Commerce Bank employees, respective university employees/interns | |
| **Stakeholders and Expectations:**  Team: Specific and detailed feedback as the project is being developed. Established lines of communication with the client as questions arise.  Professor Burris: Derive value from the project for CB  Commerce Bank: Gain an ASP.net web application that allows CB employees to manage solutions being developed by students at a variety of universities | |
| **Purpose (Problem or opportunity addressed by the project)**:  CB currently possesses no specific application serving as an intern project management utility. This solution will serve as a means of communication regarding projects with local university ambassadors who represent student interns.  Definition of roles:  a) CB employee – any employee  b) University ambassador – a representative at a university who leads students in handling projects assigned to their school  c) CB admin – overseer of all projects in the IPMU  To manage project submissions, the utility will possess features that will do each of the following:  1) Allow CB employees to submit a proposal for a new project that will provide value to the company. Employees should be able to upload a new project idea at any time  2) Enable ambassadors at various universities to approve a project and carry it on to further stages of potential development  3) Provide a way for admin(s) to manage open, formerly declined, and closed projects with ease. The admin’s main purpose should be to orchestrate project development in its final stages, archive ended projects, or decline tentative projects | |
| **Goals and Objectives**: The overall goal is to give Commerce Bank employees a way to manage projects and potential future solutions that will provide value to the company   * Provide customer with an ASP.net web application that will serve as a Project Management Utility * Provide the aforementioned three tiers of users with a utility that can create and monitor projects as they are being proposed and developed | |
| **Schedule Information (Major milestones and deliverables)**:  9/3/2014 - Requirements Meeting  9/10/2014 - Complete Project Charter  9/22/2014 - Have a working Technical Prototype  9/24/2014 - Complete Requirements Document  9/29/2014 - Begin Iteration 1  10/10/2014 - Complete Project Plan  10/13/2014 - Begin Iteration 2  10/15/2014 - Complete Customer Approved UI Prototype  10/22/2014 - Have Working Demo ready for Demo Day  10/27/2014 - Begin Iteration 3  10/29/2014 - Complete Architecture Document  11/10/2014 - Begin Iteration 4  11/19/2014 - Inspection Exercise  12/1/2014 - Begin Iteration 5  12/3/2014 - Complete User Guide and System Documentation  12/8/2014 - Complete Iteration 5  12/10/2014 - Present Project | |
| **Financial Information (Cost estimate and budget information)**:  Total number of hours anticipated will be 100 hours per person on the team, accumulating to a total of 500 hours. | |
| **Project Priorities and degrees of freedom:**   * Our first priority is to ensure all data is captured and viewable using the software the team develops. * Forms for projects will be submitted to the data-base and their appropriate status changes will work as intended, which include the following:  1. Active 2. Assigned – toggled by ambassadors 3. Assigned/In-Progress – toggled by ambassadors/admin(s) 4. Production – ambassador plays no role after this point 5. Flagged for internship 6. Production 7. Archived  * Roles on our team are changeable based on workloads of individual team members. * Roles are expected to shift throughout the project as needs arise. | |
| **Approach:** Feedback will be provided in between each iteration. The first iteration will focus on developing a web app that functions as specified. Each subsequent iteration will contain new features as the solution expands. | |
| **Constraints**: Any Commerce Bank symbols used in the app must adhere to guidelines the company provides. Any change to the database will require authentication – users are able to view projects when not logged in.   * C#, ASP.NET, IE9+, MVC | |
| **Assumptions**:   * All team members will communicate any changes outside of code using GitHub, Dropbox and other virtual shares. * Contact with Dylan or Jeremy will be available via email anytime we have questions. * CB employees will only upload a project idea if a duplicate does not exist | |
| **Success Criteria**: The project will be considered a success if parts of it are incorporated into the final class submission to the customer. An integral part of the final program will be a novel contribution from our group, which could be anything from a web development layout component to resource-saving utilization of the database. | |
| **Scope**: At the minimum, the software will (1) allow all users to track and update projects when appropriate, (2) allow ambassadors to print status reports (weekly/monthly) and then send to admin for updates, (3) allow sorting of information by many variables, (4) allow admins to archive projects at any time or assign them to interns when completed from the school. | |
| **Risks and obstacles to success**:   * Potential lack of experience with web development. * Understanding databases and how to incorporate them into our project. * Querying the databases appropriately and ensuring ubiquitous access to all information. | |
| **Signatures**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Manager**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Sponsor**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Customer**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Technical Lead** | |