**Project Overview**

A document management system (DMS) is being designed and put into place for MHS, nearby schools, and businesses. The project's objective is to investigate and assess different DMS solutions, both on-premises and cloud-based, and to produce a thorough report outlining their features, advantages, and actual case studies. Additionally, the project will include the deployment of a DMS which will have all necessary integration and client requirements. The project aims to:

1. Reduce the time and effort required for prospective companies to identify suitable DMS services and solutions.
2. Save time and resources spent on preliminary research and exploration.
3. Facilitate better utilization of a company's workforce by offering insights into optimal DMS choices and network infrastructure best practices.

**Scope of Project**

The scope of this project are listed below:

* Research and evaluation of DMS solutions (on-premises and cloud-based).
* Design and implementation of a DMS with advanced capabilities, version control, collaboration features, and security integration.
* Configuration of DNS, DHCP servers, RADIUS authentication, and network security controls.
* Creation of a detailed report on DMS implementations, including service types, products, models, vendors, capabilities, and case studies.
* Deployment of a host server with RADIUS authentication, WAF, and load balancing.
* Testing of web threat detection mechanisms.
* Documentation of administrative controls, policies, and best practices for DMS.

**Organization**

**Project Team (Roles and Responsibilities):**

1. **Asim Raj Pandey (Project Lead, System Designer):** Responsible for overseeing the entire project and takes a hands-on approach to overall designing the system architecture. He will be orchestrating the project's entirety, managing tasks, timelines, and stakeholder communications.

2. **Kishore Thomas (Web Designer, System Integration Tester):** Responsible for designing the web interface of the system and ensuring seamless integration of various components through comprehensive testing.

3. **Priyanka Shahi (Documentation, Deployment Manager):** She is responsible for overseeing the documentation process and managing the deployment of the system. Mainly establish and maintain documentation standards, ensuring clarity and adherence to industry guidelines.

4. **Gurjaan Singh (System Tester, QA):** Responsible in ensuring the system's functionality and quality. Moreover, meticulously evaluates components, recording and analyzing testing results for any errors.

5. **Prabhjit Singh (System Research, Information Gathering):** Responsible in conducting thorough research and gathering critical data from diverse sources. Employing advanced research methodologies to investigate system requirements, industry trends, and emerging technologies.

**Project Schedule**

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| --- | --- |
| Week 3-4 | * Team Management * Assign Initial Roles and Responsibilities * Initial Planning and Feasibility study * Define Project objective and scope * Establish communication channel * Select DMS platform and delivery * Market study and research |
| Week 5-6 | * Initial Design and mock up for DMS * Identify potential risks and develop a risk management plan * Create initial system architecture and design document * Identify and design user roles and permissions * Choose database solutions and design data schema * Study security protocols and encryption methods * Review and refine the technical specifications * Prepare for Mid-term panel and demonstration |
| Week 7-8 | * Prepare for interviews * Final adjustment for mid term * Timeline assessment |
| Week 9-10 | * Start initial design for WIX * Research and study for security and additional features * Start data compilation for final documentation * Conduct testing and identify bugs * Start work on final presentation slides |
| Week 11-12 | * System deployment and features compilation * Monitor system stability * QA and performance monitoring * Improve upon presentation slides |
| Week 13 | * Prepare final report * Prepare for Interviews * Finalize Presentation slides * Deploy DMS and perform final touch-ups |
| Week 14-15 | * Presentation, Project Showcase and WIX portfolio demonstration |

**Project Control**

* **Internal Team Meeting:**

We will be holding our team meetings twice a week, on Mondays and Fridays. This frequency will allow us to review our progress and plan for the upcoming week as well as discuss our goals for the weeks ahead. The meetings will be conducted in person at a designated location, but we will also have the option to conduct them online via video conferencing if necessary.

* **Internal Progress Review Process:**

We will be conducting our team progress review in the middle of the week, specifically on Wednesdays. This will allow us to assess the status of our deliverables and plan our next steps effectively. The progress meeting will also be held in person around a table, and we also have the option to switch to an online video meeting if needed.

* **PA Review Meeting:**

Our PA (Performance Appraisal) review meetings will take place once a week on Mondays, between 5:00 and 6:00 PM. These meetings will be conducted in person, allowing for a collaborative and comprehensive assessment with the entire team around a table.

**Project Finance Management**

The budget for the project depends on the existing hardware and resources of our clients. So the rough estimate for this project ranges from $5000- $20,000 and more per year, which includes the cost from hardware, software licensing, development and deployment, management staff, data centre, backup and recovery, security, maintenance and upgrades as well as miscellaneous cost.

**Risk Management**

* Refer to Project Risk Matrix

**Communication Management**

**Internal Team Communication:** To keep in touch with the internal team members on a daily basis to discuss tasks, project updates, and system-related information, the project lead, Asim Raj Pandey, will use instant messaging and in-person meetings.

**Project Advisor Communication:** Sharif Ahmed, the project advisor, will meet with the group in person or via online video chat once a week to offer direction, go over deliverables, and support with research. This will serve as a forum for addressing any obstacles.

**Client communication:** Clients will receive weekly emails with updates on the nature, budget, and specifications of their projects. Email and other audio channels will also be used to transmit additional information.

**Feedback Mechanism:** Encourage stakeholders to submit feedback and submit inquiries at any time using their preferred communication methods (such as email, IM, and video conferences).

**Change Management**

The impact of any changes suggested by stakeholders on the project's scope and timeline will be assessed. Change requests will be recorded, examined, and, if necessary, authorized by the project manager after being reviewed by the project team.

**Stakeholders Management**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Stakeholder Name | Stakeholder Role | Stakeholder Category | Level of Engangement | Influence Level | Frequency | Method of Communication | Information Type |
| (ACS)Sharif Ahmed | Project Advisor | Internal | Supporting | High | Weekly | Online Video Call | Guidance, Deliverables, Research Support, blockers |
| (ACS)Asim Raj Pandey | Project Lead, System designer | Internal | Leading | Very High | Daily | Instant Message(IM) | Assign tasks and roles, project update, system information |
| (ACS)Kishore Thomas | Web designer, system integration Tester | Internal | Leading | High | Daily | Instant Message(IM) | Web design progress, system test and stability results |
| (ACS)Priyanka Shahi | Documentation, Deployment manager | Internal | Leading | High | Daily | Instant Message(IM) | Documentation progress and deployment information |
| (ACS)Gurjaan Singh | System Tester, QA | Internal | Leading | Medium | Daily | Instant Message(IM) | System testing results, QA results and feedback |
| (ACS)Prabhjit Singh | System Research, Information gathering | Internal | Leading | Medium | Daily | Instant Message(IM) | Research and information gathering results reporting |
| Business | Client | External | Supporting | High | Weekly | Email | Project scope, funding and requirements |
| Local school/Student | Client | External | Supporting | High | Weekly | Email | Project scope, funding and requirements, student information, student certification and validation |
| MHS | Client | External | Supporting | High | Weekly | Email | Project scope, funding and requirements |

**Deliverable Sign off Matrix**

**List of Deliverables:**

* Detailed DMS Evaluation Report
* DMS Implementation
* Network Infrastructure Configuration
* Final Report and Presentation
* Demo of Deployed Services

**Acceptance Criteria:**

* Each deliverable should meet the specified project requirements and standards.
* Presentations should demonstrate project progress and findings effectively.
* The demo should accurately show the product and all its features with future prospects accurately highlighted.

**Sign off Parties:**

* Project team members and project manager.
* Project advisors for final deliverable.
* All clients for the final report and demo of deployed services.