Card Tech

Addison Phillips

**System Request**

|  |  |
| --- | --- |
| **Project Sponsor** | Dr. Robert Barker. |
| **Business Need** | ·      Create a website that includes a database  ·      Increase Funding  ·      Increase Transparency  ·      Improve Communication with guardians  ·      Increase Volunteering |
| **Business Requirements** | ·      Provide online access to information  ·      Create a way to gather statistics  ·      Create ease for volunteering  ·      Solidify business processes |
| **Business Value** | An estimated $19,400 in funding for year 1 and increases in each year after.    Increases in number of donations    Increases in number of volunteers and sponsors. |
| **Special Issues or Constraints** | Complete plan and design required by the end of the semester (5/3/2022).    Secure ways to gather information when volunteers apply – background checks are required. Also, a sure way to receive donations. |

**Card Tech**

**Vision Document (Small Project)**

**Version 3.0**

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| 02/01/2022 | 1.0 | Iteration One | Card Tech |
| 2/21/2022 | 2.0 | Iteration Two | Card Tech |
| 3/2/2022 | 3.0 | Inception Phase | Card Tech |

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1. **Introduction**

The purpose of this document is to collect, analyze, and define high-level needs and features of the Thompson Project. It focuses on the capabilities needed by the stakeholders and the target users, and **why** these needs exist. The details of how The Thompson Project fulfills these needs are detailed in the use-case and supplementary specifications.

* 1. **References**

-No references to outside documents currently-

1. **Positioning**

**2.1 Problem Statement**

|  |  |
| --- | --- |
| The problem of | Lack of volunteer recruitment, training, and retention, funds, and ability to share information with participating parties. |
| affects | Management, as well as the children and families that benefit or could potentially benefit from this organization. |
| the impact of which is | Causing the organization to not run at its full potential |
| a successful solution would be | Creating an interactive webpage for people to engage and become volunteers, make donations, access information for applicable parties, and get involved. |

**2.2 Product Position Statement**

|  |  |
| --- | --- |
| For | Thompson Project |
| Who | Opportunity to expand the nonprofit in terms monetarily as well as organizationally. |
| The (TP Webpage) | is a website |
| That | Provides the ability to virtually give donations, become a part of the organization itself, and provide information about fundraisers, events, etc. |
| Unlike | The other groups |
| Our product | Will offer the organization the tools needed to take this Non-Profit to the next level by connecting this organization to useful resources such as donations and possible donors, as well as volunteers and possible volunteers, and an information database for other stakeholders. |

1. **Stakeholder and User Descriptions**

To effectively provide a means for The Thompson Project to have an online presence. Due to the growing presence of the internet, for any organization to flourish they must have an online presence that will give potential volunteers/donors a means to find out more about the organization, to donate, or to contact the organization. A lack of a website could result in dwindling success of an organization as there will be a low-engaged online community. This could result in difficulties to promote fundraising events and to raise awareness. With a website, a partner will now have a means to reach out to the organization for help and more information.

**3.1 Stakeholder Summary**

|  |  |  |
| --- | --- | --- |
| Client  Donors  Developers  Programmers  Project Sponsor | Our website represents his non-profit organization.  The people who are financially contributing to the website  Website designers  Program developers  Our professor, Dr. Barker | Ensures that information provided to students about the organization is accurate.  Paying for the website, its security, payment processing, etc.,  Responsible for developing and creating the website for the client.  Responsible for maintaining the website throughout its lifespan.  Point of contact between client and developers |

**3.2 User Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Donor  Volunteers  Client | The people who are financially contributing to the website.  Volunteers to help teach and mentor.  The users that the organization exist to serve (the kids in the juvenile detention centers). | Provide Financial support to the organization.  Train, mentor, and if needed report on the kids who are being taught these workshops.  Reach out to organization to seek help and access to the resources made available. | Board Members  Volunteer overseers or managers  Board Members |

**3.3 User Environment**

Currently there is only a limited number of volunteers along with the founder with his board of helpers.

For volunteers, the task cycle will be one day as it is the time required to volunteer. This could be extended further down the road. Most mentoring will occur at a detention center where the minors are located. There is currently no online presence. As this will be working with underage kids, an extensive background check is a must and can be integrated into the platform through an online application that will redirect one to a background check.

**3.4 Summary of Key Stakeholder or User Needs**

The reason for this problem is an effective means for volunteers, donors, and clients to reach out and connect to the organization. By providing a website there is now a means for anyone interested in the organization to gather. A website that can be used as a platform to unite the community that surrounds the organization. Providing a platform that can easily share any information regarding the organization to those involved as well as an easy way to get volunteers and donors.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Priority** | **Concerns** | **Current Solution** | **Proposed Solutions** | |
| Collecting Donations | High | Must be secure. | Direct cash donations | | Donation Platform |
| Volunteers | High | Required as it is the very foundation of the organization. | Word of mouth and done by the founder himself (Facebook). | | Website that can provide a platform to find volunteers and sponsors as well as advertising it on the web. |
| Business Bank Account | High | Need a bank account that will separate business and personal funds. | Using a personal bank account. | | Create a business bank account and get in touch with an institution that can provide more financial advice |
| Product and supply donation | Medium | The minors do not have access to specific hygiene products. | Whatever the juvenile center offers. | | Use website that can advertise fundraising events through partnerships with the center, as well as potentially set up a wish list on Amazon. |
| Logo | Medium | No recognizable logo for the organization. | None | | Create a logo that allows the organization to stand out in the public and attract volunteers and donors. |
| Website | High | No online platform that can advertise the work of the organization. | None | | Create a website that can fulfill those needs, such as a home “about us” page, ways to donate, how to volunteer/sponsor, a calendar with scheduled events, future expansions, etc. |

**3.5 Alternatives and Competition**

The competition is the other groups in Dr. Barker’s CIS 320 course.

Alternatives to the current state of the organization (which is nothing specific) includes no change in the foundation of the project or to pay an outside source to build and complete the website and its processes.

1. **Product Overview**

**4.1 Product Perspective**

The Thompson Project website will provide an effective platform for all those interested in the Thompson Project to donate, learn more about it and volunteer. The website will not only effectively communicate the mission statement of the organization, but it will also create an online presence for the organization that those interested can follow to find out any major news, fundraising event, or announcements regarding the organization. The website will also be a multi-functional tool that those interested in volunteering for the organization can use to send in their volunteer application. Ultimately it will be a comprehensive platform that will function as a catalyst to efficiently achieve the objectives of the company in the most efficient way possible.

**4.2 Assumptions and Dependencies**

* A Donation System will be required
* A way to volunteer and learn information regarding how to volunteer
* Ways to contact and reach the organization

1. **Product Features (\* high priority)**

* \*Donation Platform- allows users to donate monetary funds directly to the Thompson Project.
* \*Contacting Platform- allows former incarcerated minors to get connected with the program, as well as letting parents and potential partners get in contact with the organization.
* \*Volunteer Platform with login ID- allows volunteers to sign up, complete necessary forms, provide information for background checks, and log hours and events.
* About Us- Provides description as well as core values, how to get involved, etc.
* Registry- allows end users to directly purchase pre-approved items for the project.
* Subscription Email Lists- allows supporters to subscribe to email newsletters for the organization.
* Interactive Calendar- shows end-user calendar view of upcoming events on the home screen.
* \*Security- protects sensitive information such as volunteer and payment information.
* Social Media Links- allows users to connect and follow the Project via social media.
* Testimonials- via the contact platform, volunteers and those who have been released from the detention center are able to give their story and impact statements about the Project.
* FAQs- it is important to have a Frequently Asked Questions feature in websites for both volunteers and partners/sponsors to get a basic understanding of how the organization works.
* Title IX Training- direct links to the various Title IX training requirements will be provided to prospective volunteers.
* Background Checks- through The Thompson Project and the juvenile detention centers, those who want to volunteer will need to complete a background check, and information regarding this will be provided.

1. **Other Product Requirements**

Other product requirements include regulation regarding accepted items (donations or what is brought to the juvenile detention centers). It is very important to be as clear as possible to volunteers, donors, sponsors, and partners about what the Thompson Project is aiming to do. By doing so, the organization should thrive through the generosity and willingness of others to get involved and to make an impact on the community.

Another requirement of The Thompson Project is to create branding. By having a logo and potentially changing the name of the organization, it will be possible to begin marketing the brand and getting the organization’s name out to people.

**Feasible Considerations**

Economic: Cost is a major factor as a new non-profit organization since we have little foundation to work on. Due to this being a small organization, it makes it difficult to attract donors, as well as start fundraisers. On the plus side, we have little to no expenses, making it easy for us to find time to apply for grants, economic relief, and sponsorship. Due to our low overhead, there is high potential for growth. Although finance is a major concern, it can be easily countered due to our current low expenses with the help of grants, donations, and potential sponsorship.

Organizational: The organizational factor also becomes an issue as The Thompson Project has very few consistent members besides the founder. This makes the feasibility of this to be easily accessed and managed by a small number of people. The database should be able to store information remotely.

Technical: The technical aspect at this point, starting from zero. As the project is yet to have a website, database, and way to collect donations. This makes the technical aspect focused on creating and designing an operable website, as well as a database to store information on volunteers etc. Currently it is highly feasible due to the great amount of CMS readily available making it extremely easy to create a website.

The following charts represent the Economic feasibility of The Thompson Project. There are three models: a Conservative, an Optimistic, and an Expected economic feasibility of the Project.

Conservative

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Year** | 0 | 1 | 2 | 3 | 4 | 5 | Totals |
| **Revenues** |  |  |  |  |  |  |  |  |
| Grants |  | 0 | 3000 | 3210 | 3434 | 3674 | 3931 | 17252 |
| Donations |  | 0 | 3500 | 3745 | 4007 | 4288 | 4588 | 20128 |
| Fundraisers |  | 0 | 6500 | 6955 | 7441 | 7961 | 8518 | 37380 |
| **Total Revenue** |  |  |  |  |  |  |  | **$74,760** |
|  |  |  |  |  |  |  |  |  |
| **Costs** |  |  |  |  |  |  |  |  |
| Developmental |  |  |  |  |  |  |  |  |
| Labor |  |  |  |  |  |  |  |  |
| Admin (2) |  | 13101 | 0 | 0 | 0 | 0 | 0 | 13101 |
| Developers (2) |  | 13338 | 0 | 0 | 0 | 0 | 0 | 13338 |
| Analyst (2) |  | 11199 | 0 | 0 | 0 | 0 | 0 | 11199 |
| Manager |  | 8825 | 0 | 0 | 0 | 0 | 0 | 8825 |
| DBL |  | 199 | 0 | 0 | 0 | 0 | 0 | 199 |
| CMS |  | 50 | 0 | 0 | 0 | 0 | 0 | 50 |
| Annual |  |  |  |  |  |  |  |  |
| DBL |  | 0 | 199 | 199 | 199 | 199 | 199 | 995 |
| CMS |  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Costs** |  |  |  |  |  |  |  | **$47,707** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **NPV** |  |  |  |  |  |  |  | **$19,745** |
| **ROI** |  |  |  |  |  |  |  | **57%** |

Optimistic

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Year** | 0 | 1 | 2 | 3 | 4 | 5 | Totals |
| **Revenues** |  |  |  |  |  |  |  |  |
| Grants |  | 0 | 10000 | 10700 | 11449 | 12250 | 13108 | 57507 |
| Donations |  | 0 | 6000 | 6420 | 6869 | 7350 | 7865 | 34504 |
| Fundraisers |  | 0 | 12000 | 12840 | 13739 | 14701 | 15730 | 69009 |
| **Total Revenue** |  |  |  |  |  |  |  | **$161,021** |
|  |  |  |  |  |  |  |  |  |
| **Costs** |  |  |  |  |  |  |  |  |
| Developmental |  |  |  |  |  |  |  |  |
| Labor |  |  |  |  |  |  |  |  |
| Admin (2) |  | 13101 | 0 | 0 | 0 | 0 | 0 | 13101 |
| Developers (2) |  | 13338 | 0 | 0 | 0 | 0 | 0 | 13338 |
| Analyst (2) |  | 11199 | 0 | 0 | 0 | 0 | 0 | 11199 |
| Manager |  | 8825 | 0 | 0 | 0 | 0 | 0 | 8825 |
| DBL |  | 199 | 0 | 0 | 0 | 0 | 0 | 199 |
| CMS |  | 50 | 0 | 0 | 0 | 0 | 0 | 50 |
| Annual |  |  |  |  |  |  |  |  |
| DBL |  | 0 | 199 | 199 | 199 | 199 | 199 | 995 |
| CMS |  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Costs** |  |  |  |  |  |  |  | **$47,707** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **NPV** |  |  |  |  |  |  |  | **$82,741** |
| **ROI** |  |  |  |  |  |  |  | **238%** |

Expected

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Year** | 0 | 1 | 2 | 3 | 4 | 5 | Totals |
| **Revenues** |  |  |  |  |  |  |  |  |
| Grants |  | 0 | 5000 | 5350 | 5725 | 6125 | 6554 | 28754 |
| Donations |  | 0 | 4800 | 5136 | 5396 | 5880 | 6292 | 27604 |
| Fundraisers |  | 0 | 9600 | 10272 | 10991 | 11760 | 12584 | 55207 |
| **Total Revenue** |  |  |  |  |  |  |  | **$111,564** |
|  |  |  |  |  |  |  |  |  |
| **Costs** |  |  |  |  |  |  |  |  |
| Developmental |  |  |  |  |  |  |  |  |
| Labor |  |  |  |  |  |  |  |  |
| Admin (2) |  | 13101 | 0 | 0 | 0 | 0 | 0 | 13101 |
| Developers (2) |  | 13338 | 0 | 0 | 0 | 0 | 0 | 13338 |
| Analyst (2) |  | 11199 | 0 | 0 | 0 | 0 | 0 | 11199 |
| Manager |  | 8825 | 0 | 0 | 0 | 0 | 0 | 8825 |
| DBL |  | 199 | 0 | 0 | 0 | 0 | 0 | 199 |
| CMS |  | 50 | 0 | 0 | 0 | 0 | 0 | 50 |
| Annual |  |  |  |  |  |  |  |  |
| DBL |  | 0 | 199 | 199 | 199 | 199 | 199 | 995 |
| CMS |  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Costs** |  |  |  |  |  |  |  | **$47,707** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **NPV** |  |  |  |  |  |  |  | **$46,608** |
| **ROI** |  |  |  |  |  |  |  | **134%** |

Inflation used in these calculations was 7%

Interest used in these calculations was 6.5%

NPV Calculation: (Total Revenue - Total Cost) \* (1/1+ i)n

i = Interest

n = Time

**Process Models**

**“As-Is” Process Model:** This process model shows you what we originally wanted the user to see on our webpage. We wanted them to be able to navigate through all of these and find a way they wanted to help. We found that we did not need all these or that some could be combined into the same tab.

**Diagram

Description automatically generated**

**“To-Be” Process Model:**

This process model shows exactly what we want displayed on our webpage so that it is most effective for the user. These are the main tabs that users are going to be looking for and the main tabs that we want them interacting with. Each one of these are going to help grow our business as well as efficiently helping the user navigate.

**Diagram

Description automatically generated**

**System Requirements**

For the website, we have broken down the system requirements into three categories; manage, track, and execute. The categories provide a brief declarative of the functions each requirement will perform. All together, we have come up with 26 total system requirements.

1.  The new system will be able to manage donations.

2.  The new system will be able to manage grants.

3.  The new system will be able to manage fundraisers.

4.  The new system will be able to manage sponsorships.

5.  The new system will be able to manage contacts.

6.  The new system will be able to manage registry items.

7.  The new system will be able to manage volunteers.

8.  The new system will be able to manage email subscription lists.

9.  The new system will be able to manage about us posts.

10. The new system will be able to manage social media links.

11.  The new system will be able to manage event calendar.

12.  The new system will be able to manage training.

13.  The new system will be able to manage speaker recruitment.

14.  The new system will be able to track clothing inventory.

15.  The new system will be able to track hygiene product inventory.

16.  The new system will be able to track game inventory.

17. The new system will be able to manage classes.

18.  The new system will be able to track class data.

19.  The new system will be able to manage Title IX.

20.  The new system will be able to create testimonials.

21.  The new system will be able to provide security for sensitive information.

22.  The new system will be able to execute system backups.

23.  The new system will be able to manage system recovery.

24.  The new system will be able to manage QR code.

25. The new system will be able to manage login applications.

26. The new system will be able to manage student profiles.

**Use Cases**

These use cases are situations in which our system will be used by different actors. These actors could be anyone from Mr. Thompson himself, supporters of the organizations, parents of the youth, or volunteers.

* 1. Create donations
  2. Modify donations
  3. Delete donations

This involves the big donation button and page as well as the payment system.

* 1. Create grant
  2. Modify grant
  3. Delete Grant

This involves the process of applying for grants and having them reviewed.

* 1. Create fundraiser
  2. Modify fundraiser
  3. Delete fundraiser

This has to do with the fundraiser page and fundraisers on the calendar

* 1. Create sponsorships
  2. Modify sponsorships
  3. Delete sponsorships

Connecting with and forming partnerships with different organizations

* 1. Create contact
  2. Modify contact
  3. Delete contact

The list of regular needed contacts on the administrator’s side

* 1. Create registry item
  2. Modify registry item
  3. Delete registry item

List/pictures of items that are accepted as donations aside from just money

* 1. Create volunteer
  2. Modify volunteer
  3. Delete volunteer

Application, and collection of new volunteer data that will be used for grants as well as internal records

* 1. Create newsletter receiver
  2. Modify newsletter receiver
  3. Delete newsletter receiver

Users on our regular email list that will provide updates on the organization and new needs

* 1. Create “About Us” page info
  2. Modify “About Us” page info
  3. Delete “About Us” page info

This involves our “about us” page on the website telling our mission, goals, and weekly activities

* 1. Create social media links
  2. Modify social media links
  3. Delete social media links

Direct links to our 3 social media platforms at the bottom of the website

* 1. Create events on calendar
  2. Modify events on calendar
  3. Delete Events on calendar

Our regularly updated event calendar for internal and public use so that the community and parent/guardians can be informed

* 1. Create training
  2. Modify training
  3. Delete training

Data regarding title xi training and any additional training gives at the detention center

* 1. Create clothing inventory
  2. Modify clothing inventory
  3. Delete clothing inventory

As donations are vital for The Thompson Project, clothing inventory will be tracked as they are given to the minors in the juvenile detention center.

* 1. Create hygiene product inventory
  2. Modify hygiene product inventory
  3. Delete hygiene product inventory

As donations are crucial for The Thompson Project, hygiene product inventory will be tracked as they are given to the minors in the juvenile detention center.

* 1. Create game inventory
  2. Modify game inventory
  3. Delete game inventory

As donations are vital for The Thompson Project, board games – or others in similar nature – will be tracked as they are donated to the juvenile detention center.

* 1. Create class data
  2. Modify class data
  3. Delete class data

This will allow Mr. Thompson to know how many students and how many volunteers were involved. It will also include the number of hours the volunteers spent with the minors and what the class was centered around.

* 1. Create Title IX certifications
  2. Modify Title IX certifications
  3. Delete Title IX certifications

This use will allow Mr. Thompson to have a record of certifications on file in case any volunteers are new or have expired certifications. It is important for all volunteers to have this certification as there are many laws when working with the minors.

* 1. Create testimonials
  2. Modify testimonials
  3. Delete testimonials

This allows volunteers/partners/minors/etc. to speak about the impact of the Thompson Project in the community. It is important for those looking to donate to be able to see the impact that the organization has.

* 1. Create QR codes
  2. Modify QR codes
  3. Delete QR codes

This QR code will be used by anyone but will be modified by Mr. Thompson or a volunteer. This QR code will be very important in spreading the word about the NFP organization.

* 1. Create sensitive information
  2. Modify sensitive information
  3. Delete sensitive information

Mr. Thompson must protect the sensitive information given by volunteers and dispose of such in an orderly fashion that does not put one in danger of breach.

* 1. Create system backups and recovery
  2. Modify system backups and recovery
  3. Delete system backups and recovery

It is important for Mr. Thompson to keep an eye on the system updates and backup this system often to protect the data collected.

* 1. Create student account
  2. Modify student account
  3. Delete student account

It is important for former students to be able to get in contact with the organization so they can keep working with the Thompson Project.

**Trace Matrix**

The trace matrix is used to match the functional requirements and the use cases. Each functional requirement in the system should match at least one use case, and vice versa. This is shown in the matrix with an “x” that symbolizes an intersection of the use case and system requirement.

The use cases were condensed into category to preserve space for the trace matrix to be readable. This is possible due to each of the use cases broken into certain categories intersecting with only one requirement (for example, “Create, Modify, Delete Donations” fall under the same requirement whether they are separate use cases or not).

Table

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**Initial Architecture**

Our design and realization viewpoints give a simple diagram of what is needed to operate successfully. With just a laptop and a phone we can efficiently get our business going. We will use these devices to connect to our cloud for storage as well as backup. We will also be able to access our database management which is SQL. We will be able to access our payment system which is PayPal. We will also be able to connect to WordPress for content management.

**Design Viewpoint**

**Diagram

Description automatically generated**

**Realization Viewpoint**

**Diagram

Description automatically generated**

**Risk Analysis**

Risk Analysis is used to determine the importance of different components of the system. This can be assessed by determining how important it is for the system to have these components functioning. It is crucial for these components to stay live and not shut down for periods of time.

When putting the use cases and architecture considerations into perspective, there are many different “high” and “low” risk use cases.

To be considered a “high risk” use case, the item is considered crucial for the website to function properly. If anything were to malfunction in one of these processes, the website would take a massive hit and be missing a key item. In this case, the “high risk” processes include:

* Grants
* Fundraisers
* Sponsorships
* Contacts
* Volunteers
* Class Data
* Title IX Certifications
* Testimonials
* Sensitive Information
* System Backup/Recovery
* Student profiles

The other processes in this page are very valuable to the overall goal of The Thompson Project, however, they are not crucial to the importance of funding and bringing in volunteers to help the non-profit organization.  
                               
Risk may be addressed in later iterations by creating strong system backup and crucial evaluation of decisions made in the Elaboration phase. It is very important that our group chooses a strong CMS that values security, while also imposing software that will protect both the data collected by the organization and the data of those volunteers who want to help The Thompson Project.

**Team Charter**

**Team Goals:**

Overall, our goal as a team will be to create a plan for The Thompson Project website and to increase funds for the business. To do this, we will complete assignments on time, put in the time needed to be prepared for presentations, and communicate openly about which responsibilities belong to each member. Ideally, the overall responsibility will be split evenly among the team members. To be sure we are successful in the class, each member needs to communicate effectively. If you have a responsibility but aren’t sure you will be able to follow through with it- you must let the team know at least 2 days before the due date of the responsibility.

Another important guideline we have naturally implemented is personal due dates. While in class, we will continue to set dates for when we want our work to be completed- prior to the actual class deadline. By doing so, we will be able to get ahead of assignments and be able to collaborate on our respective responsibilities if questions or conflicts occur. Typically, these personal due dates occur a day before our group meetings, so everyone has had enough time to take care of their responsibilities for the assignment and get help if needed.

**Team Meetings:**

Card Tech meetings will be scheduled when the largest number of team members can attend. If a member is unable to attend a meeting and the team is aware, someone will be responsible for sending the missing member notes as well as telling them what they need to do to be caught up. Meetings will occur prior to large assignments and presentations being due and will be announced via the messages group chat we have created. Depending on what needs to be done, we will have the meeting in person or through video chat.  Decisions made during the meeting as well as an overview of anything notable will be typed out and sent in our group chat.

When in class, we plan on using time given by Dr. Barker to our advantage as well. These are considered team meetings to our team, and we expect to collaborate and get work done during this time. It is important to utilize this time given during the day as it simplifies our work done at home and we can see our team in person and discuss which responsibilities each member wants to take on for these assignments.

**Team Communications:**

Communicating between the team will be straightforward with all the resources we have to communicate on. We have a group message where we can communicate ideas at any moment of the day. We can also communicate through Microsoft Teams if we want to communicate while on a live video. Our group also always shows up to class and is always ready to work on the project during class time. We can easily communicate whatever technical material we have through texting, email or in person communication. We have each other's phone numbers and emails. Every decision someone comes up with will be discussed by everyone on the team. We will have a vote to make sure this decision is best for the team and the Thompson Project. Regarding communication with the client and the professor, we will use email to ask questions. It will be important to make sure we have all the information from the client we need each time he visits as well.

Effective communication is one of the key foundations to team success. If someone is confused, it is important that we can virtually solve issues. By utilizing Microsoft Teams, a team member can present to the rest of the team, and we are able to chat to help find a solution.

**Team Decisions:**

When our team is faced with making decisions, we will go with the majority. This will apply to addressing conflicts too. To build consensus, we will go off the guidelines the professor gives and then use reasoning. Again, the most popular decision is the one we will go with. If we absolutely can’t come to a decision, we will ask for the professor's guidance. By doing so, our professor can give us a different perspective, one that a project sponsor would give.

**Project Repository:**

To maintain documentation, our team will utilize Google Docs for the majority. By using this, members can work together on a document and edit it at the same time. This results in the highest level of team collaboration possible. So far, we have not had any issues, and everyone has had access to the different resources offered in both Google and OneDrive. When we complete work outside of Google Docs, we always upload it for everyone to review prior to submission or presentation.

**Gantt Chart**

The Gantt Chart provides the names of all the tasks/assignments that our team will be completing. Additionally, we have the start and end dates for each task, as well as the duration of each of these tasks. This chart does show some overflow of tasks, so we must work efficiently and effectively to complete each task.

A screenshot of a computer

Description automatically generated with medium confidence

**Inception Phase Prototypes**

The below wire frames are derived from 3 high risk items specified in our risk assessment section. The prototypes focus on an outline rather than the aesthetics, while still providing a visual for the information we plan to have on these 3 specific pages.

**Events/Calendar**

**Calendar

Description automatically generated with low confidence**

**About Us**

**A picture containing calendar

Description automatically generated**

**Home Page**

**Graphical user interface

Description automatically generated with low confidence**