***Project Management Plan***

Project name: SEAS Communications Mail Merge Script

**Project sponsor: UB SEAS**

**Project lead: Andrew Olewnik**

Date: 2/10/2016

## Product Scope Statement

**Scope Statement**

The objective of this project is to develop an application that can merge multiple sources of contact information into a single data source. The project is motivated by a need for the Engineering Communications office to send out various communications to students, faculty, alumni and other institutions throughout the year.

The project will be accomplished through design activities carried out by students from the SEAS CSE. The intended outcome is a desktop application that merges the current known data sources into a single data source.

**Out of Scope (Implied project work that will not be part of the project)**

The application will not automatically find/update missing information for contacts in the data sets.

**Deliverables**

Project deliverables to be generated through the development process include:

* Script capable of merging multiple data sources into a single contact data set
* Documentation to support additional development
* Brief report documenting development process and decisions

## Assumptions + Constraints

**Assumptions**

Application must be stable over an extended period of time.

Application should be maintainable/updateable by other students in future years.

Existing files are expected to be Excel files (or related formats like text, csv, etc).

**Constraints**

Project must be completed in 10 weeks. Projected start date is 2/4/2016.

## Risks

As the project team is comprised of undergraduate students with limited development experience, there is potential that all deliverables will not be met in the 10 week project window.

## Schedule + Milestones

The schedule was derived based upon a Work Breakdown Structure (appendix). The WBS uses a design process perspective to specify work activities.

Project milestones are expected to include:

* Requirements list (inclusive of data sets to be merged) [end of week 1]
* Software platform selection [end of week 1]
* Wireframe/GUI look+feel [end of week 1]
* Block/flow diagram [end of week 2]
* Prototype code (for testing) [end of week 6]
* Final application [end of week 10]

## Acceptance Criteria

Project acceptance will be achieved through the following mechanisms:

* Regular design review meetings between project lead and team to ensure that the requirements are being met and that tasks are on schedule. Updates to the schedule and impact to deliverables will be made at that time.

## Project Meeting + Facilitation Plan [HR Management]

Project team review meetings will occur weekly with project lead for review of progress.

Project team will meet for 30 minutes to 2 hours weekly to make progress. Meeting time is set for Tuesdays at 4PM.

## Communication Management Plan

Project updates to client will be provided semi-regularly through meetings with client. TBD.

Team will use text messaging, Google Drive/Trello for communication purposes.