



MILESTONE

REVISIONS



TABLE OF CONTENTS

Team Introduction	3
Client Introduction	5
Project Purpose	6
Project Request	7
Client Letter of Commitment	10
Team Charter of Agreement	14
Project Timeline	19
Revision History	35

MEET OUR MEMBERS



BRADLEY PIKE

FRONT END DEVELOPER &
CONTACT REPRESENTATIVE

Bradley Pike serves as our main point of contact between the client and our team. He is responsible for coordinating meetings, as well as building a strong client relationship.

Bradley.Pike@lethbridgecollege.ca



ROBEE LOU DIAZ

BACK END DEVELOPER LEAD

Robee Lou Diaz is responsible for the development of our system. He specializes in programming and coding. Robee guarantees our project concept comes to life.

Robee.Lou.Diaz@lethbridgecollege.ca



IRAH LORETO

HARDWARE SPECIALIST

Irah Lorteo specializes in hardware related tasks. He focuses on the technical side of the system ensuring everything runs smoothly.

Irah.Loreto@lethbridgecollege.ca



NATE LAPOINTE

TEAM LEAD

Nate Lapointe guides the team by ensuring that all members are on track with the client's goals. He is also first to resolve any team conflict.

Nathan.Lapointe@lethbridgecollege.ca



WANATDA PHENGPHONEKEO

DOCUMENTATION LEAD

Wanatda Phengphonekeo handles documentation. She is responsible for project reports, project updates, UX design, and documentation between the client.

Wanatda.Phengphonekeo@lethbridgecollege.ca

Stephen Graham is our client.

He is a long time instructor at the Lethbridge College who teaches courses for the Computer Information Technology program.

More specifically, he is in charge of managing the practicum program for his students in the CIT 2271 – Field Work course.

Stephen's Business involves connecting students with employers for co-op work experiences, managing agreement forms, timesheets, and self evaluations.

Our team, Solution Seekers, have been given the opportunity to work closely with Stephen to develop a practicum tracking system tailored to his business needs.



3000 College Dr. S, Lethbridge, AB T1K 1L6

Stephen.Graham@lethbridgecollege.ca

403-320-3200 ext. 5794

PROJECT PURPOSE AND FUNCTIONALITY

The purpose of our system is primarily focused on enhancing the efficiency in practicum management. This includes:

- Developing a user-friendly interface and ensuring seamless integration with the college's existing infrastructure. Meaning we will work with the college to facilitate what we will use.
- Include history storage which can grab information from previous jobs or features, which a database will be made instead of the use of manual sheets or forms.

DEFINING PROJECT BOUNDARIES

Explicitly we will outline the project's scope, detailing the areas we will address - such as system compatibility and user experience design.

Equally important is clarifying what falls outside our scope, like extending beyond the current technological capabilities of the college.

We have been given 2 cores and server memory in terms of what we were given in for use by the college. We will be covering most of the client's needs, which covers the main problem that our client has now.

Unfortunately we cannot cover all the extra features the client will be wanting due to time constraints. However, if necessary, we will go and find a solution to the issues and if time is granted, we will implement any extra features if needed.

PROJECT REQUEST

Understanding Our Client's Needs

Our Project is to ensure that it aligns with the specific needs and expectations of Lethbridge College and our client Stephan Graham. This involves:

- Tracking Practicum Hours for Computer Information Technology Students.
- Taking the tedious manual labor methods our client has been doing until now and making a program solution to make doing the task more time efficient and easy to undertake.
- Agreement Forms: Existing employers may already have signed agreements, but for new employers, securing an agreement signature is necessary.
- Job Posting: Job listings for the practicum positions are manually posted on Canvas by our Client. We need to create a system where Job Postings can be posted on our system for students to view and apply.
- Edit preexisting forms using a database. **NOT Google Forms.**
- Form Storage: Our client would like all forms to be stored digitally, as well as be kept secured.
- Digital Signature.

ADAPTING TO CHANGES

Remain flexible to modify our initial scope based on ongoing discussions with Stephan Graham and the realities of our project's progress. This approach ensures that we deliver a viable solution within the constraints of resources and time.

ADHERENCE TO TIMELINE

We are strictly following the project timeline, ensuring all coding and implementation activities are completed by April 2024, in line with the 'CIT2275-2276 Course Requirements'.

This commitment is crucial to meet the expectations of our client and the academic requirements of our course. We will cover all requirements in each milestone set for each month, including goals and achievements, and start times for working on certain aspects of our project's structure.

Our team's approach, guided by the client's needs and course requirements, is aimed at delivering a practical and efficient solution that enhances the practicum experience at Lethbridge College.

EXPECTED BENEFITS

The goal will be to address these challenges and achieve the following benefits:

- **Efficiency Enhancement:** Digitalization of tasks that will significantly reduce the administrative time spent on manual processes.
- **Data Accessibility:** Real time access to critical data and eliminating delays.
- **Improve User Experience:** Student and employers will benefit from the user friendly digital interface, making the process more intuitive.
- **Documentation:** Digital forms and agreements to reduce complexity.
- **Real Time Monitoring:** The system will provide real time insight into student timesheet progress.
- **Enhanced Reporting:** Automated reporting will save time and ensure accuracy of data.

PRACTICUM MANAGEMENT
& TRACKING

SOLUTION SEEKERS

CLIENT LETTER OF COMMITMENT 2024



TEAM INTRODUCTION

We are Solution Seekers, a dedicated team of five IT professionals located at the Lethbridge College. As a team, we individually have a diverse amount of skills sets ranging from coding, design, hardware, and creativity. By the end of our contract, we guarantee you will have a working product designed for you and your business!

PROJECT TITLE: Practicum Tracking & Management System

TEAM MEMBERS CONTACT

Name: Bradley Pike

Role: Contact Representative

Phone #: (403)-370-0340

Email: bradley.pike@lethbridgecollege.ca

Name: Irah Loreto

Role: Hardware Specialist

Phone #: (403)-942-0890

Email: irah.loreto@lethbridgecollege.ca

Name: Robee Lou Diaz

Role: Programming Specialist

Phone #: (403)-633-2580

Email: robee_lou.diaz@lethbridgecollege.ca

Name: Nate Lapointe

Role: Team Lead

Phone #: (403)-308-2578

Email: nathan.lapointe@lethbridgecollege.ca

Name: Wanatda Phengphonekeo

Role: Documentation Lead

Phone #: (403)-362-0882

Email: wanatda.phengphonekeo@lethbridgecollege.ca

SOLUTION SEEKERS

CLIENT LETTER OF COMMITMENT 2024

Solution Seekers is committed to developing a web service and database solution for Stephen Graham's business problem. During our discussion, we are obligated to building you a new system to help with your practicum management.

IMPLEMENTATION FEATURES

- Progressive Web Application: Ensure all devices are scaled for seamless viewing and accessibility.
- Better Student-Employer Interactions: Features like applying/uploading job postings, timesheet tracker, and form submission.
- Secure Management of: Passwords, storage of forms, and an e-signature feature.
- Administrative Control: Admin can modify existing forms, time sheets, and job postings efficiently.
- Dashboard Access: Students, employers, and admin will have separate dashboards will their own set of features.
- In-House Hosting: We are working to have the system be hosted through Lethbridge College servers.
- Alert System: An email alert system to notify our client about student timesheet updates. Our client will have the flexibility to customize the alert schedule, as well as send personalized emails.
- Canvas: Integrating the system directly into Canvas Modules for easier access, and exporting results and importing them into Canvas grade book.
- Online Exit Interview: Integrating a feature where our client can perform the exit interview online. This will be in the form of a database, and not a Google form. Our client would also like the ability to modify the exit interview questions.

SOLUTION SEEKERS

CLIENT LETTER OF COMMITMENT 2024

IMPLEMENTATION FEATURES

- **Year Selection:** The ability to search up previous practicum years.
- **Reuse Previous Job Postings:** Employers can reuse their previous job postings and update the job description.
- **Profile Picture:** Users will have the ability to upload a profile picture to their account.
- **Notify Uncompleted:** A feature added for our client to send students a reminder to update their timesheets.
- **Bulk Approval:** An “approve/select all” function that allows employers to approve multiple timesheet entries.
- **Individual Approval:** Employers can individually approve timesheet hours.
- **Form Tracking:** Admin can track the amount of students that have filled out their forms. For instance, 30/60 students have filled out their FOIP form.
- **Import Data:** Importing the data of previous practicum entries into the new system. This will be important for the Year Selection feature.
- **Reporting System:** A generalized report from the online exit interview to help gain insight into the practicum for student experience.
- **Duplicate Resumes:** Prevent students from uploading the same resume to multiple job postings.
- **Enable/Disable Employers:** Admin has the ability to enable/disable employers without the need for account deletion.

If there are any questions please feel free to reach out to Bradley, our main point of contact for this project at:

Bradley.Pike@lethbridgecollege.ca

SOLUTION SEEKERS

CLIENT LETTER OF COMMITMENT 2024

PROJECT TIMELINE

During the remainder of this project we have been completing Milestones to help track our progression. Listed below are the few Milestones we have left to complete the tasks for this project:

Milestone 6 Approximate Due Date: January 29, 2024

Milestone 7 Approximate Due Date: February 12, 2024

Milestone 8 Approximate Due Date: March 18, 2024

Milestone 9 Approximate Due Date: March 25, 2024

Milestone 10 Approximate Due Date: April 8, 2024

Moving forward our team will schedule meetings at your convenience to provide progress updates, discuss important design decisions, as well as requests for additional information and materials. These set meeting dates are to help ensure our team meets the College's requirements, and most importantly, your business needs.

Kindly sign and return the attached document.

Feel free to reach out if you need anything else!

Regards,

Wanatda Phengphonekeo
Documentation Lead

X 
Stephen Graham
Client

X BP
Bradley Pike
Contact Representative Lead

X Wanatda
Wanatda Phengphonekeo
Documentation Lead

X RD
Robee Lou Diaz
Programming Specialist

X NL
Nate Lapointe
Team Lead

X JL
Irah Loreto
Hardware Specialist

TEAM CHARTER OF AGREEMENT

MISSION STATEMENT

We, the members of the Solution Seekers team, are committed to working collaboratively with Professor Mr. Stephan Graham to develop a cutting-edge Database Management System (DBMS), a mobile application, and a website for the CIT Practicum Program. Our mission is to deliver the highest quality products within the designated contract period, contributing to the success and efficiency of the program.

ASSIGNED ROLES AND RESPONSIBILITIES

01

Contact Representative Lead: **Bradley Pike**

- Responsible for overall project coordination, task delegation, and timeline management.

02

Programming Specialist: **Robee Lou Diaz**

- Responsible for the development of our system. Specializes in programming and coding.

03

Hardware Specialist: **Irah Loreto**

- Specializes in hardware related tasks. Focuses on the technical side of the system, ensuring everything runs smoothly.

04

Team Lead: **Nate Lapointe**

- Responsible for guiding the team by ensuring that all members are on track with the client's goals. First to resolve any team conflict.

05

Documentation Lead: **Wanatda Phengphonekeo**

- Responsible for project reports, project updates, UX design, as well as the documentation between the client.

****All team members are expected to share responsibilities. Each member is expected to delegate tasks within their specialty.**



COMMUNICATION/ATTENDANCE

We will maintain transparent and regular communication through team meetings, emails, and collaboration tools. Meetings will be held every week to discuss progress, address challenges, and make decisions collectively. If members cannot attend meetings or class times, it is required that we notify each other in the Discord channel at least 1 hour before meeting up.

DECISION-MAKING

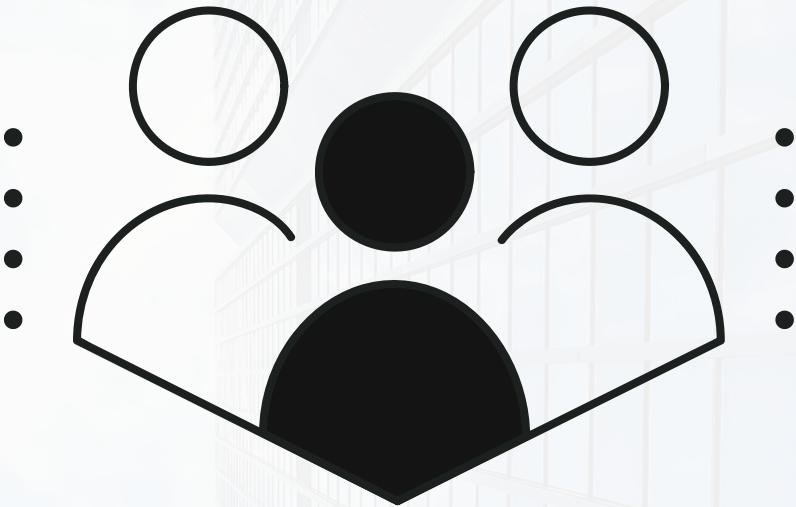
Decisions will be made through consensus whenever possible. In cases where consensus is not reached, the Team Lead will have the final decision-making authority, considering the input and feedback of all team members.

CONFLICT RESOLUTION

Any conflicts or disagreements will be addressed promptly and professionally. Team members are encouraged to express concerns openly, while also working together to find solutions. If the conflict reaches into lack of work completion or follow up, we are to notify Tim and move on from there.

DIVERSITY AND INCLUSION

We are committed to diversity and inclusion, respecting the unique backgrounds, perspectives, and contributions of every team member.



GROUP WORK DISTRIBUTION

The Documentation Lead will assign each member with a deliverable from each Milestone. If members do not like their task, they are more than welcome to trade with other members.

ATTENDANCE (PRESENTATION DAY)

All members are expected to be present during presentation day. However, if an emergency comes up, the member must explain their reasoning in the Discord channel at least a day or hour before the presentation.

ATTENDANCE CONSEQUENCES

If a team member misses a total of 2+ group/client meetings or presentation days without any verbal communication beforehand, they will get an immediate warning from the entire group.

If the group member continues to miss out on meetings and presentation days without verbal notice, they will be kicked from the group.

FINAL REPOSITORY

All documents/files of group work completion will be stored through our shared GIT repository as well as the Discord channel.

All members can access the files after completion of the course.

All team members will talk to each other to decide if we can use each other's work after completion of the course.

SIGNATURE AND AGREEMENT



We, the undersigned, commit to upholding the principles and responsibilities outlined in this Solution Seekers Team Charter.

We pledge our full dedication to the successful completion of our project.

SIGNATURES

Bradley Pike
Project Manager


Friday, September 22, 2023

Irah Loreto
Database Specialist


Friday, September 22, 2023

Robee Lou Diaz
Programming Specialist


Friday, September 22, 2023

Nathan Lapointe
Team Lead


Friday, September 22, 2023

Wanatda Phengphonekeo
Documentation Lead


Friday, September 22, 2023

PROJECT TASK OUTLINE

To help us effectively manage the project we have created a detailed timeline.

This timeline will allow us to track our progress, goals, and expectations.

In total there are 10 Milestones each, all of which have their own set of deliverables.

We have carefully gone through each Milestone and assigned tasks to all members.

Each deliverable includes estimated dates and times for each member to have their portion completed.

The timeline will be visually represented through Microsoft Projects and point form bullets.



Milestone #1

Client, Project, and Team Selection

Milestone #2

Project Scope & Definition

Milestone #3

Process Modelling

Milestone #4

Data Modelling

Milestone #5

Feasibility & Recommendation

Milestone #6

Data Design

Milestone #7

Technical Design

Milestone #8

Coding & Testing

Milestone #9

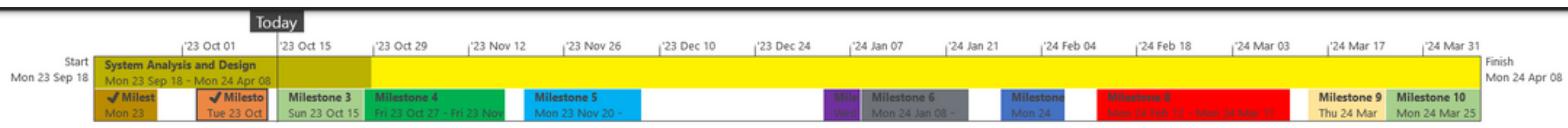
Training Plan & Materials

Milestone #10

Implementation & Training

TIMELINE OVERVIEW

Below is a visual GANTT Chart from Milestones 1-10. As we continue on, this document will provide a more in depth understanding of all the deliverables, timeframes, client/team meetings, as well as each members responsibility.

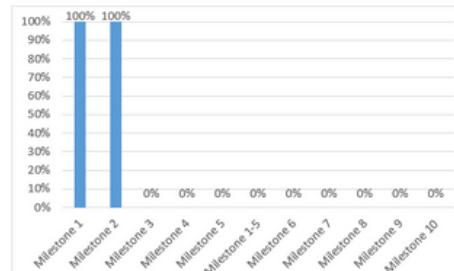


PROJECT OVERVIEW

MON 23-09-18 - MON 24-04-08

% COMPLETE
20%

% COMPLETE
Status for all top-level tasks. To see the status for subtasks, click on the chart and update the outline level in the Field List.



MILESTONES DUE
Milestones that are coming soon.

Name

Finish

LATE TASKS
Tasks that are past due.

Name	Start	Finish	Duration	% Complete	Resource Names

MILESTONE 1

SEPTEMBER 18, 2023 - SEPTEMBER 27, 2023

Milestone 1 deliverables have already been completed.

Here you will find all the tasks associated with Milestone 1, including estimated dates in which team members had to complete their task, as well all client/team meetings.

DATES FOR MEETINGS

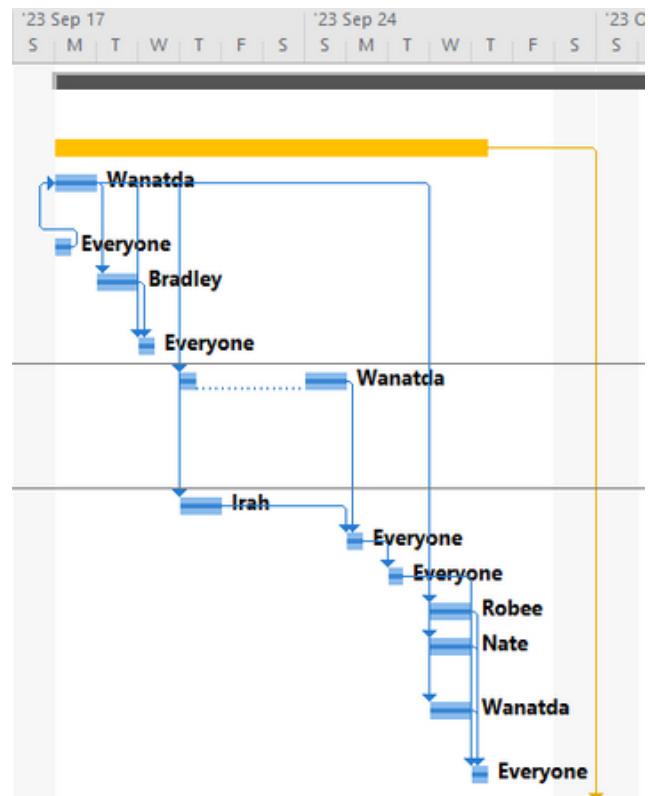
09/18/13 : Team Meeting [2 Hours]

09/20/23 : Team Review [2 Hours]

09/25/23 : Team Meeting [2 Hours]

09/27/23 : Client Meeting [1 Hour]

09/28/23 : Team Review [2 Hours]



▪ Milestone 1	10.25 days	Mon 23-09-18	Thu 23-09-28		Everyone
Assigning Deliverables	1 day	Mon 23-09-18	Mon 23-09-18	9	Wanatda
Team Meeting	2 hrs	Mon 23-09-18	Mon 23-09-18		Everyone
Team Statement of	2 days	Tue 23-09-19	Wed 23-09-20	2	Bradley
Team Review	2 hrs	Wed 23-09-20	Wed 23-09-20	2,3	Everyone
Team Name, Logo, Project Breakdown, Contact	3 days	Thu 23-09-21	Sun 23-09-24	2	Wanatda
Team Slogan	2 days	Thu 23-09-21	Fri 23-09-22	2	Irah
Team Meeting	2 hrs	Mon 23-09-25	Mon 23-09-25	4,5	Everyone
Client Meeting	1 hr	Tue 23-09-26	Tue 23-09-26	11	Everyone
Client Introduc	2 days	Wed 23-09-27	Thu 23-09-28	2,12	Robee
Project Introduction	2 days	Wed 23-09-27	Thu 23-09-28	12	Nate
Professional Working	2 days	Wed 23-09-27	Thu 23-09-28	2	Wanatda
Team Review	2 hrs	Thu 23-09-28	Thu 23-09-28	6,7,8,12	Everyone

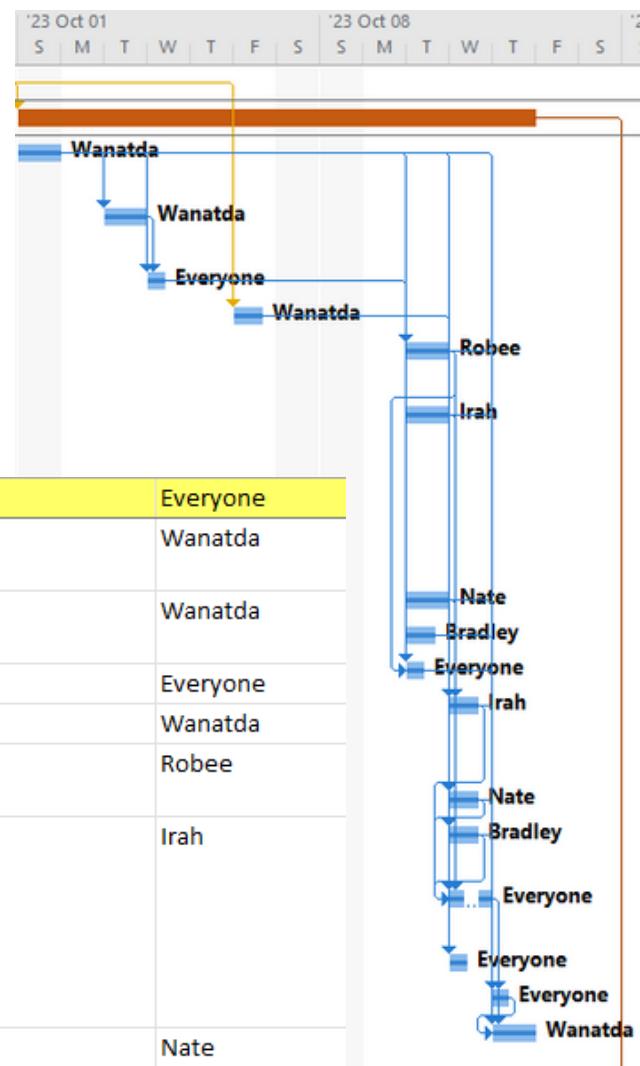
MILESTONE 2

OCTOBER 3, 2023 - OCTOBER 13, 2023

Milestone 2 deliverables have already been completed.

Here you will find all the tasks associated with Milestone 2, including estimated dates in which team members had to complete their task, as well as client/team meetings.

Milestone 2	9 days	Sun 23-10-01	Thu 23-10-12	1	Everyone
Preparing the Timeline	2 days	Sun 23-10-01	Mon 23-10-02	13	Wanatda
Assigning Deliverables	2 days	Tue 23-10-03	Wed 23-10-04	13,17	Wanatda
Team Meeting	2 hrs	Wed 23-10-04	Wed 23-10-04	15,17	Everyone
Lessons Learned	1 day	Fri 23-10-06	Fri 23-10-06	1	Wanatda
Developing the Timeline	2 days	Tue 23-10-10	Wed 23-10-11	17	Robee
Creating List and Table of Business, User, Functional, Non-Functional System	2 days	Tue 23-10-10	Wed 23-10-11	12	Irah
System User Ro	2 days	Tue 23-10-10	Wed 23-10-11	12	Nate
Physical Layout	1 day	Tue 23-10-10	Tue 23-10-10	12	Bradley
Client Meeting	2 hrs	Tue 23-10-10	Tue 23-10-10	26,18	Everyone
Describing the Problems and Opportunities	1 day	Wed 23-10-11	Wed 23-10-11	16,18,19,27	Irah
Scope Documer	1 day	Wed 23-10-11	Wed 23-10-11	27	Nate
Business System and	1 day	Wed 23-10-11	Wed 23-10-11	27	Bradley
Update Lessons Learned	1 day	Wed 23-10-11	Wed 23-10-11	17,18,19,20,21,22,23,24,27	Everyone
Team Meeting	2 hrs	Wed 23-10-11	Wed 23-10-11	27	Everyone
Team Review	1 hr	Thu 23-10-12	Thu 23-10-12	17,18,19,20,21,22,23,24,25,27	Everyone



DATES FOR MEETINGS

10/04/23 : Team Meeting [2 Hours]

10/10/23 : Client Meeting [2 Hours]

10/11/23 : Team Meeting [2 Hours]

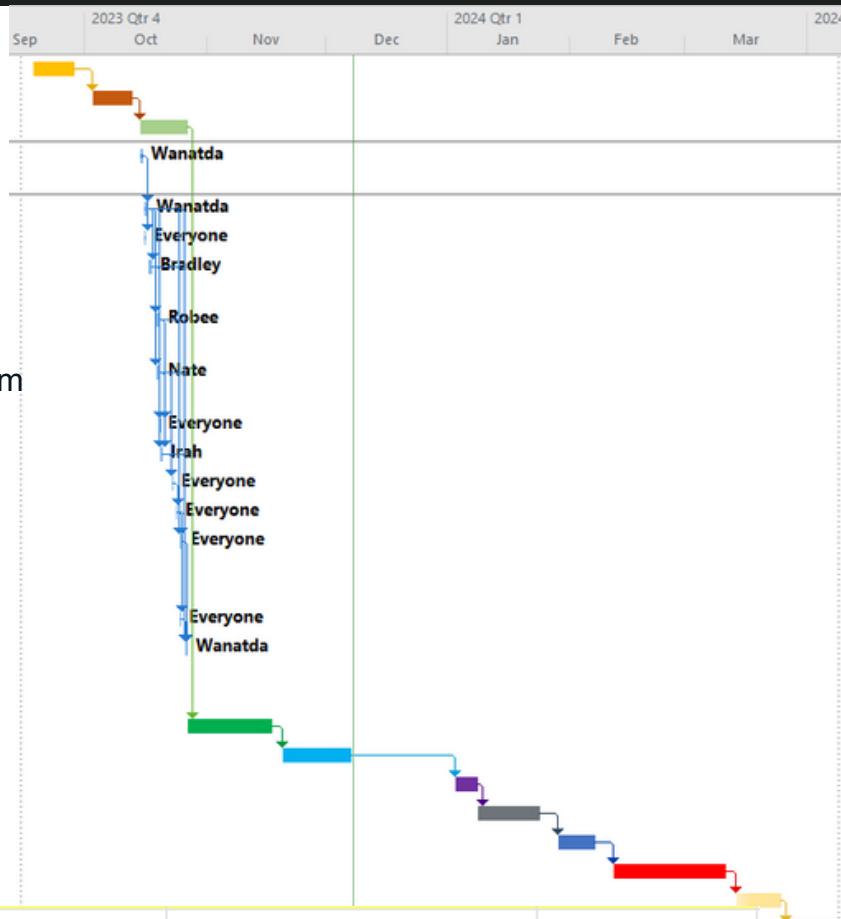
10/12/23 : Team Review [1 Hour]

MILESTONE 3

OCTOBER 15, 2023 - OCTOBER 27, 2023

Milestone 3 deliverables have already been completed.

Here you will find all the tasks associated with Milestone 2, including estimated dates in which team members had to complete their task, as well as client/team meetings.



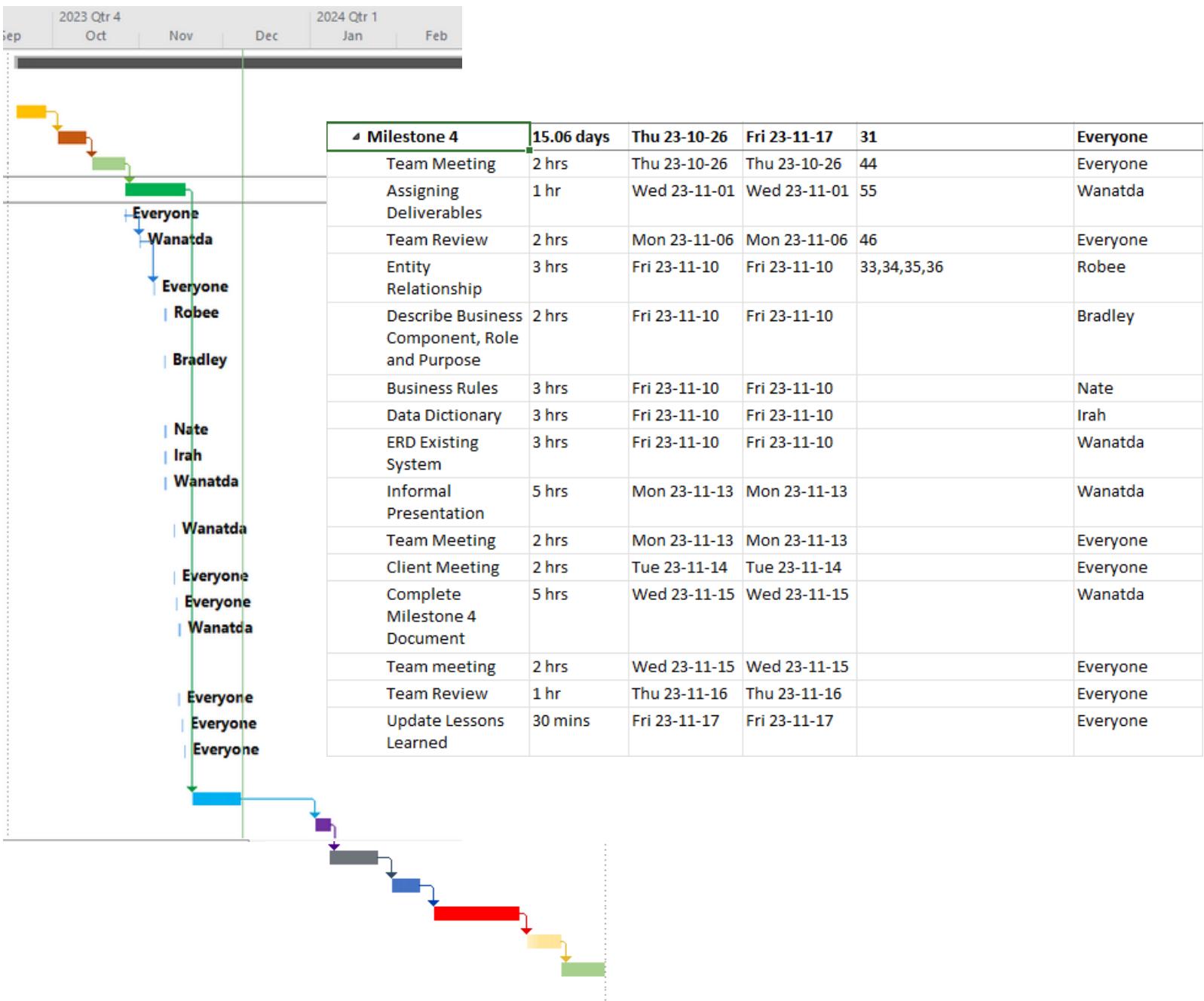
Milestone 3	11 days	Sun 23-10-15	Thu 23-10-26	14	Everyone
Assign Deliverables	1 day	Sun 23-10-15	Sun 23-10-15	29	Wanatda
Create Use Cases	2 days	Mon 23-10-16	Tue 23-10-17	32	Wanatda
Team Meeting	2 hrs	Mon 23-10-16	Mon 23-10-16	32	Everyone
Create Use Case Diagram and Table	2 days	Tue 23-10-17	Wed 23-10-18	33	Bradley
Logical Data Flow Diagram	2 days	Thu 23-10-19	Fri 23-10-20	27,33	Robee
Create Sequence Diagram	2 days	Thu 23-10-19	Fri 23-10-20	33	Nate
Team Review	2 hrs	Fri 23-10-20	Fri 23-10-20	33,34,35	Everyone
Presentation	1 day	Fri 23-10-20	Fri 23-10-20	33,34,35,36	Irah
Team Review	2 hrs	Mon 23-10-23	Mon 23-10-23	36,37	Everyone
Client Meeting	2 hrs	Tue 23-10-24	Tue 23-10-24	41	Everyone
Update Lessons Learned Document	1 day	Wed 23-10-25	Wed 23-10-25	33,34,35,36,37,42	Everyone
Team Meeting	2 hrs	Wed 23-10-25	Wed 23-10-25	42	Everyone
Complete Milestone 3 Document	1 day	Thu 23-10-26	Thu 23-10-26	33,34,35,36,37,38,42,43	Wanatda

MILESTONE 4

OCTOBER 27, 2023 - NOVEMBER 17, 2023

Milestone 4 deliverables have already been completed.

Here you will find all the tasks associated with Milestone 4, including estimated dates in which team members had to complete their task, as well as client/team meetings.

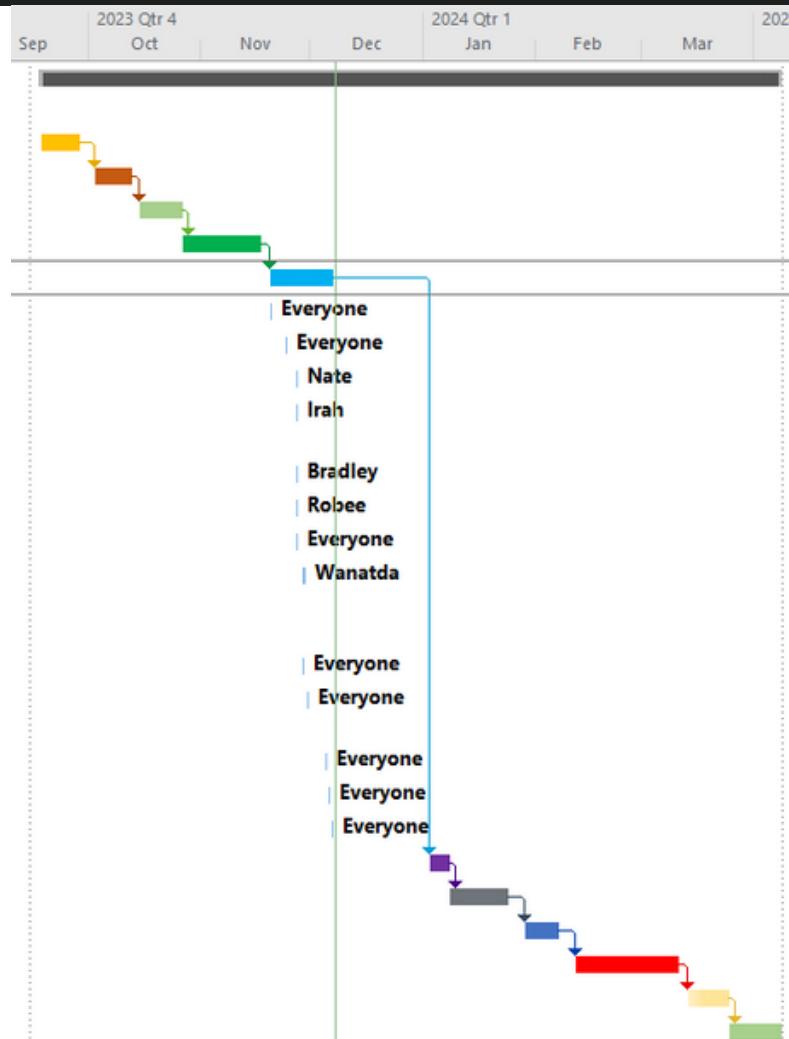


MILESTONE 5

NOVEMBER 20, 2023 - DECEMBER 07, 2023

Milestone 5 deliverables have already been completed.

Here you will find all the tasks associated with Milestone 5, including estimated dates in which team members had to complete their task, as well as client/team meetings.



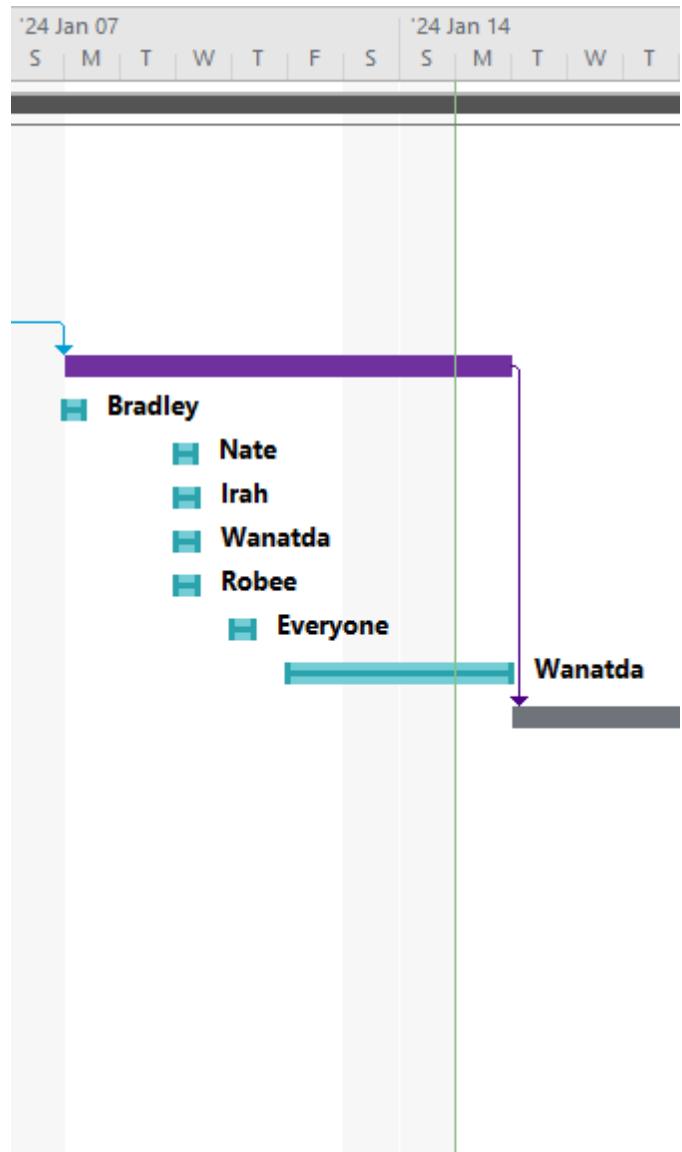
Milestone 5	13.13 days	Mon 23-11-20	Thu 23-12-07	45	Everyone
Team Meeting	2 hrs	Mon 23-11-20	Mon 23-11-20		Everyone
Team Review	2 hrs	Fri 23-11-24	Fri 23-11-24		Everyone
Feasibility Analysis	3 hrs	Mon 23-11-27	Mon 23-11-27		Nate
Summary & Recommendations	3 hrs	Mon 23-11-27	Mon 23-11-27		Irah
Budget	3 hrs	Mon 23-11-27	Mon 23-11-27		Bradley
Timeline	3 hrs	Mon 23-11-27	Mon 23-11-27		Robee
Team Meeting	2 hrs	Mon 23-11-27	Mon 23-11-27		Everyone
Complete Milestone 5 Document	5 hrs	Wed 23-11-29	Wed 23-11-29		Wanatda
Team Review	2 hrs	Wed 23-11-29	Wed 23-11-29		Everyone
Update Lessons Learned	30 mins	Thu 23-11-30	Thu 23-11-30		Everyone
Client Meeting	2 hrs	Tue 23-12-05	Tue 23-12-05		Everyone
Team Meeting	2 hrs	Wed 23-12-06	Wed 23-12-06		Everyone
Team Review	1 hr	Thu 23-12-07	Thu 23-12-07		Everyone

MILESTONE 1-5

JANUARY 03, 2024 - JANUARY 15, 2024

Milestone 1-5 deliverables have already been updated.

Here you will find most of the information from Milestone 1-5 revised with a better page design, and updated information regarding the project scope, team letter, and contact information of teammates.



Milestone 1-5	6 days	Mon 24-01-08	Mon 24-01-15	61	Everyone
Team Membership	1 hr	Mon 24-01-08	Mon 24-01-08		Bradley
Client Information	1 hr	Wed 24-01-10	Wed 24-01-10		Nate
Project Scope Definition	2 hrs	Wed 24-01-10	Wed 24-01-10		Irah
Commitment to the Project	2 hrs	Wed 24-01-10	Wed 24-01-10		Wanatda
Project Timeline	2 hrs	Wed 24-01-10	Wed 24-01-10		Robee
Team meeting	2 hrs	Thu 24-01-11	Thu 24-01-11		Everyone
Complete Milestone 1-5 Document	16 hrs	Fri 24-01-12	Mon 24-01-15		Wanatda

MILESTONE 6

JANUARY 15, 2024 - JANUARY 29, 2024

TEAM MEETING

01/08/24
2 Hours
All Members

CLIENT MEETING

01/09/24
1 Hour
All Members

ERD (OR CLASS DIAGRAM)

01/15/24
5 Hours
Robee

Create an ERD or a class diagram of the system and identify key attributes and primary relations. This should be aligned with previous ERD's.

DATA DICTIONARY

1/16/24
3 Hours
Wanatda

Ensure the data dictionary aligns with the ERD (or class diagram) that Robee has created

DATA BACKUP

01/15/24
3 Hours
Bradley

Consider backup options. How often should backup be done? Daily? Weekly? Who is trained for the procedure? What information needs to be backed up? Costs? Additional recovery plans.

DATA ARCHIVING

01/15/24
3 Hours
Irah & Nate

Answer the following questions: Is archiving important for our project? Explain the reasoning. How far back should information be maintained? Storage Location? Consider the features our client wants and how it should be addressed to archiving.

MILESTONE 7

JANUARY 29, 2024 - FEBRUARY 12, 2024

TEAM MEETING

01/29/24
2 Hours
All Members

CLIENT MEETING

01/30/24
1 Hour
All Members

USER INTERFACE DESIGN

02/05/24
6 Hours
Bradley

Showcasing the User Interface Design from Figma and importing that information to wherever necessary.

PROCESS DESIGN

02/05/24
6 Hours
Robee

Process Design: Physical Data Flow Diagram.

- Identify and document all parts of the system, such as machines (computers, servers) and their roles.
- Record where the system stores its data.
- Outline the steps or actions the system takes to perform tasks.
- Define where human interactions with the system happen.

PROCESS DESIGN

02/05/24
6 Hours
Wanatda

Process Design: Program Structure.

- Create structured charts describing the system. Include a modular, top-down design. Ensure all diagrams are properly formatted and descriptive.

PHYSICAL ARCHITECTURE

02/05/24
3 Hours
Nate & Irah

Physical Architecture.

- Identify the hardware and software of the new system.
- Manual vs automated.
- Include supporting software that is used.
- Logical diagram of the architecture is useful*

MILESTONE 7

JANUARY 29, 2024 - FEBRUARY 12, 2024

LESSONS LEARNED

02/05/24
30 Minutes
All Members

Everyone must update their lessons learned.

PRESENTATION

02/09/24

All slides will have the milestone 7 deliverables. Graphs, clip art, bullet points. Slides will be easy to follow for the audience.

TEAM REVIEW

02/05/24
1 Hour
All Members

TEAM REVIEW

02/07/24
2 Hours
All Members



MILESTONE 8

FEBRUARY 12, 2024 - MARCH 11, 2024

TEAM MEETING	02/12/24 2 Hours All Members
CLIENT MEETING	01/30/24 1 Hour All Members
CODING	02/19/24 - 03/03/24 Menu Page > Screen Format/Buttons > Formatted Output. Layout Student/Admin Page. E-Signature Feature. Robee
CODING	02/19/24 - 03/03/24 ABOUT Screen > Screen Format/Buttons. Layout of the Sign in Page and Employer Page. Wanatda
DATABASE & REPORT	02/19/24 - 03/03/24 Addition of preexisting forms and information from Stephen. Bradley
DATABASE & REPORT	02/19/24 - 03/03/24 Modifying the preexisting forms. CRUD method. Irah

MILESTONE 8

FEBRUARY 12, 2024 - MARCH 11, 2024

CLIENT MEETING

02/21/24
1 Hour
All Members

TESTING

02/23/24
Robee Provide proof of testing (sample material), test the software on our client's computer.

TEAM REVIEW

02/26/24
2 Hours
All Members

TESTING

03/04/24 -
03/05/25 All Members
Pairing up with another team to complete a final test on our software.

LESSONS LEARNED

03/02/24
30 Minutes
All Members
Everyone must update their lessons learned.

CLIENT MEETING

03/04/24
1 Hour
All Members

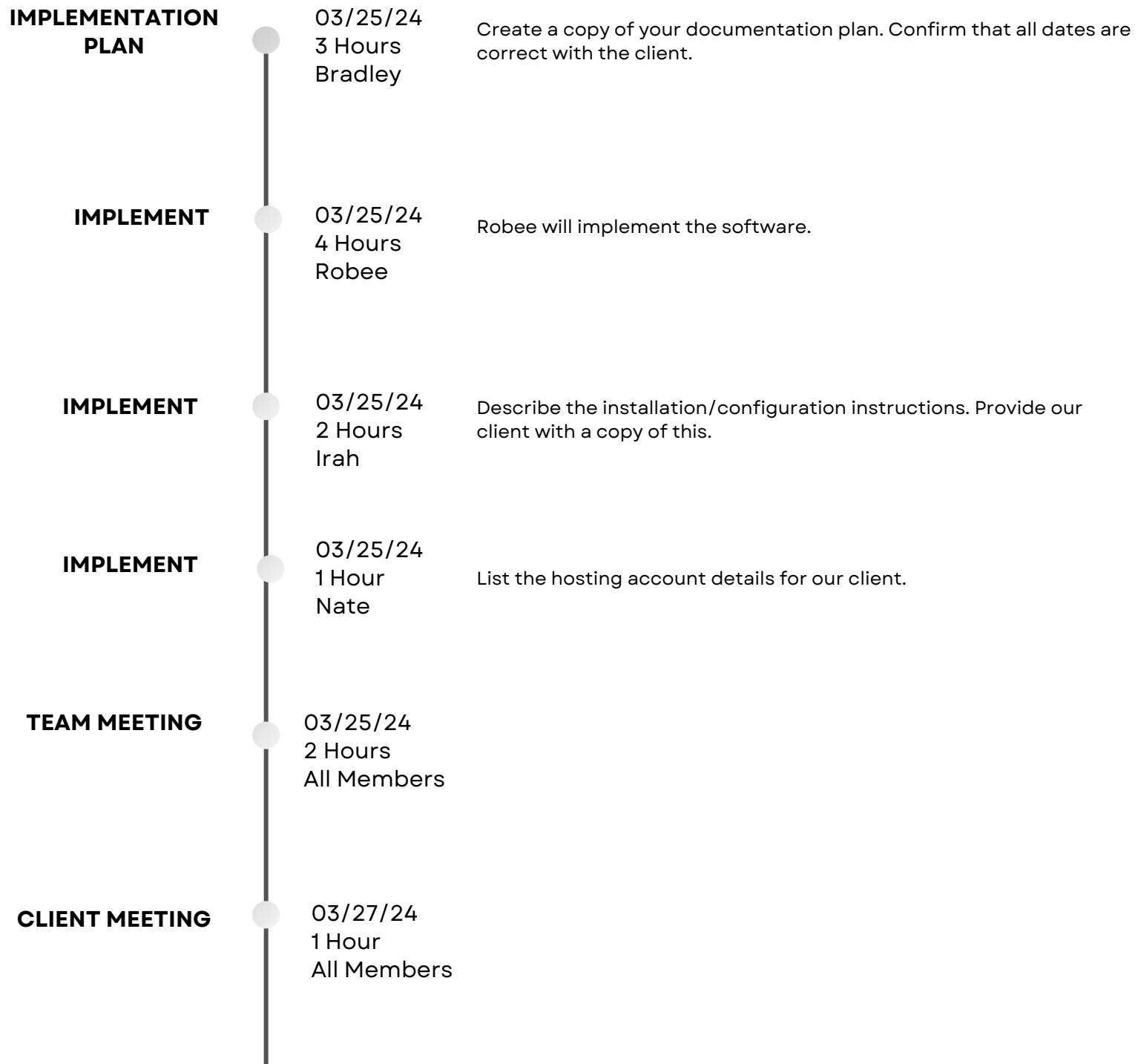
MILESTONE 9

MARCH 14, 2024 - MARCH 25, 2024

TRAINING PLAN	03/14/24 3 Hours Irah	Document stating the training required for the client. Determine the best method to train, schedule for training, and any issues that may arise during the training sessions, etc.
TRAINING MATERIAL	03/14/24 4 Hours Wanatda	Build a binder for the client with a table of contents labelling instructions and documentation standards. Include training modules.
TEAM MEETING	03/18/24 2 Hours All Members	
TRAINING ANOTHER TEAM	03/19/24 2 Hours Bradley & Robee	Self Explanatory. Pair up with another team to review our training methods, prepare feedback forms.
TRAINING ANOTHER TEAM	03/19/24 2 Hours Nate	1-2 Page Paper highlighting our team's thoughts and any feedback that may have been given to us during the training.
LESSONS LEARNED	03/19/24 30 Minutes All Members	Everyone must update their lessons learned.

MILESTONE 10

MARCH 25, 2024 - APRIL 08, 2024



MILESTONE 10

MARCH 25, 2024 - APRIL 08, 2024

TRAINING

	03/29/24 30 Minutes Bradley & Robee	Train the client on the software.
TRAINING	03/29/24 3 Hours Wanatda	Write a 1-2 page paper discussing how the training went. Explain the process that was followed.
LESSONS LEARNED	03/29/24 30 Minutes All Members	Everyone must update their lessons learned.
PRESENTATION	03/31/24 - 04/02/24 Wanatda	Create the presentation of all the deliverables.
TEAM MEETING	04/04/24 2 Hours All Members	
TEAM REVIEW	04/07/24 2 Hours All Members	

REVISION HISTORY

Revision Description	Page	Date	Made By
Updated Milestone #1 Team Introduction Page. Included email and changed the page design.	Milestone 1, PG 3	Jan 15, 2024	Bradley, Wanatda
Updated Milestone #1 Client Introduction Page. Changed description and page design.	Milestone 1, PG 5	Jan 11, 2024	Nate, Wanatda
Updated Milestone #1 Project Purpose and Scope Definition	Milestone 1, PG 6-8	Jan 12, 2024	Irah
Updated Milestone #1 Client & Team Letter Page Design and shortened the Client Letter and increased the Team Letter Information.	Milestone 1, PG 9-16	Jan 15, 2024	Wanatda
Updated Milestone #2 Project Timeline with better description of Deliverable roles	Milestone 2, PG 9	Jan 15, 2024	Robee