Creating Project Documentation Plan with Metrics

Brandon Lau

UCR Extension: Technical Communication – Managing Content Projects (MGT X424.1)

1. PLAN
   1. Background
      1. The project requires two teams, who will be working to improve the user interface of the Blue Cross and Blue Shield of Louisiana iOS mobile application. The user interface will now show an interactive map that BCBSLA members can now use to see open COVID-19 testing sites in different parts of Louisiana and also receive updates as to which testing sites will accept BCBSLA members. This is to encourage members to get tested for COVID-19 so that as a community, people can work together to slow down the spread of the coronavirus. The app must include a tutorial of how to use the interactive map as well as finding available testing sites.
   2. Objectives
      1. Project must be finished by August 31, 2020
      2. The project team will develop new skills in the area of UX design as well as documentation and ArcGIS configurations for the mobile map
   3. Deliverables
      1. Update to current BCBSLA mobile app
      2. Tutorial for using updated map
      3. Accurate locations for open COVID-19 testing sites on mobile map
   4. Assumptions
      1. Project team members will have all the resources available to them to make this project a success
      2. Other material and resource costs will stay constant throughout the project
2. Prerequisites
   * 1. Project briefing to discuss tasks required of each member working on the project
     2. Final approval of project by Project Manager
     3. Brainstorming session and delegation of duties for each team member
   1. Risks
      1. Project revision: change in purpose of certain features in BCBSLA mobile app
         1. IMPACT: Redoing work on ArcGIS map configurations and design, rewriting policies and tutorial for updated features on app.
3. METRICS
   1. Budget

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Start** | **End** | **Budget** |
| ArcGis Update for COVID-19 Testing Map | June 10 | September 31 | $160,000 |
| Update iOS User Interface | July 1 | November 31 | $70,000 |
| Building Interactive App Tutorial | April 4 | April 30 | $40,000 |
| **Total** | | | $270,000 |

Measure each portion of the budget. Adjust if needed based on usage.

1. Project Plan Schedule

|  |  |  |
| --- | --- | --- |
| **Task** | **Start** | **End** |
| ArcGis Update for COVID-19 Testing Map | June 10 | September 31 |
| Update iOS User Interface | July 1 | November 31 |
| Building Interactive App Tutorial | April 4 | April 30 |

List task start and deadline dates on schedule. Determined by Project Management, and as a result can fluctuate depending on finances, productivity, and direction of project.

* 1. Quality Control
     1. Final approval of the project must undergo supervision from the head project manager and therefore must be evaluated by the head of the project. Satisfaction means that the project can move on from the planning phase to the next one: construction.
        1. Review objectives. Make sure that goals are set in order to meet deadline tasks as well as project familiarity.
        2. Review deliverables. Make sure that every team member is aware of their own individual roles for the project
        3. Plan back-up plans in case the project is not going smoothly. Always have contacts to contract SWEs in case parts of the project do not go as planned.