Blue Cross and Blue Shield of Louisiana Project Documentation Plan

Creating Project Documentation Plan with Metrics

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Blue Cross and Blue Shield of Louisiana Project Documentation Plan

I. PLAN

    a. Background

        i. 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.

    b. Objectives

        i. Project must be finished by August 31, 2020

        ii. The project team will develop new skills in the area of UX design as well as documentation and ArcGIS configurations for the mobile map

    c. Deliverables

        i. Update to current BCBSLA mobile app

        ii. Tutorial for using updated map

        iii. Accurate locations for open COVID-19 testing sites on mobile map

    d. Assumptions

        i. Project team members will have all the resources available to them to make this project a success

        ii. Other material and resource costs will stay constant throughout the project

    a. Prerequisites

      iii.   Project briefing to discuss tasks required of each member working on the project

      iv.   Final approval of project by Project Manager

      v.   Brainstorming session and delegation of duties for each team member

e. Risks

      i.   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.

II. METRICS

a. 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.

b. 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.

b. Quality Control

    i. 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.