ABC Web Design

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Project Kick-off : XYZ Company Website
Preparer: Czara Reynolds

Agenda

- ❖ Introductions
- ❖ Project Background
- ❖ Project Goals & Objectives
- ❖ Project Success Criteria
- ❖ Project Scope & Schedule
- ❖ Project Reporting
- ❖ Collaboration Tools & Processes
- ❖ Next Steps
- ❖ Questions

ABC Web Design - Project Team

Cindy Lewis
Consulting Analyst

Jason Morris
Senior Developer

Helen Peters
Web Designer

Scott Fassett
Senior Web Developer

XYZ Company Stakeholders

Roger Wilson

CFO for XYZ Company

Tom Kane

Facilities Manager for XYZ Company

Lisa Sellers

Executive Oversight Committee Chairman

Edward Speck

Product Manager

XYZ Company Stakeholders
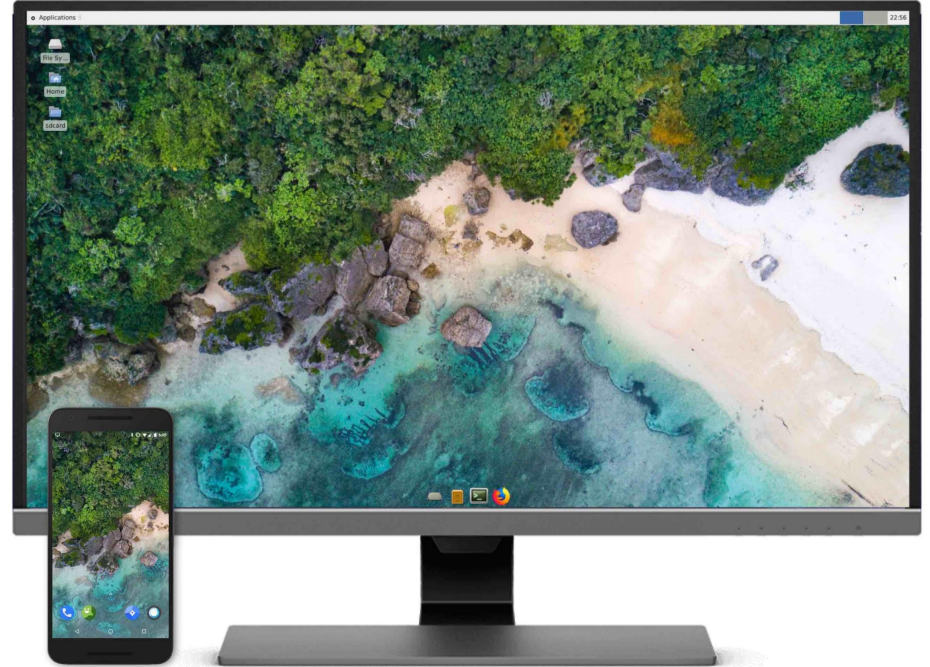
James Pulliam

Professional
Services Manager

Carol Donners

Warehouse Manager

Project Background

XYZ Company is requesting ABC Web Designs to develop a professional website to support a growing customer base and increase ease of use.

Project Goals & Objectives

❖ ABC Web Design will launch a website for XYZ Company that will be operational 24 hours a day, 6 days a week, Monday - Saturday, and for 20 hours a day on Sunday with scheduled maintenance from 8:00 pm to 11:59 pm

❖ The website shall be compliant with city, state and federal guidelines for international web operations.

❖ ABC Web Designs will ensure that the web application is available in multiple languages.

❖ All of these items will be completed within the allotted 6 months.

Success Criteria

❖ The project is complete within the allotted 6 months
❖ The project meets quality targets for the user inquiries, sales orders, and transactions.
❖ The project meets quality targets for internal moves to product menus and inventory.
❖ The project stage gates receive approval from the Project Sponsor.

Key Performance Indicators

The website should do the following:

- ❖ Provide access to the XYZ sales system
- ❖ Ensure all displayed sales information is consistent
- ❖ Provide a screen for entering customer contacts
- ❖ Allow customers to open trouble tickets
- ❖ Send notification to account executives when a customer opens a trouble ticket
- ❖ Provide a screen to view historical trouble tickets for a customer
- ❖ Provide a optional survey when a customer cancels their account
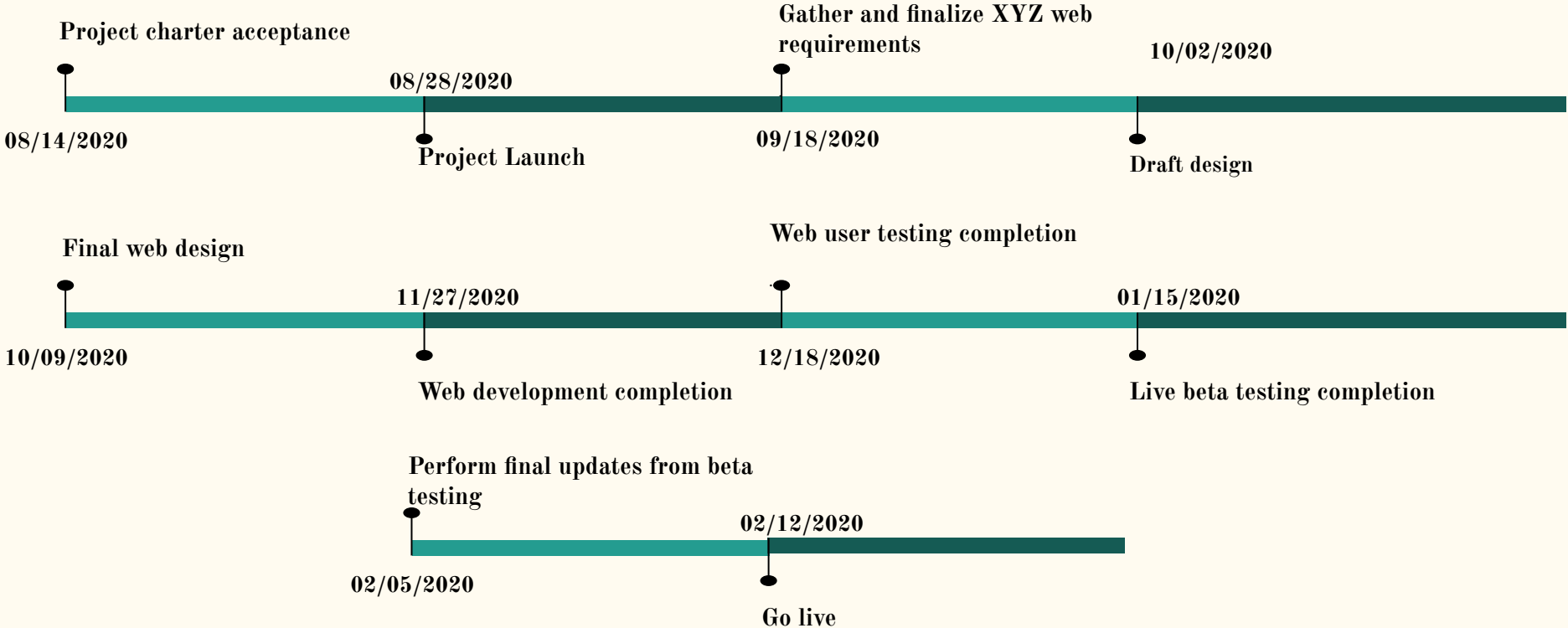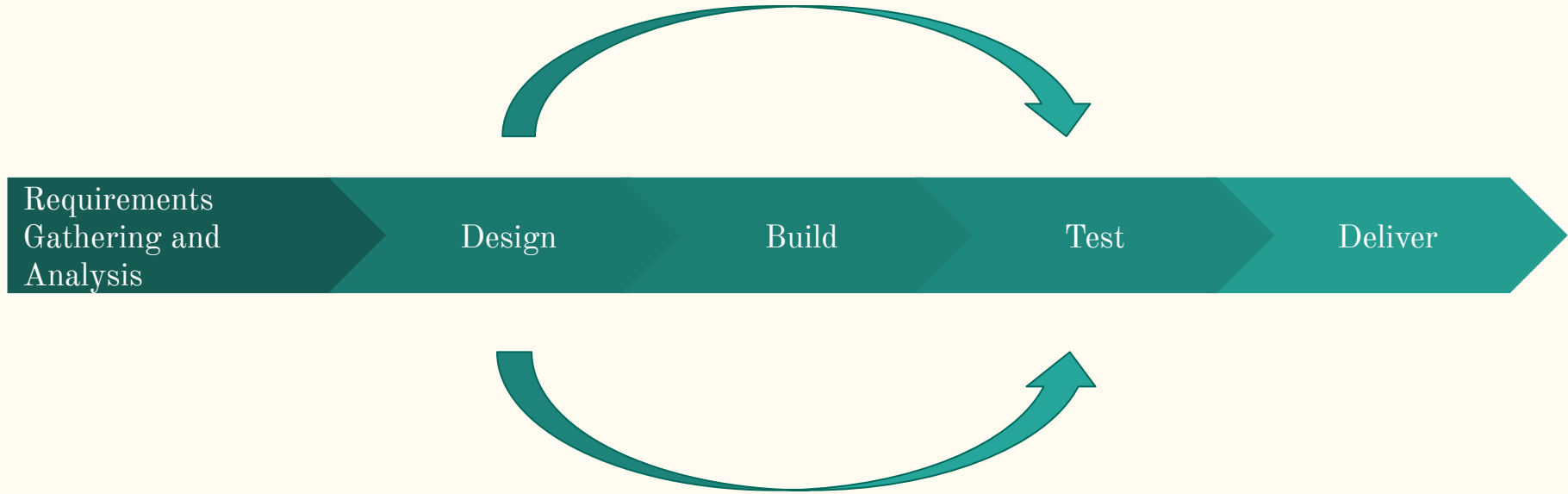
Why are we doing this?

pur·pose

/ˈpərpəs/

Noun

The reason for which something is done or created or for which something exists.

Schedule- Milestones

Project charter acceptance

Gather and finalize XYZ web requirements

10/02/2020

08/28/2020

08/14/2020

09/18/2020

Project Launch

Draft design

Final web design

Web user testing completion

11/27/2020

01/15/2020

10/09/2020

12/18/2020

Web development completion

Live beta testing completion

Perform final updates from beta testing

02/12/2020

02/05/2020

Go live

Project Reporting

- ❖ Project Team Meetings
  - ➢ Zoom/ Weekly
- ❖ UX Design Meetings
  - ➢ Zoom/As Needed
- ❖ Project Status Meetings
  - ➢ Zoom/ Monthly
- ❖ Project Status Report
  - ➢ Email/ Monthly
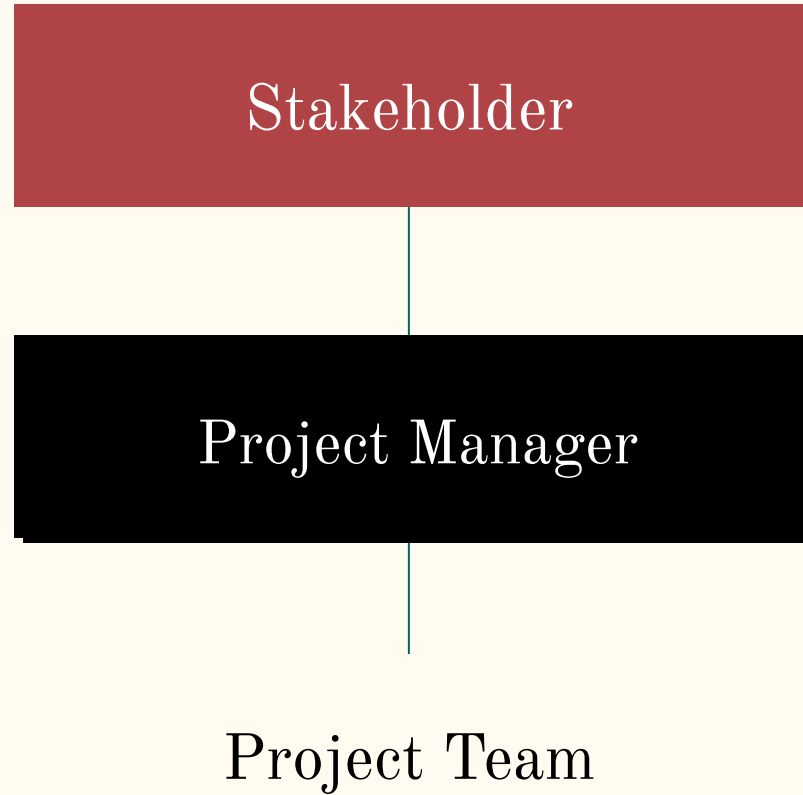
Stakeholder

Project Manager

Project Team
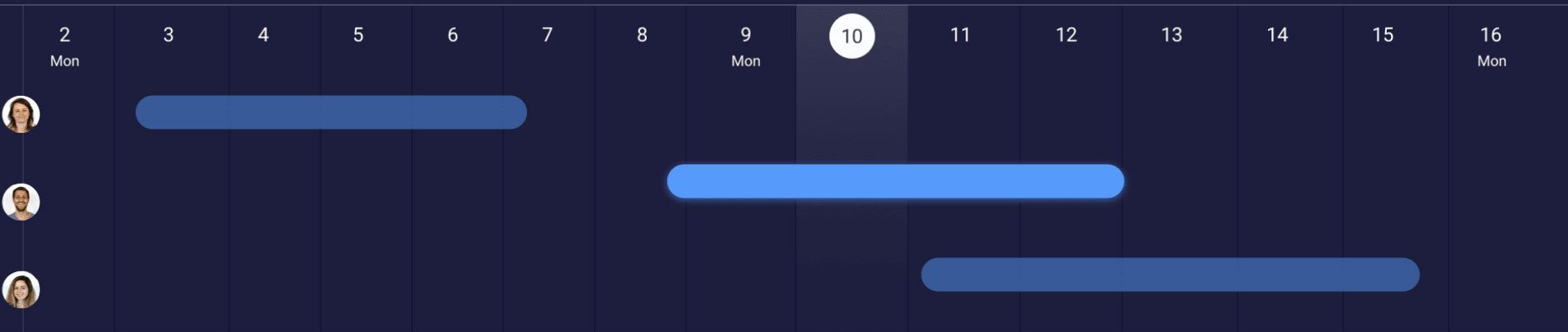
The technology: Collaboration Tools & Processes

Collaboration Tools & Processes

❖ Monday.com
➢ Preferred Software
❖ Daily Stand-ups
➢ Used to Measure Progress
➢ What did you do yesterday?
➢ What will you do today?
➢ What (if any) roadblocks did you encounter?

Timeline

	2 Mon	3	4	5	6	7	8	9 Mon	10	11	12	13	14	15	16 Mon

Team Projects

	Person	Status	Timeline	
New Homepage		Done	Nov 12-23	
Roadmap		Done	Nov 20-29	
Web Campaign		Working on it	Nov 7-26	

Next Steps

Questions?