2/1/20

Cairn congregation

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Background: Cairn University has been established since 1913 and has been around for 107 years. Cairn University has hundreds of alumni from different generations. These alumni have no way of contacting each other or finding out about events on campus. The University needs to find a way to connect alumni.

Solution: To solve Cairn’s Alumni needs, the project being proposed in Cairn Congregation. Cairn Congregation will be an interactive platform for alumni that gives them the ability to connect to each other.

Value to Cairn: Cairn Congregation offers unique opportunities for alumni to connect not just with other graduates but allows them to communicate to students as well. Having a platform for alumni to communicate allows them to be updated on current events. Also there will be an opportunity to make revenue from alumni donations and participation in certain events.

PROJECT OVERVIEW:

| Task | Due Date | Risk Assesment | Hours invested |
| --- | --- | --- | --- |
| Planning | 2/12/2020 | Low | 10 Hours |
| Design | 2/16/2020 | Low | 10 Hours |
| Coding (Front end) | 3/15/2020 | High | 30 Hours |
| Coding (Backend) | 4/8/2020 | High | 40 Hours |
| Testing | 4/15/2020 | Medium | 8 Hour |
| Debugging | 4/25/2020 | Medium | 9 Hours |
| Deployment | 5/7/2020 | Low | 3 Hours |
| Hypercare | 5/7/2020 | Low | 3 Hours |
| Support/Maintenance | 5/7/2020 | Low-Medium | 3 Hours |
| Training and Documentation | 4/23/2020 | Low | 8 Hours |
| Contingency | Unknown | High | 20 Hours |
| **Project Submission** | **5/7/2020** | **HIGH** | **144 Hours** |

Time Line:

Planning (2/12/2020-2/15/2020): During the planning phase the team will plan out the project and discuss what features will be included. **RISK-LEVEL: LOW**

Features include:

* Creating/Accessing alumni profiles.
* Searching for fellow alumni.
* Updating profile information.
* Posting events hosted by Cairn.
* Donate to Cairn University.

Design (2/16/2020 – 2/20/2020): Planning the way on how the website is going to look. Designing on how each page is going to look and the placement of specific features. When designing is complete then the front end programming will be conducted at the same time. **RISK-LEVEL: LOW**

Front-end coding (2/20/2020 – 3/15/2020): Coding the front end involves taking the design process and incorporating it into the webpage. This includes HTML, CSS, and possibly JavaScript. The goal of front-end programming is to create an ascetic appealing website that is user friendly to alumni and students. **RISK-LEVEL: HIGH**

Back-end coding (3/16/2020-4/8/2020): Coding the back-end involves creating a database for the alumni page to keep track of the data. The database will be created using *phpmyadmin.* The database will then be connected to the front end to display certain information. The back-end will also allow the features to function so alumni can have a user friendly experience. **RISK-LEVEL: HIGH**

Testing (4/9/2020 – 4/15/2020): When the webpage is completed and the front-end and the back-end are completed then the testing phase begins. Testing the system is making sure the features are working correctly and that the front-end and back-end are functional. Any issues found in the testing phase will be noted and worked on in the debugging process. **RISK-LEVEL: MEDIUM**

Debugging (4/16/2020-4/25/2020): The issues found in the testing phase will be corrected here. Debugging the system creates a better experience for the users which means more satisfaction. Debugging allows the system to operate more efficiently and properly.

**RISK-LEVEL: MEDIUM**

Deployment: When the alumni page is complete then it will be deployed for use. Alumni and students will be able to use the page and interact with other users. **RISK-LEVEL: LOW**

Hypercare & Support/Maintenance: To ensure that the webpage works and that people are having a great experience, the page must go under support to fix any issues. Also if clients need help with setting up their accounts to use the system that’s where we can send them documentation and provide service. **RISK-LEVEL: LOW**

Training and Documentation: When the system is complete, staff and fellow alumni need to be trained on how to use the system and take full advantage of the features. Training will include a live lesson and documents on how to use the system. The documentation will provide Cairn University with information on how the project was completed and what issues were presented. Documentation will include status reports, time sheets that show how much time the project was worked on, and the development process.

By signing this document both parties agree to the design and the process to completing Cairn Congregation.

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