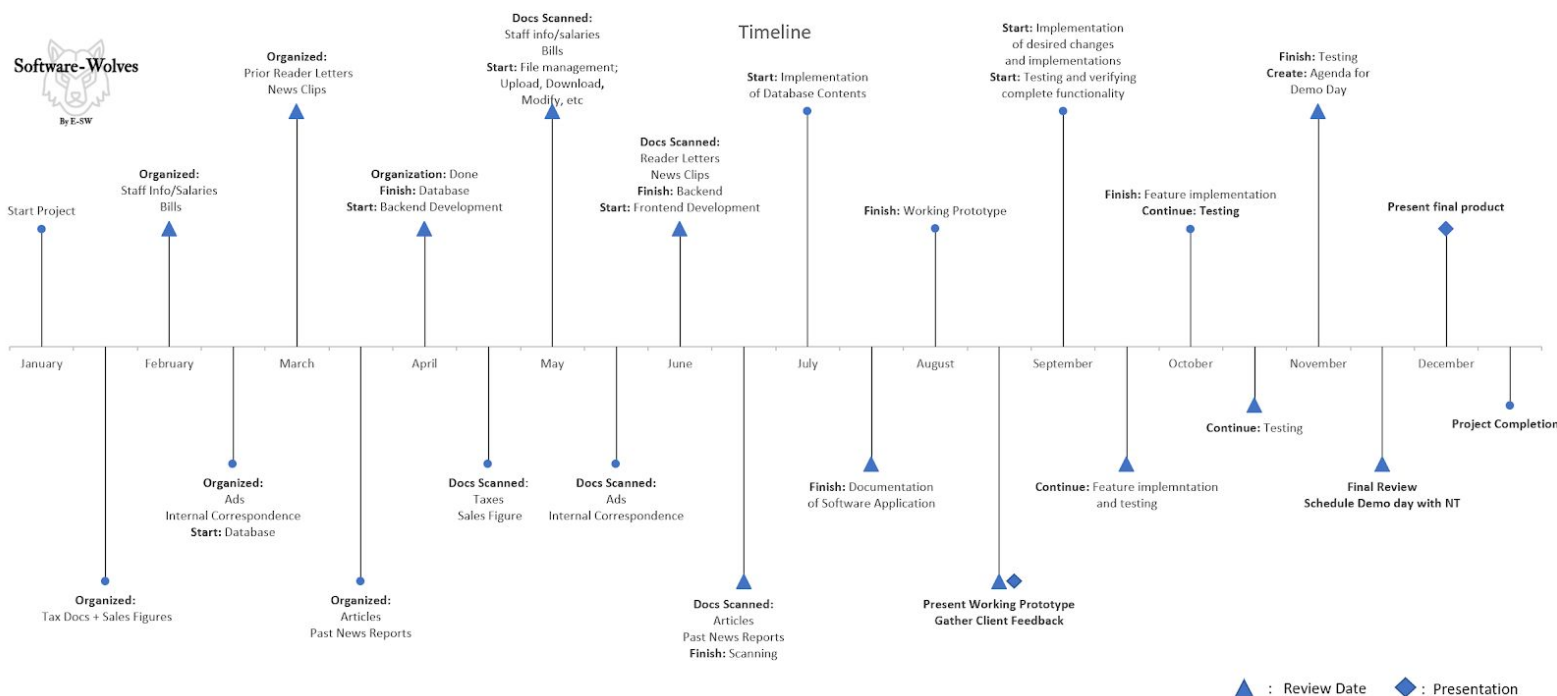


# New Times Digitization Project Proposal : Phase 2

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Presented by Software-Wolves from E-SW





### Detailed Schedule Overview:

#### Q1(January - March):

*Milestones for Organizing documents in Q1:*

*Demo Date for Exploration Phase : 01/1/2020: Present NT with exploration phase results as it pertains to the feasibility of the proposed project (Complete)*

Week 1-2: Organize tax documents and sales figures in preparation for scanning phase

- Organize Tax Documents
- Organize Sales figures

Week 3-4: Organize Staff info/salary documents and NT bills in preparation for scanning phase

- Organize Staff info/salaries
- Organize Bills

*Review #1 Week 5: 01/31/2020 : Ensure Organization of week 1-4 documents is complete*

*Demo Date for Planning Phase : 02/3/2020: Update NT with proposed year long project schedule, and give week 1-4 organization phase review update.*

Week 5-6: Organize NT ads and internal correspondence in preparation for scanning phase

- Organize Ads
- Organize Internal correspondence
- Start Developing Database: Contingent on week 5 review date

Week 7-8: Organize NT reader letters and news clips in preparation for scanning phase

- Organize Prior reader letters
- Organize News clips

*Review #2 Week 9: 02/28/2020: Ensure Organization for week 5-8 documents is complete*

Week 9-10: Organize NT articles and past new reports in preparation for scanning phase

- Organize Articles
- Organize Past News Reports

Week 11-13: Ensure all NT documents are accounted for and properly organized

- Finish Database

*Review #3 Week 13: 03/27/2020: Ensure Organization of all NT documents is complete*

*Demo Date for Planning Phase : 03/20/2020: Present NT with update on organization phase and give overview of upcoming scanning phase*

**Q2(April -June):** Begin Scanning Documents and Continue Development Process

*Milestones for Scanning Process in Q2:*

Week 14: Scan Tax Documents into database & start backend development

- Development of Backend:
  - File management: upload, download,delete,edit, etc
  - User management: add users, delete users, manage user permissions
  - Backup: Send request
  - Network Functionality
  - Implement Portability
- Scan Tax Documents

Week 15-16: Scan Sales Figures & Staff info/salaries in database

*Review #4 Week 17: 04/24/2020: Ensure Scanning of week 14-16 documents is complete and ensure that backend development is going according to schedule*

Week 17-19: Scan NT bills, ads and internal correspondence into database

- Scan Bills
- Scan Ads
- Scan Internal Correspondence

*Review #5 Week 21: 05/22/2020: Ensure scanning of week 17-19 documents is complete*

Week 20-23: Scan NT reader letters, news clips, articles and past news reports into database

- Scan Prior reader letters

- Scan News clips
- Scan Articles
- Scan past news reports

*Milestones for Development Process in Q2:*

*Review #6 Week 25: 06/19/2020: Ensure that all NT documents have been scanned*

*Demo Date for Development Phase : 06/26/2020: Present NY with update on scanning phase and update on current development phase status*

Week 24 - Week 26: Begin frontend development

- Frontend Implementation
  - User Interface, User experience
  - Usability
  - Maintenance
  - Begin Programming: (Choose a programming IDE and write detailed coding for digitizing the company's old and future data)
    - C++
    - Testing

**Q3(July - September):** Continue to Develop Software and Implement Testing

*Milestones for Development in Q3:*

Week 27 - Week 28: Database Implementation

- Create MySQL Database for the software
- Start connecting scanned and organized documents from the database with software

*Review #7 Week 30: 07/24/2020: Ensure that development phase is going according to schedule*

Week 29 - Week 30: Create detailed documentation for NT conversion project

- Detailed documentation of what the software does
- Detailed documentation of trouble shooting
- Detailed documentation of Software maintenance
- Detailed documentation of tools and databases used by this software

Week 31 - Week 32: Prepare for Pre-Production

- Produce pre-production sample software releases for early beta users

*Review #8 Week 33: 08/14/2020: Ensure that NT conversion software solution is working and that there is complete documentation*

Week 33 - Week 34: Present Working Prototype to NT & Gather Feedback

*Demo Date for Development Phase : 08/21/2020: Present NT with a working prototype of the proposed conversion software solution. Gather client feedback and improvement proposals*

Week 35 - Week 36: Discuss and Plan Improvement of Software based on NT feedback

*Demo Date for Refresh Phase : 09/25/2020: Discuss with NT the process for moving forward with the project. Discuss any and all changes that need to be made to the application as well as for the schedule of upcoming feature implementation and testing phases*

*Review #9 Week 37: 09/11/2020*

Week 37 - Week 39: Implement Any Changes From Gathered Feedback

**Q4(October - December):** Continue Testing & Verifying functionality

*Milestones for Testing Process in Q4:*

*Review #10 Week 41: 10/09/2020: Ensure that feature/improvement implementation is going according to schedule and ensure that functionality and usability testing is going well*

Week 40 - Week 41: Continue Development of Tests

- Test the Functionality
- Test the Performance(speed)
- Test the Portability
- Test the Reliability

Week 42 - Week 43: Complete All Software Tests

*Milestones for Delivery Process in Q4:*

*Demo Date for Refresh Phase : 10/30/2020: Present NT with usability and functionality test results as well as an update on feature implementation and improvements.*

*Review #11 Week 45: 11/06/2020: Ensure that NT software solution is stable and working as agreed upon by NT and E-SW*

Week 44 - Week 45: Create Agenda for Demo

Week 46 - Week 47: Check In with NT(11/16/2020) and schedule a day for the demonstration of the complete software application

*Review #12 Week 49 : 12/04/2020: Ensure that E-SW is ready to deliver the finished NT Conversion application*

Week 48 - Week 49: Begin Demo Day - 12/02/2020

Week 50 - Week 51: Deliver Software Application

Week 51 : Final completion date on 12/18/2020

## **Clarifications & Explanations of our Detailed Schedule Overview:**

### *Milestones for Organizing documents in Q1(January - March):*

From week 1-13, we will be completing the milestones of organizing tax documents, sales figures, staff information and salaries, bills, advertisements, internal correspondence, news clips, prior reader letters, articles, past news reports. In week 6, we will also begin the development of our database as we organize NT data. The review date for organization is set on 01/31/2020 of week 5. If there is a schedule slip, we will push this review date to 02/03/2020 of week 6. The second review date is set on 02/28/2020 of week 9. In case of a schedule mishap, this date will be postponed to 03/02/2020 of week 10.

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### *Milestones for Scanning Process in Q2(April - June):*

From week 14 - 23, we will begin working on the Scanning milestones. During week 24 - 26, we begin our software implementation process. The frontend implementation will focus on user interface, user experience, and maintenance. We will start by choosing a programming IDE and write detailed coding for digitizing NT'S old and future data.

The Scanning phase is dependent on finishing the organization phase as well as finishing having base database functionality. If during the organization phase, at review dates #1-3, we notice that we are behind schedule, we have employees on standby to help speed up the progress. Similarly, with the scanning phase at review dates #4-6, scanning can be ramped up to meet deadlines. The scanning phase can also run in parallel with other operations as the documents can be scanned into the system at any time throughout the development process. Integration of the database must be done after the backend framework is complete. Once the backend framework is complete, the user interface and file management tools can be implemented. Once a working prototype is presented to NT, then we can gather user input and implement any necessary changes into the application

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### *Milestones for Development Process in Q3(July - September):*

From week 27 - 28, we continue our development of the database implementation which includes the following milestones: creation of MySQL database and start connecting scanned and organized documents from the database with software. If the review date of 07/24/2020 at week 30 is not met, we will then postpone the date to week 31 on 07/31/2020.

From week 29 - 30, these milestones of creating documentations shall be completed: detailed documentation of what the software does, troubleshooting, software maintenance, tools and databases used by this software. From week 31 - 32, we will accomplish the following milestone of producing pre-production sample software releases for early beta users.

In week 33, we will be holding a prototype presentation to NT on 08/14/2020 which is also the same day we have a review. If the review date of 08/14/2020 on week 33 does not follow through, we will postpone the date to 08/17/2020. The following milestones we will be completing are presenting a working prototype to NT and gathering feedback.

In week 34, we have a demo date of 08/21/2020 for our PLC Development phase. We will meet with NT again and present our progress on the development of our working software.

During week 35 - 36, we finish the following milestones of discussing and planning improvement of Software. After week 36, we should have a completed milestone of our development process. There will be a review date of 09/11/2020 in week 37. However, in case of a schedule slip, we will hold this review date on 09/14/2020.

We also have a scheduled demo date for our PLC Refresh phase in week 39 on 09/25/2020 where we will be discussing with NT on our progress so far on finalizing any implementational changes to the software being made.

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*Milestones for Testing and Delivery Process in Q4(October - December):*

From week 40 - 41, we shall complete the milestones of developing tests. We will be focusing on creating tests to test the Functionality, the performance(speed), the portability, and the reliability of the software. There will be a review date at week 41 on 10/09/2020. In case of a schedule slip, we will move that date to 10/12/2020 in week 42. In week 42 - 43, we should have a completion of all tests for the software.

We will now begin the delivery process of the software from week 44. The milestones we will be completing from week 44 - 51 are creating an agenda for **Demo Day**, start the delivery of software, successfully finish Demo Day, and finish the delivery of software to NT.

In week 44, there will be a demo date of 10/30/2020 scheduled for our PLC Refresh Phase to discuss any further software issues NT. There will be a review date on 11/06/2020 for week 45. In case of a schedule slip, we will move the review date to 11/9/2020 in week 46. In week 47, we will complete a milestone of checking in with NT on 11/16/2020.

Our **Demo Day** is scheduled for 12/02/2020 where we will be showcasing the complete working software to NT and their team.

The final review date of the project will happen on 12/04/2020 in week 49. However, in case of a schedule mishap, we will postpone that date to 12/07/2020 in week 50.

Week 50 and week 51 will conclude the completion of delivering our software application to NT. The final targeted date we chose for completion is 12/18/2020 in week 51.

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*External Backup Method:*

E-SW has a membership at a third party cloud based storage called Amazon Glacier. We will be utilizing this perk as our external backup method. The data will be safely backed up weekly at Amazon Glacier.

*Explanation on how NT's internal records are grouped:*

All NT documents will be grouped by category. This will make the organization and scanning more seamless. This will also make the transition into digital form much easier as all documents will be more easily searched within the application by document type.

*Prototype (small, fast, parallel prototype):*

Software-Wolves will implement a small working prototype with limited functionality and small data for the user to use and test the software.

*NT Appointed Contact:*

We do have a NT-appointed contact person to interface with E-SW.

*E-SW Employees:*

At E-SW, Software-Wolves already has a team in the house working on this project and will not be needing any new employees.