

New Times Digitization Project Proposal : Phase 3

Presented by Software-Wolves from E-SW



Staffing:

Jimbo will be in charge of leading the development team. Our team will consist of ten people, seven of which will be on the primary team, three on standby in case the need arises for extra help. Each team member will be allotted one week each of sick time, and one week of vacation time to be used at their discretion. The backup team members should ensure that even with vacation and sick leave, there will be no slow down in the development process, provided that team members do not take leave at the same time.

In addition to the project manager, our team consists primarily of programmers and general technical personnel, as well as two technical writers.

The project manager will ensure that the team is keeping to all important deadlines, and be the primary contact for The Software Wolves when communicating with NT and/or any other outside resources.

Our programmers will serve as the primary driving force for the development of the software for the NT conversion project. Most of our developers are cross-trained in various other disciplines which will make them a crucial part of our team. They will also be in charge of maintaining our computer and network infrastructure. Should the need arise for a level of maintenance beyond the scope of our immediate team members, we will enlist outside help to ensure that the project does not get unnecessarily delayed.

Our technical writers will be split between low level, highly detailed documentation of the software project architecture and a higher level, highly detailed documentation of the user interface and base functionality.

Newspaper industry experts consultation will be sought from outside of our immediate team as none of our team members possess the necessary expertise about the newspaper industry.

Human Resource needs or concerns such as salaries, disciplinary action, or legal concerns will primarily be deferred to the human resource department of our parent company, E-SW Corp. Team member bonuses, and incentives will be handled by the project leader. Needs and concerns that are deferred to E-SW will be compensated for using a portion of the project budget already allocated for human resource concerns. By allocating a portion of the budget to HR concerns but deferring to our parent company, we can ensure that the large majority of our team is focussed on development.

We intend for our team member's individual schedules to mirror that which is already expected by our parent company, E-SW. In the event that the NT Conversion project be delayed, the amount of hours worked per week could increase. Individual team member pay will be increased

proportional to the hours worked above and beyond their normal expected hours. Standby team members may also be brought on in the event of a delay in order to get the project timeline back on track. Discretionary vacation leave may also be restricted if the project falls too far behind schedule. Any team member affected by the restriction to discretionary leave will be compensated in a manner to be determined on a one-on-one basis with that team member and the project manager. In order for a team member to qualify for the aforementioned compensation, a formal request for leave must have already been submitted before the restriction was enforced.

Resources:

In addition to staffing, we will need office equipment such as monitors, desktops, printers, scanners, office chairs, etc. We will also need the tools that were mentioned in our previous proposal phase in order to digitize NT's data. We will make sure that these resources are available before the start of this project.

Luckily, through E-SW Corp, we do not need to rent a space. E-SW has an extra office room for our team members. Our programmers will be able to work from home if necessary. Although it is preferred to work at the office to ensure maximum project completion process. In terms of meetings, such as review days and demo days, they will be held in our conference room provided by E-SW. We will invite our personnel from NT to our meeting via in person or virtually. Team members that choose not to take their allotted vacation time will be paid out in proportion to the amount of days not taken. The costs for our other essential resources such as electricity, water, sanitation, first aid, parking, vacation time, sick pay, air conditioning, etc will be determined through the budget created by the finance team managed by our parent company, E-SW.

Rewards:

We plan to use the 25% of our profit to be paid in case of successful completion. 15% of our profit will be used for bonuses/incentives for each individual employee. E-SW's board of directors will determine how much the bonuses will be and will also be based on their annual income. The board of directors will also look at individuals that go above and beyond the call of duty and plan on rewarding them with incentives. These rewards amounts will be kept confidential by our HR as they are sensitive employee information. The remaining 10% of our profit will be set aside in our savings in order to fund future events and miscellaneous expenses. Software-Wolves will also host a project completion party at E-SW Corp. company headquarters and invite our colleagues from NT as well.