**EduConnect Milestone 1**

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Florida Agricultural and Mechanical University  
CIS4301: Information Systems Design & Development

Dr. Xavier Caddle  
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SWOT Analysis

**Strengths (S)**

**1. Improved Communication and Organization:**

The software centralizes event details, lowering the risk of students missing out due to misunderstanding.   
Personalized alerts guarantee students get relevant event information.   
**2. Improved Engagement and Attendance Tracking** :

The RSVP feature tracks attendance patterns and engagement, allowing for more effective event planning.   
**3. Streamlined integration with existing tools:**

Google Calendar and Outlook integration help students and professors manage their schedules.   
**4. AI-driven personalization:**

AI-powered event recommendations enhance student engagement by providing personalized choices.   
**5. Data-Driven Decision Making:**

Administrators may develop reports analyzing event effectiveness and user engagement data.

**Weaknesses (W)**

**1.Adaption Challenges:**

Resistance to change from students and staff habituated to traditional event communication methods (e.g., emails, posters).   
**2. Data Privacy & Security Concerns:**

Storing personal preferences and event participation data poses security and privacy hazards.   
**3. Dependence on AI Accuracy:**

AI-powered recommendations and attendance estimates may not always be correct, resulting in useless suggestions.   
**4. Technical difficulties:**

Technical challenges include synchronizing numerous scheduling systems (e.g., Google Calendar, Outlook) which can be challenging.

**Opportunities (O)**

**1. Expand to other institutions:**

The platform may be expanded and sold to other schools and colleges experiencing similar event communication challenges.   
**2. Integration with Student Portals:**

Integrating the system with learning management systems (e.g., Blackboard, Canvas) improves user experience.   
**3. AI Enhancements for Better Predictions:**

Machine learning can enhance event suggestions and attendance estimates.   
**4. Mobile App Development:**

Dedicated mobile apps with push alerts enhance accessibility and engagement.   
**5. Collaboration with External Organizations:**

Expand the system to incorporate external employment fairs, workshops, and student networking activities.

**Threats (T)**

**1. Competition from existing platforms:**

Schools may already utilize event management systems, making it challenging to acquire momentum.   
**2. System Downtime and Reliability Issues:**

System failures or crashes during crucial events might impact user trust.   
**3. Risks of User Engagement:**

If students do not actively utilize the platform, event attendance and efficacy may decrease.   
**4. Data Breaches and Cybersecurity Threats:**

Unauthorized access to user data can harm the platform's credibility and entail legal consequences.   
**5. Budget and Resource Constraints:**

Developing and sustaining a system may demand limited financial and technical resources.

**Team Contract**

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_2/18/2025\_\_\_\_\_

|  |
| --- |
| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| 1. Clearly define the scope, objectives, and key deliverables of the Campus Events platform. 2. Foster a collaborative and productive team environment. 3. Successfully complete the project while meeting all outlined requirements. 4. Develop and refine project management, communication, and technical skills. 5. Create a detailed project plan, including milestones and deadlines. |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| **Attendance & Participation**   1. Attend all scheduled meetings unless a valid reason is communicated in advance. 2. Actively engage in discussions, brainstorming sessions, and project work. 3. Respect each team member’s time and contributions by being punctual and prepared.   **Communication**   1. Utilize agreed-upon communication channels (e.g., in-class meetings, email, text) to ensure transparency. 2. Provide regular progress updates and bring attention to any challenges. 3. Be respectful, professional, and solution-focused in all communications.   **Quality of Work**   1. Deliver work that meets or exceeds agreed-upon standards. 2. Review and provide constructive feedback on each other’s contributions. 3. Ensure all work reflects collective input and is aligned with the project objectives. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations? |
| 1. Tasks and responsibilities will be assigned collaboratively in meetings. 2. Deadlines will be mutually agreed upon and must be respected. 3. Conflicts should be addressed directly and respectfully with the parties involved. If unresolved, the issue will be escalated to the team leader or professor. 4. Work distribution should consider team members’ skills, preferences, and workload capacity. 5. Every team member is expected to contribute fairly and support one another. |
| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures? |
| 1. **First Instance:** A private discussion will be held with the team members involved to identify the cause and find a resolution. 2. **Second Instance:** The team members must make up for the missed work and reaffirm their commitment to the project. 3. **Third Instance:** The issue will be escalated to the professor, potentially leading to reassignment of roles or a reduction of responsibilities. 4. **Continued Non-Compliance:** If a team member repeatedly fails to meet commitments, further action may be taken, including removal from the group or connections to the group’s efforts (grades). |

We share these goals and expectations, and agree to these policies, procedures, and consequences.

 Dorien Parris

Team member name

 Fayolah Pierre

Team member name

  Kyler Andrews

Team member name

  Deyandra Burke

Team member name

**Scope & Time Estimate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Time Estimate (in hours)** | **Start Date** | **End Date** |

1. Project Management (PM) | 400 | 02/18/2025 | 04/18/2025

* 1.1 Project Initiation and Planning | 120 | 02/18/2025 | 03/09/2025
* 1.2 Risk Management | 80 | 03/10/2025 | 03/25/2025
* 1.3 Stakeholder Communication and Coordination | 100 | 03/26/2025 | 04/10/2025
* 1.4 Project Tracking and Reporting | 100 | 04/11/2025 | 04/18/2025

1. Requirements Analysis and Planning | 600 | 04/19/2025 | 06/30/2025

* 2.1 Gather Requirements from Stakeholders | 180 | 04/19/2025 | 05/08/2025
* 2.2 Define System Functionalities and Features | 200 | 05/09/2025 | 05/29/2025
* 2.3 Document Data Storage and Retrieval Needs | 220 | 05/30/2025 | 06/30/2025

1. System Design and Architecture | 800 | 07/01/2025 | 09/30/2025

* 3.1 Database Design and Development | 300 | 07/01/2025 | 08/15/2025
* 3.2 User Interface Design | 250 | 08/16/2025 | 09/10/2025
* 3.3 Reporting Functionality Design | 150 | 09/11/2025 | 09/25/2025
* 3.4 Security and Compliance Planning | 100 | 09/26/2025 | 09/30/2025

1. System Development | 1500 | 10/01/2025 | 03/31/2026

* 4.1 Front-end Development | 450 | 10/01/2025 | 12/10/2025
* 4.2 Back-end Development | 600 | 12/11/2025 | 02/20/2026
* 4.3 Database Implementation | 450 | 02/21/2026 | 03/31/2026

1. Deployment and Training | 500 | 04/01/2026 | 07/01/2026

* 5.1 Deployment Planning and Execution | 200 | 04/01/2026 | 05/15/2026
* 5.2 End-user Training | 300 | 05/16/2026 | 07/01/2026

1. Documentation and Transfer | 300 | 07/02/2026 | 09/01/2026

* 6.1 System Documentation | 150 | 07/02/2026 | 08/01/2026
* 6.2 Knowledge Transfer | 150 | 08/02/2026 | 09/01/2026

1. Post-Implementation | 200 | 09/02/2026 | 11/01/2026

* 7.1 Performance Monitoring and Optimization | 100 | 09/02/2026 | 10/01/2026
* 7.2 Issue Resolution and Support | 100 | 10/02/2026 | 11/01/2026

**Budget Estimate**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Labor (in hours)** | **Cost per Hour ($)** | **Total Labor Cost ($)** | **Non-Labor Cost ($)** | **Total Cost ($)** | **15% Reserve ($)** | **Final Total Cost ($)** |

1. Project Management (PM) | 400 | 45 | 18000 | 8000 | 26000 | 3900 | 29900
2. Requirements Analysis and Planning | 600 | 40 | 24000 | 10000 | 34000 | 5100 | 39100
3. System Design and Architecture | 800 | 50 | 40000 | 15000 | 55000 | 8250 | 63250
4. System Development | 1500 | 55 | 82500 | 30000 | 112500 | 16875 | 129375
5. Deployment and Training | 500 | 45 | 22500 | 12000 | 34500 | 5175 | 39675
6. Documentation and Transfer | 300 | 35 | 10500 | 7000 | 17500 | 2625 | 20125
7. Post-Implementation | 200 | 30 | 6000 | 5000 | 11000 | 1650 | 12650 **Total** | **4300** | | **203500** | **87000** | **290500** | **43575** | **334075**

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| --- | --- | --- | --- | --- | --- |
| **​​Team Meeting​** | | | | **Date: 02-17-2025**  **Time: 1 PM**  **Location: Zoom** | |
| **​​Meeting called by:​** | Deyandra Burke | **​​Type of meeting:​** | Zoom | |
| **​​Facilitator:​** | Deyandra Burke | **​​Note taker:​** | Deyandra Burke & Fayolah Pierre | |
| **​​Timekeeper:​** | Deyandra Burke |  |  | |

|  |  |
| --- | --- |
| **​​Attendees:​** | Deyandra Burke, Fayolah Pierre, Kyler Andrews |
| **​​Please read:​** | N/A |
| **​​Please bring:​** | N/A |

***​​Minutes​***

|  |  |  |  |
| --- | --- | --- | --- |
| **​​Agenda item:​** | Milestone 1 | **​​Presenter:​** | Deyandra Burke |

**​​Discussion:​**

Figuring out what the assignment was asking for. Figuring out which parts are requiring other parts before moving forward. Figuring out how to break down the work and make sure everyone is comfortable with their role.

**​​Conclusions:​**

Deyandra will be doing the meeting minutes, Team Contract and References.

Dorien will be doing Project Charter.

Fayolah will be doing the SWOT Analysis.

Kyler will be doing the Budget, Scope, & Time Estimates.

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| **​​Action items​** | | **​​Person responsible​** | | | **​​Deadline​** | |
| * Reading the milestone instructions | | Everyone | | | 02-17-2025 | |
| * Figure out which ones have templates | | Everyone | | | 02-17-2025 | |
| * Pick your role | | Everyone | | | 02-17-2025 | |
| **​​Agenda item:​** | Section 1, 5, & 6 | | **​​Presenter:​** | Deyandra Burke | |

**​​Discussion:​**

This was just something brief to create deadlines for the team contract to make sure everyone had enough time to read and agree to the terms.

**​​Conclusions:​**

Everyone was informed when it was sent out to their emails so that they could read it and suggest changes if they wanted.

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| **​​Action items​** | | **​​Person responsible​** | | | **​​Deadline​** | |
| * Agenda & Meeting Minutes | | Deyandra Burke | | | 02-17-2025 | |
| * Team Contract | | Deyandra Burke | | | 02-18-2025 | |
| * References | | Deyandra Burke | | | 02-21-2025 | |
| **​​Agenda item:​** | Sections 2, 3, & 4 | | **​​Presenter:​** | ​​Enter presenter here​ | |

**​​Discussion:​**

After focusing on what had a template and the samples of past projects, we spilt the rest of the sections up based on skills and understanding of what the project is thus far.

**​​Conclusions:​**

Everyone agreed to their roles.

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| --- | --- | --- |
| **​​Action items​** | **​​Person responsible​** | **​​Deadline​** |
| * Project Charter | Dorien Parris | 02-21-2025 |
| * SWOT Analysis | Fayolah Pierre | 02-21-2025 |
| * Budget, Scope, & Time Estimates | Kyler Andrews | 02-21-2025 |

***​​Other Information​***

**​​Observers:​**

​​Enter observers here.​

**​​Resources:​**

​​Enter resources here.​

**​​Special notes:​**

​​Enter any special notes here.​

# **PROJECT CHARTER**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. General Project Information | | | | | | | | |
| Project Name: | | | **EduConnect** | | | | | |
| Executive Sponsors: | | | **Dr. Caddle** | | | | | |
| Department Sponsor: | | |  | | | | | |
| Impact of project: | | | Our app will streamline campus event management, ensuring students and faculty have a central hub for up-to-date information. This will increase student engagement, improve attendance at key events, and create a more connected campus environment. | | | | | |
| 2. Project Team | | | | | | | | |
|  | **Name** | | | **Department** | | **Telephone** | **E-mail** | |
| Project Manager: | Fayolah Pierre | | |  | | 954-826-5678 | fayolah1.pierre@famu.edu | |
| Team Members: | Deyandra Burke | | |  | | 561-703-4447 | deyandra1.burke@famu.edu | |
|  | Kyler Andrews | | |  | | 478-297-3660 | kyler1.andrews@famu.edu | |
|  | Dorien Pierre | | |  | | 239-381-0634 | dorien1.parris@famu.edu | |
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| 3. Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)* | | | | | | | | |
| Students | | | | | | | | |
| Faculty | | | | | | | | |
| Campus Event Organizers | | | | | | | | |
| Career Services | | | | | | | | |
| Student Clubs and Organizations | | | | | | | | |
| 4. Project Scope Statement | | | | | | | | | |
| **Project Purpose / Business Justification** *Describe the business need this project addresses* | | | | | | | | | |
| The app addresses the widespread issue of disjointed communication regarding campus events. Students and faculty miss opportunities due to scattered information sources, outdated bulletin boards, and lost emails. Our app ensures that all events are accessible in a single, user-friendly platform, enhancing participation and engagement. | | | | | | | | | |
| **Objectives (in business terms)** *Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy* | | | | | | | | | |
| * Increase student awareness of events by 70%. * Improve event attendance rates by 50%. * Reduce administrative burden on event organizers by automating announcements and RSVPs. * Integrate with students’ personal calendars to ensure scheduling convenience. | | | | | | | | | |
| **Deliverables** *List the high-level “products” to be created (e.g., improved xxxx process, employee manual on yyyy)* | | | | | | | | | |
| * A fully functional mobile and web-based platform. * Customizable event notifications and RSVP system. * Calendar integration for personalized event tracking. * Dashboard for event organizers to promote and manage activities. * Analytics and reporting tools for event engagement tracking. | | | | | | | | | |
| **Scope** *List what the project will and will not address (e.g., this project addresses units that report into the Office of Executive Vice President. Units that report into the Provosts Office are not included)* | | | | | | | | | |
| * The project will develop an event management and notification app. * It will include students, faculty, and campus event organizers. * The app will not include non-campus-related events or commercial advertising. | | | | | | | | | |
| **Project Milestones** *Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones* | | | | | | | | | |
| Please refer to our Budget, Scope, & Time Estimates section.. | | | | | | | | | |
| **Major Known Risks (including significant Assumptions)** *Identify obstacles that may cause the project to fail.* | | | | | | | | | |
| |  |  | | --- | --- | | **Risk** | **Risk Rating (Hi, Med, Lo)** | | Technical challenges in integration with existing campus systems | High | | Data privacy concerns | High | | Limited funding for development and maintenance | Medium | | | | | | | | | | |
| **Constraints** *List* a*ny conditions that may limit the project team’s options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).* | | | | | | | | | |
| * Budget limitations for development and maintenance. * Need for collaboration with university IT departments for data integration. * Compliance with university data security and privacy policies. | | | | | | | | | |
| **External Dependencies** *Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?* | | | | | | | | | |
| * Collaboration with university IT teams. * Input from student organizations and faculty. * Approval from administrative bodies for official campus-wide adoption. | | | | | | | | | |
| 5. Communication Strategy *(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.* | | | | | | | | | |
| * Weekly project team meetings. * Monthly progress updates to Executive Sponsor and Department Sponsor. * Regular feedback sessions with stakeholders (students, faculty, event organizers). * Dedicated communication channel (e.g., Zoom, In-Class, email) for team collaboration. | | | | | | | | | |
| 6. Sign-off | | | | | | | | | |
|  | | | Name | | | Signature | | | Date (MM/DD/YYYY) |
| Executive Sponsor | | | Dr. Caddle | | |  | | |  |
| Department Sponsor | | |  | | |  | | |  |
| Project Manager | | | Fayolah Pierre | | | ***Fayolah Pierre*** | | | 2/21 |
| 7. Notes | | | | | | | | | |
|  | | | | | | | | | |