

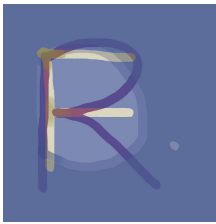
PROJECT MANAGEMENT PLAN

<ARKANSAS MUSICIANS>

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INTRODUCTION

Arkansas Economic Development Commission has approved the proposal acceptance stage for an Arkansas Musicians project. This project will result in the development of a website highlighting musicians either from, or with ties to, the state of Arkansas. The website will showcase Arkansas talent in the music industry and provide insight into their works.

PROJECT MANAGEMENT APPROACH

The Project Manager, Richard Faulkner, has the overall authority and responsibility for managing and executing this project according to this Project Plan. As this will be a solo project, he will be the only member of the team; although, ideas can be given by UALR professors in the Capstone I & Capstone II classes. The overall project will be delivered to Thomas Wallace, project sponsor, who has the decision to accept or deny the project. The project manager will work with all previous named resources to perform project planning and execution. All project and subsidiary management plans will be reviewed and approved by the project sponsor.

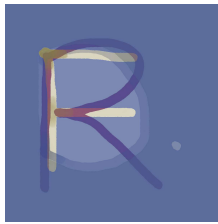
The project manager is responsible for communicating with the Project Sponsor on the progress and performance of each project resource.

PROJECT SCOPE

The scope of the Arkansas Musicians Project is to develop a web page designed to highlight musicians with ties to the state of Arkansas. It should contain a list of Arkansas based musicians and musicians with primary ties to Arkansas. Each artist should link to a discography and biography of the artist that is clicked on. The title of each album should contain a link to the track list for the album. The webpage should be able to track visitors to the site using Google Analytics software.

MILESTONE LIST

The below chart lists the major milestones for the Arkansas Musicians Project. This chart is comprised only of major project milestones such as completion of a project phase or gate review. There may be smaller milestones which are not included on this chart but are included in the project schedule and WBS. If there are any scheduling delays which may impact a milestone or delivery date, the project manager must be notified immediately so proactive measures may be taken to mitigate slips in dates. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.



Milestone	Description	Date
Complete Project Charter	The project charter and plan outline should be completed	6/29/2021
Complete Systems Analysis	All requirements for Arkansas Musicians Project must be determined to base design upon	
Complete Arkansas Musicians Web Design	This is the theoretical design for the website and its functionality	
Complete Arkansas Musicians Coding	All coding completed resulting in website prototype	
Complete Arkansas Musicians Testing and Debugging	All functionality tested and all identified errors corrected	

SCHEDULE BASELINE AND WORK BREAKDOWN STRUCTURE

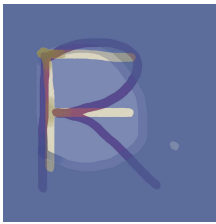
The Arkansas Musicians Project will be broken down and completed in phases. System Design and Analysis must be completed to determine the needs of the website. The client has given the project scope and determined what the project should accomplish. Analysis of the website needs will break down the software, programming languages, and any other items needed to design the website and have it functional. After that will be the design of the website. This will show how the site is to be laid out and define what the users should see. Following the design will be coding for the website. Coding will be done in the determined format of the analysis. Upon the completion of coding, the website must be tested for functionality and any bugs it may have. After testing will be debugging and correcting any coding errors. Once the website is functional, the prototype will be presented to the Arkansas Economic Development Commission's representative, Thomas Wallace.

COMMUNICATIONS MANAGEMENT PLAN

Communications will be held throughout the duration of this project. The Project Manager will make weekly reports to the Capstone Instructors and at a minimum, monthly communications with Project Sponsor representative, Thomas Wallace.

PROJECT SCOPE MANAGEMENT PLAN

Scope management for the Arkansas Musicians Project will be the sole responsibility of the Project Manager. The scope for this project is defined by the Scope Statement, Work Breakdown Structure (WBS) and WBS Dictionary. The Project Manager and Project Sponsor will



establish and approve documentation for measuring project scope which includes deliverable quality checklists and work performance measurements.

The Project Sponsor is responsible for formally accepting the project's final deliverable. This acceptance will be based on a review of all project documentation, testing results, beta trial results, and completion of all tasks/work packages and product functionality.

QUALITY MANAGEMENT PLAN

All members of the Arkansas Musicians project team will play a role in quality management. It is imperative that the team ensures that work is completed at an adequate level of quality from individual work packages to the final project deliverable. The following are the quality roles and responsibilities for the Arkansas Musicians Project:

The Project Sponsor is responsible for approving all quality standards for the Arkansas Musicians Project. The Project Sponsor will review all project tasks and deliverables to ensure compliance with established and approved quality standards. Additionally, the Project Sponsor will sign off on the final acceptance of the project deliverable.

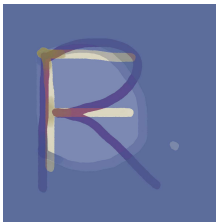
The Project Manager is responsible for quality management throughout the duration of the project. The Project Manager is responsible for implementing the Quality Management Plan and ensuring all tasks, processes, and documentation are compliant with the plan. The Project Manager will work with the Project Sponsor Representative and staff of the Capstone I and Capstone II to establish acceptable quality standards. The Project Manager is also responsible for tracking all quality standards of the project.

The Project Manager will take feedback from the Project Sponsor representative as well as the UALR Capstone staff on the quality assurance of the Arkansas Musicians Project. It will be the responsibility of the Project Manager to manage this feedback and apply it to the project.

QUALITY BASELINE

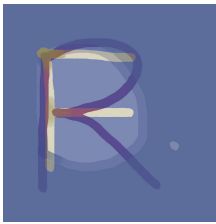
The Arkansas Musicians Project must meet the quality standards established in the quality baseline. The quality baseline is the baseline which provides the acceptable quality levels of the Arkansas Musicians Project. The website must meet or exceed the quality baseline values in order to achieve success.

Item	Acceptable Level	Comments
Working Website	The website should be interactive and user friendly	



List of Arkansas Musicians	The provided list of Musicians from the Project Sponsor will be the Baseline for the website content	Subsequent items can be added to the site at the sponsors request or as guided by Capstone Staff
Supporting Documentation	Will be using Sponsor provided list of Arkansas Musicians to include in the project	Other web databases may be referenced to add content
Musicians Link	Each Musicians' name should link to a list of works and a bio for the artist.	
Ability for Continuance	There should be the ability at later dates to add content to the website for new Arkansas Musicians.	
Tracking	Using Google Analytics, the user numbers will be tracked.	An acceptable number of visits to the site will be defined





SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Thomas Wallace
Arkansas Economic Development Representative

Date: _____

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