Accountability

Name (time spent in minutes)

Jasmine Savwoir (~65)

Edward Sims (~40)

Rodolfo Magasrevy (~50)

Brian Batinchok (~50)

The Work Breakdown Structure

LMBA 5

**Project name: LBMA Streamlining**

**Project team name: BREJ Sound, Inc.**

**Names of the project team members:**

* Edward Sims
* Rodolfo Magasrevy
* Jasmine Savwoir
* Brian Batinchok

**A brief project description: -- DONE**

BREJ Sound, Inc. is involved with instrument repair of the Lake Baldwin area. As part of the repair process, an inventory of instruments is maintained for record-keeping purposes. BREJ Sound, Inc. wants to streamline this process to lower operating costs, increase its service efficiency, and create higher customer satisfaction by reducing transaction times. BREJ Sound, Inc. wants to incorporate a server to process new orders and log repairs. In addition, BREJ Sound Inc, also wants to add three workstations with server access to document repairs being done.

**The project’s MOV**:**-- DONE (Jasmine)**

* Desired Area of Impact (Rank these: Strategic, Customer, Financial, Operational, Social)

1. **Operational**
2. **Customer**
3. **Financial**
4. **Strategic**
5. **Social**

* Desired Value: Better, Faster, or Cheaper?

**BREJ Sound Inc. wants to both lower the cost of instrument repair in the Lake Baldwin area and also make the process of repair much faster so customers can get back to playing music as soon as possible.**

* Appropriate Metric: Expectation for shareholders on a completed project

**By the completion of this project, shareholders should expect a 15% to 25% decrease in the overall cost of instrument repair and also for the time of a completed repair service to be decreased from a week or more to no more than 5 days.**

* Timeframe: When will the target metric be achieved?

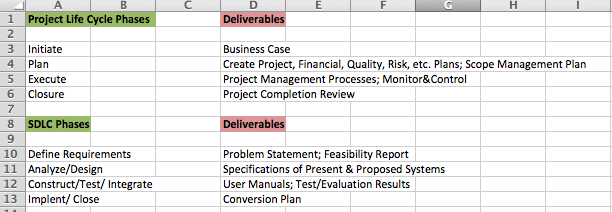
**We should be able to achieve our target metric within the next 2 months.**

* Summarize the MOV

**This project will be successful if we achieve our operational goals of lowering costs by 15% to 25%, making repair more efficient by reducing the time service is completed to no more than 5 days, and if we achieve our target metric within the next 2 months.**

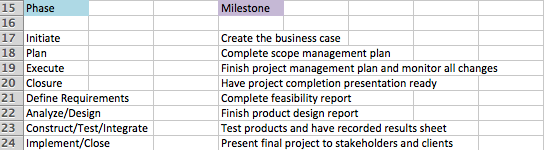
**The phases of your project. - NEED (Jasmine)**

Using a spreadsheet, word processor, or Microsoft Project, list all of the project life cycle and systems development life cycle phases and the associated deliverables that you defined in the Project Scope assignment.



**Milestones for each phase and deliverable**. **- NEED (Jasmine)**

Achieving a milestone will tell everyone associated with the project that the phase or deliverable was completed satisfactorily.



**Activities/Tasks**. **- NEED (Brian)**

Define a set of activities or tasks that must be completed in order to produce each deliverable. Remember to include activities and milestones that support the client's primary concerns: security of information and ease of use for employees.

Project Life Cycle Phases

Business Case

* Meet with project leader, members, client
* Thoroughly discuss project goals and objectives
* Outline important details, security and ease of use
* Present business case to client for approval

Project Management Plan

* Decide between matrix, project manager, or manager system
* Draft up a management plan that is accessible, clear, specific
* Address problem of project, who will perform it, who is responsible, completion date
* Ensure that plan sticks to stakeholder’s end objectives

Scope Management Plan

* Define project scope in a statement
* Decide who is involved, what steps are taken, and prepare a WBS
  + Address how scope will be maintained throughout the project
* Thoroughly define what the end product should be and what it will look like
* Prepare for any changes that could occur during deployment
* Ensure that security is a top priority within the project

Project Management Processes; Monitor and Control

* Calculate cost and time constraints for deployment
* Calculate cost and time approximations for overall project
* Consider outside environmental factors (power outage, connection loss)
* Provide work performance reports, plan updates, document updates

Completion Review

* Provide initial objective and any possible agreed upon changes
* List project outcomes in terms of budget, actual cost, and schedule
* Detail any issues or risks in a summary section
* Provide details on lessons learned in the project; what did and did not work?
* Offer potential improvements going forward

SDLC Phases

Problem Statement, Feasibility Report

* Problem statement should be concise and measurable for completion
* Figure out what the problem is, where and when it occurs, what it impacts
* Address technical, economic, legal, and operational concerns
* Ensure that security is a high concern for project completion
* Look into resource, cultural, and financial concerns
* Evaluate the project’s potential for success

Specifications of Present and Proposed Systems

* Detail specifications of current systems
* Document direct and indirect costs of new systems compared to current
* Research compatibility of proposed systems
* Analyze how data flows and is stored for future systems
  + Ensure that backups of system critical info is made

User Manuals and Evaluation Results

* User manual should contain information on integration with devices and software
* Detail how software should be used, troubleshoot any common issues
* Provide safety and security warnings for transactions
* Evaluation should track progress and demonstrate impact of project
  + Document any learned lessons
  + Be accountable and transparent
  + Maintain effective communication

Conversion Plan

* Document hardware, software, and data conversions on current systems
* Ensure proper backups are made of critical files before conversion
* Finalize conversion decisions; implement hardware -> OS -> software
* Detail a list of procedures and note any security concerns for data
* Have a list of conversion staff to contact in case of emergency

**Resource Assignments**. **- NEED (Edward)**

Assign people and other appropriate resources to each activity. This will be based upon the people and resources that you identified when you completed the project infrastructure assignment. Keep in mind that adding resources to an activity may allow the activity to be completed in a shorter amount of time; however, it may increase the cost of completing that task or activity.

Business Case: Brian, security consultant

Project Management Plan: Rodolfo

Scope Management Plan: Jasmine

Project Management Processes; Monitor and Control: Edward

Completion Review: Brian, Rodolfo, Jasmine, Edward

Problem Statement, Feasibility Report: Jasmine, security consultant

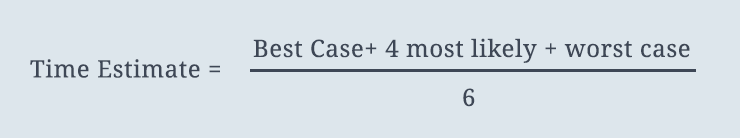
Specifications of Present and Proposed Systems: Rodolfo

User Manuals and Evaluation Results: Edward

Conversion Plan: Brian

**Estimates for each Activity/Task**. **- NEED (Rodolfo)**

Based upon the tasks or activities and the resources assigned, develop a time estimate for each task or activity to be completed. For the purposes of this assignment, you should use a combination of estimation techniques such as analagous and bottom-up estimation.



Business Case: (1 + 4(2) + 3 ) / 6 = 2 hours

Project Management Plan: (1 + 4(3) + 4 ) / 6 = 2.8 hours

Scope Management Plan: (2 + 4(3) + 4 ) / 6 = 3 hours

Project Management Processes; Monitor and Control: (1 + 4(2) + 3 ) / 6 = 2 hours

Completion Review: (.5 + 4(1) + 2 ) / 6 = 1.1 hours

Problem Statement, Feasibility Report: (.5 + 4(1) + 2 ) / 6 = 1.1 hours

Specifications of Present and Proposed Systems: (.5 + 4(1) + 2 ) / 6 = 1.1 hours

User Manuals and Evaluation Results: (.5 + 4(1) + 2 ) / 6 = 1.1 hours

Conversion Plan: (1 + 4(2) + 3 ) / 6 = 2 hours

* Analogous Estimate: 13.5 hours, averaging 1.5 hours per assignment. Analogous estimates, also called top-down estimates, use the actual cost of a previous, similar project as the basis for estimating the cost of the current project. This technique requires a good deal of expert judgment and is generally less costly than other techniques,but it is also less accurate
* Bottom-Up Estimate: 2 + 2.8 + 3 + 2 + 1.1 + 1.1 + 1.1 + 1.1 + 2 = 16.2 hours. Bottom-up estimates involve estimating the costs of individual work items or activities and summing them to get a project total. This approach is sometimes referred to as activity-based costing. The size of the individual work items and the experience of the estimators drive the accuracy of the estimates.
  + Every activity will be evaluated using the 3 point estimation technique.