Accountability

\*submit as a separate form\*

Name (time spent in minutes)

Jasmine Savwoir (~50)

Edward Sims (~50)

Rodolfo Magasrevy (~30)

Brian Batinchok (~)

Project Schedule and Budget

LMBA 6

**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**

* 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.**

**A Detailed Project Plan -- (Brian & Edward)**

1. **If you used a spreadsheet to create your work breakdown structure (WBS), you may want to cut and paste the phases, deliverables, milestones, and activities into Microsoft Project® in order to improve the quality of your deliverable.**



1. Add and assign the resources that you identified in your WBS to each activity or task. Be sure to assign a cost for each resource.

Required:

* Define Problem
* Address Technical and Economic Concerns
* **Deliver: Problem Statement**: Jasmine, security consultant
* **Deliver: Feasibility Report**: Jasmine, security consultant
  + (Jasmine + security consultant hourly rates)\*(1.1 hours)

Initiate:

* Project Meeting/Kick-Off
* Define Project Goals
* **Deliver: Business Case**: Brian, security consultant
  + (Brian + security consultant hourly rates)\*(2 hours)

Plan and Design:

* Initial Risk Management
* Define End Product Specifications
* Create Financial Plan
* **Deliver: Scope Management Plan**: Jasmine
  + (Jasmine hourly rate)\*(3 hours)

Execution:

* Cost/Time Evaluation
* Monitor and Control
* Update Documentation (if necessary)
* **Deliver: Initial Performance Reports**: Edward
  + (Edward hourly rate)\*(2 hours)

Integration:

* Update Hardware and Software
* Create User Manuals
* Evaluation of Tests
* Report Test Results
* **Deliver: Recorded Results**: Edward, Rodolfo
* **Deliver: Conversion Plan**: Rodolfo
  + (Edward + Rodolfo hourly rates)\*(2.2 hours)

Project Closing:

* List Project Outcome
* Risk Summary
* **Deliver: Final Project**: Brian, Jasmine, Edward, Rodolfo
  + (Brian + Jasmine + Edward + Rodolfo hourly rates)\*(1.1 hours)

1. **Link the tasks. Look for opportunities for shortening the project schedule by performing tasks in parallel (i.e., start-‐‐to-‐‐start or finish-‐‐ to-‐‐finish).**

**Answers to the following questions: -- (Jasmine)**

1. What are beginning and end dates for your project? How many days will it take to complete the project?

**The duration of the project goes from Sept. 8th to Dec. 6th. It will take about 28 more days to complete the project.**

1. Does your project have a single critical path or multiple critical paths? What is the importance of the critical path?

**Our project has a single critical path. The critical path is used to determine the shortest possible time it will take to complete a project. The critical path is the longest series of activities and time it will take to finish the project.**

1. Does your project have any overallocated resources? If so, be sure to level your resources.

**Our project does not have any overallocated resources.**

1. How have you ensured the final product will be secure? What milestones relate to the security of the project? What resources relate to the security of the project? Have security considerations increased the scope, time, cost, or quality of the project? Why or why not?

**We have ensured that the project will be secure by monitoring all changes made throughout the duration of the project and making sure all paperwork and forms regarding the product are up to date. Some milestones that relate to security are things like the scope management plan and risk reports. Some resources that can be used are test results and product evaluations. If anything, security considerations increase the cost and quality of the project. Security monitoring devices and hired help increase cost but also the quality of the product because you’ll make sure it’s safe and secure.**

**A Copy of your Scope Change Process Plan: -- (Rodolfo)**

* Identifying a scope change request:
  + Requires approval by appropriate stakeholders.
  + Requires Scope Change Request Form submission
* Cataloging a scope change request:
  + File Scope Change Request Form in database
* Managing a scope change request
  + Project managers must carefully weigh the costs and benefits of scope changes.
  + Ensure that project scope changes include associated cost and schedule changes.
  + It is crucial for the project manager to lead the team in its focus on achieving approved scope goals and not getting sidetracked into doing additional work.
* Responding to a scope change request:
  + If scope changes occur on the project, the duration estimates should be updated to reflect those changes.
  + It is also helpful to review similar projects and seek the advice of experts in estimating activity durations.
  + Scope changes often influence the team’s ability to meet project time and cost goals, so they must be recalculated.

**Scope Change Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name | Project Ref. No. | Prepared By | Date Prepared |
| **LBMA Streamlining** |  | **BREJ Sound, Inc.** | 11-6-15 |
| Customer | Business Unit / Dept. | Contact | Project Type (STD / ADV) |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Person(s) Requesting Change:** | | |
| **Change Number:** | | |
| **Detailed Description of Scope Change Requested:** | | |
| **Reason for Scope Change Requested:** | | |
|  | | |
| **Effect on Project Cost:** | | |
| **□ Projected Cost *Overrun* of approximately**       **%** | | |
| **□ Estimated Cost *Reduction* of approximately**       **%** | | |
|  | | |
| **Effect on Schedule:** | | |
| **□ Planned Project Completion Date:** | | |
| **□ New Project Completion Date:** | | |
| **Additional Remarks:** | | |
| **Approval** | **Project Manager** | **Date** |
| **Approval** | **(Other)** | **Date** |