Project Name	Audio Analyzer
Executive Sponsor	Prof. Zaidi
Project Manager	Maribel Gershman
Primary Stakeholder(s)	Hussain Zaidi

Project Description/Statement of Work	

Receive audio files in .mp4 format from Mobile or Web Team, generate a text converted filed which will be delivered to Back End Text
Processing Team and the Backend Dialog Team for further analysis.

Business Case/Statement of Need (*Why is this project important now?*)	

Implementation will support and facilitate the Interview Application's analysis of the user's confidence level.

Customers	Customer Needs/Requirements

Newly graduated students or anyone who wants to practice and assess their computerized interviewing skills

Project Definition	
Project Goals	Provide the user feedback on the quality of their computerized interviewing skills based on tonality, speed of speech and clarity of speech.
Project Scope	The audio files will be .mp4 format and consist of english only. Target users will be 21-30 year olds but suitable for more mature users as well.
Project Deliverables	There will be 4 deliverables: Sprint 1 on Week 7, Sprint 2 on Week 11, Sprint 3 on Week 14, Final product on Week 15

Project Constraints/Risks (*Elements that may restrict a project, project team, or project action.*)	

Audio file to be process is not received in a timely manner from the Mobile Application Team or the Web App Team. Team members test positive
for COVID/Variant. Entire team is inexperienced, too large of a learning curve. Power outages due to local Flex Alerts. Power outages localized
to CPP. SoCal Flex Alerts, power outages localized to CPP.

Implementation Plan/Milestones (*Due dates and duration*)	

Kick-Off 10/06/21 (Each sprint will be 2 weeks long. Sprint dates and lengths adjust to due to class session cancellations)
Sprint 1/Week 7: (10/20/21)
Sprint 2/Week 11: (11/03/21)
Sprint 3/Week 14: (11/17/21)
Sprint 4/Week 15: 12/03/21 Final product delivered and transition to maintenance mode.

Communication Plan (What needs to be communicated? When is communication needed? To whom? How?)	

File types being received/delivered. Where to retrieve/deliver files. Communication is to be done in the form of Sprint testing and feedback from the client.
Meeting with the Developers every 48hrs for status updates, identify and resolve any issues.

Change Management/Issue Management (*How decisions will be made? How will changes be made?*)	

All change requests will be made in writing and shall include, date, time, reason for change request, detailed description of the change(s)

desired, acceptable use/test cases. File version control will be managed using GitHub

Project Team Roles and Responsibilities

Team Members	Roles	Responsibilities
Maribel Gershman	Program Manager(PM)	Leads the team by setting schedules, milestones, deadlines, budgets, task lists, assembles team members, allocates resources Defines project objectives, scope, roles and responsibilities. Tracks project and provides regular reports to the project team and to stakeholder(s). Identifies and mitigates potential risks.
Abrahan Perdoza	System Analyst(SA)	Collects and creates requirements, generates requirement models, and translates them into UML diagramss and use cases. Determine the computing needs and translating them into system specifications. Produce a cost analysis of the project.
Nachiket Patel	Quality Assurance(QA)	Ensuring the product meets the company standards, maintains strong overall quality control of product adhering to realiability, performance and customer expectations.
Nachiket P., Abrahan P., Maribel G.	Developer	Works with a team of coders to create software programs for the mobile device and website. Update end-user software and conduct quality control functions. Test and deploy programs and applications Trouble shoot, debug, maintain, and improve existing software.

Stakeholder Roles and Responsibilities

Stakeholders	Roles	Responsibilities
Hussain Zaidi	Prof	Final Approval

Sign-off

Sponsor: _____ Date: _____