Memorandum

To: Dr. Harry Delugach

From: Team Gambit (Team C) -

Christopher Henry, Andrew Huggins, Reece Johnston, Michael Jones, Vineela Kakani, and Saivamsikrishna Kanukanti

Date: 10/4/2014

Subject: Initial Requirements Report and Product Management Plan outline

This is a memo detailing the current state of Team Gambit’s requirements elicitation and elaboration as well as an outline of the current state of a Project Management Plan. Also included is a working copy of Team Gambit’s Project Management Plan for the Theater Ticket System.

**Requirements Elicitation**

The below paragraphs detail the Theater Ticket Software system’s product description, scope and the currently elicited requirements and models for the system.

**Project Scope and Description**

The Theater Ticket System is being created as a software solution for volunteers who help non-professional performing arts groups put on plays, musicals, concerts, and exhibitions for the general public. It will both reduce the workload and number of volunteers needed for ticket management for these small groups. The software will be composed of two major parts.

The ticket application will be a user interface for volunteers to manage ticket transactions. There will be a simple, figure focused GUI that will allow volunteers to navigate and find all currently held information regarding a specific patron or a specific venue. Meaning, when possible, an image or table will be used in place of, or in conjunction with, words to account for untrained users. The application will allow lower privileged users (tellers) to reserve tickets (seasonal or per event) for patrons, pay for these tickets, refund or transfer tickets, and record any special notes for patrons. Moreover, the seat availability will be displayed graphically to provide a level of ease-of-use applicable for untrained volunteers. This graphical display will be configurable by an administrative user (administrator) of the system. Lastly, this application will be operated by the tellers and the administrator(s) on any typical Windows machine.

The database will store relevant patron information and link patrons to tickets reserved or bought for an event. Further, the event will be linked to a particular venue. To clarify on the scope of the project, some of the analysis classes that will be used during the project are listed below.

Features of the software will include (but not limited to):

* Drag-and-drop venue layout creation via visual styling tools
* Figure focused GUI for easy navigation by non-technical users
* *tbd*

**Known Requirements**

Team Gambit has successfully elicited a number of system requirements.

REQ-1: blah

REQ-2: blah

REQ-3: blah

REQ-4: more blah

**Models**

Models go here

**Project Management**

The below paragraphs describe important sections of the Theater Ticket Software system’s Project Management Plan. The sections are communicated here are not finished and are to be viewed as a work in progress.

**Communications and HR Management**

-Team operation plans – how will you collaborate? What roles (if any) will team members have?

-Communication strategy – how will you communicate?

***\*\*Example info for the Human resources Management\*\****

* Roles and Responsibilities of Team Members Throughout the Project
* Project Organization Charts
* Staffing Management Plan to Include:
  + How resources will be acquired
  + Timeline for resources/skill sets
  + Training required to develop skills
  + How performance reviews will be conducted

***\*\*Examples of tables for Communications management\*\****

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Objective of Communication** | **Medium** | **Frequency** | **Audience** | **Owner** | **Deliverable** | **Format** |
| Kickoff Meeting | Introduce the project team and the project. Review project objectives and management approach. | - Face to Face | Once | - Project Sponsor - Project Team - Stakeholders | Project Manager | - Agenda - Meeting Minutes | - Soft copy archived on SharePoint site and project website. |
| Project Team Meetings | Review status of the project with the team. | - Face to Face - Conference Call | Weekly | - Project Team | Project Manager | - Agenda - Meeting Minutes - Project Schedule | - Soft copy archived on SharePoint site and project website. |
| Technical Design Meetings | Discuss and develop technical design solutions for the project. | - Face to Face | As Needed | - Project Technical Staff | Technical Lead | - Agenda - Meeting Minutes | - Soft copy archived on SharePoint site and project website. |
| Monthly Project Status Meetings | Report on the status of the project to management. | - Face to Face - Conference Call | Monthly | - PMO | Project Manager | - Slide Updates - Project Schedule | - Soft copy archived on SharePoint site and project website. |
| Project Status Reports | Report the status of the project including activities, progress, costs and issues. | - Email | Monthly | - Project Sponsor - Project Team - Stakeholders - PMO | Project Manager | - Project Status Report - Project Schedule | - Soft copy archived on SharePoint site and project website. |
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| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Messages** | **Vehicles** | **Frequency** | **Communicators** | **Feedback Mechanisms** |
|  |  |  |  |  |  |
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**Quality Management**

-Quality assurance strategy – how will you evaluate your work products?

**Project Schedule**

-Project schedule

***\*\*Example schedule table from my 499 class this semester\*\****

|  |  |  |
| --- | --- | --- |
| **Phase** | **Phase Name** | **Phase Length** |
| ***Phase 1*** |  | **Sept. 5 – Oct. 16** |
| * Team meeting #1 | | |
| ***Phase 2*** |  |  |
| * Team meeting #2& #3 | | |
| ***Phase 3*** |  |  |
| * Team meetings #4, #5, and #6 * Continue to review requirements as prep for final version of requirements specification document and presentation | | |
| ***Phase 4*** |  |  |
| * Progress meetings with customer | | |
| ***Phase 5*** |  |  |
| * Sunset/cease support * Progress meetings with customer | | |
| |  | | --- | |  |  * **End** | | |

\*\*Suggestion: Short blurb and a table…see PMP template for suggestions or copy/paste\*\*

**Function Point Analysis**

Create table for estimation?

**Tools and Utilities**

Tools used – what tools do you expect to use?