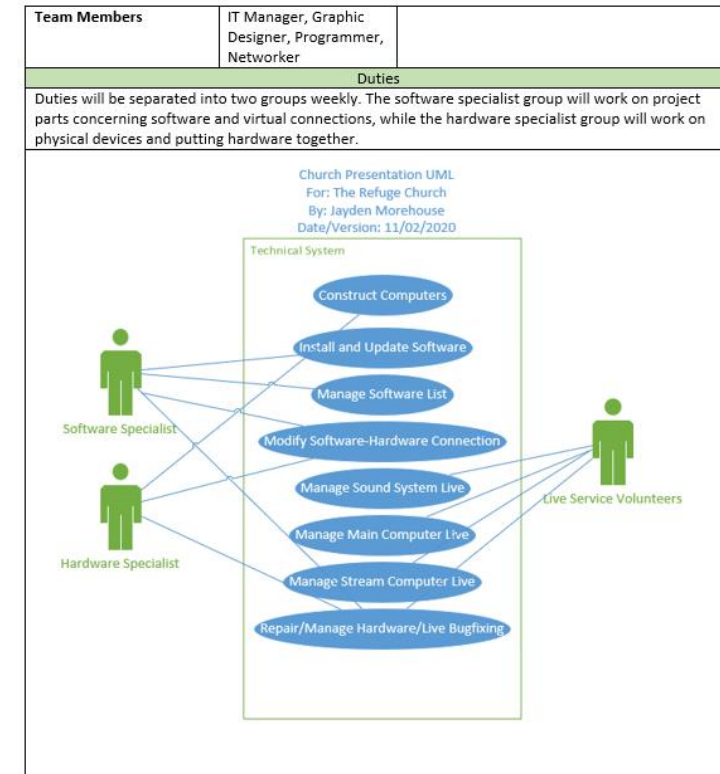# PROJECT MANAGEMENT WORK EXAMPLES

Church Presentation Project Charter

Project Title	Church Presentation System	Project Manager	Larry Larlee
Project Start Date	Oct. 18, 2020	Project End Date	November 15, 2020

Requirement

To provide a consistent quality to both stream audience and live audience, a remodeling of the current technology systems must take place. This will allow displays, sound systems, and stream services and their resources to be more accessible to viewers and have an overall cleaner, higher quality.

The system requires a change to meet modern standards, as current system is outdated (2005 builds) and becoming increasingly slow.

Project Scope	A complete revision of The Refuge's technologies/systems. During this revision, we will have a Main computer running projector and song lyric displays, and a computer that communicates with that computer using ProPresenter and streams to Zoom with OBS. We will also be implementing an unused camera into the system to stream video to stream.
Deliverables	1. Reports of all revisions, changes, and additions. 2. Tangible results in form of smooth presentations/sounds. 3. A tech system that performs reliably and allows the display of lyrics, presentations, and related media.
Milestones	Week 1: Reducing the number of routers performing singular tasks and transition into one, centralized network. • One decent enough quality for wireless microphones (more details in finances). Week 2: Upgrade ProPresenter computer (a laptop is suggested). • Upgrade the hardware, whether through new, better parts or a new device altogether. • Install Up-To-Date software (ProPresenter, Office applications, and situational software like Bluetooth device receivers) and restore assets from previous ProPresenter device. • Begin configuring streaming capabilities, namely the OBS framework needed during week 4. Week 3: Upgrade Main/Display Computer. • Upgrade the hardware, whether through new, better parts or a new device altogether. • Install Up-To-Date software and restore assets from previous device.

	Week 4: Transition Zoom and streaming controls from unintegrated/personal devices to tech booth. • Use Main/Display computer to cast displays to Zoom and streaming sites using OBS. • Connection with camera/stress testing for streaming services.
Risks	1. Complete collapse/bricking of current system. 2. Being unprepared in time constraints due to biweekly (twice weekly; occasionally three) services. 3. Bottlenecking due to combination of old and new systems.

Finances

Funds allocated are $1750 and must not exceed this amount.
This is required for:
- New System for streaming software (approx. $800)
  - Better than or equivalent to an Intel i5 9600K
  - 16 Gb of RAM
  - Decent Graphics (Equivalent or better to GTX 1050
  - Latest version of windows
  - An internal SSD
  - OBS
- New system for ProPresenter/media control (approx. $700)
  - Preferably laptop so controller (and location) can be rotated on Sunday/Wednesday if service room is changed (East Wing, Basement/Youth chapel).
  - ProPresenter and PowerPoint
  - Better than or equivalent to an Intel i5 9600K
  - 12 Gb of RAM
  - Decent Graphics (Equivalent or better to GTX 1030)
  - Latest version of windows
- New, high quality router (approx. $90)
  - 2.4 GHz at 450MBps
- Cabling (approx. $40)
  - Ethernet (costs less if cables are not premade, but require extra time to assemble)
  - Adapters/Power Cables
  - ETC (HDMI, AUX, and device specific cables)
- Software Licences (approx. $100)
  - OBS and ProPresenter have free versions, but Office Applications used for presentations require licenses.

Any additions requested by Business Head will require an official proposal/consultation with Financial Manager.

Stakeholders

Employees		Clients/Requesting Party	
Project Manager	Larry Larlee	Business	The Refuge UPC
Volunteers	Jayden Morehouse, Corey S., Brandon H.	Business Head	Mark Morehouse
		Financial Manager	Brandon H.

Team Members	IT Manager, Graphic Designer, Programmer, Networker	

Duties

Duties will be separated into two groups weekly. The software specialist group will work on project parts concerning software and virtual connections, while the hardware specialist group will work on physical devices and putting hardware together.

Church Presentation UML
For: The Refuge Church
By: Jayden Morehouse
Date/Version: 11/02/2020

Technical System

- Construct Computers
- Install and Update Software
- Manage Software List
- Modify Software-Hardware Connection
- Manage Sound System Live
- Manage Main Computer Live
- Manage Stream Computer Live
- Repair/Manage Hardware/Live Bugfixing

Software Specialist
Hardware Specialist
Live Service Volunteers

WORK EXAMPLE: PROJECT CHARTER

This is a charter I created for a hypothetical church presentation system completed in the NSCC Project Management course.

WORK EXAMPLE: CHANGE REQUESTS

Change Request 1

Project Name	Church Presentation System		Request Number	3
Requestor	Project Manager			
Description	AMEND: Each staff member will be isolated to their own hardware. Software, however, can be accessed remotely. Meetings will be remote as well (Zoom or Microsoft Teams depending on presence of team or Business Head).			
Reason	To ensure the safety of workers and remain in compliance of regulations.			
Impact	Duties: team members will be sorted by system, each with a hardware representative to be present in-person during events.			
Proposed Action	Hardware Duties team will be changed to be station specific like so:			

Volunteer	Station
Larry Larlee	Sound System
Jayden Morehouse	ProPresenter Computer
Corey S.	Main Computer
Sam K.	Camera System

Volunteers can be replaced/reshuffled as necessary.

Software Duties will be remote, or by volunteer at their respective station. Meetings will be purely remote.

Priority	Urgent
Business Priority	Employee Safety and Legal Compliance
Status	In Effect
Approved By	Business Head

Change Request 2

Project Name	Church Presentation System		Request Number	4
Requestor	Jayden Morehouse			
Description	AMEND: streaming will be beyond Zoom, but to Facebook, as well as YouTube .			
Reason	So that more spectators/a more general audience can view the service without requiring Zoom.			
Impact	Milestone: the implementation of these streaming services will be necessary and will be added to the list of Week 4 Tasks. Added Risk: Internet Connection Stability			
Proposed Action	Week four schedule should be updated to: Week 4: Transition Zoom and streaming controls from unintegrated/personal devices to tech booth. • Use Main/Display computer to cast displays to streaming sites using OBS. o Streaming sites include Zoom, Facebook, and YouTube. • Connection with camera/stress testing for streaming services. OBS will be configured to stream video to these services and particular pages/channels will be created to stream to and archive services (YouTube would be best for archiving video, but Facebook has the capability).			
Priority	High			
Business Priority	Audience Retention			
Status	Pending			

- These are two change requests used in the same hypothetical project as the charter.