

CCPS Project Plan

Management and Organization Plan

5 Introduction

This section presents the management policies, which will be used for CCPS, identifies cooperating organizations, their roles and representatives, and shows how we shall assemble the CCPS Project Team.

5.1 Management

5.1.1 PM Organization

Jake Vernon is the Project Manager for the CCPS Project. He will be working on the Introduction, Executive Summary, Budget and Resources Plan, and Manufacturing Plan. Nicholas Helmstetter will handle Features and Deliverables, Hardware Plan, and Design Transfer. Jessica Kostiou will complete the Master Schedule and the Test Plan. Anthony Grazioso will work on the Product Definition Plan, the Facilities, and the Tools. Mike Hoffman will handle the Models Plan, Maintenance Plan, and the Risk Management Plan. Lastly James Blessing will complete the Management and Organization Plan, the Software Plan, and the Deployment Plan.

5.1.2 Communications

Communication between the group members will be set on a daily basis in a SCRUM fashion unless otherwise stated by the project manager. The daily meeting will include discussions of any issues that have or could arise with the project. The project manager, Jake Vernon, will send out via email the weekly status report for the project for the team to review. Every other week a status report will also be sent to upper management to review.

5.1.2.1 Project Communications

The fashion of communication within the project will be face to face and via email. As stated in section 5.1.2 of this document a daily meeting similar to SCRUM will be conducted. Also weekly status reports will be sent out to all members of the team for review.

5.1.2.2 Customer Communications

The customer will be informed about the project on a monthly basis. If that time span is determined to be too long a bi-weekly meeting with the customer will be scheduled. This will be a face-to-face or conference call if travel is inconvenient. The meeting will be held with the project manager and lead developers to go over what has been done, as set by the milestone for the month or two week span, and to get customer feedback on the completed work. Communication with upper management will only take place through status reports on a bi-weekly basis unless otherwise stated.

5.1.2.3 MSDS Management Communications

Status information given to the MSDS Management will be handled in a bi-weekly email fashion as to show current status of the project. Face to face meetings will only be scheduled when major features have been completed.

5.1.2.4 Other

Monthly emails and short meetings will handle communication between all other members of MSDS with certain groups of members at a time if necessary.

5.1.3 Standards

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The CCPS system will conform to all of the standards that are specified by the Business Manager Mark Money.

5.1.4 Inspections

Inspections will be done for plan, design, code and prototypes. When inspecting design or code from a certain developer or designer they leave the room while the inspection is being done. After inspections are complete the person comes back in and the team goes over what they found from the inspection in order for the developer or designer to give their remarks on why they did what they did. The inspection for a prototype and the plans are done with everyone in the Core Team going over every aspect of the prototype or plan. All inspection meetings will be no more than 2 hours. The inspection period will last until all of the meetings that are needed have been completed.

5.1.5 Development Strategy

All parts of each release of the CCPS system will be developed in parallel with each other. Each part includes design, design inspections, coding, code inspections, unit tests, and fixes. After the first two releases and the rest of development is complete integration tests will be completed. Lastly the system tests will be performed on the entire integrated system.

5.1.6 Testing Strategy

Unit, Integration, and System tests will be used for the CCPS system. The developer that created that piece of software will do unit tests. The entire Core Team will do the integration and system tests after all development work has been completed.

5.1.7 Release and Deployment Strategy

The release strategy will include three releases of the system. The first release will include everything from the start of the project to the completion of the DELSYS system. The second release will include release 1 and the completion of the communication with legacy system feature. The third and final release will include the whole CCPS system.

5.1.8 Change Management Strategy

Billie Boss will control change management.

5.2 Organization

5.2.1 External Interfaces

The only external interfaces that will be apart of the project will be with BoardTech. Boardtech will do the manufacturing of the boards for the CCPS system. Mike Hoffman is in charge of talking with BoardTech along side the Project Manager.

5.2.2 Internal Organization

5.2.2.1 Internal Operations

Billie Boss heads the CCPS system project. The team under him includes the project manager, Jake Vernon, who will be in charge of the Core Team and the Customer Support Team. In the Core Team there is Nick Helmstetter, Mike Hoffman, Jessica Kostiou, Anthony Grazioso, and James Blessing. The Core Team works on every aspect of the project. The Customer Support Team is broken down into Installation, Class Development, Training Day 1, Training Day 2, and

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Tech Support. Under Installation there is Mark Stevens. For Class Development there is John Doe. The trainer for the first day of training is Ryan Smith. Five other randomly chosen technicians are chosen for the second training day. All members of the technicians' team will handle Tech Support if they are doing no other work.

5.2.2.2 Organization Chart

The organization chart is located at the end of this section.

5.2.3 Decision Process

The Project Manager Jake Vernon will finalize all decisions in regards to the internal workings of the CCPS system. Any decisions in dealing with external interfaces like BoardTech will be finalized by Billie Boss.

5.3 Organization Assembly

The recruiting process for this project will start with Jake Vernon. From there the potential employees list gets sent to Billie Boss to determine who will be hired to work on the CCPS system. Nick Helmstetter will train each new recruit in order for him or her to understand the system. After the initial training is complete the recruit will be moved to either the Core Team or the Customer Support Team. Either Jess Kostiou if part of the Core Team or John Doe if part of the Customer Support Team will train the recruits for their position. After the project is over if they receive exemplary reviews from the Project Manager, Billie Boss will try to move them into other projects and keep them on at that position. All other recruits for the CCPS system will be let go

CCPS Organization

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