Justin Goulet

City of Carlsbad | REc. Admin.

Change Log

ActiveNet Trainer

Project Created:

## Wednesday, March 09, 2016 4:09 PM

* Document list Created
* Plan updated to include the recommended documents used within the project
* [Project Directory Here](https://carlsbadca1gov-my.sharepoint.com/personal/justin_goulet_carlsbadca_gov/Documents/ActiveNet%20Trainer/Project%20Documents/Project%20Documents)

Requirements Created:

## Wednesday, March 09, 2016 4:11 PM

* Requirements document created and uploaded to shared directory
* “Different Modules,” “Adaptive Learning,” “General to Deeper Learning,” “Analytics,” “Scalable,” and “Can use External Resources to Embed Content” added to the list with their respective subcategories:
  + Different Modules
    - Accessible at short intervals
    - Easy to follow tasks
    - General Methods that can be tinkered to fit patterns of user
  + Adaptive Learning
    - Novice, Intermediate, Advanced Skill Levels should be challenged, but to a tipping point
    - Advanced training for advanced staff
    - Different Teaching Techniques Used
  + General to Deeper Learning
    - Once staff passed general courses, more advanced ones become available.
    - Focus on fine-tuning skills
  + nalytics
    - System allows for staff to follow how well others are doing in the training
    - Discussion Boards to include feedback, as well as team-based problem solving
    - Quick Stats for how well and often our modules are used.
  + Scalable
    - Can be branched off to cover details of other systems
    - Full Control of licenses (up to 100) - Must deactivate users while not in use
  + Can use External Resources to Embed Content
    - Doesn't have to use just the tools provided.
    - Customization is key when keeping our staff engaged.
* [New Document Here](https://carlsbadca1gov-my.sharepoint.com/personal/justin_goulet_carlsbadca_gov/Documents/ActiveNet%20Trainer/Project%20Documents/Planning/Updated%20Week%20Of%204-4-2016/Requirements.docx)

Requirements Updated:

## Wednesday, March 09, 2016 5:02 PM

* Updated requirements with documents that must be provided
  + Importance is represented by ‘!!!’
* Table not yet completed
* Updated Categories as shown:
  + Cost Estimates
  + Risk Register
    - !!!
  + Duration of Course
  + Timeline
  + Time Management
    - !!!
  + Stakeholders
    - !!!
  + Team Performance
    - !!!
  + Communication
    - !!!
  + Procurement Statement of Work

Risk Register Created:

## Friday, March 11, 2016 10:24 AM

* Expectations Created:
  + Can be accessible from any workstation
  + Can be used intermittently by staff
  + Immersive for “General” to “Full” understanding
  + Educational while Intuitive
* [New Document Here](https://carlsbadca1gov-my.sharepoint.com/personal/justin_goulet_carlsbadca_gov/Documents/ActiveNet%20Trainer/Project%20Documents/Planning/Updated%20Week%20Of%204-4-2016/Risk%20Register.docx)

Plan Summary Updated:

## Friday, March 11, 2016 10:48 AM

* Added troubleshooting to each staff module
* Added Policy v. Practice to withdraws and reservations

Activities Document Created:

## Monday, March 14, 2016 8:56 PM

* Added Existing problem and proposed solution
* Added Project Scope and Constraints
  + Scope:
    - Added table from preliminary plan
  + Constraints
    - Time Frame
    - Resource Limitation
    - Results
    - Activity Performance
* Added Project Feasibility (WIP)
  + Operational
  + Technical
  + Economic
* [New Document Here](https://carlsbadca1gov-my.sharepoint.com/personal/justin_goulet_carlsbadca_gov/Documents/ActiveNet%20Trainer/Project%20Documents/Planning/Updated%20Week%20Of%204-4-2016/Activites%20Document.docx)

Project Management Plan Created:

## Wednesday, March 16, 2016 4:43 PM

* Table of Contents
* Added the following headers to the document:
  + Scope Management Plan
  + Requirements Management Plan
  + Schedule Management Plan
  + Cost Management Plan
  + Quality Management Plan
  + Process Improvement Plan
  + Human Resource Management Plan
  + Communications Management Plan
  + Risk Management Plan
  + Stakeholder Management Plan
  + Project Life Cycle
  + Process of Project Documentation Completion
  + Requirements and Techniques for Communication between Stakeholders
* Added content to the following headers:
  + Requirements Management Plan
    - List of Requirements
      * Brought from the [Project Summary](https://carlsbadca1gov-my.sharepoint.com/personal/justin_goulet_carlsbadca_gov/Documents/ActiveNet%20Trainer/Project%20Documents/Planning/Updated%20Week%20Of%204-4-2016/Plan%20Summary.docx)
  + Quality Management Plan
    - Introduction to what we will be looking for
      * Note that the actual content has not yet been added
* [New Document Here](https://carlsbadca1gov-my.sharepoint.com/personal/justin_goulet_carlsbadca_gov/Documents/ActiveNet%20Trainer/Project%20Documents/Planning/Updated%20Week%20Of%204-4-2016/Project%20Management%20Plan.docx)

Project Scope Created:

## Wednesday, March 16, 2016 4:49 PM

* Table of Contents
* Project Scope Management Overview
* [New Document Here](https://carlsbadca1gov-my.sharepoint.com/personal/justin_goulet_carlsbadca_gov/Documents/ActiveNet%20Trainer/Project%20Documents/Planning/Updated%20Week%20Of%204-4-2016/Project%20Scope%20Management%20Overview.docx)

Communication Management Plan Created:

* Many sources brought in from previous project
* Updated fields:
  + Appendixes will need to be updated (Justin Goulet highlighted them)
  + Added the “Project Team Leader” position
  + Plan Communications Management
    - Updated ways of possible contact between project team members and project team leader. Specifically, I added Slack and Asana. Details described within document.
    - Updated to add automated staff meetings, hosted by Slack, which can act as a form of communication which can be known as a *delayed* meeting. This means that each team member will be given the same meeting, with a set of questions, but have a set time to complete. The meeting ends when the time frame is up or every member has completed their set of questions. The report is then provided to the team leader in summary.
* [New Document Here](https://carlsbadca1gov-my.sharepoint.com/personal/justin_goulet_carlsbadca_gov/Documents/ActiveNet%20Trainer/Project%20Documents/Planning/Updated%20Week%20Of%204-4-2016/Communication%20Mangement%20Plan.docx)

Scope Management Created:

## Sunday, March 20, 2016 1:01 PM

* Document Created
* Set Desired Outcomes and Requirements
* Set Inclusions
* Set Exclusion
  + Needs further discussion
* Displayed High Level Inclusions
  + Took from Plan Summary
  + Not yet prioritized
* [New Document Here](https://carlsbadca1gov-my.sharepoint.com/personal/justin_goulet_carlsbadca_gov/Documents/ActiveNet%20Trainer/Project%20Documents/Planning/Updated%20Week%20Of%204-4-2016/Scope%20Management%20Plan.docx)

Scope Management Updated:

## Monday, March 21, 2016 9:28 PM

* Minor spell checking and format updates
* Added additional inclusions:
  + Project consultant
  + Communication shareholder plan
  + Documented best practices policies, procedures and practices
* Added Acceptance Criteria and Methodology
  + Still am looking at this section. I mainly took details from example document provided
  + I don’t have access to MS Project on a work provided workstation. I recommended using Asana because it allows you to assign tasks, deadlines, document sharing, and more within team members. The program also sends out weekly updates to the overall project and allows for goal setting, among other features.
* Added Assumptions and Constraints
  + A lot of overlap with the example project
  + Edited terms to match scope of our project

Got Organized

## Wednesday, March 23, 2016 4:47 PM

* Communication Management Plan
  + Updated comments
  + Started to add contact sheet for all known members of the project team
    1. Project Sponsor
    2. Project Manager
    3. Project Steering Committee member
* Requirements
  + Added some comments
  + Working on adding in information related to headers mentioned.
  + No content added to the digital document yet. Still planning on paper
* Scope Management Plan
  + Got rid of SmartArt for Desired Outcomes, Inclusions, and Exclusions
  + Ranked the “High Level Inclusions”
    1. POS
    2. Customers
    3. Enrollment
    4. Facility Reservations
    5. Reports
    6. Organizations
* Risk Management
  + Started designing form for all associated risks
  + May just create an Excel spreadsheet if documentation is online (not printed)
  + Draft of form is included [in document](https://carlsbadca1gov-my.sharepoint.com/personal/justin_goulet_carlsbadca_gov/Documents/ActiveNet%20Trainer/Project%20Documents/Planning/Updated%20Week%20Of%204-4-2016/Risk%20Register.docx)

Risk Register Table

## Monday, March 28, 2016 9:53 PM

* As per discussion, the Risk Register was created in an easy-to-read excel spreadsheet.
  + Many items were included from the previous project, for sake of time, but adjusted to fit the scope of our project.
  + Here are the changes
    - //For sake of time, I will add the items here on Wednesday
    - //Forgot the notes @ Calavera
  + Comments were added in document:
    - @Bonnie, Are we creating an accreditation in accordance with the training modules? I see the accreditation as being able to access the system, but I am not sure exactly how much control we have over access
    - Scores may need to be re-evaluated. I took the scores from the previous.

Note, even though the scores were from the previous Risk Register, each item was read and adjusted to fit the scope of our project.

* //Note, ran out of time to finish. Items were written down and will be added Wednesday morning when I have access to this document
* Same scoring sheet used as previous project

CMP Updated:

## Wednesday, March 30, 2016 2:09 PM

* Appendix A Added
  + Includes Project Sponsor, Project Manager, and Steering Committee.
    - Only known members were added
  + Still need to add information regarding contact methods and positions
* Appendix B Added
  + Includes the primary meetings held
    - Kickoff Meeting
    - Project Team Meetings
    - Technical Design Meetings
    - Monthly Design Meetings
    - Project Status Reports
* Added roles for meetings
  + Note that some roles may be assumed by more than one person. The PM may take on additional roles, as required

First Meeting Prepared:

## Wednesday, March 30, 2016 3:17 PM

* Basic Template Created
  + Date at the top
  + Members included
  + Start and end times
* General purpose of meeting
* [Meeting agenda](https://carlsbadca1gov-my.sharepoint.com/personal/justin_goulet_carlsbadca_gov/Documents/ActiveNet%20Trainer/Project%20Documents/Planning/Updated%20Week%20Of%204-4-2016/Meetings/Project%20Communications%20Meeting%203.30.docx)

CMP Updated:

## Monday, April 4, 2016 11:38 PM

* Removed mention of Slack from the plan
* Focused attention on Asana

Asana Created:

## Monday, April 4, 2016 11:39 PM

* Note: This log entry is a little late. Asana was created directly after the previous meeting for the project update.
* Users were signed in
* Users were provided with a quick email with instructions of how to set up the calendar for outlook. If not received, download the link to the calendar [here](https://app.asana.com/-/0/ical?user=106629659563024&lists=106630039442822&hash=ffd5b029cefcf7a38be19770fef1b956b5da3d7882a055b28ba0d8219a507b25). This will open your default calendar application and add the project calendar.
* Initial tasks were added
  + Documentation Documents
    - Full list coming, the documents included are documents that I have been working on.
  + Meeting Minutes and Agendas
    - This task category will always be here. It will be updated with meeting minutes and agendas in following the CMP’s proposed deadlines.

Stakeholder Register:

## Tuesday, April 5, 2016 12:20 AM

* Still need to make formatting decisions (the Smart Art is just copied below)
* Identified different stakeholders.
  + Still need some additional information of how each permission is used
    - E.g. How is RAM Permission different than Front Desk?
* Added sample report of why we are including the categories as our stakeholders instead of individuals

Meeting Minutes 3.30:

## Wednesday, April 06, 2016 2:58 PM

* Meeting minutes added to directory
  + Document sets format and includes information that should be included in all meetings
    - Date, Time, Action Items, etc.

WBS Outline:

## Wednesday, April 06, 2016 4:12 PM

* Created outline for Work Breakdown Structure
  + Visual to be created at a later date.