**Project Management Plan**

**Keaton Northcott LLC**

**1200 W Algonquin Rd**

**Palatine, IL 60067**

**02/04/2025**

**Table of Contents**

INTRODUCTION 3

PROJECT SCOPE 3

REQUIREMENTS 3

SCHEDULE MANAGEMENT 3

COST MANAGER 3

QUALITY MANAGEMENT 3

RESOURCE MANAGEMENT 4

COMMUNICATIONS MANAGEMENT 4

STAKEHOLDER MANAGEMENT 4

CHANGE MANAGEMENT 4

STAFFING MANAGEMENT PLAN 4

**Introduction**

Harper Colleges CIS-211 instructor has approved a mobile-friendly website project for the CIS-211 class. This website intends to increase the productivity and collaboration of the CIS-211 class and the instructor. While alternatives exist, this project creates opportunities for the students to learn about project management and website development with a hands-on approach. The project manager will be Keaton Northcott and his team will consist of the rest of the class.

**Scope**

The scope of the class’s project includes the planning, design, development, testing, and integration of the mobile-friendly website. The website includes a home page with links to the class syllabus, lecture notes, or other class information, links to the online textbook, links to other websites with project management information, as well as links to personal pages for each student in the class and all future classes. The website will also include a bulletin board and chat room feature where students and the instructor can share and exchange information. This project has a deadline of 3 months from the presentation of this plan.

**REQUIREMENTS**

Allow users to access a website that provides access to the class syllabus, lecture notes, textbook links, other website and resource links, links to personal pages for each class member, and a bulletin board for interaction between students and instructor.

**SCHEDULE MANAGEMENT**

Set expectations for what is to be worked on during specific blocks of time and when they’re to be completed. Schedule management is designed to track progress and ensure the project is on schedule. Outside resources can be used for this as well such as a ghant chart. Refer to MS Planner.

**COST MANAGER**

Cost management is meant to provide an overview of the expected costs of the proposed project. This can either lay hard expectations or provide wiggle room upon review by the project manager. For a project such as creating the class website, the cost should be relatively low to no cost. The college is expected to have resources such as software for a project available.

**QUALITY MANAGEMENT**

Quality management sets expectations for the quality of the finished product/project. This can be quantified for an IT project with test data proposed before the project is finished. The project manager or team for the website would start by creating an IPO chart that shows the expected inputs, processing, and outputs of the website. If the output does not meet expectations this would be considered not acceptable quality.

**RESOURCE MANAGEMENT**

Resource management includes identifying, acquiring, and managing the resources needed to complete the project. For this project, the manager would meet with the team before the start of the project and work with the instructor/school to acquire the proper resources such as computer hardware and software.

**COMMUNICATIONS MANAGEMENT**

Communication management ensures the right information makes it to the right people at the right time. The project manager ensures everyone knows their roles and who to reach out to if they need to escalate an issue. The project manager should also frequently speak to stakeholders to ensure information is being distributed correctly.

**STAKEHOLDER MANAGEMENT**

The project manager must ensure that everyone involved in the project is identified and engaged. This is to maximize the support of the stakeholders and make sure all issues are known to reduce opposition.

**CHANGE MANAGEMENT**

Change management allows the project manager to make decisions that might conflict with the original project management plan but are necessary to complete the project or meet time and cost goals.

**STAFFING MANAGEMENT PLAN**

Staffing management helps the manager decide what team members will work on certain parts of the project. This also involves moving team members around to adjust to shortages in other areas that could need more staffing.