2016

Project Manager: Leah Pietron, PhD Brevan Jorgenson, Doug Nichols, Brendan Murray

SpaceMen

10/8/2016

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DOspace Member & Mentor Database

Project Manager: Leah Pietron, PhD

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# **Milestone 1**

**August 22nd – September 11th, 2016**

**Milestone Manager:**

**Brevan Jorgenson**

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### ****Control Documents****

#### ****Milestone 1 Change Log****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Section** | **Change Description** |
| **1.0** | **9/1/2016** | **Brevan Jorgensen** | **Roles and Responsibilities** | **Initial roles assigned** |
| **1.1** | **9/9/2016** | **Brendan Murray** | **Running Document** | **Wrote initial framework with tables of index** |
| **1.0** | **9/9/2016** | **Brendan Murray** | **Project Charter** | **Wrote initial document** |
| **1.0** | **9/9/2016** | **Douglas Nichols** | **Executive Summary** | **Initial document** |
| **1.0** | **9/9/2016** | **Brendan Murray** | **Email Logs Appendix A** | **Pulled all group emails and formatted into appendix A for Milestone 1** |
| **1.0** | **9/9/2016** | **Brendan Murray** | **Email Logs Appendix A** | **Updated meeting minutes for all meetings in Milestone 1** |
| **1.2** | **9/9/2016** | **Brevan Jorgenson** | **Running Master (all sections)** | **Cretaing the master document for better team colaberation** |
| **1.1** | **9/9/2016** | **Douglas Nichols** | **Executive Summary** | **Revised some elements** |
| **1.0** | **9/10/2016** | **Brendan Murray** | **SSR** | **Wrote Systems Service Request** |
| **1.0** | **9/10/2016** | **Brendan Murray** | **Cause and Effect Diagram** | **Created initial version** |
| **1.0** | **9/10/2016** | **Brendan Murray** | **Organization Chart** | **Created initial version** |
| **1.4** | **9/10/2016** | **Brevan Jorgenson** | **Running Master (all sections)** | **Made post walkthrough edits** |
| **1.1** | **9/10/2016** | **Brevan Jorgensen** | **Swim lane Diagram** | **Created initial version** |
| **1.5** | **9/10/2016** | **Brevan Jorgenson** | **Appendicies** | **Seperated the appendcieis and analysis diagrams into their own documents** |
| **1.0** | **9/10/2016** | **Douglas Nichols** | **Work Flow Diagram** | **Created initial version** |
| **1.3** | **9/10/2016** | **Douglas Nichols** | **Executive Summary** | **Further Edits after Walkthrough** |
| **1.6** | **9/11/2016** | **Brevan Jorgenson** | **Running Master (all sections)** | **Made final edits before submission** |
| **1.1** | **9/11/2016** | **Brendan Murray** | **Project Charter** | **Small revisions** |
| **1.1** | **9/11/2016** | **Brendan Murray** | **Stake holder Register** | **Small revisions** |
| **1.2** | **9/11/2016** | **Brendan Murray** | **Email Logs Appendix A** | **Added Friday, Saturday, Sunday threads** |
| **1.2** | **9/11/2016** | **Brendan Murray** | **Email Logs Appendix A** | **Updated minutes format and added Saturday Meeting** |

#### ****Roles and Responsibilities Matrix****

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibilities** |
| **Dr. Leah Pietron** | **Project Manager** | **The Project Manager will oversee the project and provide guidance for the general direction of work.** |
| **Brevan Jorgensen** | **Milestone Manager** | **The Milestone Manager is responsible for submitting the completed milestone, the appendicies, milestone edits, the change log, roles and responsibilities matix, and issues log.** |
| **Brendan Murray** | **Customer outreach and User Experience Manager** | **The Customer Outreach and User Experience Manager is responsible for analysis diagrams, stakeholder registry, and project charter.** |
| **Douglas Nichols** | **Documentation Manager** | **The Documentation Manager is responsible for milestone executive summary, system service request, and meeting minutes.** |

### **Client Documents**

#### ****Milestone Executive Summary****

**Opening Statement**

**Milestone 1 of the SpaceMen Project has been completed. The project is to remain on time and on budget.**

**Executive Summary**

Milestone 1 consists of the team involved with the project, coming up with an idea for an application that could help solve some of the issues that a company is having. The development of a proper documentation used to execute the project. Team members are Milestone Manager, Brevan Jorgensen, Brendan Murray, and Doug Nichols.

DOspace is a non-profit community technology library that gives access to a digital workspace, an innovation playground that everyone from all ages can learn, create, and enjoy. Currently the client is using a spreadsheet on Google Docs to manually match up a mentor with a member that request a certain skill set. We are going to make a database that will allow her to eliminate that process.

**Implications for Client**

**Cherie Geary, the volunteer coordinator at DOspace,** is using a spreadsheet on Google Docs to match up mentors with clients. There is nothing the client needs to implement for now until there is some type of development of the database.

**Items for Approval**

Documents that require approval

* Client Documents- will help with understanding exactly what the client expects during the course of the project.
* Systems Service Register- a request from a user for information, advice, change, or access.
* Project Charter- sets out detailed project goals, roles and responsibilities, identifies the main stakeholders, and the level of authority of a project manager.
* Analysis Diagram- will include a cause and effect, swim lane, and a workflow diagram.
* Stakeholder Register- is a project management document which contains the information about the project's stakeholders.
* Issue Log- contains a list of ongoing and closed issues of the project.

### **Project Manager Documents**

#### ****Systems Service Request****

**REQUESTED BY: DOspace**

**DATE: 9 Aug 2016**

**DEPARTMENT: Mentorship**

**LOCATION: 7205 Dodge Street Omaha, NE 68114**

**CONTACT: Cherie Gosset, Volunteer Coordinator**

**TYPE OF REQUEST: URGENCY:**

**[ X ] New System [ ] Immediate - Operations are impaired or**

**opportunity lost**

**[ ] Systems Enhancement [ ] Problems exist, but can be worked around**

**[ ] System Error Correction [ X ] Business losses can be tolerated until new**

**system installed**

**[ ] Other [ ] Other**

**PROBLEM STATEMENT:**

**DOspace offers a mentorship program where a volunteer mentor is paired with a member in a 1-hour session to help them learn a specific IT topic. Cherie Geary, our DOspace contact, must regularly go through a spreadsheet of mentors and manually match them with a DOspace member requesting help. The task is manageable due to the number of mentors and requests however this number will grow as DOspace approaches it’s second year of operation.**

**SERVICE REQUEST:**

**Cherie Geary, our DOspace contact, would like a database application to better organize meetings between community members and DOspace mentors. Additionally, the application will provide reporting capabilities.**

**IS LIAISON: Brendan Murray**

**SPONSOR: Cherie Geary**

**--------------------------- TO BE COMPLETED BY PROJECT MANAGER--------------**

**ADDITIONAL DOCUMENTATION INCLUDED? [ ] YES [ ] NO**

**ACTION (to be completed by instructor)  
  
 [ ] Request approved - Assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
 [ ] Recommend revision**

**[ ] Suggest user development**

**[ ] Reject for reasons \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMMENTS (to be completed by instructor)**

#### ****Project Charter****

**Refers to a statement of objectives in the project. The project charter also provides a description of the project, purpose of the project, requirements for the product and project, summary of the budget, risks, approval and a summary of the schedule of the project.**

**Project Title: DOspace Member and Mentor Database**

**Project Sponsor: Cherie Geary Date Prepared: 11 Sep 2016**

**Project Manager: Dr. Leah Pietron Project Customer: DOspace**

**Project Purpose or Justification:**

**The purpose of this project is to improve the process of matching Mentor’s with DOspace members. The purpose of Mentorship is to help DOspace members learn a variety of skills from experienced Mentors. Mentors’ have a variety of specific skills and specific available times and these must be matched with the availability and needs of the users.**

**Project Description:**

**For this project we will be creating a database of Members and Mentors. Members will have basic identifying information, contact details, available times, personal notes and desired skill. Mentors will have basic identifying information, contact details, available times, personal notes, and their skill sets. Cherie will need to be able to query and compare these two groups in order to find matches so she can add and confirm the meetings with both the Mentor and Member and schedule the time in the DOspace calendar. Cherie also needs to be able to make and compare notes related to the Mentors and Members so she can identify problems and improve the program.**

**High-level Project and Product Requirements:**

**The following conditions must be met for this project to succeed**

**1. The solution must have a limited impact on the current infrastructure of DOspace**

**a. Preferably running the database on Cherie’s Desktop**

**2. It must be easy to import and submit information to the database**

**a. If possible some fields should be autofilled**

**b. If there is a possibility to import a data set this should be used**

**c. All forms should be tab indexed for easy data entry without using the mouse**

**3. It must be easy to query information and make comparisons**

**a. If possible have some prebuilt queries**

**b. There needs to be a simple, possibly automated, way to make comparisons for non-standard fields like Member-Mentor age range, approval rating, and personal notes**

**4. The database must be accessible from anywhere within the DOspace LAN**

**a. Remote desktop access**

**b. Webform access**

**Summary Budget:**

|  |  |
| --- | --- |
| **Description** | **Estimated cost** |
| **Microsoft Access** | **$0** |
| **Food** | **$0** |
| **Administrative fees** | **$0** |
|  |  |

**Initial Risks:**

**Expected potential risks for this project include**

1. **Technical issues obtaining a permanent copy of Access for the Host computer. It is possible that the DOspace version of Access may present problems when we migrate our solution to Cherie Geary’s computer**
2. **Security concerns with providing LAN level access. There may be some security concerns related to providing webforms.**
3. **Issues exporting current data into the database. There may be some problems adapting Cherie’s current data to the new system**

|  |  |
| --- | --- |
| **Summary Milestones** | **Due Date** |
| **Milestone 1**  **Table of Contents**  **Control Documents**  **Client Documents**  **Systems Service Request**  **Analysis Diagrams (Cause & Effect, Swim Lane Diagrams, Organizational Chart, & Work Flow Diagrams – AS IS)**  **Project Charter**  **Stakeholder Register**  **Meeting Communications**  **Issue Log** | **9-11-2016** |
| **Milestone 2**  **Control Documents**  **Client Documents**  **Project Scope Statement**  **Statement of Work**  **Project Management**  **Economic Feasibility Analysis**  **Meeting Communication**  **Peer Evaluations**  **Issues Log** | **10-8-2016** |
| **Milestone 3**  **Control Documents**  **Tracking Gantt chart**  **Baseline Project Plan**  **Requirements Documentation**  **Risk Register**  **Security Polices**  **Meeting Communications**  **Peer Evaluations**  **Issues Log** | **11-12-2016** |
| **Group presentation** | **To be determined** |
| **Milestone 4**  **Control Documents**  **Client Documents**  **Data Flow Diagrams**  **IDEFO diagrams**  **Data Dictionary Documentations**  **Enterprise Diagram**  **Tracking Gantt chart**  **Updated Milestone Documents**  **Meeting Communication**  **Peer Evaluations**  **Issues Log** | **12-17-2016** |

|  |  |  |
| --- | --- | --- |
| **Project Objectives** | **Success Criteria** | **Person Approving** |
| **Scope:** |  |  |
| **Create a working Database, Entry Forms, and Query Forms to simplify Mentor matching process** | 1. **Database Tables** 2. **Mentor Form** 3. **Member Form** 4. **Query Form** | **Dr. Leah Pietron** |
| **Time:** |  |  |
| **Our intention is to have the entire running document ready with Milestone 1 entries by the M1 due date on Sunday 9/11/2016** | **Our Milestone 1 assignment must be turned in by September 11, 2016** | **Dr. Leah Pietron** |
| **Cost:** |  |  |
| **The Cost goal is $0, the only expenditures will be in work done by team members** | **$0** | **Dr. Leah Pietron** |
| **Quality:** |  |  |
| **No functional problem in the database and forms** | **The solution must be intuitive for the sponsor and flexible enough to require limited maintenance** | **Dr. Leah Pietron** |
| **Other:** |  |  |

**Acceptance Criteria:**

|  |
| --- |
| **The Solution will successfully store Mentor and Member information. The forms will provide a efficient means of comparing Mentors and Members for the purpose of scheduling appointments** |

**Project Manager Authority Level**

**Staffing Decisions:**

|  |
| --- |
| **Brevan has advised everyone on their roles and expectations** |

**Budget Management and Variance:**

|  |
| --- |
|  |

**Technical Decisions:**

|  |
| --- |
| **The Milestone Manager will handle all changes on a management level but will consult Dr. Pietron and Cherie Geary before implementing them** |

**Conflict Resolution:**

|  |
| --- |
| **Conflicts in interest will be handled internally and Democratically, any major conflicts will be escalated to Dr. Pietron for arbitration.** |

**Escalation Path for Authority Limitations:**

|  |
| --- |
| **Any authority conflicts that cannot be resolved at the milestone manager level will be escalated to Dr. Pietron** |

**Approvals:**

**Project Manager Signature Sponsor or Originator Signature**

**Project Manager Name Sponsor or Originator Name**

**Date Date**

### **Stakeholder Register**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Role** | **Contact Information** | **Requirements** | **Expectations** | **Influence** | **Classification** |
| **Cherie Geary** | **Volunteer Coordinator** | **Client** | **Phone: (402) 819-4022** | **A database that will aid in matching members to mentors based on skills.** | **A functional database that will match members to mentors.** | **High** | **Stakeholder** |

### ****Issues Log****

**Project Title: DOspace Member &Mentor Database Date Prepared: 9/9/2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue ID** | **Category** | **Issue** | **Impact on Objectives** | **Urgency** |
| **01** | **Communication** | **Communication between team members are slow** | **High impact, in the form of emails, responses were slow** | **High** |
| **02** | **Communication** | **Currently having too many forms of communication** | **Low impact** | **Low** |
| **03** | **Team member** | **We had a team member drop out of the class** | **High impact, increased workload** | **High** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Responsible Party** | **Actions** | **Status** | **Due Dates** | **Comments** |
| **Entire team** | **Implement a group share and continue with email** | **In progress** | **No date due** |  |
| **Entire team** | **Establish meeting times for the group** | **Completed** | **9/8/2016** | **We have come up with a time/day to meet every week** |
| **Entire team** | **Communicate with stakeholder** | **In progress** | **9/16/2016** | **To keep in touch and up to date with Cherie Geary** |
|  |  |  |  |  |

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# **Milestone 2**

**September 12th – October 8th, 2016**

**Milestone Manager:**

**Douglas Nichols**

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**Appendix D: Project Management**

**Appendix E: Economic Feasibility Analysis**

### Control Documents

#### Milestone 2 Change log

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Change** | **Section** |
| 1.0 | 9/15/16 | Initial release | Roles and Responsibilities Matrix |
| 1.0 | 9/20/16 | Initial release | Statement of Work |
| 1.0 | 9/20/16 | Initial release | Client Documents |
| 1.0 | 9/20/16 | Initial release | Project Scope Statement |
| 1.0 | 9/20/16 | Initial release | Project Management Documents |
| 1.0 | 9/20/16 | Initial release | Economic Feasibility Analysis |
| 1.0 | 9/20/16 | Initial release | Meeting Communication |
| 1.0 | 9/22/16 | Initial release | Issue Log |
| 2.0 | 9/24/16 | Review and suggestions made by the Project Manager Dr. Pietron | RRM |
| 2.1 | 9/25/16 | Suggestions corrected | RRM |
| 2.0 | 10/8/2016 | Update | Change Log |
| 2.0 | 9/26/2016 | M2 version | Responsibilities Matrix |
| 2.0 | 9/26/2016 | M2 version | Client Documents |
| 2.1 | 10/8/2016 | Walkthrough Updates | Client Documents |
| 1.0 | 9/26/2016 | Initial release | Project Scope Statement |
| 1.1 | 10/8/2016 | Walkthrough Updates | Project Scope Statement |
| 1.0 | 9/26/2016 | Initial release | Statement of Work |
| 1.1 | 10/8/2016 | Walkthrough Updates | Statement of Work |
| 1.0 | 9/26/2016 | Initial Release | WBS |
| 1.0 | 9/26/2016 | Initial Release | Pert Diagram |
| 1.0 | 9/26/2016 | Initial Release | Gantt Chart |
| 1.0 | 9/26/2016 | Initial Release | Economic Feasibility Assessment |
| 1.1 | 10/7/2016 | Pre-walkthrough updates | Economic Feasibility Study |
| 2.0 | 9/26/2016 | M2 Version | Issues Log |
| 2.0 | 9/26/2016 | Concatenated A-E | Appendices Document |
| 2.0 | 10/6/2016 | M2 update | AA: Email Log |
| 2.0 | 10/7/2016 | M2 Update | AB: Meeting Minutes |
| 2.0 | 9/29/2016 | M2 touch up | AC: Analysis Diagrams |
| 1.0 | 10/7/2016 | Appendix Stubs | AD and AE entries |

#### Roles and Responsibilities matrix

|  |  |  |
| --- | --- | --- |
| Name | Role | Responsibilities |
| Dr. Leah Pietron  Project Manager | The Project Manager is responsible for working with the project sponsor to see that the project is developed on time, within budget, and meets the class standards. | * Lead the team * Manage team logistics in respect to deadlines * Develop and maintain a detailed project plan |
| Doug Nichols  Milestone Manager | The Milestone Manager is responsible for submitting the completed milestone, the appendicies, milestone edits, the change log, roles and responsibilities matrix, and issues log. | * Creation and management of running master document * Review and edit all documentation * Submit the final running master document |
| Brevan Jorgenson  Documentation Manager | The Documentation Manager is responsible for milestone executive summary, system service request, and meeting minutes. | * Communication log * Analysis diagrams * Meeting minutes |
| Brendan Murray  The Customer Outreach and User Experience Manager | The Customer Outreach and User Experience Manager is responsible for assuring the project is in line with the needs of the client. | * Client documents * Implications for the client * Project deliverables * Project scope statement |

### Client Documents

#### Milestone Executive Summary

##### Opening Statement

Milestone 2 of the SpaceMen Project has been completed. The project is to remain on time and on budget.

##### Executive Summary

The purpose for Milestone 2 was to provide the scope and the feasibility of the project. Milestone 2 includes the development of the Project Scope Statement, Statement of Work, Project Management Documents, Project Management Plan, Economic Feasibility Analysis, Implications for the Client, and Items for Approval. The Milestone Manager for Milestone 2 is Doug Nichols.

##### Milestone 2 documents

#### Project Scope Statement

The Project Scope Statement is an outline of the project's deliverables, objectives and goals, and key success factors. The well-written scope statement defines the overall boundaries of the project.

#### Statement of Work

The Statement of Work provides the project specific activities, description, objectives, and of documents for each of the milestones. The due dates for each milestone are also included in the document.

#### Project Management Documents

The Project Management Documents include the Gantt Chart, Network diagram, Work Breakdown Structure, and a Resources List.

* + **The Gantt Chart**: Includes a graphical overview of the project, which includes a timeline and task of duration of the project.
  + **Network Diagram**: Provides an overview of the entire system and a visual representation of the network architecture.
  + **Work Breakdown Structure**: Provides a decomposition of the project into phases, deliverables and work packages.
  + **The Resources List** Provides a list of the resources involved with the project; analysis, team members that were involved with the overall design, and the development of the project.

Please refer to the Appendix D for additional details.

#### Economic Feasibility Analysis

This document provides a economic overview of the benefits and costs of the DOspace Database for the first five years of use.

* **Net Present Value :** Is the present value over the course of a given point in time. The overall net present value for the project is$147,841.
* **The Return on Investment:** The Return on Investment (ROI) is an amount calculated to show the overall gain of money back on an investment. The ROI of the DOspace Database is 9471%.
* **Break Even Point :** The Break Even Point (BEP) is when the return from the project equals to the cost of the project. The break-even point for the DOspace Database is .01 year or 4 days.
* **Tangibile Benefits:** Tangible benefits are benefits the client gets from using the project. In our project that would be less time spent each week organizing meetings totaling $40,000 in saved labor costs over the course of 5 years.
* **One-Time Costs:** One-time costs are costs that are only need once and typically happen at the beginning of the project, our one time costs total $180.
* **Recurring Costs:** Recurring costs are costs that will be charged multiple times throughout a projects lifecycle. We calculated reoccurring costs on an annual basis our recurring costs total $360.

Please refer to Appendix E for detail on the information.

#### Implications for the Client

Milestone 2 has no implications for client. No additional resources are needed at this time for the application.

#### Items for Approval

The following documents have been submitted for approval:

* Project Scope Statement
* Statement of Work
* Project Management Documents
* Economic Feasibility Analysis
* Issue Logs

### Project Scope Statement

**SpaceMen Prepared by:** Brendan Murray

Statement of Project Scope **Date:**  October 8, 2016

**General Project Information**

**Project Name:** DOspace Member and Mentor Database

**Project Sponsor:** Cherie Geary

**Project Manager:** Dr. Pietron

**Problem/Opportunity Statement**

Our Client, DOspace, needs a more efficient way to match Mentor’s and Member’s for their Mentorship program. They would also like the ability to quickly run reports on past meetings. Currently the matching process for a single meeting can take between 15 and 45 minutes and upto 3 hours in a day for all appointments. Currently there is no efficient way to generate reports on past meetings. The mentorship program is expected to grow significantly in the coming months and as it grows the overhead is expected to increase exponentially as the need for reports will grow along with the need to setup meetings.

**Project Objectives**

**Goals include:**

* Produce a working Access Database that meets Mentor/Member Matching and Reporting needs
* Train current staff in the use of the Database so that it's implementation meets DOspace goals

**Objectives include:**

* Functionality to query Member’s and Mentor’s based on various attributes
* Functionality to produce reports on Members, Mentors and Meetings quickly
* Produce a clear Electronic and Printed copy of Documentation for the Maintenance and regular use of system
* Provide training to staff so they can use the system to it’s full extent

**Project Description**

The SpaceMen group will develop a Microsoft Access database for the DOspace mentoring program. This database will track Mentor contact information, skill sets, workload, total meetings, missed meetings, complaints, skill preferences, Member preferences, personal notes, and anything else deemed useful in matching a Mentor with a Member or improving outcomes. The database will also track Member contact information, previous meetings, subjects of interest, total meetings, successful meetings, missed meetings, and personal notes. Continued meetings with Cherie Geary will determine if the project is on track and identify missing features or features not properly implemented.

**The business benefits are:**

* Save 8-12 hours or $160-$240 per week organizing meetings
* Reduce query posts made to Mentor Chatroom for certain skill sets
* Free up time for Cherie to focus on other assigned DOspace projects
* Substantial speculated benefits to DOspace sponsor funding if the program is successful and can produce results in the form of satisfied members and accurate reports of program information

**Project Deliverables include:**

* Workbook with Milestones 1-4
* A working prototype for use in DOspace Mentoring program
* Technical Documentation on the database for maintenance
* A user manual for DOspace staff

**Estimated Project Duration:** 9 Months

Phase 1: Analysis and Planning 26 August 2016 – 17 December 2016

Phase 2: Design and Implementation 12 January 2016 – 08 May 2016

### Statement of work

**SpaceMen Prepared By:** Brendan Murray

Statement of Work **Date:** 08 October 2016

**Project Name:** Dospace Member and Mentor Database

**Project Manager:** Dr. Leah Pietron, PH.D.,

**Customer:** DOspace

**Project Sponsor:** Cherie Geary, DOspace Volunteer Coordinator

**Project Start/End Dates (estimate):** 22 August 2016 – 10 May 2017

**Development Staff Estimates (man-months):** 4.5 man-months

#### Project Description

This project will establish a MS access based database which will store information for various Members and Mentors via webforms. The information will be queried, also using MS access webforms, in order to match compatible DOspace mentors with DOspace members for mentoring sessions.

This Database will be hosted locally on the DOspace LAN and will be operated by 1-2 Volunteer coordinators as needed. The prototype will be tested by the SpaceMen team during meetings and will be installed and configured on a local DOspace PC when it has passed all applicable tests. Full Documentation and training will be provided in order to integrate the new solution into the Volunteer Coordinator’s workflow.

**Goals include:**

* Produce a working Access Database that meets Mentor/Member Matching and Reporting needs
* Train current staff in the use of the Database so that it's implementation meets DOspace goals

**Objectives include:**

* Functionality to query Member’s and Mentor’s based on various attributes
* Functionality to produce reports on Members, Mentors and Meetings quickly
* Produce a clear Electronic and Printed copy of Documentation for the Maintenance and regular use of system
* Provide training to staff so they can use the system to it’s full extent

#### Phases of Work

#### Milestone 1 September, 10, 2016

1. Form Group
2. Control Documents
   1. Change log
   2. RRM
3. Client Documents
4. Systems Service Request
5. Project Charter
6. Business Case
7. Stakeholder Register
8. Appendices
9. Appendices
   1. Email Log: Appendix A
   2. Meeting Minutes: Appendix B
   3. Analysis Diagrams: Appendix C

#### Milestone 2 October 9, 2016

1. Control Documents
   1. Change log
   2. Issue log
2. Client Documents
3. Project Management Tasks
   1. Task List,
   2. WBS
   3. Gantt chart
   4. Network Diagram
4. Economic Feasibility Analysis
   1. Summary
   2. Tangible Benefits
   3. One-Time Costs
   4. Recurring Costs
   5. Chart
5. Project Scope Statement
6. Statement of Work
7. Appendices
   1. Email Log: Appendix A
   2. Meeting Minutes: Appendix B
   3. Analysis Diagrams: Appendix C
   4. Project Management: Appendix D
   5. Economic Feasibility: Appendix E

#### Milestone 3 November 12, 2016

1. Control Documents
   1. Meeting Minutes: Appendix B
   2. Change log
   3. Issue log
   4. Email log: Appendix A
2. Client Documents
3. Tracking Gantt chart
4. Baseline Project Plan
5. Requirements Documentation
6. Risk Register
7. Information Systems Security Policies
8. Team Member Status Report
9. Meeting Communication
10. Running Document
11. Appendices
    1. Email Log: Appendix A
    2. Meeting Minutes: Appendix B
    3. Analysis Diagrams: Appendix C
    4. Project Management: Appendix D
    5. Economic Feasibility: Appendix E
    6. Tracking Gantt Chart: Apppendix F
    7. Security Policies: Appendix G

#### Presentation December 8, 2016

* + - 1. Plan Presentation Roles
      2. Design Slides
      3. Rehearsal

#### Milestone 4 December 10, 2016

1. Control Documents
   1. Meeting Minutes: Appendix B
   2. Change log
   3. Issue log
   4. Email log: Appendix A
2. Client Documents
3. Data Flow Diagrams
4. IDEFO Diagrams
5. OOAD Diagrams
6. Data Dictionary Documentation
7. Enterprise Diagram
8. Tracking Gantt Chart
9. Updated Milestone Documents
10. Appendices
    1. Email Log: Appendix A
    2. Meeting Minutes: Appendix B
    3. Analysis Diagrams: Appendix C
    4. Project Management: Appendix D
    5. Economic Feasibility: Appendix E
    6. Tracking Gantt Chart: Appendix F
    7. Security Policies: Appendix G
    8. IDEF0 Diagrams: Appendix H

Use Case Descriptions: Appendix I

1. Peer Evaluations

### Issue log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue ID** | **Category** | **Issue** | **Impact on Objectives** | **Urgency** |
| 1 | Group Member | 9/22/16- Doug Nichols was unable to attend a group meeting, due to being ill | Low Impact- Still able to work on project | Low |
| 2 | Group Member | 9/29/16- Brevan was late to a meeting, due to work. | Low Impact- Was not a problem we were still able to get a lot done. | Low |
| 3 | Software | 10/4/16- Doug was having an issue with the project professional for the Gantt Chart. | Medium Impact- Worked on the Gantt Chart at PKI. | Medium |
| 4 | Group Member | 10/5/16- Matt ran into some problems, so was not able to work on the material for a couple of days. | Low Impact-  Was still able to get done with his part in a couple of days prior to due date. | Low |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Responsible Party** | **Actions** | **Status** | **Due Date** | **Comments** |
| Entire Team | Established meeting times changes | Completed | No date due | Changed the meeting day for each week to a Thursday |
| Entire Team | Came up with Milestone Leader | Completed | No date due |  |
| Entire Team | Split the Milestone up into sections for members to work on individually | In progress | 10/6/16 | Wanting to have everything completed to send to Dr. Pietron for overview |
| Entire Team | Come up with Milestone leader for next Milestone | In progress | No date due |  |

****

# **Milestone 3**

**October 9th – November 12th, 2016**

**Mileston Manager:**

**Matt Murray**

## ****Milestone 3 Table of Contents****

Appendix A: Email Logs

**Appendix B: Meeting Minutes**

**Appendix C: Analysis Diagrams**

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[Control Documents](#_Toc466667684)

[Milestone 3 Change log](#_Toc466667685)

[Roles and Responsibilities matrix](#_Toc466667686)

[Client Documents](#_Toc466667687)

[Milestone Executive Summary](#_Toc466667688)

[Opening Statement](#_Toc466667689)

[Executive Summary](#_Toc466667690)

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[Items for Approval:](#_Toc466667692)

[Project Manager Documents](#_Toc466667693)

[Baseline Project Plan](#_Toc466667694)

[Security Policies](#_Toc466667695)

[Requirements Documentation](#_Toc466667696)

[Risk Register](#_Toc466667697)

[Risk Statement](#_Toc466667698)

[Issue log](#_Toc466667699)

**Appendix F: Tracking Gantt Chart**

**Appendix G: Security Policies**

### Control Documents

#### Milestone 3 Change log

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Change** | **Section** |
| 1.0 | 9/15/16 | Initial release | Roles and Responsibilities Matrix |
| 1.0 | 9/20/16 | Initial release | Statement of Work |
| 1.0 | 9/20/16 | Initial release | Client Documents |
| 1.0 | 9/20/16 | Initial release | Project Scope Statement |
| 1.0 | 9/20/16 | Initial release | Project Management Documents |
| 1.0 | 9/20/16 | Initial release | Economic Feasibility Analysis |
| 1.0 | 9/20/16 | Initial release | Meeting Communication |
| 1.0 | 9/22/16 | Initial release | Issue Log |
| 2.0 | 9/24/16 | Review and suggestions made by the Project Manager Dr. Pietron | RRM |
| 2.1 | 9/25/16 | Suggestions corrected | RRM |
| 2.0 | 10/8/2016 | Update | Change Log |
| 2.0 | 9/26/2016 | M2 version | Responsibilities Matrix |
| 2.0 | 9/26/2016 | M2 version | Client Documents |
| 2.1 | 10/8/2016 | Walkthrough Updates | Client Documents |
| 1.0 | 9/26/2016 | Initial release | Project Scope Statement |
| 1.1 | 10/8/2016 | Walkthrough Updates | Project Scope Statement |
| 1.0 | 9/26/2016 | Initial release | Statement of Work |
| 1.1 | 10/8/2016 | Walkthrough Updates | Statement of Work |
| 1.0 | 9/26/2016 | Initial Release | WBS |
| 1.0 | 9/26/2016 | Initial Release | Pert Diagram |
| 1.0 | 9/26/2016 | Initial Release | Gantt Chart |
| 1.0 | 9/26/2016 | Initial Release | Economic Feasibility Assessment |
| 1.1 | 10/7/2016 | Pre-walkthrough updates | Economic Feasibility Study |
| 2.0 | 9/26/2016 | M2 Version | Issues Log |
| 2.0 | 9/26/2016 | Concatenated A-E | Appendices Document |
| 2.0 | 10/6/2016 | M2 update | AA: Email Log |
| 2.0 | 10/7/2016 | M2 Update | AB: Meeting Minutes |
| 2.0 | 9/29/2016 | M2 touch up | AC: Analysis Diagrams |
| 1.0 | 10/7/2016 | Appendix Stubs | AD and AE entries |
| 3.0 | 10/26/2016 | M3 release | Roles and Responsibilities Matrix |
| 3.0 | 10/20/2016 | M3 release | Changelog |
| 3.0 | 11/8/2016 | M3 release | Control Documents |
| 3.0 | 11/8/2016 | M3 release | Client Documents |
| 1.0 | 11/8/2016 | Initial release | Risk Register |
| 3.1 | 11/9/16 | Touch up | Client Documents |
| 3.1 | 11/6/16 | Sections and TOC | Running Document |
| 3.2 | 11/10/16 | Insertion of available items | Running Document |
| 1.0 | 11/9/2016 | Initial release | Security Policies |
| 1.0 | 11/9/2016 | Initial release | Risk Analysis |

#### Roles and Responsibilities matrix

|  |  |  |
| --- | --- | --- |
| Name | Role | Responsibility |
| Dr. Leah Pietron | Project Manager | **The Project Manager will oversee the project and provide guidance for the general direction of work.** |
| Brendan Murray | Milestone Manager | The Milestone Manager is responsible for managing and distributing work for Milestone 3, managing control documents, project management, and the structuring of the final Milestone Document |
| Brevan Jorgensen | Lead Developer | The Lead Developer is responsible for the technical aspects of the project including Database prototyping, graphs, diagrams, and the Project 2016 file based on the Project Management information |
| Douglas Nichols | Administrative Manager | Research and writing of administrative sections of Milestone 3 including client documents, Security Policies, editing of all existing documents, and proofreading of draft 3 documents. |

### Client Documents

#### Milestone Executive Summary

##### Opening Statement

Milestone 3 of the SpaceMen Project has been completed. The project is to remain on time and on budget.

##### Executive Summary

The purpose for Milestone 3 was to assess risks, manage our WBS through a Tracking Gantt Chart, address Security concerns and team member status'. Milestone 3 includes the development of the Tracking Gantt Chart, Risk Register, Project Security policies, Team Member Status Reports and Baseline Project Plan. Milestone Manager for Milestone 3 is Matt Murray.

##### Implications for Client

**Cherie Geary, the volunteer coordinator at DOspace,** is using a spreadsheet on Google Docs to match up mentors with clients. There is nothing the client needs to implement for now until there is some type of development of the database.

##### Items for Approval:

**Tracking Gantt Chart**

The Project Scope Statement is an outline of the project's deliverables, objectives and goals, and key success factors. The well-written scope statement defines the overall boundaries of the project.

**Requirements Documentation**

The Statement of Work provides the project specific activities, description, objectives, and of documents for each of the milestones. The due dates for each milestone are also included in the document.

**Risk Register**

In order to ensure project success, we must identify any potential risks or complications. These can be external or internal. The Risk Register is a Scatterplot table that will help to list concerns as the project progresses.

**IS security Policies**

In any Information system there are security concerns, in the majority of cases these concerns can be mitigated with robust policies rather than technical modifications. The Security Policies are a list of mandates on how to use and operate the Office365 Access Database in a secure manner that will maintain high usability without sacrificing data integrity or secrecy.

### Project Manager Documents

#### Baseline Project Plan

1. **Introduction**
2. **Project Overview**

The Volunteer Coordinator at DOspace currently manually matches the skill sets of a mentor to the skill sets requested by members or individuals wanting to learn a certain skill set, whether that skill is photo-shop, robotics, using technology, 3D labs, and or printing.

1. **Recommendations**

SpaceMen recommends that the client uses an application that replaces their current use of a spreadsheet on google docs. To manually match up a mentor with a certain skill set to a member with a request of that skill set and then setting up a time that will work with both. SpaceMen’s recommendation for DOspace is to implement Access online, to help resolve the issue at hand and promote a more effiecient way of matching skill sets.

**2.0 Systems Description**

1. **Alternatives**

Do Nothing- Use Current Method

DOpace may decide to do nothing and not use the SpaceMen application. The client uses Google Docs spread sheet. Where the Volunteer Coordinator manually goes through the skill sets requested by members. Then, the Coordinator goes through the information of the mentor’s skill sets and matches that with the member’s request.

|  |  |
| --- | --- |
| Do Nothing | |
| Advantages | Disadvantages |
| * Not having maintenance on an application. | * Wasting time and effort on manually matching skill sets * Having to create/delete members and mentors * Keeping track of emails, sent by either members or mentors |

Pay for Outsource

DOspace could focus on other important task and outsource the issue. This would be costly and unnecessary than doing nothing.

|  |  |
| --- | --- |
| Pay for Outsourcing | |
| Advantages | Disadvantages |
| * Not having to go through all of the information daily * Able to focus on more important task | * Cost more than needed * Limited access of application * Limited resources for consulting |

Develop in House Solution

DOspace could develop their own application that could improve on their current issues on the process. They would need to hire additional employees and or take current employees away from more important tasks at hand.

|  |  |
| --- | --- |
| Develop in House Solution | |
| Advantages | Disadvantages |
| * Their solutions to the problem will be done remotely and will be in control of every aspect of the project. | * The cost of additional employees * Taking current employees off of other jobs * Time consuming |

Use SpaceMen to Develop the Application

DOspace could hand over the reins to the SpaceMen to develop the application. This will free time up and cost in developing the app. SpaceMen will take in the consideration of DOspace specific needs and wants for the app. By using Access software, we are able to meet the needs of our client. SpaceMen will create a user friendly interface for the members and mentors to easily put their information onto the web site. Also allowing DOpace to make changes to the information for the interface.

|  |  |
| --- | --- |
| Use SpaceMen to Develop Application | |
| Advantages | Disadvantages |
| * Low cost * Collaboration among client and developer * Ease of use * Reliability | * Purchasing of a service * Training |

1. **System Description**

The client requests an application that allows them to match the skill sets of a mentor to their members. The goal is to eliminate unnecessary waste of time and money used by going through each spreadsheet and finding the right skill. The interface needs to be easy-to-use and easy-to-understand interface.

The form and database tables include the following data type/filter:

**Members:**

* Membership Number [key] [unique key]
* First Name [string]
* Last Name [string]
* Phone Number [integer, format as phone number]
* Email [email]
* Age [integer]
* General Computer Competency [string (base on the Skill level option from the form)]
* Personal Notes [string]

**Mentors:**

* Mentor First Name[string]
* Mentor Last Name [string]
* DOspace ID [number] [unique key]
* Phone Number [integer, format as phone number]
* Age [integer]
* Skills Category
  + Specific attributes
* Availibility [string]
* Active
* Personal Notes [string]

**Meetings:**

* Meeting ID [autonumber] [integer, unique key]
* Date [date]
* Time [time]
* Member DOspace ID [integer, foreign key]
* Mentor DOspace ID [integer, foreign key]
* Confirmed with Member
* Confirmed with Mentor
* Comment on Communication Member [string]
* Under 19 [Boolean]
* Work with Senior Citizen [Boolean]
* Non-English Mentor [Boolean]
* Skills Category checklist
* Comment on Specific Skill Needs [string]
* Goal of Meeting [string]
* Outcome of Meeting [string]
* Success Value of Meeting [integer]
* Special comments [string]

**Requests:**

* Input from webform
* Single entry to entry to meeting table
* Update of Mentor and Member database on requests information and feedback

There will be maintenance on the web sites interface that DOspace will be able to easily change to their specific needs.

**3.0 Feasibility Assessment**

1. **Economic Analysis**

The Economic Analysis breaks down the various costs:

|  |  |
| --- | --- |
| Economic Financial Results | |
| One-time Costs | $260 |
| Annual Recurring Costs | $360 |
| 5-year NPV | $147,841 |
| ROI | 9471% |
| Breakeven Point | .01 years |

For additional information, see Appendix E.

1. **Technical Analysis**

The Technical Analysis includes:

|  |  |
| --- | --- |
| Member Name | Skill-Sets/ Background |
| Doug Nichols | Microsoft Office, MS Access, SQL Oracle |
| Brevan Jorgenson | Microsoft Office, MS Access, SQL Oracle |
| Matt Murray | Open Office, Git Hub, SQL Oracle |

1. **Operational Analysis**

The Operational Analysis includes:

|  |  |
| --- | --- |
| Component | Requirement |
| **Hardware** | |
| Computer and  Processor | 2 GHz or faster or x64-bit processor |
| Hard Disk | 100 GB |
| Memory | 2 GB RAM (64-bit) |
| **Software** | |
| Internet | Internet Explorer or Chrome |
| Database |  |
| Operating System | Windows 7 or higher |

1. **Legal Analysis**

DOspace is a non-profit organization that takes pride on finding the right technology needs of individuals. Client data will need to be monitored and security methods will be put in place.

1. **Political Analysis**

The main goal of this application is to maximize efficiency and reduce the amount of time wasted on matching skill sets with mentors to members or persons of interest. This application will match those individuals with the requested skill set.

1. **Schedules, Timeline, and Resource Analysis**

Estimated Project Duration

|  |  |  |  |
| --- | --- | --- | --- |
| Phase | Description | Start Time | End Time |
| Phase I | Analysis | August 24, 2016 | December 17, 2016 |
| Phase II | Design | January 11, 2017 | May 6, 2017 |

**4.0 Management Issues**

1. **Team Configuration and Management**

|  |  |
| --- | --- |
| DOspace Coordinator: | Cherie (Volunteer Coordinator) |
| Project Manager: | Dr. Pietron |
| SpaceMen Members: | Brevan Jorgenson, Matt Murray, and Doug Nichols |
| Milestone 3 Manager: | Matt Murray |

1. **Communication Plan**

SpaceMen uses multiple types of communications. The main type of communication is the weekly meets on Thursday of each week, where we go over what parts of the assignment needs to be distributed among team members. Our other forms of communication include email, texting, calling, and GitHub to share documents.

1. **Project Standards and Procedures**

The standards and procedures are outlined in the milestone documents:

|  |  |
| --- | --- |
| Milestone | Description |
| Milestone 1 | * Control Documents * Client Documents * Systems Service Requests * Analysis Diagrams * Project Charter * Stakeholder Register * Roles and Responsibilities * Change Logs * Issue Logs |
| Milestone 2 | * Control Documents * Client Documents * Change Logs * Statement of Work * Project Scope Statement * Roles and Responsibilities * Pert Diagram * Economic Feasibility * Gantt Chart * Issue Logs |
| Milestone 3 | * Client Documents * Control Documents * Change Logs * Roles and Responsibilities * Baseline Project Plan * Requirements Documentation * Risk Register * Security Policies * Issue Logs |
| Presentation |  |
| Milestone 4 | * Control Documents * Client Documents * Roles and Responsibilities * Change Logs * Data Flow Diagrams * IDEF Diagrams * OOAD Diagrams * Data Dictionary Documents * Work Flow Diagrams * Issue Logs |

1. **Other Project-Specific Topics**

Risk for the project is detailed in the Risk Management Plan and Risk Register. These documents analyze risk in the form of:

* Assets
* Vulnerabilities
* Threats
* Safeguards
* Losses

1. **Information Security Risk Analysis**

|  |  |
| --- | --- |
| Policy | Description |
| Assets | * Computer Hardware * Computer Software * Company Relationships * Hosted Servers |
| Vulnerabilities | * Weak Encryption * Strength of Passcodes * Offsite Data Storage * User Practices |
| Threats | * Hackers * Virus/Malware * Natural Disasters * Remote User Theft |
| Safeguards | * Insurance * Adherence to Security Polices * User Training * Implementation of Policies and Procedures |
| Losses | * Direct Costs   Loss of data  Matching members with wrong skill sets   * Indirect Costs   Loss of company reputation  Productivity lost while restoring systems  Inconsistencies |

### Security Policies

**Please refer to Index G**

### Requirements Documentation

|  |  |
| --- | --- |
|  | |
| **Project Title:** | SpaceMen | |  | **Date Prepared:** | 11-8-2016 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder** | **Requirement** | **Category** | **Priority** | **Acceptance Criteria** |
| Volunteer Coordinator  (Cherie) | The interface of the new system needs to be friendly and easy to use. Also needs to be functionally dependent. | Function | 1 | Cherie among others, need to use the system with ease. |
| Volunteer Coordinator  (Cherie) | Client information should be stored securely to keep data confidential. | Privacy & Security | 2 | Database access must have security measures. |
| Volunteer Coordinator  (Cherie) | Passwords need to meet certain high standard. | Privacy & Security | 2 | This ensures the privacy of clients and employees from unauthorized access. |

### Risk Register

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Title:** | Mentor/Member Mentorship Database |  | **Date Prepared:** | 11-10-2016 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk ID** | Risk Statement | **Probability** | **Impact** | | | | **Score** | **Response** |
| Scope | Quality | Schedule | Cost |
| 1 | Unintended third-party access due to poor password management | Low | 3 | 0 | 1 | 2 | 6 | Training will be needed on appropriate passwords but impact to project is minimal |
| 2 | Lack of descriptiveness in Mentor Skill Sets | Medium | 5 | 5 | 1 | 0 | 12 | We may need to add documentation for modifying tables |
| 3 | Transition from Brevan to DOspace Office365 account | Low | 5 | 5 | 5 | 1 | 16 | Research must be done into moving Office365 resources as oppose to sharing them |
| 4 | User confusion during training for maintenance of system | High | 5 | 5 | 2 | 1 | 13 | We will need to have robust Documentation that will explain the setup of the system so it can be fixed by technical staff |
| 5 | Full usage of the system | Medium | 3 | 4 | 1 | 3 | 11 | We will need to walk through full functionality of the system and create more standard forms then initially requested in order to maximize potential utilization |
| 6 | Time requirements of other users conflicting with Project | Medium | 4 | 3 | 3 | 2 | 12 | Majority of work will be conducted online |
| 7 | Office365 Prerequisites could limit usability | Low | 2 | 1 | 1 | 2 | 6 | DOspace is comfortable with using Microsoft cloud services |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk ID** | **Revised Probability** | **Revised Impact** | | | | **Revised Score** | **Responsible Party** | **Actions** | **Status** | **Comments** |
| Scope | Quality | Schedule | Cost |
| 6 | Medium | 3 | 2 | 1 | 1 | 7 | Matt | Define group schedules and add more commited meetings | In Progress | Looking into better meeting times |
| 7 | Negligible | 1 | 1 | 1 | 1 | 4 | Brevan | DOspace has an Office365 account that thye are already using | Done |  |
| 4 | Negligible | 1 | 1 | 1 | 1 | 4 | Brevan | Copy files to DOspace account by sharing first | In Progress | We determined based on past work that this will not be a problem now that DOspace has an Office365 account |

### Issue log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue ID** | **Category** | **Issue** | **Impact on Objectives** | **Urgency** |
| 1 | Group Member | 9/22/16- Doug Nichols was unable to attend a group meeting, due to being ill | Low Impact- Still able to work on project | Low |
| 2 | Group Member | 9/29/16- Brevan was late to a meeting, due to work. | Low Impact- Was not a problem we were still able to get a lot done. | Low |
| 3 | Software | 10/4/16- Doug was having an issue with the project professional for the Gantt Chart. | Medium Impact- Worked on the Gantt Chart at PKI. | Medium |
| 4 | Group Member | 10/5/16- Matt ran into some problems, so was not able to work on the material for a couple of days. | Low Impact-  Was still able to get done with his part in a couple of days prior to due date. | Low |
| 5 | Group Member | 10/26/16- Doug leaves an hour drive away and meetings only last 30-45 minutes so he decided to work remotely, saving him a 2 hour drive for a short meeting | Medium Impact-  We have discovered that when we don’t meet in person less gets done, regaurdless of our intentions there is less oversight | Medium |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Responsible Party** | **Actions** | **Status** | | **Due Date** | **Comments** |
| Entire Team | Established meeting times changes | | Completed | No date due | Changed the meeting day for each week to a Thursday |
| Entire Team | Came up with Milestone Leader | | Completed | No date due |  |
| Entire Team | Split the Milestone up into sections for members to work on individually | | Completed | 10/6/16 | Wanting to have everything completed to send to Dr. Pietron for overview |
| Entire Team | Come up with Milestone leader for next Milestone | | Completed | No date due |  |
| Entire Team | Will no longer meet over email, at least have a Skype conversation so there is person to person interaction | | In Progress | No due date | We have not yet tried it but will the next time a remote meeting occurs |