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| **Team:** | **Team C** |
| **Team Members:** | **Jeremy Adams, Taunyl Bailey, Tim Olson, Rachel Spiegelhoff** |
| **Date:** | **08/18/2014** |
| **Project Title:** | **Taylor’s Professional Services-E-Commerce Web Site** |

**Taylor’s Professional Services E-Commerce Web Site Implementation/Deployment Plan**

1. **Required Hardware**

* Server: Co-Location option, would be housed on a virtual server
* Memory: 6GB of Ram
* CPU: Quad core processor
* Hard Drive: Storage needs for database. 1 TB of data storage with raid configuration
* Network: 10GB of data transfer upload/download due to images

**Hardware and Equipment Requirements**

* + Workstations – Windows Vista/XP
  + Microsoft Windows Server 2012
  + Microsoft SQL Database Server with 1TB arrayed capability
  + Online transaction processing (OLTP) databases
  + Microsoft Internet Explorer web browser
  + Mozilla Firefox web browser
  + Microsoft IIS
  + Cable Router
  + Switches
  + Cables

1. **Required Operating System environment**

The operating system for the website will be Windows Server 2012. The following additional components will be needed as well:

1. Microsoft Internet Information Service (IIS)
2. Microsoft SQL Database Server

The updated network service using Windows Server 2012 will support the current and any future updated hardware and software to the system. Microsoft SQL server will be installed and used to house the data for the website. Updated security features and current Microsoft support of its products makes the software the ideal solution. The operating system should stay up to date with the latest security and software updates from Microsoft.

The workstations can use a variety of operating systems due to the application being available online through a web-browser. All operating systems should be up to date with the latest security and software updates provided by the vendor.

1. **Software and Hardware Installation/Deployment**
2. System

Our deployment will be the whole system conversion where the entire system is installed at one time. With our system being a web site it is best to deploy the entire site at the same time as each page in the site depends on another page. Due to the dependency of each page on the next we would not be able to deploy a page at a time as the site would not work correctly.

Deploying the web site as an entire system at the same time will allow users the least amount of downtime as the old site will be replaced with the new site. The whole site deployment will take place after hours to also allow for the least amount of interruption to users.

1. Location

The entire organization will be converted at the same time. The website will need to go live at the same time for all locations in order to ensure all users are using the same system and new information is added to the correct database. Without converting the entire system at the same time, information may be lost between two web sites and two databases.

Converting the entire site at the same time will save time and money. With all users using the same site there will not be a need to attempt to support two sites and two databases simultaneously. Being able to focus on supporting one site will lead to a better end-user experience along with time and money savings.

1. **Migration Plan**
2. System Conversion:

The old database information will be transferred to the new system by using a script that was designed to transfer all existing data into the new format. This script will read all information from the current database tables and insert them into the appropriate new tables. For new tables that require more fields, a default value will be inputted. Data that is no longer needed will be discarded in the new system.

This conversion can take time depending on the size of the database but in the end will provide the best performs for the new system while also including old data. To prevent loss of data this conversion must occur right before the system swap. Because this can take time the old system must be taken offline from the public so no data ends up missing after conversion.

1. Migration/Implementation Tasks:

The first task before migration is to determine a time when the system is in use the least. Also a accrete time estimate for how long it will take to convert the old data to the new system should ready. This can be done by timing the conversion for a test system. Before the old system is replaced all files should be backed up onto two different locations zip drive and cd-r and these files should be check to make sure they have not become corrupted after back up. The old database should be backed up once the site has been taken down from the public.

The old database will not be taken offline until the new system has been confirmed to be operating properly. This will allow us to simply re-upload the old system files to the live server to bring the old system back online if any errors occur with the new system. Migration will be conducted by a system administrator who has already completed all the required tasks on a test system.

1. Training and Turnover:

We like to think that all of our systems are intuitive and any users should be able to easily navigate and complete tasks. Users will be given a warning of when to expect the system to change and we will also provide videos on what to expect with the new system.

Once the new system is ready the website will be taken offline temporarily to make the migration. After this process is complete users will no longer have access to the old system. If users need any assistance with the system they can contact our support team for assistance. We will also provide training videos on our youtube channel on how to complete common tasks with the system.

1. **Post Implementation Activities**
2. System Support

Support for the system will be provided through user documentation and training. The user training will include an overview of the system to include how to navigate through the website and the different features available. The user documentation will outline how to use the system through screenshots with descriptions to go along with the screen shots. The user documentation will be used as a follow-up to the training as a guide to assist users when they have questions about the system.

1. System Maintenance

System maintenance will be an ongoing activity which will include bug fixes and user requested improvements. As issues/bugs that are discovered will be fixed by the developers right away. The system will be improved as users request new features or improvements to the system. All bug fixes, new features or improvements will be documented in a system maintenance log to track changes to the web site.

1. Project Assessment

Lessons learned will be analyzed and evaluated at the end of the project after the web site has been implemented. All members of the team will be involved in analyzing lessons learned which will then be documented for future web site development.

**Document Work Log:**

*To assist in assessing the contributions made by the individual team members, the team must complete the table below:*

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| --- | --- | --- |
| ***Section*** | ***Team Member - Primary*** | ***Team Member - Secondary*** |
| 1. *Required Hardware* | *T.Bailey* | *T. Olson* |
| 1. *Required Operating System Environment* | *T.Bailey* | *T. Olson* |
| 1. *Software & Hardware Installation/Deployment* | *R.Spiegelhoff* | *T. Olson* |
| * 1. *System* | *R.Spiegelhoff* |  |
| * 1. *Location* | *R.Spiegelhoff* |  |
| 1. *Migration Plan* | *J. Adams* | *T. Olson* |
| * 1. *System Conversion* | *J. Adams* | *R.Spiegelhoff* |
| * 1. *Migration/Implementation Tasks* | *J. Adams* | *R.Spiegelhoff* |
| * 1. *Training and Turnover* | *J. Adams* | *R. Spiegelhoff* |
| 1. *Post Implementation Activities* | *R.Spiegelhoff* | *T. Olson* |
| * 1. *System Support* | *R.Spiegelhoff* |  |
| * 1. *System Maintenance* | *R.Spiegelhoff* |  |
| * 1. *Project Assessment* | *R.Spiegelhoff* |  |