# LIFE LESSONS

Project Management Plan

Introduction

Life Lessons - an app where users can post a list of their "lessons learned" from life experiences and an explanation of how they learned them. The value is that many people would want to learn from the experiences of famous/successful people, without having to repeat their mistakes.

Introduction

To ensure project success, efficiency, and contingency planning, a comprehensive Project Management Plan has been developed

This presentation goes briefly over each plan and describes its importance
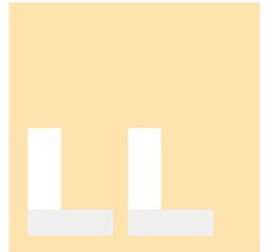
Team Formation Document

- Identifies project team members
- Defines roles and responsibilities
- Outlines team structure and reporting hierarchy
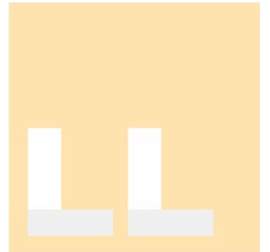
Project Scope

- Describes project objectives and deliverables
- Outlines project boundaries, constraints, and assumptions
- Establishes acceptance criteria for project completion

1. **Shared collaborative/communication environment (Tell me how you plan to collaborate, using what tools - Google Docs, Slack, Facetime - etc)**
   We will communicate using Discord (we have a server setup) and using a shared Google Drive folder

2. **Team contact sheet (your names and contact information)**
   Aidan Coiner - aidanwc.7@ku.edu
   Andrew Rosales - andrew_rosales@ku.edu
   Ashraf Musleh - amusleh@ku.edu
   Max Patiuk - max.patiiuk@ku.edu
   Tj Evans - evans0718@ku.edu

3. **Tentative meeting day, time and location (or virtual)**
   We will be using the Discord channel for all communication. If a synchronous meeting would be required, we would use Discord's voice channels and pick a time that works for all.

4. **Fully completed Project Scope Management Plan including a Work Breakdown Structure (only 2 or 3 levels for this assignment)**
   Completed. Attached as separate files
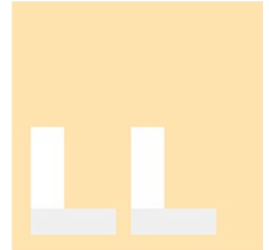
Scope Management Plan

- Defines processes for scope definition and validation
- Outlines change control procedures
- Ensures scope is effectively managed throughout the project

Project Change Order Request

Project name:

Requested by: | **Date:**

Request name: | **Request number:**

Change description:

Change reason:

Impact of change:
- **Scope:**
- **Budget:**
- **Timeline:**
- **Resourcing:**
- **Communications:**
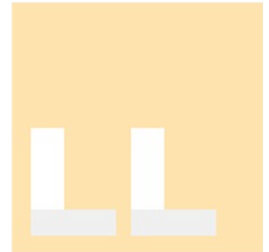- **Other:**
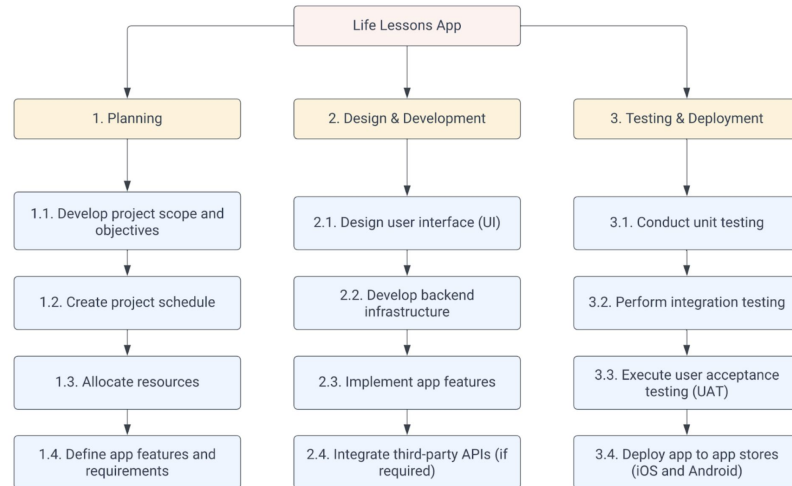
Proposed action:

**Associated cost:**

Approved by: | **Date:**

Work Breakdown Structure (WBS)

- Hierarchical decomposition of project work
- Defines work packages and tasks
- Provides a foundation for project planning and resource allocation
    - Will definitely be updated as we go along

Gantt Chart

- Visual representation of project schedule
- Displays tasks, dependencies, and milestones
- Helps monitor progress and track potential delays
    - The schedule will be updated as we go along to always show an up to date state of the project
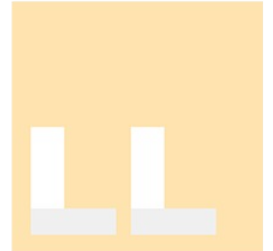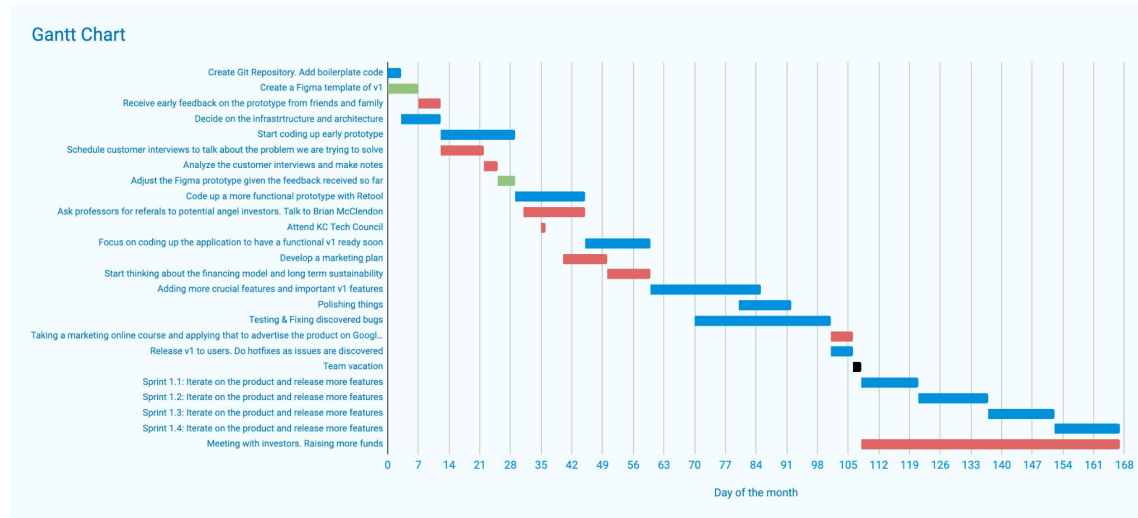
Communication Management Plan

- Defines communication methods used for communication
  - Within the team
 - With customers
  - With stakeholders
- Outlines communication methods, channels, and frequency
- Ensures effective and timely information sharing

Communication Activity	Audience	Date	Method
Cost/Communication Plan	Life Lessons Dev Team	04/15/2023	Discord Voice Chat
HR Management	Life Lessons Dev Team	04/22/2023	Discord Voice Chat
Risk Management	Life Lessons Dev Team	04/29/2023	Discord Voice Chat
- Project Management Plan - Stakeholder Management Plan - Video Summary to Investors	Life Lessons Dev Team	05/06/2023	Discord Voice Chat
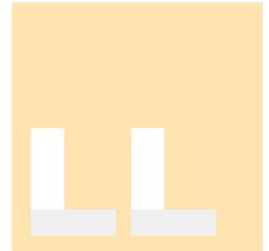
Cost Management Plan

- Defines processes for estimating, budgeting, and controlling costs
- Establishes cost performance baselines
- Monitors and manages project budget throughout its lifecycle
- Closely related to Risk Management Plan for managing contingencies

Cost Management Plan:

Project Title: Life Lessons

Date: 04/09/2023

Objectives:

The objective of this Cost Management Plan is to estimate the costs of the project "Life Lessons" and to establish a budget baseline for measuring project performance. The plan will define how costs will be estimated, budgeted, managed, monitored, and controlled throughout the project's lifecycle.

Estimation Methods:

- FPA: Function Point Analysis will be used to estimate the size of the software to be developed.

- PE: Parametric Estimation will be used to estimate the project's effort and duration, based on historical data and project characteristics.

Function Point Analysis:

1. Identify ILFs
2. Multiply number of ILFs by 35
3. Multiply that result by X number of hours per FP, this number will be derived from looking at historical data

Parametric Estimation:

1. Identify historic amount of cost or time
2. Identify historic value of the parameter
3. Identify the value of that parameter in the current project
4. Utilize the following equation to get an estimate: $E\_parametric = A\_old / P\ old \times P\ curr$

HR Management Plan

- A plan for:
  - Hiring
  - Developing people
  - Managing teams
  - Assessing performance
  - Giving recognitions
- Ensures effective collaboration and healthy team dynamics

Deliverable or Task	Project Manager	UI & UX Lead	Implementation Manager	Developer	Architect	Lead Engineer
Phase 1						
Requirements Gathering	A	R	R	C	C	I
Finding Investors	A	I	C	I	I	C
Interviewing Users	I	R	A	C	C	R
Managing hosting	I	I	A	R	A	C
Phase 2						
Designing Code	A	R	C	I	C	I
Inputting Code	A	R	I	I	I	I
Testing the functionality	A	R	C	I	I	I
Preparing Network Infrastructure	A	C	R	I	I	I
Executing Implementation	A	C	R	C	C	C
Delivering Training	A	I	I	R	C	C
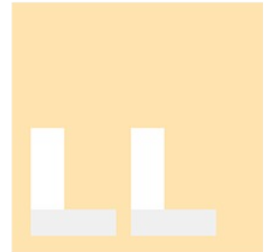
Risk Management Plan

- Identifies potential risks and their impacts
- Establishes risk response strategies and contingency plans
- Monitors and manages risks throughout the project

#	Risk	Description	Probability	Severity	Minimize
1	Requirement changes	Frequent alterations in project requirements could cause delays, increased costs, and decreased quality.	High	Low	Use a change control process for project changes. Document, review, and approve all requested changes. Assess the impact on project scope. Communicate regularly with stakeholders
2	Technical complexity	The project may face difficulties in integrating various technologies or handling complex algorithms, affecting project progress.	High	Moderate	Break down the project into smaller components. Use prototyping to test and validate complex elements.
3	Resource availability	Limited access to skilled personnel, equipment, or infrastructure could hinder project performance.	Normal	High	Develop a resource plan. Engage in cross-functional resource allocation discussions. Establish backup plans to address potential resource shortages
4	Budget constraints	Insufficient funding could lead to project delays or compromised quality.	Low	High	Develop accurate cost estimates. Regularly monitor and control project expenses. Implement cost-saving measures
5	Tight deadlines	Unrealistic deadlines may result in increased stress, reduced quality, or scope reduction.	Low	Low	Use project management best practices (CPM, PERT), to optimize project schedule. Allocate buffer time. Encourage regular communication and progress updates
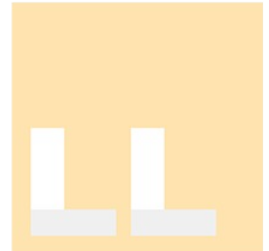
Stakeholder Management Plan

- Identifies key stakeholders and their interests
- Outlines stakeholder engagement strategies
- Ensures stakeholder needs are addressed and expectations are managed

Stakeholder Management Plan

Life Lessons

Introduction

The purpose of this document is to outline the strategies to manage stakeholders throughout the development of the Life Lessons website. The plan will be used as a guide to ensure stakeholder needs are met, their expectations are managed, and their inputs are incorporated in a timely and efficient manner.

Stakeholder Identification and Analysis

Stakeholder List

The following is a list of key stakeholders involved in the Life Lessons project:
- Project Sponsor
- Project Manager
- Software Development Team
- Quality Assurance Team
- Marketing Team
- Legal/Compliance Team
- Customer Support Team
- End Users (general public)
- Influencers/Content Creators
- Advertisers/Partners
- Users
- Investors
- Developers
- Marketing team
- Social media team

Stakeholder Analysis

Each stakeholder will be analyzed based on their level of influence, interest, and potential impact on the project. This information will be documented in a power/interest grid, which will be used to determine the appropriate level of engagement for each stakeholder.

Conclusion

Healthy amount of planning before work begins ensure smoother and more efficient process.

The plans are not set in stone and will evolve as the project goes on, but are a great starting point and a guiding line as we make our way through challenges ahead
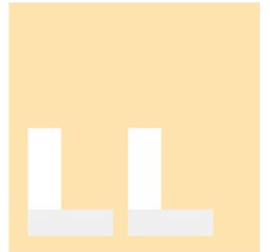
Questions and Answers

Now it's your time to:

- Ask questions and clarifications
- Mention concerns and give suggestions
- Provide insights and share feedback