**PROJECT MANAGEMENT PLAN**

**Web Re-factoring**

**Petoskey Schools 1500 Hill Street**

**Petoskey, Michigan**

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**INTRODUCTION**

This project will re-factor the Petoskey Schools web infrastructure. Three months have been allotted for the project. The first steps will involve redesigning and rewriting the main webpages for the district, high school, middle school, and elementary school. The second step will involve redesigning the teachers sites and access for maximum efficiency and simple editing procedure.

**PROJECT MANAGEMENT APPROACH**

The Project Manager, Michael Bila, has authority and responsibility for managing the project according to this plan. The rest of the team will consist of programmers, website designers, quality controllers, and a testing group. The project manager will manage all these members and ensure their job is being finished on time and with effectiveness. The team members will report to the project manager who will, in turn, report to the School Board on updates about the projects progress.

**PROJECT SCOPE**

The scope of the web re-factoring project includes the planning, design, development, testing, and deployment of the new websites for the public schools of Petoskey. These websites will meet state and federal standards for a school website. The websites will also include easy-to-learn editing procedures.

This project will not involve changing or upgrading any existing physical network devices. This project only deals with the schools online presence.

**QUALITY MANAGEMENT PLAN**

All members of the web refactoring project team will play a role in quality management. Every group will take responsibility for the quality of their respective product. The project manager will ensure that each group takes the necessary steps for quality assurance purposes.

All steps will be approved by the project manager and school board for quality management and completion of the required task. The baseline for quality will come from the school boards expectations as well as legal requirements for a school website.

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**MILESTONE LIST**

The following table describes milestones to be completed as the project progresses. Any changes to the table will be made by the School Board in coordination with the development team.

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Description** | **Time from start** |
| Research complete | Research, required materials, and personnel gathered | 2 weeks |
| Design complete | Web designs complete and approved by school board | 5 weeks |
| Coding complete | All programming elements completed | 9 weeks |
| Testing/debugging complete | Thorough bug fixing/repairing completed | 11 weeks |
| Transition/deployment  complete | Convert all old websites to new design and code | 12 weeks |

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