Intellectual 6 - Project Management Plan

PROJECT BACKGROUND	
Project Title:	IMPLEMENTING CARDINAL CUPBOARD
Project Aim:	Create the best possible website for Cardinal Cupboard, with all features and functions fully accessible through the website and back-end of the website.
Project Background:	Cardinal Cupboard, a non-profit at the University of Louisville, needs a new website developed. The requirements for the website were made in CIS 320, in the fall of 2021. It is our job in CIS 420 to create the website using the specified requirements that were chosen in CIS 320.
Project Benefits:	This Project will result in the following outcomes: • An increase in donations to Cardinal Cupboard • Increased awareness of Cardinal Cupboard • More food to students in need • Easier work system for all employees and volunteers
Project Objectives:	The overarching project objectives are: • 50% of development done before 3/21/2022 • 75% of development done before 4/05/2022 • 100% of development done before 4/25/2022 • Implement all specified requirements into the website Project Charter: Statement of Work: Project%20Charter.docx Final Statement of Work .docx
Project Cost Analysis:	Cost Analysis: FinalCostAnalysis.xlsx

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SCOPE OF THE PROJECT *Cardinal Cupboard*		
Organisational Context	The project is important for Cardinal Cupboard as it will improve their internal processes through a new and improved website. Improving their system will bring in more donations, supplies, and clients.	
This project will include:	**This project will not include:**	
- The financial department - The IT department - The RSO department	- The Parking and Transportation Department - Meal Plan Department	
Project Deliverables: What you will deliver at the end of the project.	We will deliver an updated website for Cardinal Cupboard to use, which should cover all internal processes and systems of the organization.	
Success Criteria: How will you measure the success of the project?	The success of this project will be measured by the level of satisfaction by the client, as well as the improved operations of the website. If the client is happy with the overall development of the site, consists of all the components the client is looking for, and is also easy for users to operate with opportunities for updates with no troubles, the project would be labelled as a success.	
Resources: What are the resources required to undertake the project?	The resources required to undertake the project consist of the following: - <u>Principles of Information Security</u> textbook - Internet/PCs - Specs selected by client from CIS 320 groups	
Linkages: Are there opportunities for this project to gain leverage from or provide support to other safety and quality project already underway in your organisation?	Some opportunities that this project provides to gain leverage includes: - Aiding in raising awareness for the Cardinal Cupboard - Allowing for easy access to Cardinal Cupboard links and information - Educating students, faculty, and local citizens about the organization - Allowing other non-profit organizations to do further research, which allow for potential sponsors/partnerships	
Requirements:	Requirements Management Plan: Requirements Traceability Matrix: Final RMP.docx Requirements Traceability Matrix.xl	

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High-level Diagrams:	Diagrams for the Cardinal Cupboard site: Cardinal Cupboard Diagrams.docx

RISK PLAN

Consider the risks early?

Assumptions	Constraints
• All the requirements and work for the project will be done by April 25th, 2022. • All the requirements and deliverables outlined in the statement of work and the Requirements Management plan will be completed with no set budget. • All members of the team can contribute to one or more of the roles of Developer, Project Manager, Requirements Analyst, and Systems Architect/Analyst.	• Limited to the skills that each member can contribute as a CIS major. • Limited to the amount of time that each group member can contribute that will vary by each weekly sprint. • No budget is defined for this project • Limited ability to contact the client.

Work Breakdown Structure (2 views):

Task	Date Created	Effort in Hrs
Create landing page	2/20/2022	1 hr
Create pages (≈17) (donate, volunteer, etc)	2/20 /2022	1-2 hrs each
Implement inventory system	4/4/2022	2- 3 hrs
Implement Login system	3/28/2022	2- 3 hrs
Create Edit Profile feature	4/4/2022	1 hr
Implement Service Hour Tracker	4/4/2022	1 hr
Add Event calendars	2/20/2022	1 hr
Create Volunteer Application	2/25/2022	1 hr

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Work Breakdown Dictionary:		#	Element Name	Description
		1	Requirements	Elements wanted on the website by the client
		2	Login System	System for users and administrator to sign into website
		3	Inventory System	Tracks number of items available (able to be edited by administrator)
		4	Service Hour Tracker	Allows volunteers to track number of hours helped
		5	Edit Profile	Allows guests to edit their user profile
		6	Event Calendar	Displays upcoming events for Cardinal Cupboard and other UofL organizations
		7	Volunteer App.	Allows user to apply to become a volunteer for Cardinal Cupboard

Time Frame & Milestones:	- DEMO **I** – 01/11/2022 – 02/28/2022 - DEMO **I** PRESENTATION – 03/08/2022 – 03/11/2022 - DEMO **II** – 03/22/2022 – 04/04/2022 - DEMO **II** PRESENTATION – 04/05/2022 – 04/11/2022 - DEMO **III** – 04/12/2022 – 04/18/2022 - DEMO **III** PRESENTATION – 04/19/2022 – 04/25/2022

COMMUNICATION PLAN
Who is important to make this project successful?

Stakeholders	Who	What are their information needs	How & when will we provide them information about the status of the project?
Cardinal Cupboard staff, donors, volunteers, and clients.	Kathy Meyer, Cardinal Cupboard Associate Director.	Status and progress updates demonstrating the functionality of the website, along with any associated costs to maintain it.	In-class group demo presentations. For specific dates reference the above section 'Time Frame & Milestones.'

PROJECT TEAM ROLES

Are the team members clear about their roles?

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Project Team Members:	- Hannah Sadikovic – Project Manager - Matthew Roth – Systems Analyst - Jacob Neel – Systems Analyst - Ben Rome – Requirements Analyst - Mikhaela Mueller – Developer - Yashkumar Patel – Developer
Project Key Contacts:	Cardinal Cupboard Associate Director Kathy Meyer Email: kathy.meyer@louisville.edu Phone: (502) 852-6702
Review Process:	The team will frequently communicate through text messaging in the team group chat and meeting over MS Teams at least once a week, and as often as necessary during the development of the project.
Start Date:	1/11/2022 **Completion Date:** 4/25/2022
References and Appendices	Concept Designs for the project produced by the CIS 320 Teams Off By One Evaluation Spec.pdf Foireann Suaite Elaboration Spec.pd Concept Squad Elaboration Spec.pd