Seamus Manages EDU Projects Better

# A Proposal from Campus Database Integration and Design Inc.

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# Abstract

The Seamus company is currently looking for ways to improve its paper-based book publishing business with new technologies. As such and in partnership with Seamus, we have identified a major issue with its current piecemeal approach to project and contract management. We have also identified that Seamus would like to find a solution in which the organization can retain the software rights to any custom software solutions offered.

## Recommended Solution

Campus Database Integration and Design Inc. (CDIDI), would like to propose the creation of a custom project and contract management software solution to be used by Seamus and its contractors for both internal and external projects. The solution would use a web driven Front end with a PostgreSQL driven Database on the back side in order to integrate with Seamus’s existing infrastructure.

## Benefits

## Upon successful completion of the project Seamus can look forward to increased profitability, more on time and successful project completion, and reduced costs due to the simplification and standardization of its project and contract management processes.

## Outcomes

The primary outcome of the project will be the development of a custom project and contract management solution which can integrate into the Seamus companies existing technology footprint. Other primary areas of note will be the ability of the software solution to effortlessly integrate with Seamus’s existing financial software suite, as well as its existing user directory structure.

## Cost Estimate

The total cost estimate with all included features of the project is $63,000.00 with an optional ongoing annual support and maintenance contract of $12,000.00 per year.

## Expertise

CDIDI has a proven track record of designing custom database solutions for educational institutions as well as for many well-known Fortune 500 organizations which provide services both directly and indirectly to educational institutions. CDIDI prides itself on completing projects on time and within budget. It’s well known for treating every project it embarks on with the utmost care and for treating each and every customer as though they were a vital part of their own organization.

# Proposed Solution

Campus Database Integration and Design Inc. proposes a custom solution for Seamus with regards to its identified and existing contract and project management deficiencies. A new custom organization wide project management system would replace the piecemeal and archaic paper process systems currently in use by the organization today.

As requested by the Seamus Company issued RFP, we propose to deliver a new technology-supported solution to further optimize the business operations of the company. This new technology-based system would easily allow upper company management to monitor project status without relying on project managers to provide updates. The new system would also allow for a unified approach to project management for both the organizations internal projects as well as for its external contractors. Another key aspect of the completed system will be its ability to easily integrate with Seamus’s existing financial software through our custom designed database plugin.

Due to time, efficiency, and for cost control purposes the CDIDI project staff will primarily work remotely from our offices. Though, regular project management meetings will be held with the Seamus company technical staff once a week for the duration of the project. In cooperation with the Seamus technical team, we have already identified a plan for remote access to the Seamus database and web servers, which will be utilized in order to perform the installation and testing of the final product. For development purposes CDIDI will supply a hosted test environment which the Seamus technical staff and project stakeholders will have read only access to during the development phase. Upon award of this contract, Seamus agrees to provide copies of its existing databases to be used for the development of the custom software.

We envision the course of the project being split into 4 primary objectives or milestone points. The first section will comprise of the development and completion of the primary project management module, the second will be the development and completion of the custom database plugin for the existing financial software, and the third will be the development and completion of the directory plugin for Seamus’s existing security structure. Once the development phases are completed, the final phase of adoption, integration, and training can begin.

# Case Study Review

We have identified three case studies for review to help educate interested parties on the merits of how our custom project and contract management software solution can benefit the Seamus Company.

The first resource is a white paper (Microsoft, 2018), covering the transition of the Fulton County School District to a single organization wide software-based project management solution. By also creating a Project Management Office along with its plan for software adoption, the school district was able to effectively standardize its entire organizational project management operation. Much like Seamus, the school district wanted to be more efficient in it’s use of a technology-based solution.

The second resource is another white paper (Microsoft, 2019), this one covering the European automotive giant “Scania”. Scania, much like Seamus, had a problem with effectively managing its many projects in any kind of a coordinated way which caused many inefficiencies. Upon adopting a single online software solution, the organization was able to triple the number of its successful projects.

The third and final resource is yet another white paper (Microsoft, 2017), reviewing the “City of Sterling” and it’s move to an online project management system. Much like Seamus with its many organizational areas and business units, using a local server driven software product was just not an effective option for the city. By moving to an online web-based resource, the software was easily accessible to not just office PC’s but also to devices such as tablets and phones. Having an online resource enables not just employees to access the software, but also contractors which work on many of Seamus’s existing projects.

# Goals, Objectives, and Deliverables

The primary goal of this project is the creation of a Custom Project and Contract Management software solution which can integrate into Seamus Company’s exiting environment. Upon completion of the project, Seams Company will be able to effectively manage its projects and contracts. This will lead to lower costs and increased profitability over time. This goal can be broken down into 4 objectives which will determine the success of the project as shown below.

Objective 1: Complete the review of the project and contract management tasks needed for the organization. Use the Identified tasks to design and create the initial project and contract management database along with the associated web module.

Deliverable 1: The first deliverable will be to form the project team. It will also include identifying all stakeholders and finalizing all project management processes which will be used over the course of the project. Seamus Company will deliver copies of its existing databases to CDIDI.

Deliverable 2: The second deliverable will be the completion of the fully functional PostgreSQL database and mapping documents for the core project and contract management module.

Deliverable 3: The third deliverable will consist of the completion of the fully functional web module which will utilize the core module database. This deliverable will also signal the completion of the first objective.

Objective 2: Utilizing the identified project management processes from the first objective, the second objective will be the completion the financial software database plugin.

Deliverable 1: The first deliverable will be to reform the project team to fit the identified needs of the second objective. This step will also encompass reviewing, identifying, and completing any changes needed to the identified stakeholders or project management processes.

Deliverable 2: The second deliverable will be the completion of any database design work or mapping documents required for the completion of the financial database plugin for the software.

Deliverable 3: The third deliverable will be the completion of the fully functional financial database plugin component of the software. The completion of this deliverable will also signal the completion of the second objective.

Objective 3: Again, using the identified project management processes of the first objective, the third objective will be the completion of the directory plugin for the security and user administration component of the software.

Deliverable 1: The first deliverable will be to reform the project team to fit the identified needs of the third objective. This step will also encompass reviewing, identifying, and completing any changes needed to the identified stakeholders or project management processes.

Deliverable 2: The second deliverable will be to complete any database design work or mapping documents required for the completion of the user directory plugin for the software.

Deliverable 3: The third deliverable will be the completion of the fully functional directory plugin for the software. This objective will also signal the completion of the third objective.

Objective 4: The fourth and final objective will be the final integration of the software into the Seamus Company’s live environment. This objective will once again utilize the project management processes of the first objective. Upon completion of this objective the project will be considered complete and all development and integration activities will be considered complete.

Deliverable 1: The first deliverable will be to reform the project team to fit the identified needs of the fourth objective. This step will also encompass reviewing, identifying, and completing any changes needed to the identified stakeholders or project management processes.

Deliverable 2: The second deliverable will be the configuration and successful installation of the new software into the existing Seamus environment.

Deliverable 3: The third deliverable will be the completion of the initial training for the Seamus Company trainers, end users, and technical support staff for the software.

Deliverable 4: The fourth and final deliverable will be the successful adoption of the software by the Seamus Company. This final step will signal the completion of the contact for the software development project.

# Projected Timeline

We estimate the project will take 7 weeks to complete. Beginning May 3rd and completing by June 14th. Below is a possible schedule we have identified based on likely start and end dates for the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Duration (Days)** | **Start Date** | **End Date** |
| Objective 1 | | | |
| (O1D1) Project Management and Team Development | 1 | 5/3 | 5/3 |
| (O1D2) Database Design and Mapping | 4 | 5/4 | 5/7 |
| (O1D3) Web Module Software Completion | 8 | 5/6 | 5/14 |
| Objective 2 | | | |
| (O2D1) Project Management and Team Development | 1 | 5/17 | 5/17 |
| (O2D2) Database Design and Mapping | 3 | 5/18 | 5/20 |
| (O2D3) Financial Plugin Software Completion | 3 | 5/19 | 5/21 |
| Objective 3 | | | |
| (O3D1) Project Management and Team Development | 1 | 5/24 | 5/24 |
| (O3D2) Database Design and Mapping | 3 | 5/25 | 5/27 |
| (O3D3) Financial Plugin Software Completion | 3 | 5/26 | 5/28 |
| Objective 4 | | | |
| (O4D1) Project Management and Team Development | 1 | 6/1 | 6/1 |
| (O4D2) Configuration and Installation | 2 | 6/2 | 6/4 |
| (O4D3) Training | 5 | 6/7 | 6/11 |
| (O4D4) Final Project Adoption | 1 | 6/14 | 6/14 |

# Resources and Costs

Resources for this project include applicable Seamus Technical and Administrative staff being available for project management meetings and for supplying technical resources as identified in this proposal. Other resources required and supplied by CDIDI are detailed in the follow table along with their costs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Cost Basis** | **Quantity** | **Total** |
| Project Management | $120 per hour | 140 | $16,800 |
| Database Design | $120 per hour | 140 | $16,800 |
| Software - Front End Development | $80 per hour | 120 | $9,600 |
| Software - Back End Development | $120 per hour | 100 | $12,000 |
| Training | $80 per hour | 80 | $6,400 |
| Travel costs | $100 per day | 14 | $1,400 |
| **Total** | | | **$63,000** |

# Outcome

Upon completion of the project objectives, some of the effects should be immediately clear, beginning with lower project management costs due to the overall standardization of the contract and project management processes of the organization. We have also identified the following metrics which can be used in order to identify a clear and successful outcome within one year of implementation.

|  |  |  |
| --- | --- | --- |
| **Desired Outcome** | **What to Measure** | **Indicator of Success** |
| On time projects | Percentage of on time project completion. | Percentage of on time project completion increases by at least 30% within 1 year. |
| Lower project management costs | Cost of project management tasks. | Average cost of project management tasks falls by at least 30% within 1 year. |
| Software adoption | Number of projects managed by the software solution. | At least 90% of the organization projects are managed by the software within 1 year. |

# Justification and Proposal Highlights

When we were invited by the Seamus Company to submit a proposal to bring a technology-based solution to enhance its business, the first thing we did was to examine the existing needs of the organization to find a compatible project which we felt was in the best interest of the Seamus Company. Upon review of various needs and in conjunction with the technical staff of Seamus, we came to the conclusion that a custom project and contract management system, which would integrate into Seamus’s existing infrastructure was the best possible option.

Consisting of 3 primary stages of product development, along with a final stage of integration and adoption, our project schedule is aggressive and completely achievable in the referenced timeframe. When reviewing our organizations extensive experience completing custom database solutions for organizations large and small, you can feel secure in your trust that we can complete our project on time and within budget.

The justification for this project is clear when you review the outcomes of the proposal. A new project and contract management solution, which due to the Seamus ownership rights of the project code, could even potentially be monetized by Seamus company in the future. There are also the immediate results in the form of increased on time project and contract completion upon adoption, as well as cost reductions by standardizing the project management practices of the organization. Though, the most compelling reason of all, is the cost of this new technology-based solution has the potential to be recovered through project management cost savings within the first year of use by the Seamus Company.

We at CDIDI feel the Seamus company should act immediately to prioritize this project, as the cost of not doing so can be measured not just in monetary instruments, but also by the Seamus Companies ability to compete in a competitive and fast changing marketplace.

# Sources

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