*Blue Ridge Animal Rescue & Sanctuary*

*Scrumdog Millionaire*

project Management plan

Version *1.4*

*01/29/2023*

VERSION HISTORY

|  |  |  |  |  |  |
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| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | *Drew Harris* | *01/29/2023* | *Scrumdog Millionaire* | *01/29/2023* | *Began draft of PMP.* |
| 1.1 | *Olivia Snodgrass* | *02/06/2023* | *Scrumdog Millionaire* | *02/06/2023* | *Completed second draft of PMP.* |
| 1.2 | Drake Justen | 03/06/2023 | Scrumdog Millionaire | 03/06/2023 | Document update. |
| 1.3 | Matt Watson, Patrick Nguyen, Olivia Snodgrass, | 3/10/2023 | Scrumdog Millionaire | 3/10/2023 | Complete resubmission draft of PMP |
| 1.4 | Matt Watson, Patrick Nguyen, Olivia Snodgrass, Drew Harris, Drake Justen | 04/24/2023 | Scrumdog Millionaire | 04.24.2023 | Adding final touches to the PMP. References, budgeting, key words, latest versions of deliverables... |

**UP Template Version:** 11/30/06

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# Introduction

## Purpose of Project Management Plan

The intended audience of the *Blue Ridge Animal Rescue & Shelter Website* PMP is all project stakeholders including the project sponsor, senior leadership and the project team.

# Executive Summary of Project Charter

The approved project charter for the creation of the Blue Ridge website outlines the purpose, objectives, scope, and key stakeholders involved in the project. The purpose of the project is to develop a modern and user-friendly website to showcase the services and adoptable animals offered by Blue Ridge. The objectives of the project include increasing public awareness and engagement, improving the process of animal adoption, and streamlining the shelter's operations. The scope of the project includes the design, development, and implementation of the website, as well as the training of staff to maintain and update the site. Key stakeholders include the Blue Ridge, Scrumdog Millionaire, and end users. The project is expected to be completed by the end of the semester with a limited budget. The charter serves as a comprehensive guide for the successful delivery of the website.

# Scope Management

Scope:

* Website design and development
* Implementation of the website
* Training of staff to maintain and update the site
* Exclusions: offline donations processing and management, physical infrastructure for hosting the website

Scope Definition Process:

* Hold initial meetings with stakeholders to gather requirements
* Create a detailed requirements document
* Review and approve requirements with stakeholders
* Use the approved requirements document as the basis for the scope of work

Deliverables:

* User-friendly and responsive website
* Adoption application process integrated into the website
* Searchable database of adoptable animals

## Deployment Plan

Deployment Schedule:

* Final website testing and quality assurance: April 4, 2023
* Website deployment to production environment: April 14, 2023

Deployment Method:

* The website will be deployed to a hosting server accessible to the public.
* A phased approach will be used to ensure smooth deployment, with a limited release to a small user group before a full release.

## Change Control Management

* Change requests will be documented and submitted to the project manager for review.
* The impact of the change on the timeline, budget, and quality of the project will be evaluated and documented.
* The change request will be reviewed and approved by the project manager and stakeholders.
* All approved changes will be documented and communicated to all relevant parties.

# Schedule/Time Management

Project Schedule:

* A detailed project schedule will be developed and reviewed by the project manager and stakeholders.
* The schedule will include all major tasks and milestones and will be updated as the project progresses.

Timelines:

* Timelines will be established for each task, with a focus on delivering the project within the approved timeline.
* Regular status updates will be provided to the project manager and stakeholders to ensure the project is on track.

## Milestones

The table below lists the milestones for this project, along with their estimated completion timeframe.

| **Milestones** | **Estimated Completion Timeframe** |
| --- | --- |
| Project planned and authorized to proceed | Two weeks after project concept is approved |
| Demo 1 | Demo 1 is set to begin on 2/14/23 and will be presented on 03/07/23. 50% completion with the project |
| Demo 2 | Demo 2 will begin on 03/21/23 and will be presented on 4/04/23. 75% of the project will be finished by then. |
| Final Demo | The final demo will begin on 4/11/2023 and will be presented on 4/18/2023 |

## Project Schedule

The Statement of Work is a formal document that we created to help us organize our deliverables, milestones, and other tasks. It will also include costs, dependencies, and the responsibilities that each team member has decided to take on. This helps monitor progress throughout the life of the project.

## 

# Cost/Budget Management

There is no budget for this project. Any costs that may be incurred throughout the project life cycle will be handled by the team members personally. Areas where the team may spend money would be the content management system and the web hosting service. There may be other small costs as well to be established in Appendix D.

# STATEMENT OF WORK

The Statement of Work is a formal document that helps us outline our requirements, expectations, and different deliverables. It is a solid foundation for the creation of this project and allows us to stay on track with different milestones we are to reach in a specified amount of time.

# 

# Quality Management

Quality Objectives:

* To ensure that the animal shelter website meets or exceeds the expectations of the stakeholders.
* To ensure that the website is developed and delivered in accordance with industry best practices and standards.

Quality Plan:

* A detailed quality plan will be developed and reviewed by the project manager and stakeholders.
* The quality plan will include the methods, processes, and tools used to manage and control the quality of the project.

Quality Control:

* Quality control processes will be established and monitored to ensure the website is developed and delivered to the required standards.
* The quality of the website will be regularly reviewed and tested to ensure it meets the requirements of the stakeholders.

# Work Breakdown Structure

**Work Breakdown Structure View 1: Gantt Chart**

The Gantt Chart is one of the various project management tools we have been utilizing for the creation of Blue Ridge Animal Rescue and Sanctuary’s website. It details the work that we have completed over a certain amount of time compared to the amount of time we had originally planned to complete it in.



**Work Breakdown Structure View 2: Hierarchical Structure**

The Hierarchical Structure chart is one of our other work breakdown structure views. It details the elements of the project and how our demos are progressing each time in order to make sure we have everything completed by the date we are set to present our final product.

****

## work Breakdown Structure Dictionary

The WBS Dictionary is a continuation of our work breakdown structure views and it helps outline the various terms, documents, and applications we will be using throughout the life

of our project.



# Entity relationship Diagram

The Entity Relationship Diagram is a very important project management tool for the creation of this website. This is a document that helps us visualize the relationships between different pages and applications within the website we are creating. This assists us in making sure all of our elements and concepts are aligned throughout the website and the project as a whole.



# User flow diagram

The User Flow Diagram is the outline of a path the user might take in order to complete a task while using the website we are creating. It follows a set of certain steps all the way to the end and shows the final product when everything has been completed.



# System Architecture Diagram

The System Architecture Diagram is a depiction of the different components that make up the actual architecture of our system. It is another way of showing relationships between various entities in the physical structure of the system.



# Requirements management plan

The Requirements Management Plan is a document that allows us to manage all of our actual system and website requirements from start to finish. We do this by including definitions of our requirements, providing a traceability, showing assumptions/constraints etc.

## 

## requirements traceability matrix

The Requirements Traceability Matrix is another document the associations between the requirements defined in the Requirements Management Plan. They need to be linked at every point in the process of the project, thus showing that the requirements have been met.

## 

# Communications Management

Throughout the life of the project, we will effectively communicate through a few different methods. We will meet in-person for regular class time on Tuesdays and we will meet virtually through Microsoft Teams on Thursdays or when every member is available. If a member or multiple members are unable to attend a scheduled meeting, we will discuss when a better time would be. To communicate outside of meetings, we will use a GroupMe group chat.

## Communication Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Messages** | **Vehicles** | **Frequency** | **Communicators** | **Feedback Mechanisms** |
| *Sponsor* | *In order to meet project goals, we will communicate with the sponsor through multiple in class presentations for feedback on project specifics.* | *In-class presentations* | *Bi-weekly* | *All project team members* | *In-class presentation feedback* |
| *Project Team* | *To align contributions with the goals of the project, the team will be in constant communication regarding responsibilities and progress.* | *GroupMe, Teams calls, File Sharing, in-class collaboration* | *Continuous* | *All project team members* | *Feedback received through communication vehicles continuously* |
| *Professor Chrisman* | *To answer any questions that may arise, communications will be establised with Professor Chrisman to solve potential questions/obstacles.* | *In-class QA, Email, File Sharing* | *Continuous as needed* | *Any project team member with individual questions, or Patrick* | *Feedback received by email or in-class collaboration* |

# Risk Management

To assess risk throughout the life of the project, our team will analyze each of the business requirements we identify from the two elaboration phase specifications. We will consider how they were identified in the elaboration phase specifications and reassess them to see if their given level of risk is correct. The different levels of risk will be low, moderate, and high. Risk will be assigned based on the importance of the business requirements and what surrounds them.

# Project Charter

The Project Charter is a document that is, in its entirety, a description of our project. It shows our objectives, how we will carry them out, etc. This helps us with planning our project and it is critical because we use it from start to finish.

# 

Appendix A: Project Management Plan Approval

The undersigned acknowledge they have reviewed the *<Project Name>* **Project Management Plan** and agree with the approach it presents. Changes to this **Project Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are Business Steward, Project Manager or Project Sponsor. Add additional lines for signature as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

APPENDIX B: REFERENCES

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| *CDC PMP Template Version 1.0* | *The CDC PMP template is the designated template used for our group’s PMP. This document outlines all requirements through the embedded documents.* | [*https://www.cdc.gov/nchs/icd/data/mgmt\_plan.pdf*](https://www.cdc.gov/nchs/icd/data/mgmt_plan.pdf) |
| *Wix v4* | *Wix was the content management system chosen for the client’s website. It is the primary tool used, and the project could not have been complete without it.* | [*https://manage.wix.com/dashboard/090be24a-f989-488d-9f24-c655dd2db162*](https://manage.wix.com/dashboard/090be24a-f989-488d-9f24-c655dd2db162) |
| *NYU Project Charter* | *The NYU project charter is essentially a short planning document outlining key requirements and benefits of a project.* | [*https://www.projectmind.academy/it/ideabase/923-project-charter-templates*](https://www.projectmind.academy/it/ideabase/923-project-charter-templates) |
| *Excel* | *Excel was used to create the WBS dictionary along with the Gantt Chart which were crucial to the creation of the PMP* | *Location varies based on users’ computer or if they’re using a web browser.* |
| *Project Manager Statement of Work* | *The Project Manager SOW was our chosen template for documentation in the PMP. It strives to answer all work management aspects of this project.* | [*https://www.projectmanager.com/blog/statement-work-definition-examples*](https://www.projectmanager.com/blog/statement-work-definition-examples) |
| *CDC RTM* | *The requirements traceability matrix is used to demonstrate progress of requirements. We used this document to create specified requirements and marked completion with each demo.* | [*https://www2a.cdc.gov/cdcup/library/templates/CDC\_UP\_Requirements\_Traceability\_Matrix\_Template.xls*](https://www2a.cdc.gov/cdcup/library/templates/CDC_UP_Requirements_Traceability_Matrix_Template.xls) |
| *CDC RMP* | *The requirements management plan utilized a template from the CDC. The purpose of this document is to display the requirements involved with the project.* | [*https://www2a.cdc.gov/cdcup/library/templates/CDC\_UP\_Risk\_Management\_Plan\_Template.doc*](https://www2a.cdc.gov/cdcup/library/templates/CDC_UP_Risk_Management_Plan_Template.doc) |
| *Vertex42 Team Minutes Template* | *This template was used for our group meetings every week. We used this as a reference and created our own version.* | [*https://www.vertex42.com/WordTemplates/meeting-minutes.html*](https://www.vertex42.com/WordTemplates/meeting-minutes.html) |
| *Sample Artifacts* | *Sample Artifacts were acquired from CIS-320 where they determined what CMS, PMS and the requirements of the website. We utilized these to determine what we should use for the website and incorporated some of the diagrams into our PMP.* | *Blackboard.* |
| *Progress Report Template* | *The progress report template was used to track milestones, risks, recent accomplishments, and next steps. We created 2 throughout the semester* | *Blackboard* |
| *Animal Shelter Website Template* | *Wix provides a set of templates that may be useful depending on the organization/business being used. Questions are asked regarding what the website is for, and Wix creates a website based on that. We used it as a guide to creating our own website. Aspects of the template remain.* | [*https://www.wix.com/website-template/view/html/938*](https://www.wix.com/website-template/view/html/938) |
| *Gantt Chart* | *We utilized a Gantt Chart as one of our WBS views. Creating this tends to be difficult and templates are difficult too. We created this view through a YouTube video which made it fairly simple.* | [*https://www.youtube.com/watch?v=un8j6QqpYa0*](https://www.youtube.com/watch?v=un8j6QqpYa0) |
| *Wix Videos* | *With templates, there are also pictures and videos provided by Wix based on the content of the website. We used various videos from Wix for the creation of certain pages* | *Wix* |

APPENDIX C: KEY TERMS

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *Requirements Management Plan (RMP)* | *Document created to ensure all stakeholder and business requirements are captured, analyzed, managed and addressed.* |
| *Requirements Traceability Matrix (RTM)* | *Document demonstrating relationships between requirements and artifacts used within a project.* |
| *Statement of Work (SOW)* | *Document that provides descriptions of system requirements. It defines scope, project deliverables, timelines, and budget.* |
| *Project Charter (PC)* | *A document used as an elevator pitch for objectives, scope, and responsibilities.* |
| *Project Management Plan (PM)* | *Professional document outlining deliverables throughout a project. This document requires approval and states how the project is executed, monitored and controlled.* |
| *Entity Relationship Diagram (ERD)* | *Diagram used to depict relationships among objects in a system. Any noun is described as an entity in this subject.* |
| *System Architecture Diagram* | *Graphical representation of relationships between components of a software system.* |
| *User Flow Diagram (UFD)* | *Representation depicting flow of applications or a website. This is usually done through roleplay to determine how a user would operate the site.* |
| *Milestones* | *Actions marking significant development in goals.* |
| *Quality Management* | *Overseeing activities and tasks needed to maintain a level of excellence. Ensures the organization functionals well.* |
| *Communication Matrix* | *Tool used to help professionals understand forms of communication throughout a project. Who is involved and what is used to accomplish this.* |
| *Risk Management* | *The process of identifying, assessing and controlling threats to an organization. Threats vary and there are five techniques to get rid of them: Avoidance, Retention, Spread, Transer, and Loss Prevention and Reduction.* |

APPENDIX D: SUMMARY OF SPENDING

Below is the summary of spending for the system. These are the total costs of items including plugins, domain hosts, and the content management itself. The costs given below are not necessarily set in stone as the client is able to change plans, but this is what we recommend.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Item | Phase 1 | Phase 2 | Phase 3 | Total |
| Planning | *N/A* | *N/A* | *N/A* | *N/A* |
| Development and Implementation | *$2.50/month, adding plugins*  *$14.95/year, domain name* | *$32/month, yearly subscription to Wix Business Premium* | *N/A* | *$35.75/month, $428.95/year* |
| Sum of Stages | *$3.75/month, $44.95/year* | *$32/month, $384/year* | *N/A* | *$35.75/month, $428.95/year* |

\*