ENS REPLACEMENT PROJECT

ICU Operations
Sycamore Road
Dekalb, IL 60115

Team Members:
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PROJECT CHARTER

1. Project Description

This charter formally authorizes the ENS replacement project to implement a new emergency notification system for use in ICU group. The ENS replacement project's goal is to deploy a more straightforward and quick cloud solution for ICU operations.

2. Project Purpose

The ENS replacement project's purpose is to deploy a more straightforward and quick cloud solution for ICU operations. The project deliverables must contain the following: a cloud solution, the capacity to link to the fire panel system via cap 2.0, a sign-up portal, training materials, testing, the deployment of an integrated system for use with current IT infrastructure, and a user manual.

3. Business Case

The ICU operations chose the alert me vendor which has offerings of professional services which has he capabilities of cloud solutions, sign up portal, and there is no other integrations involved. This vendor has all the requirements that the business is needed as a result the project can show accomplishments

4. Business Requirements

The main moto of ICU operations is to have a cloud-based solutions for emergency notifications without any difficulties to access. The system also ties to notification paths including web, desktop alerting, fire panel announcement as well as social media notifications and digital signs.

5. Assumptions

- Install a cloud-based solution quickly and easily for ICU operations.

- ensuring that the migration of existing accounts from the legacy system to the new system
- Getting project sponsors for these operations.
- Hiring enough workforce to get the operations going.
- Satisfies the goals with no errors.

6. Constraints

- The accessibility to the university students.
- Security threat
- Crashing of website

7. Risks

The big risk we may experience in this situation is the student' accessibility. The use of ENS becomes unnecessary if the operations are complicated. Cybercrime is on the rise today in line with technological advancement. The security has nowhere to go. When a website is used all at once, there is a chance of a system crash.

8. Project Deliverables

In this business the main deliverables is to provide access to every student in the university, make proper schedules of the budgets, having a security systems, design in a way that the system does not crash and most importantly make it user friendly. Use the cloud solutions for the project to be delivered in an efficient way.

9. Project Milestones

Milestone Date	Milestone Name	Milestone Description
[Jan 22]	Procurement of software	Arranging which software to use
[Apr 30]	Website development	Developed cloud solutions website

[Jan 31]	Launching website	Going live
[July 5]	Updating records	Updating records of users after going live

10. Project Roles and Responsibilities

Name	Role	Responsibilities
Ritika Panthula	Project manager	Setting deadlines, managing departments, and assigning tasks.
Keerthana Peri	IT manager	Effectively managing the technology

11. Project Life Cycle Methodology and Tools

- SharePoint for document management and versioning.
- Panorama tool used to manage employee data.
- Tools used: website applications

12. Authorization

Approved by the Project Sponsor:

B. Reethika

Venture capitalist

PROJECT SCOPE

Project name	Date submitted
ENS Replacement Project	1/28/2023
Project purpose	
The goal of the ENS replacement project is to implement a simpler and faster cloud solution for ICU operations. A cloud solution, the ability to connect to the fire panel system via cap 2.0, a sign-up portal, training materials, testing, the deployment of an integrated system for use with present IT infrastructure, and a user manual are all required as project deliverables..	

Goals And objective

1	Reduce the complexity of the system
2	Increase the efficiency of the system

Scope Summary

This project involves replacing an existing ENS system with a better solution.

Boundary conditions

location	It is available statewide
timeline	The timeline expected is 5 months
department	IT department and the police department.
Permissions	Before being published, the project will be assessed and requires the project manager's authorization.
expertise	IT and CS-related expertise

Project deliverables

Deliverable no.	Description
1	It connects to the fire panel system Via CAP 2.0
2	It is completely tested before implementation.
3	A Signup portal is available.

4	Training Instructions are available to the users.

Out of Scope

This project **will NOT accomplish or include** the following:	1. The solution does not connect to the digital sign solution. 2. It does provide the optout solution. 3. The system does not consider the desktop alert application.

STATEHOLDER ANALYSIS

Project Name:	Project Number:	Prepared by: (Project Manager)	Date:
ENS Replacement project	-	Ritika panthula	2/17/2023
Customer:	**Business Unit:**	**Contact Name:**	**Project Type:**
ICU	-	Ritika Panthula	☐Mini ☐ Standard ☐ Complex

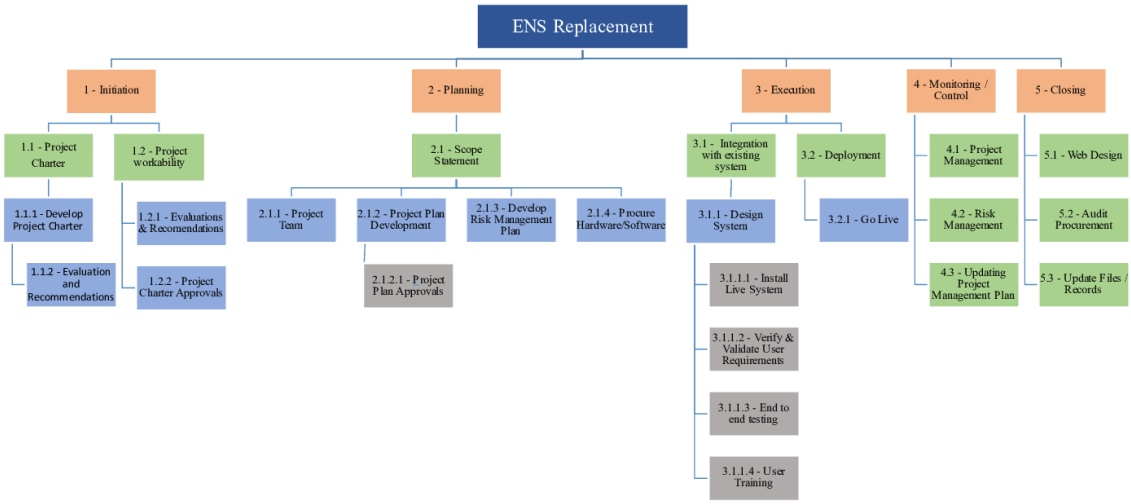
INTRODUCTION	The analysis identifies and assesses the importance of key people or groups which may significantly influence or be affected by this project.
LEGEND	ASSESSMENT OF STAKEHOLDER POWER: **A**: Extremely Powerful, **B**: Fairly Powerful, **C**: Not Very Powerful LEVEL OF STAKEHOLDER INTEREST: **A**: Extremely Interested, **B**: Fairly Interested, **C**: Not Very Interested

STAKEHOLDER	SPECIFIC INTEREST/S	LEVEL OF INTEREST	LEVEL OF POWER	STRATEGY TO RETAIN SUPPORT / REDUCE OPPOSITION	INFORMATION NEEDS	PRIMARY METHOD OF DELIVERY	TIMING OF DELIVERY
chief of police	cloud solution	A	C	helping the public	will be informed once done.	-	On completion
ICU IT director	efficiency	B	A	Credit/fame for successful implementation	every IT related Information	emails/ calls per week	weekly
users	ease of use	B	C	Their medical history	Will be informed once done	-	On completion
Project manager	Project implementation and success	A	A	Authority and sole responsibility	Everything will be informed	Direct communicatio n	daily
project sponsor	profit	A	A	Profit from the outcome	everything	meetings / report documents per week	daily

RISK REGISTER

A	B	C	D	E	F
S NO.	**Risk Description**	**Justification**	**Impact Level**	**Risk Severity**	**Potential Strategy**
1	Budget Risk	Budget risk needs to be addressed immediately or the business could experience financial troubles.	5	Catastrophic	External resources include borrowing money from a bank or a venture capitalist and adhering to rigorous spending plans.
2	System Crash	Crashing of system causes temporary halts in business operations	3	Moderate	employing a qualified software engineer
3	No show, no work of emplo	The business will suffer losses as a result of underperforming staff.	4	Moderate	Utilizing competent and experienced labor to prevent these problems and enact the necessary stringent measures if the employee doesn't comply.
4	Security threats	Issues like security threats is very crucial, malicious users can read you file or software	5	Critical	Using security tags to secure the data and also hire professional hacker.
5	Complexity	The operations being complex is a big risk for the business	4	Catastrophic	Using the cloud solutions to reduce the complexity and make it available to every student.
Impact Level					
1- Low- Light Green					
2- Average- Green					
3- Medium- Yellow					
4- High- Orange					
5- Very High- Red					

WBS


ENS Replacement
1 - Initiation
2 - Planning
3 - Execution
4 - Monitoring / Control
5 - Closing
1.1 - Project Charter
1.2 - Project workability
2.1 - Scope Statement
3.1 - Integration with existing system
3.2 - Deployment
4.1 - Project Management
5.1 - Web Design
1.1.1 - Develop Project Charter
1.2.1 - Evaluations & Recomendations
2.1.1 - Project Team
2.1.2 - Project Plan Development
2.1.3 - Develop Risk Management Plan
2.1.4 - Procure Hardware/Software
3.1.1 - Design System
3.2.1 - Go Live
4.2 - Risk Management
5.2 - Audit Procurement
1.1.2 - Evaluation and Recommendations
1.2.2 - Project Charter Approvals
2.1.2.1 - Project Plan Approvals
3.1.1.1 - Install Live System
4.3 - Updating Project Management Plan
5.3 - Update Files / Records
3.1.1.2 - Verify & Validate User Requirements
3.1.1.3 - End to end testing
3.1.1.4 - User Training

WBS Dictionary

Project Name: The ENS Replacement Project

WBS Level	WBS Code	WBS Name	WBS Description	Resources	Due Date	Days
1	1	Initiation	At this stage the project is initiated	Ritika	1/1/2023	1
2	1.1	Project Charter	This charter talks about the risks, constraints, assumptions, and business needs.	Ritika	1/2/2023	1
2	1.2	Project Workability	The project manager analyzes the project needs and gets them approved.	Ritika	1/3/2023	1
3	1.2.1	Evaluations & Recommendations	The Project Charted is evaluated and Recommendations are taken into consideration.	Ritika	1/4/2023	1
3	1.2.2	Project Charter Approvals	After all the changes are done the project charter is sent for approval.	Ritika	1/5/2023	1
1	2	Planning	The stage in which the project flow is decided.	Ritika	1/6/2023	3
2	2.1	Scope Statement	The project manager will take care of all the project outcomes.	Ritika	1/13/2023	7
3	2.1.1	Project Team	The Team that will work on the project is finalized.	Ritika	1/20/2023	7
3	2.1.2	Project Plan Development	A plan for executing the project successfully is drafted.	Ritika, Keerthana	1/30/2023	10
4	2.1.2.1	Project Plan Approvals	The project plan is sent for approval.	Ritika	2/2/2023	3
3	2.1.3	Procure Hardware / Software	All the hardware equipment or the software required for the project is obtained.	Ritika, Keerthana	2/5/2023	6
1	3	Execution	Steps to initiate the project are started.	Ritika, Keerthana	2/11/2023	3
2	3.1	Website Development	Building a user-friendly website and maintaining it in accordance with customer needs.	Ritika, Keerthana	2/14/2023	15
3	3.1.1	Design System	A website needs to be designed.	Ritika, Keerthana	3/1/2023	10
4	3.1.1.1	Install Live System	A live website system needs to be developed.	Ritika, Keerthana	3/11/2023	15
4	3.1.1.2	Verify & Validate User Requirements	All the data about the people that will be using the system needs to be updated.	Keerthana	3/26/2023	12
4	3.1.1.3	End-to-End Testing	The website designed needs to be tested before going live.	Ritika, Keerthana	4/8/2023	27
4	3.1.1.4	User Training	All the people who will be using the system need to be trained.	Ritika, Keerthana	5/5/2023	12
2	3.2	Customer Service	A help section needs to be created for usage in case of any help is required.	Ritika, Keerthana	5/21/2023	15
	3.2.1	Go Live	The website will be launched and will be available for people to use it.	Ritika, Keerthana	5/24/2022	3
1	4	Monitoring / Control	The website that is used needs to be monitored.	Ritika	8/7/2023	2
2	4.1	Project Management	The existing project needs to be monitored frequently to manage the project effictively.	Ritika, Keerthana	8/15/2023	2
2	4.2	Risk Management	Risks faced due to the project need to be handles and be taken care of.	Ritika	8/27/2023	2
2	4.3	Updateing Project Management Plan	After monitoring the project progress and its requirements, changes are made to the plan and the structure is updat	Ritika		2
1	5	Closing	All the project management tasks are closed after successfully completing them.	Ritika, Keerthana	8/30/2023	1
2	5.1	Web Design	Developing a user-friendly website and maintaining it as needed.	Ritika, Keerthana	9/5/2023	1
2	5.2	Audit Procurement	Update about everything related to the project and adding feedback to the audit.	Ritika, Keerthana	9/15/2023	2
2	5.3	Update Files / Records	All the data regarding the project is updated into the system / website.	Ritika, Keerthana	9/27/2023	

PERT ANALYSIS

Estimated duration = (O + 4M +P)/6

O=Optimistic time estimate

M= most likely time estimate

P= pessimistic time estimate

We used this formula to estimate the most likely duration of each individual task and obtained the following values

INITIATION: 4 days

PLANNING: 36 days

EXECUTION: 112 days

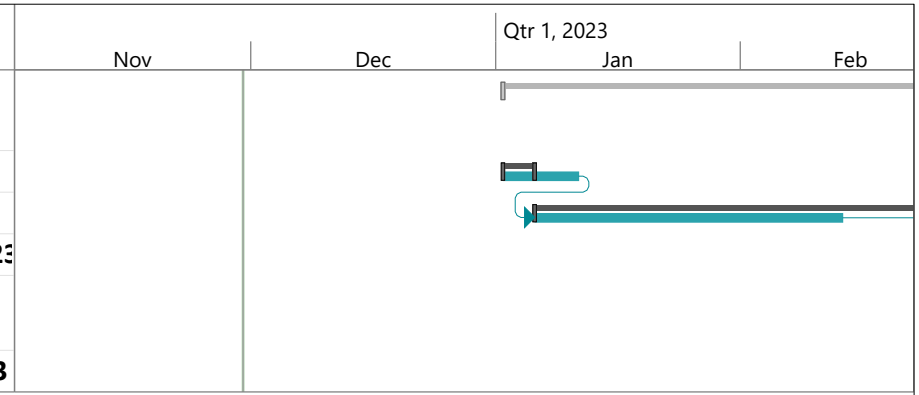
MONITORING AND CONTROLLING: 8 days

CLOSING: 5 Days

CHANGE CONTROL PROCESS

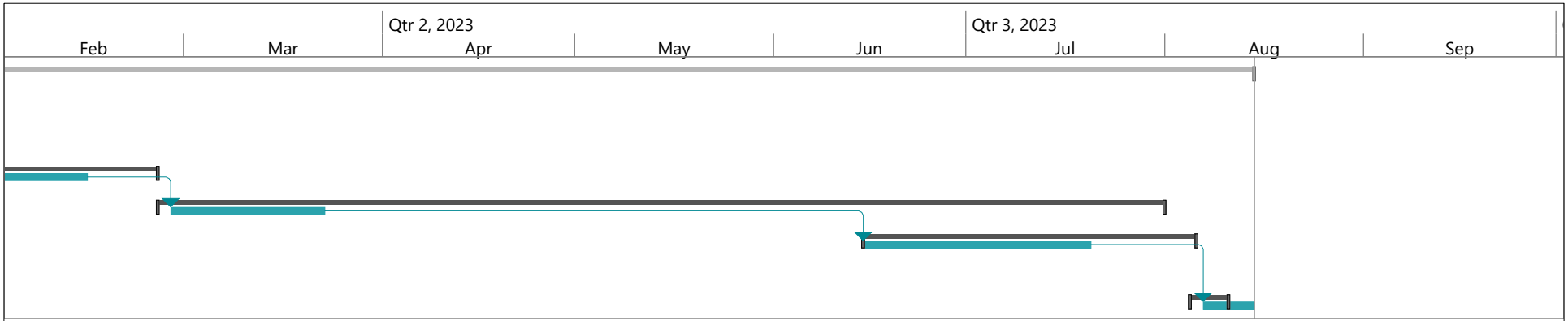
- The project manager will get a change request form that has been filled out by the person requesting the modification.
- Any change in the log register – The project manager will be responsible to investigate this
- An analysis is conducted by the project manager for the impact on the changes to scope, budget, or time constraints. He or she will then ask team members and the change requestor for clarity.
- The project manager's request for review and approval will be sent to the change control board(CCB).

ID	Task Mode	Task Name	Duration	Start	Finish
0		**ENS Replacement Project**	**161 days?**	**Mon 1/2/23**	**Mon 8/14/23**
1		**Initiating**	**4 days?**	**Mon 1/2/23**	**Thu 1/5/23**
13		**Planning**	**36 days?**	**Fri 1/6/23**	**Fri 2/24/23**
55		**Executing**	**112 days?**	**Sat 2/25/23**	**Mon 7/31/23**
80		**Monitoring and Controlling**	**38 days?**	**Thu 6/15/23**	**Sat 8/5/23**
119		**Closing**	**5 days?**	**Sat 8/5/23**	**Thu 8/10/23**



Project: ENS Replacement Proje
Date: Wed 11/30/22

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			



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Date: Wed 11/30/22

Task		Inactive Summary		External Tasks	
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Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

CLOSING STATEMENT

We have identified a problem with the existing software being used for Emergency Notification System and sought out alternative vendors to replace the current one. Out of all the offers presented, we recommend going with AlertMe as the vendor as it fulfills most of the requirements presented along with a few additional preferences.

By moving forward with this the project would be completed within 193 days, around 6 months, of Initiation with a total cost of $50,000 and an optional amount of $10,000 added on top of it to fulfill any additional requests which would come under their professional services. This would still make the maximum cost of the project $60,000 which was the original budget assigned. This vendor's software is also the most compatible with our existing IT infrastructure which will help in easy migration of data and integration of software.

We have outlined the risks that might occur and have the appropriate contingency plans in place. Additionally, we would not have to spend extra money on training the users as they provide us with training videos that can be completed by the users at their own pace.

By taking into consideration all the above-mentioned factors, we have concluded that implementing this project will fulfill our objectives of reducing the system complexity and improve its efficiency successfully.