Project Name - Missoula County

Project Summary:

The project, at a high level, is to develop an application that would allow users to register for an appointment with the Missoula County Treasurer's Office. Once registered the application would notify users via text message (SMS) of their place in the wait que and the anticipated length of wait time.

Project Plan:

Initiation:

Several meetings can be schedule to better understand the Counties view of the project scope and project timelines. At this time a product owner may also be identified. We will work to establish channels of communication. There should be a single point of contact between CMS and the County Product Owner this cuts down on confusion and any miscommunication that may happen and also frees the development team to not be interrupted and bogged down with questions and problems, which may or may not be relevant at the time.

Planning:

Once we identify the different roles and the people who will play those roles, we can schedule a Kickoff Meeting. In this meeting, we will present the project to a wider audience. Also, during the Kickoff meeting we can present the "*how*" of the project and lay out some ground rules. After the Kickoff meeting we will schedule two meetings (if needed) to gather requirements (user stories). Once this list of stories has been groomed, we can have the County review them and sign off on the list. Once we have a complete, or almost complete, list of requirements we can start mocking up a solution.

At this point, the project will be setup in Trello and, if the County requires it, in Microsoft Project.

Execution:

When the mockups are in a presentable state, we will present them to the County for review and sign off. Once the Mockups have been signed off on we will move on to the development phase. During development, there should be an attempt to document the use of the application. This documentation will be turned over to the County at the end of the project.

Monitoring:

Test plans will be developed and presented to the County for sign off. Once we have the testing completed, we can start the implementation of the solution. Weekly status reports will be supplied to the county if required.

Closing:

There will be a final sign off by the county that will conclude the project. The Project Manager will then close the project and complete the needed documentation.

Project Name - Missoula County

Assumptions:

1. All project sign offs required from the County will be time boxed.
2. CMS will supply Jeff with a CMS email address; this will help with communication with the County.
3. CMS will supply Jeff with a copy of the County's RFP.
4. CMS will supply Jeff with a digital copy of the CMS logo to use on slides and in report headers.
5. Same hourly rate as on other CMS projects.

	Tasks	Description of Tasks	Estimated Time (hrs)	Estimated Costs
1.	Initial Meeting with County Treasure	Meet with the project principle at the County that can help with identifying the team from the Counties side and can help coordinate meetings. Identify the Point of Contact for the county.	1	$50.00
2.	Kick Off Meeting w/County	We will develop a simple side deck that outlines how we plan to develop and deliver the solution and solidify the project team from the Counties side.	4	$200.00
3.	Requirements /User Stories	I think that two meeting with the County to gather requirements would be sufficient. Once we have the stories collected, we can break them down in logical work bundles. We can present the requirements back to the County and ask for a sign off.	5	$250.00
4.	Set Up Project	Work with Chris to get Trello setup and the Backlog in place and groomed; if required, I can setup Microsoft Project.	2	$100.00
5.	Oversee Mockup Development	Work with Ed to get the mock ups ready per the requirements from the County. This can be done at a high level.	2	$100.00
6.	Deliver Mockups	Take the mock ups back to the County and present a conceptual representation of what we want to build. We will need a sign off here.	1	$50.00
7.	Manage Project	Week by week oversight and answering questions, meeting with the team, and being the point of contact for the County. Testing should be included here and a final sign off on testing would be needed.	12	$600.00
8.	Deliver Solution	The complete package delivered to the County and a final sign off.	2	$100.00
9.	Close Project	Final billing, final sign offs, final project documentation and party.	1.5	$75.00
			Total	**$1,525.00**

Project Name:
Missoula County