



## Mini-Project 8: Small IT Project

### Mini-Project Overview

**Time Estimate: 2 hours**

Most small businesses today, from restaurants to hair salons, have wi-fi access for both employees and customers. The problem in some cases is that these small business owners are not always IT-savvy, so they don't know what they need, who to hire to do the work, or how much to spend on it. Even after it has been deployed, there is the task of maintaining it and solving problems as they arise.

### Project Submission Steps

You work for a small IT firm that performs basic IT work for small businesses in the area. One day, a woman walks in and starts asking about "installing wifi." She states that she is about to open up a hair salon, and can't wait to start servicing customers. However, she knows that her competitors in the area all offer free Wi-fi for their customers, with one even playing music through it. Since she has no idea how to install a wireless network, she has asked you to tell her what she needs.

Her salon can service ten customers at once, and she wants to make sure that it's not "slow" like it is at her house. She also wants to allow room for growth, and pay somebody to help her maintain it. She wants the project to be formalized so she can

show it to her business partner. Demonstrating the business value is extremely important to her, so the more the better.

To help this owner, you found a couple of sites that look like they will be helpful:

<https://www.salonguru.net/social-salon-wifi-what-is-it/>

<https://spotonwifi.com/run-spa-salon-5-ways-use-wi-fi-marketing-boost-business/>

Based on the owner's requirements, use figure 1, '**Small IT Project Scope Form**' template on the next page to create a project plan for the salon owner. You can fill in the template directly on this document and use it for your submission.

Be sure to include the benefits of your plan, the justification, and the estimated cost. Use figure 2, 'Filled-out Small It Project Scope Form' that follows the empty template to help guide you, if needed. Ignore the "Approvals" box for now.

Some of the information being asked for may not be contained in the provided artifacts. That is by design. The purpose is to teach you to take the initiative by leveraging online resources to fill in the gaps. Remember, providing perfectly accurate figures is not as important as understanding the general structure of IT project management. Don't spend too much time calculating specific costs or deadlines; just try to make it as realistic as possible.

**Figure 1.** Small IT Project Scope Form

Small IT Project Scope Form														
<b><u>Project Title:</u></b> Hair salon WiFi		<b><u>CR Number:</u></b> 813430												
<b><u>Project Leader/Manager:</u></b> Rashawn Hill		<b><u>Anticipated Project Start Date:</u></b> 11/1/2021												
<b><u>Sponsor:</u></b> Jane Doe		<b><u>Date Prepared:</u></b> 10/26/2021												
<b><u>Project Type:</u></b> Small		<b><u>Estimated Completion Date:</u></b> 12/18/2021												
<b><u>Purpose and Benefits of Project:</u></b>  The hair salon will support free WiFi for at least 10 customers at one time and be staffed with a team to maintain the system.														
<b><u>Project Scope:</u></b>  A high quality router will be delivered to the salon with the software installed, 10 laminated WiFi Mirror stickers and a 5 minute Install Guide. The staff will also get access to an Admin Dashboard on Social Salon with detailed reports of usage so they can export client data.														
<b><u>Team Members:</u></b>  Core project team members:														
<table border="1"><thead><tr><th>Team Member</th><th>Unit</th><th>Role</th></tr></thead><tbody><tr><td>Nicolas Cage</td><td>IT</td><td>System, database or other functions as needed</td></tr><tr><td>Rashawn</td><td>IT</td><td>Project Manager &amp; implementation lead</td></tr><tr><td>Jhene Aiko</td><td>IT</td><td>System, database or other functions as needed</td></tr></tbody></table>			Team Member	Unit	Role	Nicolas Cage	IT	System, database or other functions as needed	Rashawn	IT	Project Manager & implementation lead	Jhene Aiko	IT	System, database or other functions as needed
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Jhene Aiko	IT	System, database or other functions as needed												

**Assumptions:**

- Targeting to go live by the end of 2021.
- Router will be able to handle 10 people using the WiFi without it slowing down.
- There will be room for growth.

**High Level Timeline:**

## Key Milestones

	Duration	Start	Finish
Requirements & Planning – method	1 day	10/26/2021	10/26/2021
Proof of Concept – dev	10 days	11/6/2021	11/16/2021
Installation	5 days	11/16/2021	11/21/2021
End User Testing	20 days	11/21/2021	12/11/2021
Production – go live, restore databases	3 days	12/15/2021	12/18/2021

**Costs:**

\$100/year + team salary of an average of 30-40k a year

**Approvals:**

**Rashawn Hill**

**Date 11/2/2021**

**Jane Doe**

**Date 11/1/2021**

**Figure 2.** Filled-out Small IT Project Scope Form

<b>Small IT Project Scope Form</b>														
<b><u>Project Title:</u></b> QuickBooks Enterprise Upgrade 2020	<b><u>CR Number:</u></b> 679923													
<b><u>Project Leader/Manager:</u></b> Jane Doe	<b><u>Anticipated Project Start Date:</u></b> 6/26/2020													
<b><u>Sponsor:</u></b> John Smith	<b><u>Date Prepared:</u></b> 4/14/2020													
<b><u>Project Type:</u></b> Small	<b><u>Estimated Completion Date:</u></b> 9/1/2020													
<b><u>Purpose of Project:</u></b>  Business Unit 1 (BU1) and Business Unit 2 (BU2) each have their own instance of Quickbooks Enterprise v16. We are going to combine them into one instance, which will be v2020. This instance will be hosted through the corporate Citrix system.														
<b><u>Project Scope:</u></b>  QuickBooks Enterprise 2020 will be installed on new servers. The databases from the two existing instances will be restored into the new installation. The databases will be upgraded into the new 2020 version. The security roles will be re-created with input from Finance so they will be standard for everyone. End users will be asked to test and sign-off. After testing is successful, we will move to Production and open the system to all users.														
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Twila Paris	Finance	Coordinate Finance												
<b><u>Assumptions:</u></b> <ul style="list-style-type: none"> <li>Targeting Go Live for end of August, 2020 based on successful testing and review go/no-go live.</li> <li>Production cutover will be over a weekend (including Friday) in August during which no users will have the access to either system.</li> <li>Users designated by Finance will be available for testing</li> </ul>														

- These servers are not in the data center. IT will handle this later as we were told not to factor this into our timeline
- Anything not explicitly stated in the project scope will be out of scope for this project

### **High Level Timeline:**

#### Key Milestones

	Duration	Start	Finish
Requirements & Planning – method	1 day	4/16/2020	4/16/2020
Proof of Concept – dev	20 days	4/26/2020	5/30/2020
Install Future production system	10 days	5/31/2020	6/20/2020
End User Testing	40 days	6/21/2020	8/19/2020
Finance approval	1 day		
CR approval	2 days		
Production – go live, restore databases	3 days	8/20/2020	8/23/2020

### **Costs: (Phase1)**

No external costs as we are only using internal resources and we own the product.

### **Approvals:**

**Will Smith**

**Date**

**Kevin Hart**

**Date**