Detroit Entrepreneur team:

James Folkert

Alicia Howell

Zach Slater

Nicolas Wilmot

Statement of work:

Detroit Entrepreneur Inc.

Composed for Dr. Constantinos Coursaris

Project Start Date: February 11th, 2014

Project End Date: April 24th, 2014

**Purpose**

To produce a website that Nicholas Dyc can educate the general public on the current health care system in the United States.

**Scope**

We will establish the content that our client will want to display on the website. A blog will be developed, so that there will be administrator privileges that will differ from guest accounts that can be created via other social networking accounts. Based on user testing, we will make an accessible design that exposes the user to all content.

**Project Deliverables**

The website should be a reflection of Nicholas Dyc by being accessible to the

general public. It should portray thoughts and resources clearly and

effectively. To do this, we will provide the following deliverables:

1. Accessible website
2. Platform to blog
3. A page for resources
4. Incorporated social media
5. Process for email newsletters
6. Documentation for maintaining site
7. Online presence plan
8. Ability to edit layout and add functionality
9. Training end user

**Goals and Objectives**

Our main goal is to develop a website that reflects the thoughts and personality of Nicholas Dyc that will be ready to go live by April 22nd. To obtain our main goal, we must put in the effort to complete all tasks in a timely manner and communicate as a team. It is also an objective to keep our client informed on where the group is at in the process or any project changes, so that he will ultimately be satisfied with the final product.

**Cost and Schedule Estimates**

The website will be scheduled to go live on April 22nd. After finishing the

planning process, we will begin development on March 3rd, thus giving us

approximately eight weeks to complete development. The cost of the project

will be the time put in by the group, which will average out to 10 hours per

week per team member.

**Stakeholders**

* Nicholas Dyc—Project Sponsor
* Dr. Constantinos Coursaris—Project Director
* General public
* Medical patients

**Chain of Command (Responsibility Matrix)**

P = Primary A = Assigned R = Review Required I = Input Required S = Signature Required

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phase | Nicolas | Zach | Alicia | James |
| Initiate | P | I | I | I |
| Plan & chart | I | A | A | A |
| Develop F.E. | I | P | A | I |
| Develop B.E. | I | R | R | P |
| Launch | R | R | R | A |
| Testing | A | A | A | A |
| Training | A | I | I | I |
| Documentation | P | A | I | A |

**Assumptions and Constraints**

We assume that the results of our development will be of professional quality

and that the content will go live during our time working. Our main

constraint is time, which we will be extremely limited on. We will assume

that our time working will be spent efficiently.

**Communication Plan**

We will be meeting during the allotted class time, when possible, for project status updates each week. Timesheets will be turned in before 5:00 p.m. on

the Monday of each week. We will primarily communicate via a Facebook

group and members will be notified by text message if a new post has been

created. All of our meeting notes and group documents will be posted here.

Communication with the client will be done primarily through email with an

expected response time of 24 hours or less. For urgent issues, a text message

or phone call to the clients cellular phone will occur.

Nicolas Wilmot—Project Manager

Email: [wilmotni@gmail.com](mailto:wilmotni@gmail.com)

Zach Slater—Lead Web Designer

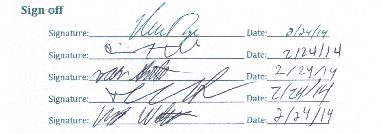
Email: [slaterza@msu.edu](mailto:slaterza@msu.edu)

Alicia Howell—Associate Web Designer

Email: [howell33@msu.edu](mailto:howell33@msu.edu)

James Folkert—Lead Web Developer

Email: [folkert4@msu.edu](mailto:folkert4@msu.edu)



| PROJECT Evaluation METRICS | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Each product and process will be graded on a scale 1-5. The lowest score being a 1, the highest score being a 5. Below expectation is a 1-3, meets expectations is a 4, and exceeds expectations is a 5. | | | | | | | | | | | |
|  | **PCT** | **Below expectation**  **(3.0 or less)** | **Meets Expectations**  **(3.5)** | **Exceeds Expectations (4.0 or higher)** | | | | | |
| **PRODUCT** |  |  |  |  | | | | | |
| **Website Quality** | 20 | **Goal:**  Non-functional Website.  **Metric:**  Website fails to deliver appropriate content. | **Goal:**  Functional Website.  **Metric:**  Website must meet criteria as outlined by the client. Including a blog, a place to provide resources, and integrated social media | **Goal:**  Website Exceeds client’s expectations.  **Metric:**  Website delivers client outlined criteria. Design is functional across multiple platforms and new functionality can be added easily. | | | | | |
| **Process** |  |  |  |  | | | | | |
| **Project Mgmt**  **Techniques** | 15 | **Goal:**  PM fails to assess work progress and schedule.  Team meetings are unproductive.  PM fails to complete reports and time sheets.  **Metric:**  One or more milestones are not complete on time (except of any agreed upon changes).  Three or more reports or time sheets are not completed on time. | **Goal:**  PM manages the project effectively, assessing the work progress, schedule, and team meetings.  Completes all reports and time sheets on time.  **Metric:**  Weekly progress reports are emailed.  All reports and time sheets are turned in on time. | **Goal:**  PM exceeds client’s expectations by going out of their way to ensure the project goes as smooth as possible.  **Metric:**  The Client is kept informed on the progress of the project.  The project goes smoothly, to include any unexpected changes.  To be evaluated by client. | | | | | |
|  | **PCT** | **Below expectation**  **(3.0 or less)** | **Meets Expectations**  **(3.5)** | **Exceeds Expectations (4.0 or higher)** | | | | | |
| **Client**  **Relationship** | 15 | **Goal:**  Fail to develop a relationship with the client.  **Metric:**  Team fails to communicate with the client at least once a week. | **Goal:**  Develop and maintain a relationship with client that last the entire project.  **Metric:**  Client is kept informed on project progress weekly. | **Goal:**  Client feels like they our part of the team.  **Metric:**  Client is involved in the decision making process of the project. | | | | | |
| **Team**  **Process** | 10 | **Goal:**  Team members fail to communicate with each other.  **Metric:**  One or more team members do not participate in one or more team meetings and or one or more team members fail to communicate with team at least one a week. | **Goal:**  All team members share responsibility for the team’s functioning and outcomes.  **Metric:**  All team members communicate with other team members during all meetings and via the group Facebook page | **Goal:**  All team members participate in planning and decision making.  **Metric:**  Members assist with the planning and decision making for a task that they are not the lead on, at least once. | | | | | |
| **Schedule** | 10 | **Goal:**  Team fails to meet schedule.  **Metric:**  Two or more deliverables are completed late (not to include agreed upon changes). | **Goal:**  All deliverables are completed on schedule.  **Metric:**  All deliverables are completed on schedule. | **Goal:**  Deliverables completed early.  **Metric:**  Two or more Deliverables are completed early, while the rest are completed on time. | | | | | |
| Performance Evaluation Survey | | | | | | | | | | | |
| For each item identified below, circle the number  to the right that best fits your judgment of its performance.  Use the Metric on the previous page to select the quality number. | | | | | | | | | | | |
| **ITM444/Detroit Entrepreneur project** | | | | | | **Scale** | | | | | |
| **Poor** | **Good** | | | **Excellent** | |
| **PRODUCT** | | | | | |  |  |  |  |  | |
| Website Quality | | | | | | 1 | 2 | 3 | 4 | 5 | |
| Website attractiveness | | | | | | 1 | 2 | 3 | 4 | 5 | |
| **PROCESS** | | | | | |  |  |  |  |  | |
| Project Management Techniques | | | | | |  |  |  |  |  | |
| How well do you feel the project was executed | | | | | | 1 | 2 | 3 | 4 | 5 | |
| Client Relationship | | | | | |  |  |  |  |  | |
| How adequately involved did you feel in the project | | | | | | 1 | 2 | 3 | 4 | 5 | |
| Team Process | | | | | | 1 | 2 | 3 | 4 | 5 | |
| Schedule | | | | | |  |  |  |  |  | |
| Were the milestones met on schedule | | | | | | 1 | 2 | 3 | 4 | 5 | |
| Additional comments | | | | | |  |  |  |  |  | |