

**Project Management Plan**

**Arkansas Central Soccer Association**

**Diamond Designs**

**George W. Donaghey College of**

**Engineering and Information Technology**

**2801 S University Avenue**

**Little Rock, AR 72204**

**Fall 2018**

**Table of Contents**

[Introduction](#_gjdgxs) 3

[Project Management Approach](#_30j0zll) 3

[Project Scope 3](#_1fob9te)

[Milestone List](#_3znysh7) 4

[Change Management Plan 4](#_tyjcwt)

[Communications Management Plan 5](#_3dy6vkm)

[Schedule Management Pla](#_17dp8vu)N 6

[Quality Management Plan](#_3rdcrjn) 7

[Risk Management Plan](#_26in1rg) 8

[Sponsor Acceptance 1](#_z337ya)0

# **Introduction**

Arkansas Central Soccer Association approached Diamond Designs to redesign their website to provide the association with an adult friendly and contemporary website. ARSCA has asked for the website to be user friendly for volunteers who update the site as well as an easy navigation for new players.

Diamond Designs has been asked to move forward with the development and completion of the project. The project will result in the advancement of a new website that will include content provided by ARCSA and form additions. Through Diamond Designs pursuit of product quality, ease of use and customer service, the completion of the project will be successful.

# 

# **Project Management Approach**

The Project Manager, Steven Gipson, has the overall authority and responsibility for managing and executing this project according to this Project Plan and its Subsidiary Management Plans. The project team will consist of web developers, content managers and a scribe. The project manager will review and approve any developments before presenting product to clients. He will also be the main point of contact when communicating with the client.

The project team will report their developments to team members as well as to the project manager in an organizational manner. The project manager is responsible for communicating with team members on the progress and performance of each project resource.

# **Project Scope**

The scope of Diamond Designs project involves the planning, design and development of a website for ARCSA, a soccer association. The website will be the main point of information for new players partnered with easy access to schedules, tournaments and cancellations for current members. In conjunction with the website a private page will be implemented for board members to check emails sent from the “Contact Us” page, board meetings and cancellations. The scope of this project will also include documentation to verify that the site and forms are communicating properly due to the fact that we will be conducting a usability test on students. Project completion will occur when the website has been successfully executed and approved to ARCSA’s liking. The website will meet or exceed organizational standards and additional requirements established in the project charter. ARCSA will provide all content for the website partnered with pictures taken by Diamond Designs per company confirmation.

**Milestone List**

The below chart lists the major milestones for the ARCSA project. This chart is comprised only of major project milestones such as completion of a project phase or gate review. There may be smaller milestones which are not included on this chart but are included in the project schedule. If there are any scheduling delays which may impact a milestone or delivery date, the project manager must notify the client and be notified immediately so proactive measures may be taken to mitigate slips in dates. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Date |
| Project Charter | Provides a brief description of roles and responsibilities, an outlines of project objectives and identifies main stakeholders. | 9/11/2018 |
| Project Scope | To plan, organize and control activities so that the project is completed as efficiently as possible. | 9/11/2018 |
| Logo Design | All logo prototypes will be presented | TBD |
| Web Development | The site will begin it’s development stages in Cloud9 | 9/20/2018 |
| Usability Testing | Beginning stages of testing on classmates | 10/11/2018 |
| Final Presentation | A conclusion of the final product presented in writing, an oral presentation, meetings notes and an individual reflection. | 11/15/2018 |

# **Change Management Plan**

The following steps illustrate Diamond Designs organization change control process for all projects and will be utilized on the ARCSA project:

Step #1: Identify the need for a change (sponsor or any team member)

Requestor will record the item that is needed to be changed as well as the changes recommended to the Project Manager, via email.

Step #2: Review requested changed (Project Manager)

The project manager will maintain a copy of the changes

Step #3: Conduct an evaluation of the change (Project Manager)

The project manager will conduct an evaluation of the impact of the change to risk, schedule, and scope

Step #4: Submit changes to the entire team

The project manager will submit the change affected team member

Step #5: Implement change (Project Manager)

If a change is approved by the Project Manager and the affected team member, submit to entire team for final review.

Any team member may submit a change request for the ARCSA Project. However, the Manager of the ARCSA project has first and final approval to any changes to project scope or schedule to meet their approval. All change requests will be logged by the Project Manager and tracked through to completion whether approved or not.

# **Communications Management Plan**

This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication requirements change. This plan identifies and defines the roles of Diamond Design project team members in regards to communications. It also includes a communications matrix which maps the communication requirements of this project and communication conduct for meetings. A project team directory is included below to provide contact information as well as roles for further contact.

The Project Manager will take the lead role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix below. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it, and to whom to communicate.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Description** | **Frequency** | **Format** | **Participants/ Distribution** | **Deliverable** | **Owner** |
| Weekly Status Report | Email summary of project status | Every other week | Email | Team | Status Report | Project Manager |
| Weekly Project Team Meeting | Meeting to review changes and status | Weekly  (Tuesday/  Thursday) | In Person | Project Team | Updates | Project Manager |
| Technical Design Review | Review of any technical designs or associated works | As Needed | In Person | Project Team | Technical Design Package | Project Manager |

**Project Team Directory**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Email** |
| Steven Gipson | Project Manager |  |
| Leslie Haller | Web Developer |  |
| Sunny Signh | Web Developer |  |
| Jaela Hilliard | Content Manager |  |

**Communications Conduct:**

Meetings:

The Project Manager will schedule meetings via email to the person of contact preferably a week in advance. Agendas for all meetings will be reviewed as a team prior to all meetings. There will be a team member that will take on the task as timekeeper to ensure that a meeting does not run over and the recorder will take all notes for discussion upon completion of the meeting. However, all team members are expected to take notes during all project meetings. It is imperative that all participants arrive to each meeting on time and cell phones should be silenced.

Email:

All emails pertaining to the ARCSA project should be professional, grammar checked, and provide brief communication. Emails should be distributed to the correct project participants in accordance with the communication matrix above based on its content. If the email is to bring an issue forward then it should discuss what the issue is, provide a brief background on the issue, and provide a recommendation to correct the issue. The Project Manager should be included on any email pertaining to the project.

Informal Communications:

While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members must be communicated to the Project Manager so the appropriate action may be taken.

# **Schedule Management Plan**

Project schedules for the ARCSA Project will contain the deliverables identified in the project’s Milestone List. Activity definition will identify the specific work that will be performed to complete each deliverable. Activity sequencing will be used to determine the order of work packages and assign relationships between project activities. Resource estimating will be used to assign resources to work packages in order to complete schedule development.

Once a preliminary schedule has been developed, it will be reviewed by the project team and any resources tentatively assigned to project tasks. The project team and resources must agree to the proposed work package assignments, durations, and schedule. Once this is achieved the project sponsor will review and approve the schedule and it will then be applied.

In accordance with Diamond Designs organizational standard, the following will be designated as milestones for all project schedules:

* Assign roles and responsibilities
* Completion of scope statement
* Sign off on Project Plan
* Project kick-off
* Logo Design Approval
* Database/ Web Design Concept
* Completion prototypes
* Final approvals
* Final Presentation

Roles and responsibilities for schedule development are as follows:

The project manager will be responsible for facilitating work assignment definition, estimating duration and resources with the project team. The project manager will also create the project schedule to validate the schedule with the project team and the project sponsor. The project manager will obtain schedule approval from the project sponsor.

The project team is responsible for participating in work assignment definition, duration and resource estimating. The project team will also review and validate the proposed schedule and perform assigned activities once the schedule is approved.

The project sponsor will participate in reviews of the proposed schedule and approve the final schedule before it is finalized.

# **Quality** Activities **Plan**

All members of Diamond Design will play a role in quality management. It is imperative that the team ensures that work is completed at an adequate level of quality from individual work packages to the final project deliverable.

Diamond Design will ensure that the following activities are functional:

* All images will optimized and cropped appropriately
* All links will be live and go to their appropriate destination
* Content will gone through to ensure clarity and for grammar

# Dependency **Management Plan**

The approach for managing risks for the ARCSA Project includes a methodical process by which the project team identifies, scores, and ranks the various risks. Every effort will be made to proactively identify risks ahead of time in order to implement a mitigation strategy from the project’s onset. The most likely and highest impact risks were added to the project schedule to ensure that the assigned risk managers take the necessary steps to implement the mitigation response at the appropriate time during the schedule. Risk managers will provide status updates on their assigned risks in the bi-weekly project team meetings, but only when the meetings include their risk’s planned time-frame.

Upon the completion of the project, during the closing process, the project manager will analyze each risk as well as the risk management process. Based on this analysis, the project manager will identify any improvements that can be made to the risk management process for future projects. These improvements will be captured as part of the lessons learned knowledge base.

Diamond Design is also aware that ARSCA will be supplying the content and some images and that Diamond Design’s work will be contingent on receiving these items.

# Sponsor **Acceptance**

The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement between the project manager and the project sponsors on the objectives and scope of the project before significant resources are committed and expenses incurred.

I have reviewed the information contained in this Scope Statement and agree.

Approved by:

Date:

Gayle Smith

Project Sponsor

Date:

Steven Gipson

Project Manager