

Kentucky HBPA

# Project Planning

Tech Lithe Creations  
2-15-2017

## System Requirements

This document provides the functional and nonfunctional requirements for the cloud storage system and website to be created. Requirements are organized in a hierarchy, and ranked by importance.

### **Functional Requirements**

1. The cloud storage system will backup all important and prominent data to allow for recovery and business continuity.
2. The website will have an “about us” page that will describe their mission statement and the services the KYHBPA offers.
3. The website will have board member biography pages that contain photographs, short biographies, and contact information of key board members.
4. The website will have a calendar of events page.
5. The website will have a page with membership benefits and an outline of membership requirements.
6. The website will have a form so members can register online.
7. The website will have a page for meeting minutes between the horsemen committee members.
8. The website will push content and news to users to cut postage costs.
9. The website will be able to generate reports for users.
10. The website will incorporate an online payment system, so the KYHBPA can receive donations.
11. The website will have a page with links to partner organizations such as TAA, the KY Race Tracks, and contact information for each partner.

### **Nonfunctional Requirements**

1. Any code written for the website will be in HTML.

## Use Cases

### **1. Member Enrollment form**

- a. Actor: Users who wants to sign up for membership at KY HBPA
- b. Description: This shall be an online form for these users to fill in fields like the information on the membership card. It will be sent by email for a review and automated response for successful submission.

### **2. News page**

- a. Actor: Users who visit the KY HBPA website for an update on Kentucky horse racing
- b. Description: This shall be comprised of the horse racing community's popular news and KY HBPA's stories and articles in addition to social media links.

### **3. Contact page**

- a. Actor: Users who wish to contact the KY HBPA
- b. Description: This page shall contain contact information for the KY HBPA like email address, office address, and phone numbers.

### **4. Documents page**

- a. Actor: Users who want to upload documents for Benevolent Application
- b. Description: This page shall allow users to upload their own documents for the Benevolent Application as well as have a link to the Printable KY HBPA Documents page.

### **5. Donate page**

- a. Actor: Users who wish to donate to the KY HBPA's cause
- b. Description: This page shall allow the KY HBPA to be able accept donations.

### **6. Calendar page**

- a. Actor: Users who want to view upcoming KY HBPA events
- b. Description: This shall be a organized calendar of KY HBPA events. There will be a way to view the National HBPA calendar.

### **7. Printable Documents page**

- a. Actor: Users who want to print KY HBPA's public documents
- b. Description: This page shall allow users download a local copy of important KY HBPA documents or other types of files.

### **8. About Us page**

- a. Actor: Users who want to know more about the KY HBPA
- b. Description: This page shall tell users about the KY HBPA's history in addition to their mission and vision.

### **9. Home page**

- a. Actor: All users who visit the KY HBPA website
- b. Description: This page shall be the landing page for all users who visit the site. It shall have the most traffic and therefore shall contain links and images to other portions of the site.

### **10. Donation Payment page**

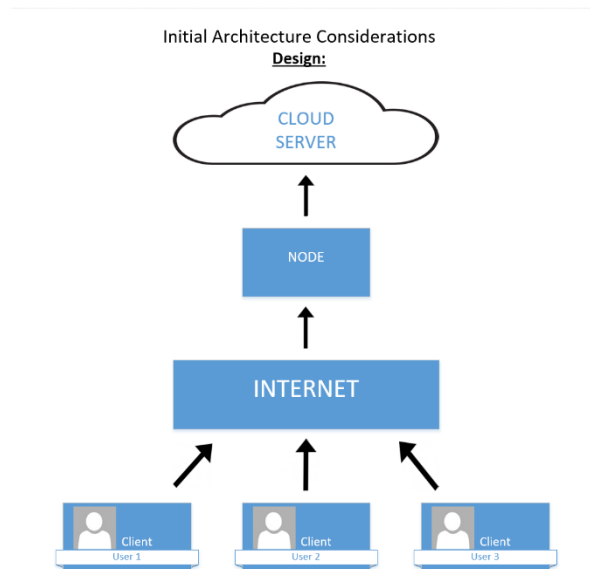
- a. Actor: Users who wish to make a donation transaction
- b. Description: This page shall allow users to make secure donation transactions through an external service like PayPal.

### **11. Photo Gallery page**

- a. Actor: Users who want to see photos of KY HBPA events
- b. Description: This page shall contain images of KY HBPA events and shall allow users to upload their own photos, after review, to the site.

# Initial Architecture Considerations

## Design Viewpoint



## Realization

The first recommendation we have is that the KY HBPA purchase at least 5 laptops for its key handlers of information. The laptops we found come preloaded with very useful features including Microsoft Office and would cost an estimated \$1600. The KY HBPA could use Microsoft Access for their database and could use a cloud service like OneDrive, Dropbox, Google Drive, etc. as a backup for their important data. By having the same laptops and operating systems, the KY HBPA could organize their data in a more efficient manner.

The KY HBPA has many choices available to them when it comes to cloud storage. A cloud service is a virtual place where you can store your information as a backup. As it stands, the KY HBPA is at risk of suffering potentially devastating consequences in the event of a fire, flood, or some other unforeseen incident. With a cloud service, the KY HBPA virtually eliminates the threat of losing their vital information because it is not susceptible to physical harm. We recommend Microsoft OneDrive for the KY HBPA's cloud storage which is a free service.

Another part of this plan is to provide training for the employees that will be using these new programs. The KY HBPA would have to learn how to use the cloud, Microsoft Access, and the new features which we would like to introduce via the website.

We also think that the KY HBPA should utilize a service that creates their website for them like WordPress or Squarespace. These are open source CMS's (content management systems) that provide layouts and other features for building a website. They are very inexpensive, if not completely free, and it is easier to set up. For example, WordPress sets up a custom domain, hosts the website, provides updates and security to your site.

By taking these steps, the KY HBPA can start to realize their potential and avoid missed opportunities.

## Risk Analysis

**RISK 1:** The implementation of the new website will be slowed in large by the organization's overall lack of technical skills.

**Likelihood of risk:** High probability of risk.

**Potential impact on the project:** Delay in launch due to training needs.

**Ways to address this risk:** Work with client to create basic training guides to familiarize employees with general computer skills.

**RISK 2:** The development of the system will likely be slowed because the project team is new to design process.

**Likelihood of risk:** High probability of risk.

**Potential impact on the project:** This risk will likely increase programming time upwards to >75%.

**Ways to address this risk:**

With proper guidance and continued education, programming skills will grow and mitigate this risk considerably. Timeline will be met with expert project manager guidance. Proper communication with client will ensure realistic expectations.

**RISK 3:** System maintenance likely to falter after build competition.

**Likelihood of risk:** High probability of risk.

**Potential impact on the project:** Stagnate system.

**Ways to address this risk:** Train organization fully on content publishing and other systems in order to take full advantage of project. Work to create a training plan that can be used to train new employees on system to mitigate loss of knowledge from turnover.

**RISK 4:** The payoff of the system will likely be slowed because of member's general unawareness of new system, and lack of technical skills.

**Likelihood of risk:** Medium probability of risk.

**Potential impact on the project:** Low to no traffic possible shortly after launch.

**Ways to address this risk:** Advertise now and often to create excitement among current HBPA members.

**RISK 5:** System development will likely be slowed because of the amount of members working project and the lack of continuity.

**Likelihood of risk:** Medium probability of risk

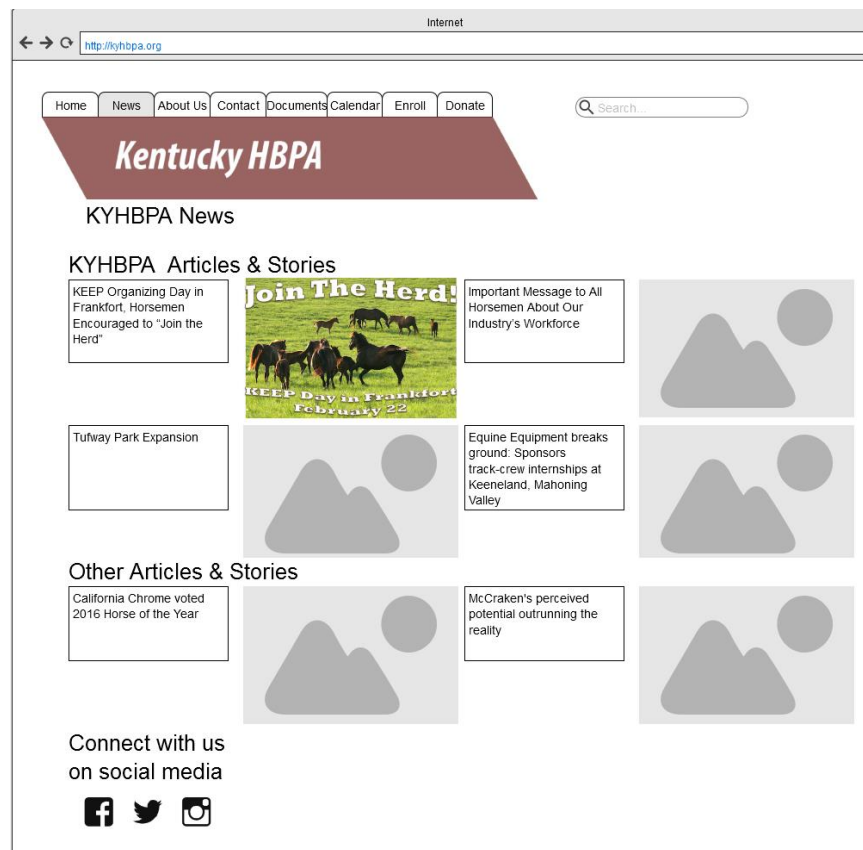
**Potential impact on the project:** This risk will likely delay the initial production phase by 25%.

**Ways to address this risk:**

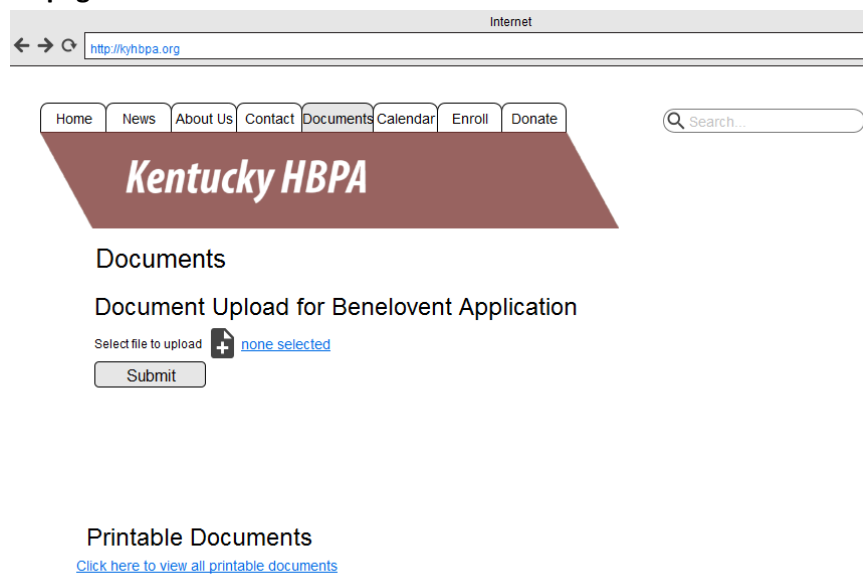
Setting up an online repository of resources by each team will help streamline the process once a project is chosen. With each group designating a representative, the flow of information will increase and become less convoluted. Once a design is chosen each team can quickly adjust and decrease the learning curve tremendously.

## Inception Phase Prototypes

### News page:



### Document Upload page:



## Member Enrollment form:

Internet  
← → ↻ <http://kyhbpa.org>

Home News About Us Contact Documents Calendar Enroll Donate 🔍 Search...

### Kentucky HBPA

#### New Member Enrollment [How to join offline](#)

First Name

Last Name

Address

City

State

Zip Code

Phone Number (xxx-xxx-xxxx)

E-mail

Select One  
☐ Owner  
☐ Trainer  
☐ Owner/Trainer

KRC License #

Stable, Corporation, Syndicate Or Farm(if Applicable)(as appears on program)

Managing Partner

☐ I wish to join the KYHBPA

## Donate page:

Internet  
← → ↻ <http://kyhbpa.org>

Home News About Us Contact Documents Calendar Enroll Donate 🔍 Search...

### Kentucky HBPA

#### KYHBPA Donation




How donating helps the KYHBPA

The KYHBPA is a nonprofit organization. They use the funds to offer numerous services to their members.

Enter donation amount

[How to donate offline](#)

Connect with us on social media

## Donation Payment Screen:

Donate to  
KYHBPA

\$50.00

USD

Write a note (Optional)

Have a PayPal account?

Log in

or

Donate with a debit or credit card

United States

Card Number

Expires

Security Code

MM/YY

3 - 4 digits

First name

Last name

Billing address

Street address

Apt., ste., bldg. (optional)

City

State

ZIP code

Contact Information

Phone number

Email

☐ Save this information for next time.

Donate Now