Bank of Xanadu – Project Plan

College Name: Edmonds Community College

Department: Computer Information Systems

Assignment Name: TA1 (Team Assignment #1)

Date Prepared: April 13, 2013

Team Name: Team Awesome

Team Members: Jon Raymond Melchizedek Day, Lindsy Carter, Brendan Jones, Joanna Tran, Michelle Lawson, Kemseng Sath

DATE: April 13, 2013
TO: Mr. Patrick Jay
           Vice President & Manager
FROM: Team Awesome
           Lindsy Carter, Jon Day, Joanna Tran,
           Kemseng Sath, Michelle Lawson, Brendan Jones
SUBJECT: Contract Payment System – **Project Plan**

Attached is the Project Plan for the new Automated Contractual Payment System created by Team Awesome for Bank of Xanadu. We would like to meet with you at Bank of Xanadu – Bellevue in Room 124 on Saturday, April 13, 2013 to discuss this Project Plan with you.

Team Awesome looks forward to this meeting. If you have any questions please feel free to contact us.

Regards,

Lindsy Carter
Jon Day
Joanna Tran
Kemseng Sath
Michelle Lawson
Brendan Jones

BANK OF XANADU PROJECT PLAN

April 13, 2013

Presented by: Team Awesome

Lindsy Carter
Jon Day
Joanna Tran
Kemseng Sath
Brendan Jones
Michelle Lawson

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Purpose and Scope Statement

Team Awesome will be designing and developing an automated system to track contractor expenses for the Bank of Xanadu and will be using the Bellevue branch as the pilot site before implementing the system company-wide. The system will automatically track all required parts of the contract payment system up to accounts payable. The required contract information includes the fee maximum, start and end dates, hourly rate, and invoice totals. The required invoice information includes contractor name and contact information, vendor name and contact information, hours worked, dates that hours were worked, pay rate, and invoice total.

Objectives

To ensure success of the project and guarantee we are meeting all of the needs and requirements of the Bank of Xanadu, we will be using the following schedule to submit deliverables and or demonstrate the system.

Item	Date
Project Plan	April 13
System Design Document	April 27
Prototype Demo/Walkthrough	May 11
Test Plan Draft	May 11
Prototype Demo Follow-Up Documentation	May 18
Implementation Plan Draft	May 18
User Manual Draft	May 25
Final Project Documentation	June 8
Final Working System Demonstration	June 8

Approach

We will be using a rapid application development method to create this system because we are only implementing this in one location to pilot test. We will be creating the database using Microsoft Access and Toad (for SQL). Our deliverables will be completed at least 2 days before our intended due date so all team members have a final chance to review, comment and change as necessary. The system will be fully automated and the architecture will be explained in detail in the System Design Document.

Roles and Responsibilities

We will be using the following matrix to assign roles to all team members and to ensure all roles have proper back up:

Name	Role	Backup Role
Lindsy Carter	Team Leader/User Manual	Developer/Document Czar/User Manual/Interface Coordinator
Jon Day	Developer	User Manual/Interface Coordinator
Joanna Tran	Database Coordinator	Team Leader
Brendan Jones	Testing Coordinator	Database Coordinator
Kemseng Sath	Document Czar/Testing	Developer
Michelle Lawson	User Manual/Interface Coordinator	Developer/Testing Coordinator

Project Schedule

Team Awesome has developed the schedules shown below as a way to ensure that all documentation and reporting is completed in a timely manner. As we are using a rapid application development method, we will also be meeting with bank management with the draft documentation to ensure all requirements are being met in the manner intended. We will also be scheduling two demonstrations of the new system, once as a demo/walkthrough to show progress and again, ensure all requirements are being met and clarify anything uncertain.

Document	Delivered By	Date Due
Project Plan	Team Leader	April 13
System Design Document	Document Czar	April 27
Test Plan Draft	Document Czar	May 11
Prototype Demo Follow-Up Documentation	User Manual/Interface Coordinator	May 18
Implementation Plan Draft	Document Czar	May 18
User Manual Draft	User Manual/Interface Coordinator	May 25

Demonstrations	Delivered By	Date
Prototype Demo/Walkthrough	Developer/Testing Coordinator	May 11
Final Project Documentation	Document Czar/Team Leader	June 8

Communication Plan

We will be meeting in class on Saturdays from 1-4pm as time allows. We will also be meeting every Monday in library room C from 12pm-2pm. The Team Leader will be responsible for booking any meeting space outside of the classroom and coordinating communications and meetings with management. Communications outside of these meeting times will be done over email, which we will all check at least once per day. Shared documents will be stored and maintained in Google Drive as we all have EdMails and can access this freely. Documents that are meant to be submitted, will be converted into a Word.doc, formatted properly, and emailed to all team members. If no one volunteers to take notes, the Team Leader will be responsible for assigning meeting notes to a team member at the meeting.

Risk and Contingency Plan

There is risk in any project, but we have developed a risk and contingency plan in case there are any bumps along the way.

Severity	Risk	Mitigation
LOW	Network Outage, Loss of Data	We will not be using Blackboard Groups for this project. If there is a network outage, we won't be able to access our student accounts. We will be using cloud service with Google Drive for document storage. All final documents will also be posted on the team Google site and the Team Leader will ensure all team members get copies of all final documents through their email so they will also be available anywhere.
LOW	Equipment Failure,	Knowing that computers fail, we

	Inadequate resources	have all noted the open lab ours offered and will take advantage of them if needed. The lab can also be used in case none of the team members have computers.
HIGH	Illness of team member	All team members will do their best to ensure they are able to attend all class sessions and meetings. When they can't they will let their team know as soon as possible. Primary and back up roles have also been assigned so there is no question who steps in for the missing member.
LOW	Miscommunications	All communications will be done over email so there is a record in case something is misunderstood. Also, meeting notes will be kept with our documents so dates, assignments, or team tasks can be noted and/or clarified.

Document Standards

All documents will be drafted in Google Drive and posted on the team website. Every team member is encouraged to participate in the document creation. Cloud storage makes it easy to collaborate. We don't have to wait for one person to finish, and we can even work on the same document at the same time. Once documents are completed and approved by all team members, it will be converted to a Word.doc in order to submit. This plan will be the basis for the template to ensure all future documentation will have the same fonts, headings, and general formatting. The template will be posted on the website The Document Czar will be responsible for compiling and submitting all documents.