Edmonds Community College

CIS 234 – Spring 2014

TA1 – Project Plan

Last Update: 7/26/2014 6:59:19 PM

Prepared by Squirtle Squad
Keith Neece
Nathan Crespo
Carrie Miller
Richard Tran
Bill Seling

MEMO

To: Patrick Jay – Vice President & Manager
From: Squirtle Squad
Date: April 19, 2014
Subject: Project Plan

Per our last meeting, Squirtle Squad is pleased to present our *Project Plan* (attached) for the Bank of Xanadu's new Contract Management and Invoicing System. This document describes how Squirtle Squad will approach the design and construction of the new system.

We would like to request a document review meeting with you for Saturday, April 26, 2014 at 1:00 PM. The purpose of this meeting is to ensure we have correctly identified and addressed the Bank's business requirements. Please contact us with any questions, comments, or concerns about this document or any other project issues. We look forward to our next meeting.

Sincerely,

Squirtle Squad Team Members,
  Keith Neece
  Nathan Crespo
  Carrie Miller
  Richard Tran
  Bill Seling

Squirtle Squad

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Bank of Xanadu

Bank of Xanadu

Project Plan for Contract Payables System

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Purpose and Scope Statement

Purpose

The intended purpose of this document is to design, develop, and implement an automated system for Bank of Xanadu that will meet the business requirements.

Scope

The scope of this project is to replace the manual system to an automated system that meets the Companies requirement, as analyzed by the Squirtle squad group.

In Scope

Design and develop an automated system that will:
- o Provide accurate information
- o Hourly records from start to end
- o Verify information of the invoices received
- o Testing of the new automated system
- o Design and install automated system that will meet business expectation.

Out of Scope
- o System upgrades will increase performance
- o Training will be provided for new users
- o System upgrade

Objectives
- o Replace old system with an automated system
- o Decrease problems and manual verification
- o Implementation of the new system will have control tips
- o The new System will provide security and efficiency
- o Install a controlled system that can print reports to specific associate

Time Estimated Start/ Estimated Duration

Estimated Start Date: April 2014

Estimated Duration: 3 months (elapsed time)

Approach

Squirtle Squad will be implementing the Systems Development Lifecycle in the system plan and design. All documentation will have strict standards so that everything is easily readable. The design and plan of the project will be determined with the meeting between the Squirtle Squad and the company. Once the Squirtle Squad meets with the company, we will then start the planning process by addressing the issues that were addressed at the meeting between the Squirtle Squad and the company.

Roles and Responsibilities

Squirtle Squad	Team Leader	Developers	Testing Coord.	User Manual & Interface Coord.	Docs/Doc Czar
Nathan Crespo		Backup 2	Backup 1	Primary	
Carrie Miller		Backup 1	Primary		
Keith Neece		Primary	Backup 2	Backup 1	
Bill Seling	Primary				Backup 1
Richard Tran	Backup 1			Backup 2	Primary

Project Schedule

Task Name	Deliverable	Start	Finish	Resource
Design	System Design Spec Draft	Sat 4/19/14	Fri 5/2/14	Team Squirtle Squad
Construction and Unit Test	Prototype	Mon 4/20/14	Fri 5/16/2014	Keith Neece
User Interface Design	Prototype	Thurs 4/19/14	Fri 5/16/2014	Nathan Crespo
Create Test Plan	Test Plan	Sat 5/10/2014	Mon 5/24/14	Carrie Miller
Testing	Test Scripts	Sat 5/10/2014	Mon 5/24/14	Carrie Miller
Systems Implementation	Implementation Plan	Fri 5/2/14	Fri 5/16/14	Keith Neece
Training	Training Doc	Fri 5/16/14	Fri 5/30/14	Nathan Crespo
System Support	User Manual	Fri 5/16/14	Fri 5/30/14	Richard Tran

Communication Plan

The Squirtle Squad consists of Nathan Crespo, Carrie Miller, Keith Neece, Bill Seling, and Richard Tran. We are to have a weekly physical meeting on Saturdays at 1pm at our office in Lynnwood, WA and digital meetings via Google Hangout as needed throughout the week to hold us over as needed. Bill Seling is our Project Lead and will oversee the group, but Richard Tran will assist with coordinating communications and meetings between management and end-users. Team meetings are set as weekly occurrences with more scheduled as needed; the group as a whole will decide if that is required. Should an additional meeting be required Richard will take point on contacting each member on scheduling a time that works for all parties. As far as meeting minutes go, that responsibility will be shared among all members of the team. This will alleviate the potential of one person being overwhelmed should a project tie that person up on a particular week. Any meeting minutes and project information will be uploaded onto our

secure cloud storage solution. All members of the team are given access to this cloud storage and should a member leave the team, the access can be revoked without affecting other member's access to the contents.

Risk and Contingency Plan

Squirtle Squad has identified and assessed many different risks that could happen and affect our team during this project. The following table shows the risks and Squirtle Squads plan to either prevent or have a contingency plan

Risk	Preventative Action	Contingency Action
Illness	Make sure everyone's documents and work are available to every group member.	Have backups in case someone is unable to do their work.
Equipment failure, etc.	Have frequent backups of work on multiple locations. Always use reliable computers and network.	Squirtle Squad has access to multiple locations that have multiple computers.
Not being able to complete project due to realized constraints	Create alternate design plans.	Change design, and scope of project.
Schedule Changes	Finish deliverables as early as possible. Backup resources aware of status and ready to join effort when necessary.	If deliverable complete, schedule change affecting deliverable may be negotiable. If schedule change unavoidable, pull in extra resources to handle change.
Requirements Changes	Meet frequently w/Bank contact to ensure requirements are complete and avoid scope creep on soft requirements.	Involve backup resources to deal with requirements changes. Change project scope or timeline. Negotiate soft requirements for future work.

Documentation Standards

The following strategies will be used to create documentation for the CIS 234 Systems Design and Development course:

o A standards document that will apply to all project documentation will be prepared by the backup Documentation Specialist and submitted to the team for discussion and approval by April 26, 2014.

- Documentation (draft and final versions) will be stored in the team's Canvas Squirtle Squad group folder.

- Folders will be created for each document: 01 Work, 02 Draft, and 03 Final.

- Documentation will be saved in a format compatible with Word 2010—Word 2013 (.doc or .docx).

- Team members will submit documentation pieces to the primary or backup documentation specialist for inclusion into the main document. The authoring team member will indicate any special formatting desired for the documentation (italics, bold, special font, etc.).

- The primary and backup documentation specialists will incorporate all team members' input into a single document.

- Templates will be designed and submitted to the team for approval prior to submittal for each separate piece of project-related documentation required for the quarter (*System Design Specification*, *Implementation Plan*, etc.)

- The primary or backup Documentation Specialist will prepare a draft of each team document, save it the group folder, and allow the team to proof, edit, and suggest changes prior to submitting a final draft for grading.

- A Revision History table will accompany each document and used to document revisions.

- Documents will be named according to course standards and append the group name and version. For example, a document with a main title of *System Design Specification* will be saved as *System Design Specification – Squirtle Squad Draft 01.* The draft version number would be incremented by one for each version change, e.g. *Draft 02*, *Draft 03*, etc.

- Documentation specialists will follow current best practices for spelling, grammar, layout, ethics, and more with regards to team documentation. Where these practices contradict class guidelines, the class guidelines supersede any other guidelines.

- Resources and references for writing the documents will be included in the aforementioned standards document (for example, *Microsoft Manual of Style for Technical Publications)*. References will be ranked in order of importance: Primary, Secondary, and Tertiary. References ranked as primary outrank references ranked as secondary, etc. Class requirements supersede all references with respect to grammar, styling, and other writing options.