MIS 3535 – Anthony Messina

Project Team: 1

Project Managers:

Kevin Vong

Robert Gallagher

Michael Dennis

MIS 3506 – Amy Lavin

Business Analysts:

Tony Wu

Shyam Pandya

Emily Shucker

Vincent Furlong

MS – Digital Innovation in Marketing

Project Title: Digital Tools for Program Engagement

Organization: Temple University's Management Information Systems Department.

Technological Area of Focus: Developing technology enabled web and mobile tools for admissions and engagement.

Summary: The MS-DIM program just launched its second year and is rapidly growing and engaging with both industry experts, potential and current students and in a few months, alumni. The client's goal is to create a method that will enable prospective students to engage with the MS-DIM program staff for possible admission, and create a method for current students, alumni and industry experts to network and engage one another.

Goal: Work with the MS-Digital Innovation in Marketing program to create the digital tools needed to serve their prospective students, current students, alumni and administrative staff.

1. Enable prospective students the ability to sign up and create an account on their own.
2. Enable the MS-DIM administrators the ability to engage with prospects in a multichannel environment (both online and in live settings such as networking events).
3. Determine what demographic data needs to be collected: What do DIM recruiters need to know about each prospective applicant?

Timeframe: Sept. 15, 2016 – Dec. 08, 2016.

Estimated Cost: $20,000.00

Project Approval Signature

Project Sponsor: _____ Date: _____

Approving Official: Joe Allegra, Associate Director
Department of Management Information Systems

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PROBLEM STATEMENT

The Fox School of Business' recently established MS-Digital Innovation in Marketing Program requires a SRM system to match its expanding base of potential students. Specifically, for this project, the program administrators require an income student facing web tool for registration and post-registration engagement. The system must enable users to register into the system, allow administrators to engage registered users, and capture relevant demographic information about each registered user. A team of undergraduate students developing a prototype of an IT solution will resolve this problem.

PROJECT CHARTER

Project Title	MS-Digital Innovation in Marketing	***Product/Process Impacted***	Web/Mobile Tools for MS-DIM Program
Start Date	9-15-16	***Organization/Department***	MIS/Marketing
Target Completion Date	12-8-16	***Champion***	Anthony Messina

		Description	
1. Project Description		The client's goal is to create a method that will enable prospective students to engage with the MS-DIM program staff for possible admission, and create a method for current students, alumni and industry experts to network and engage one another. Customers lack ways of communication between administrators, students, and alumni	
2. Project Scope		The specific part of the project that we will be focusing on is producing web/mobile tools to allow for admission/engagement to occur between parties. We won't be working on participation and or administrator web/mobile tools.	

1. **Project Goal and Deliverables**

Developing technology enabled web and mobile tools for admissions and engagement

- To enable prospective students the ability to sign up and create an account on their own
- To enable the MS-DIM administrators the ability to engage with prospects in a multichannel environment (both online and in live settings such as networking events)
- Determine what demographic data needs to be collected: What do DIM recruiters need to know about each prospective applicant?

Deliverables:

- Prototype presentation
- Prototype report
- Scope Document
- Project Charter
- Work Breakdown

Metrics	**Baseline**	**Current**	**Goal**	
Member Engagement between industry experts, potential and current students, and alumni.	**None**	**None**	Chat Rooms and community posts showing dialogue.	
Time it takes for registration	10 minutes	15 Minutes	5 Minutes	

Amount of new members registered in a month	40 Members	20 Members	80 Members	
decrease in time taken to engage prospective students	10 Minutes	20 Minutes	5 Minutes	
Amount of registration platforms	1 platform: Basic registration through Temple.	1 platform: Basic registration through Temple.	3 platforms: web based, mobile app, phone call	

4. Business Results Expected	Increased Communication, networking, and collaboration between Students, alumni, and administrators
5. Team members	This team is accountable to the project sponsors Anthony Messina, Joe Allegra, and Amy Lavin Team members consist of: 1. Kevin Vong 2. Michael Anthony Dennis 3. Robert Gallagher Expert guidance for the project will come from Anthony Messina.
6. Support Required and risks	The team will require information from subject matter experts from the MS program and Marketing department. Specifically, Joe Allegra, Rachel Carr, and Michael Smith. Obstacles that the team faces is knowing how the web/mobile tools will look in JustInMind. We plan to overcome this by asking the subject matter experts on what they envision these tools to look like.
7. Customer Benefits	Prospective MS students will have a streamlined registration experience that will allow the program to increase enrollment.
8. Technology Architecture	The tools/technologies that will be used for this project is JustInMind and Microsoft Project. The members of this team have working experience with JustInMind prototyping, but less knowledge of Microsoft Project.

9. Overall schedule/Work Breakdown Structure (Key milestones & dates)	**Responsible individual**	**Output (notes, diagrams, interviews, screen prints)**	**Date started if in progress Or Expected completion date**	**Date completed or date completion is expected**
Planning	PM and BA teams	Scope document, Project charter, Work breakdown	9/29/16 Completion date	9/28/16 Completion date

		structure,		
Analysis	BA team	Evaluation	10/6/16 Completion date	10/15/16 Completion date
Design	BA team	Flow Chart Data Schema Business Rules	10/20/16 Completion Date	10/25/16 Completion Date
Implementation: Construction	BA team	JIM Prototype	11/15/16 Completion date	11/15/16 Completion date
Implementation: Testing	BA team	JIM Prototype Use Cases	11/29/16 Completion date	11/29/16 Completion date
Installation	BA team	JIM Report Personas	12/8/16 Completion date	12/8/16 Completion date

Approval Signature

Project Sponsor: _____ Date: _____

Approving Official: Joe Allegra, Associate Director
Department of Management Information Systems

PROJECT SCOPE

Statement of Purpose

This year, the Fox School of Business launched a specialized Master's program called Digital Innovation in Marketing. The program is geared towards teaching students how to apply new technologies and measure/interpret data with sophisticated analytics. Courses are taken part-time over 16 months and are 100% online. Joe Allegra is the Associate Director and Amy Lavin is the Program Director. There is an advisory council in place that features digital marketing and innovation leaders from well-known firms who routinely join classes and provide webinars on relevant topics in their fields of expertise. The DIM program has a mix of courses in the curriculum consisting of marketing, analytics, and design. Some competitors of DIM are the Marketing master's program and the Business Analytics master's program.

Currently, the DIM program has a dedicated page on the Community MIS website. Here, prospects can learn more information about the program, see potential careers and job placement, and see the steps in the admissions process. A prospect can attend scheduled information sessions that are listed on this site. If a prospect is interested in applying for the program, they must register by following the appropriate link, after which they can change their level of interest from the initial "Just Looking" status. There is also a link for the application site where a prospect would enter the necessary information for applying to the program. The only way a prospect can interact with Joe is via an email from Joe. Joe is in charge of responding to emails from prospects as well as manually entering students into the SRM system since there is currently no automation process.

The DIM program would like a class of 80 students every fall through marketing and engagement with students. In order to do this, they want to focus on developing technology-enabled web and mobile tools for admissions/engagement and participation. They also want to create administrative facing web services tools. After interviewing Joe Allegra, we will continue to interview other stakeholders, collect requirements for developing technology enabled web and mobile tools for admissions, build a prototype, and present it to our sponsor for sign-off.

Objectives

1. The majority of the students that apply are from the tri-county area; want to expand countrywide by 10% within 1 year of implementations.
2. Reach 80 students by next fall
3. Increase engagement of non-east coast prospects by 20% within 1 year of implementations.
4. Automate all email to students for general announcements by 20% within 1 year of implementations.
    a. Automate the accepted student email…
5. Automate all prospects correspondence by 40% within 1 year of implementations.

Assumptions

1. Joe Allegra is going to remain present for the duration of the project.
2. The mission of this project will remain the same.
3. The project will be completed by the end of this semester.
4. The majority of students currently enrolled in the program are Temple graduates.
5. This program focuses only on domestic students, no international students.

Constraints

1. The current SRM system must be used.
2. Prospective students must be domestic, no international students.
3. Lack of automation overall, for both the students as well as the administration.
4. Collection of any and all data must be secure.

Approval Signature

Project Sponsor: _____ Date: _____

Approving Official: Joe Allegra, Associate Director
Department of Management Information Systems

CHANGE MANAGEMENT PLAN

Purpose

Project Managers and Sponsors will use the Change Management Plan in order to ensure the project does not deviate from the scope, budget, or schedule.

Objectives

The Change Management Plan documents and tracks the necessary information required to effectively manage project change from project inception to delivery. Its intended audience is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out the plan. The change Management process establishes an orderly and effective procedure for tracking the submission, coordination, review, evaluation, categorization, and approval for release of all changes to the project's baselines.

Policy

All changes to the project can be submitted and will be reviewed by project managers. In order for a change to be proposed, a change request must be presented to project managers via email, GroupMe message, or at a weekly meeting. Small changes will be accepted or rejected within two days of submission. Large changes will go through the change control process and will be accepted or rejected within one week of submission. All change requests will be noted in the change management log. Any changes that will cost more than half of the current budget must be presented and accepted by sponsors before implementation.

ORGANIZATIONAL CHART

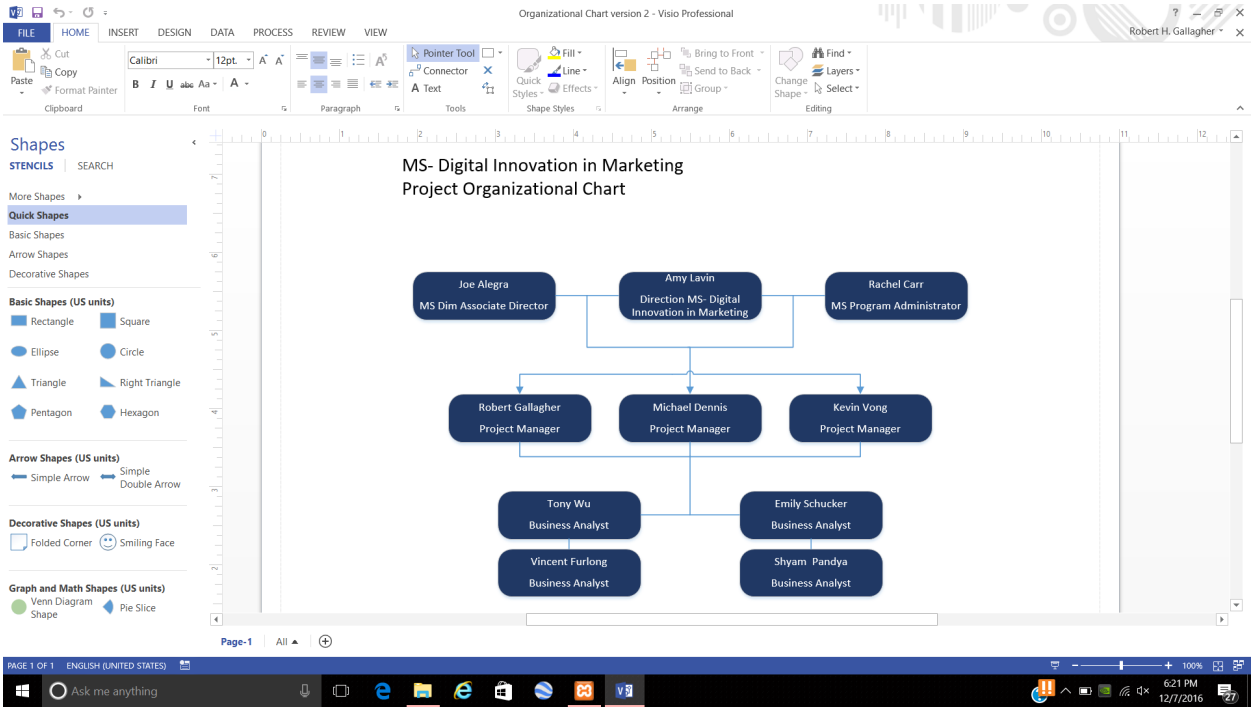
Purpose

The purpose of the organizational chart is to show the hierarchal structure of the company as well for the project that is being completed.

Objective

An organization chart is very helpful for a project manager because it helps organize the workplace. The charts place the top official at the top of the chart, with others following below in levels. Creating a chart like this, will help project managers know who to go to, to help get rid of barriers that are preventing the project to be completed. Knowing the organizational structure of the organization will help with solving organizational issues and smooth the path to a successful project completion.

The Organizational Chart was completed in MS Visio: A screen shot of the document is shown below:



RACI MATRIX

Purpose

The RACI Matrix is a tool used for identifying roles and responsibilities in a project. It allows project managers and sponsors to see who is responsible for certain parts of a project as to avoid confusion.

Objective

RACI stands for Responsible, Accountable, Consulted, and Informed. It allows people to have assigned roles on certain tasks and their level of responsibility for completing that task. A person who is responsible does the work to complete the task. An accountable person is the one who is in charge of the completion of certain tasks. Consulted people provide information for the project. Informed people are ones who are kept informed on progress of the project. Without these assigned roles in a project, it is easy for a project to get into trouble.

R	**Responsible**
A	**A**ccountable
C	**C**onsulted
I	**I**nformed

Step	Tasks	Rob Gallagher	Kevin Vong	Michael Dennis	Tony Wu	Shyam Pandya	Emily Schucker	Vincent Furlong
1	Project Management Plan	A	R	R	I	I	I	I
2	Project Schedule	A	R	R	I	I	I	I
3	Stakeholder List	R	R	A	I	I	I	I
4	Project Budget	R	A	R	I	I	I	I
5	Risk Management Plan	R	A	R	I	I	I	I
6	Project Charter	R	R	A	I	I	I	I
7	Change Management Plan	R	R	A	I	I	I	I
8	Scope Document	C	C	C	R	R	R	A
9	Prototype	C	C	C	R	R	A	R
10	Use Cases	C	C	C	R	A	R	R
11	Functional Requirements	A	R	R	I	I	I	I
12	Constraints	R	R	A	I	I	I	I

13	Presentation	C	C	C	A	A	R	R

COMMUNICATION MANAGEMENT PLAN

Planned Communication

A group message will be created so the whole team can be easily contacted. There will be weekly in person meetings between the Project Managers and Business Analysts on Mondays from 1:00-2:00. If someone is unable to attend they must notify a Project Manager an hour before the meeting occurs. Notes will be provided for those who are not able to attend.

Unplanned Communication

Project Managers and Business Analysts can be contacted at any time and are expected to answer within 12 hours. GroupMe is the preferred method for any messages that can be sent to the group as a whole. A text message should be used for one on one communication.

Responsibilities

Weekly progress reports will be created by a rotating project manager on Fridays and sent to each member of the team. All project managers will take note of individual accomplishments each week in a journal. All members of the team should feel free to come forward with any questions or comments concerning the project.

Communication Matrix

Purpose	Audience	Method	Frequency	Who is Responsible
Progress Reports	All Members	Email	Weekly	Project Managers (Rotational)
Status Reports	Stakeholders, BA's	Meeting	Monthly	Project Managers (Rotational)
Project Updates	BA's	Meeting	Weekly	Project Managers (Rotational)
Various	All members	Any	As Needed	Any

QUALITY MANAGEMENT PLAN

Objective

The Quality Management Plan will identify key features of the final solution that this project creates. It will monitor those metrics based on the following:

- The characteristic that defines if the feature accomplishes its function
- The reason why the metric is important to the final solutions success
- When the feature will be tested for quality based on the performance metric
- How the feature will be tested for quality
- Who will monitor testing of the feature

The list of key characteristics and features are shown in the table below:

Characteristics	Type	Reason	When	How	Who
Appearance	Cosmetic	Attract new users	Prototyping	Try various designs during prototyping stage.	BA Team
Does it have any errors?	Performance	Does it accomplish its required task	Testing	Standard testing based on use cases after the system is built.	Testing Team
Is it user friendly?	Usability	Does it retain users	Prototyping	BA team will consult both the PM team and present a prototype to sponsors.	BA and PM Teams
Does it interact with other Temple Systems?	Usability	Does it make the users job easier	Design	BA team will decide what interactions are necessary while designing the system.	BA and PM Teams
How complex is it?	Usability	Is its complexity a burden	Prototyping	BA team will present a prototype to the	BA Team

		for the user?		sponsors for feedback	

Quality Standards

The quality requirements will be determined by the project team based on the company's documented standards. The features explained above each have define success criteria shown in the table below:

Characteristics	Metric Description	Acceptable Score
Appearance	Each design will be scored by a panel comprised of the project team. Each panel member will give each design a score from 1-10.	The chosen design will be the highest scoring design. The top scoring design must have an average score of at least 7.5. If there is a tie between two or more top scoring designs, the BA team will be responsible for picking one of the alternatives involved in the tie.
Does it have any errors?	The test team must conduct testing and record errors encountered in the system.	The system may not move to implementation until the tests result in 0 errors found.
Is it user friendly?	Each PM will give the prototype a score 1-10 based on friendliness to the user.	The prototype must score an average of at least 8.5.
Does it interact with other Temple Systems?	The project team will determine what integrations are necessary for the system during the design phase.	The system cannot move to testing until all integrations are functional.
How complex is it?	Each PM will give the prototype a score 1-10 based on complexity.	The prototype must score an average of at least 8.5.

RISK MANAGEMENT DIRECTORY

Objective

The Risk Management Directory identifies all of the risks determined by the project team. It gives each risk a unique identifier and gives a description of what each risk involves. Each risk has a risk score which is calculated based on the risk's severity and likelihood of occurring. Each risk score has a corresponding color to indicate the risks overall severity. This risk score is explained in the key below:

Color Key	Probability	Impact	Risk Score	Color Code
Low	1	1-2	1-5	
Medium	2	3-4	6-10	
Hight	3	5	11-15	

The Risk Management Directory is shown in the table below:

Risk ID	Decription	Probability (1-3)	Impact (1-5)	Risk Score	PM Responsibility	Actions Taken
R 001	Design will start late	3	3	9	Mike	Mitigate
R 002	Designers will not be proficient with software	3	4	12	Rob	Mitigate
R 003	Time estimates are unrealistic	3	3	9	Kevin	Mitigate
R 004	Syncing on JIM won't work	3	3	9	Mike	Avoid
R 005	Designer's machines will have trouble running JIM	3	4	12	Rob	Transfer
R 006	GroupMe Malfunctions	3	3	9	Kevin	Accept
R 007	We will go over budget	2	1	2	Mike	Accept
R 008	Scope is not specifically defined	2	3	6	Rob	Mitigate
R 009	Cost forecasts are inaccurate	2	1	2	Kevin	Accept
R 010	Scope of project changes	2	3	6	Mike	Accept

R 011	PM's and BA's fail to regularly communicate	2	3	6	Rob	Mitigate
R 012	Restraints in scope doc are not accurate	2	3	6	Kevin	Mitigate
R 013	User's have inaccurate expectation	2	3	6	Mike	Mitigate
R 014	Team member with negative attitude towards project	2	4	8	Rob	Transfer
R 015	Lack of commitment from project managers	2	4	8	Kevin	Mitigate
R 016	Team member will have to withdraw from class	1	4	4	Mike	Accept
R 017	Solution won't solve issue	1	5	5	Rob	Mitigate
R 018	Group members machine breaks	1	4	4	Kevin	Accept
R 019	Project fails	1	5	5	Mike	Mitigate
R 020	Stakeholders will leave	1	3	3	Rob	Accept
R 021	Project Sponsor will leave	1	4	4	Kevin	Accept

RISK MANAGEMENT PLAN

Objective

The Risk Management Plan identifies all the risks determined by the project team based on the follow criteria:

- A unique identity given to every risk called the risk ID (same for the risk management directory)
- A description of what the list entails
- The PM responsible for monitoring the risk
- The action the PM team will use to address the risk
- An explanation of the plan the PM team will use to address this risk
- The ultimate outcome the of the risk as it pertains to the project

Please note that the outcome of some risks are still to be determined as the project is not yet completed and are marked as ongoing.

The action necessary to be taken for each risk are defined by the graphic below:

Method	**Definition**
Accept	If the likelihood and impact are low, risk is accepted
Avoid	If impact is high, avoid risk altogether
Mitigate	Take steps to reduce likelihood and impact of risk
Transfer	Use third-party to transfer impact away from project (Insurance or outsource)

The risks as defined by the criteria listed above are shown in the table below:

Risk ID	Description	PM Responsibility	Actions Taken	Plan	Outcome
R 001	Design will start late	Mike	Mitigate	Sharing personal experience with the BAs will motivate them to start design on time	Project design started on time
R 002	Designers will not be	Rob	Mitigate	Encouraging the BAs to complete the extra	Members of the BA team learned to use

	proficient with software			credit assignments for a higher grade and encouraging the BAs to use the TA as much as possible for help	the software by completing the extra credit assignments
R 003	Time estimates are unrealistic	Kevin	Mitigate	We will continue to re-evaluate time estimates as the project goes on	Ongoing
R 004	Syncing on JIM won't work	Mike	Avoid	We will instruct the BAs not to count on that functionality and only have two BAs focus on prototyping to avoid needing that functionality	Only two BAs are building the prototype on their machines
R 005	Designer's machines will have trouble running JIM	Rob	Transfer	JIM support will help with issues concerning BAs computers	The BAs in charge of prototyping have not encountered serious issues
R 006	GroupMe Malfunctions	Kevin	Accept	In person team meetings will make this risk less severe	Ongoing
R 007	We will go over budget	Mike	Accept	We will monitor spending as the project goes on	Ongoing
R 008	Scope is not specifically defined	Rob	Mitigate	We will seek clarification with the project sponsors to ensure that scope is properly understood by the team	Scope is understood correctly by team
R 009	Cost forecasts are inaccurate	Kevin	Accept	We will monitor costs as the project goes on	Ongoing
R 010	Scope of project changes	Mike	Accept	We will revise our plans should the projects scope chance	Scope of the project has not changed
R 011	PM's and BA's fail to regularly communicate	Rob	Mitigate	We will establish the importance of communication with the BAs early and create a communication management plan to prevent this risk	The team has followed the communication management plan
R 012	Restraints in scope doc are	Kevin	Mitigate	Both the PM team as well as the project	The scope document has been reviewed by

	not accurate			sponsor will review the scope document multiple times to validate its accuracy	both the PM team and the project sponsor
R 013	Users have inaccurate expectation	Mike	Mitigate	The project presentation will detail exactly what the new solution is designed to do	Ongoing
R 014	Team member with negative attitude towards project	Rob	Transfer	If a team member's attitude is threatening the success of the project, the matter will be brought to the instructor	All team members have displayed a positive attitude
R 015	Lack of commitment from project managers	Kevin	Mitigate	Peer evaluations done throughout the semester will insure that the PM team performs well	Ongoing
R 016	Team member will have to withdraw from class	Mike	Accept	If a team member withdraws from class, the PM team will reallocate tasks to fit the new team structure	No team members withdrew from either class
R 017	Solution won't solve issue	Rob	Mitigate	The PM team will help the BA team create a prototype that address the desired needs	Ongoing
R 018	Group members machine breaks	Kevin	Accept	If a team members computer breaks, the technical tasks assigned to that member will be reassigned	Ongoing
R 019	Project fails	Mike	Mitigate	Team will follow the risk management and quality management plan to ensure that the project succeeds	Ongoing
R 020	Stakeholders will leave	Rob	Accept	If a shareholder leaves, the project will still continue	Ongoing
R 021	Project Sponsor will leave	Kevin	Accept	If a sponsor leaves, the project will still continue	Ongoing

WORK BREAKDOWN STRUCTURE

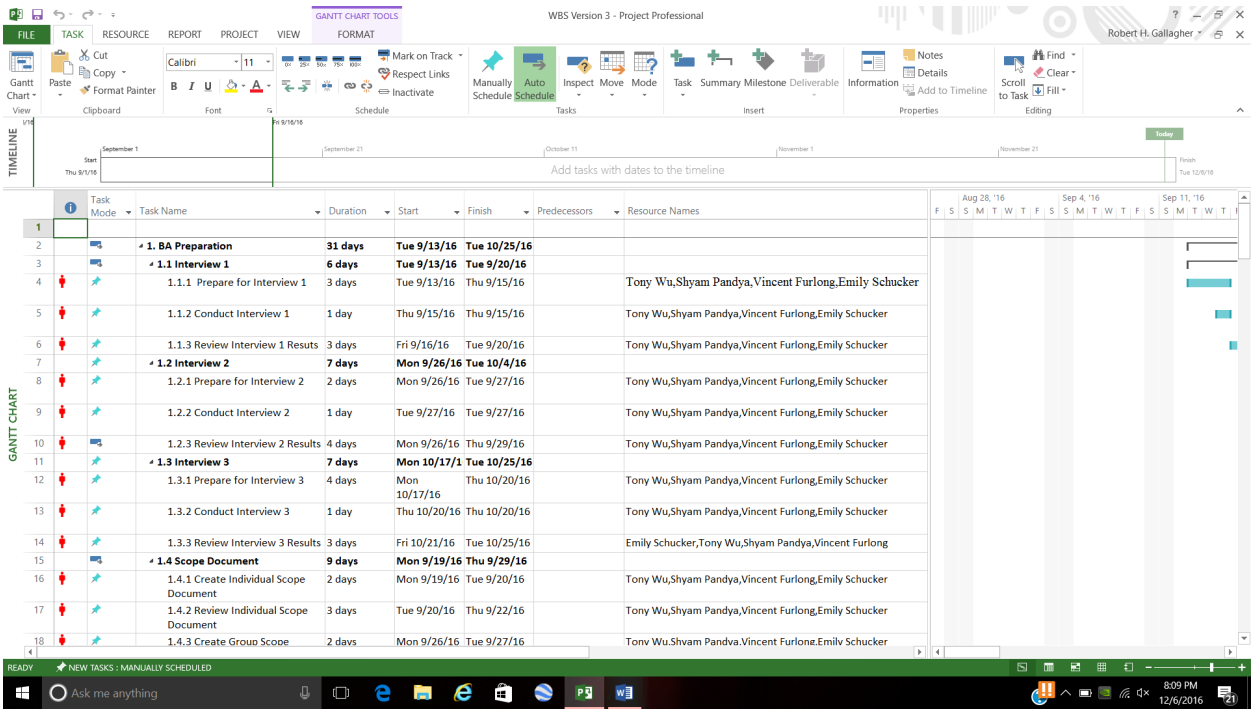
Purpose

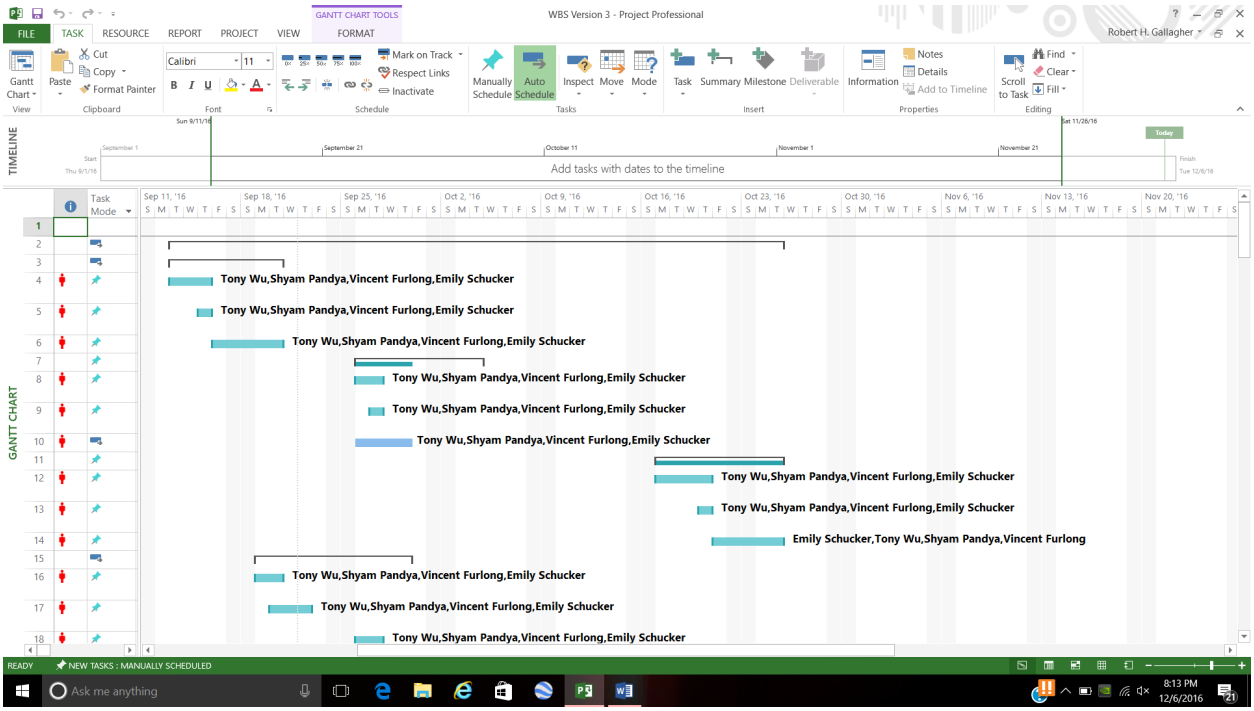
The work breakdown structure is used by project managers and sponsors to separate activities that go in a project into tasks.

Objectives

The work breakdown structure allows project managers to break down the work that is needs to be done into tasks. This can reduce the complexity of the project by keeping track of tasks that need to be accomplished in order to attain the goal of completing the project. The work breakdown structure is able to tracking the progress in the project schedule. By looking at the completion dates for tasks, project management is able to see if the project is on schedule by looking at the completion of tasks. The work breakdown structure also allows the project managers to assign the tasks to individuals of the project team. They can separate the work so certain individual's complete certain tasks.

The work breakdown structure was completed in MS Project. Screenshots have been included in this document below:




WBS Version 3 - Project Professional
GANTT CHART TOOLS
FILE
TASK
RESOURCE
REPORT
PROJECT
VIEW
FORMAT
Robert H. Gallagher
Gantt Chart
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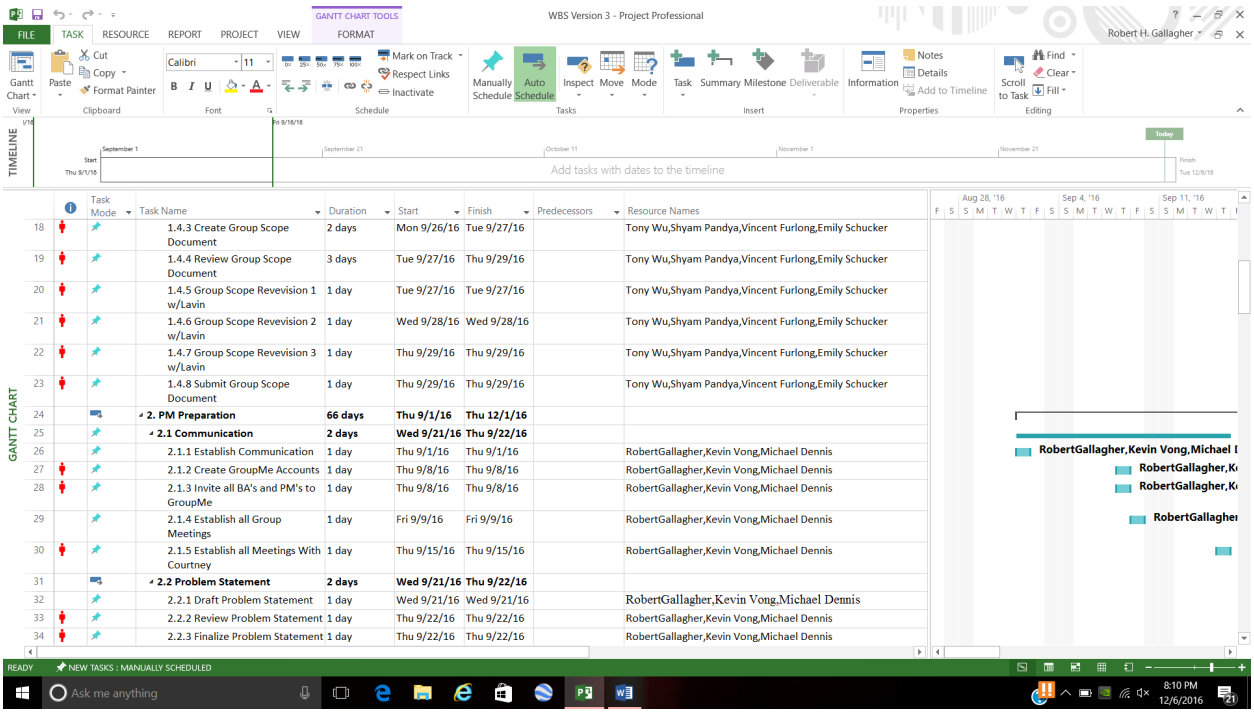
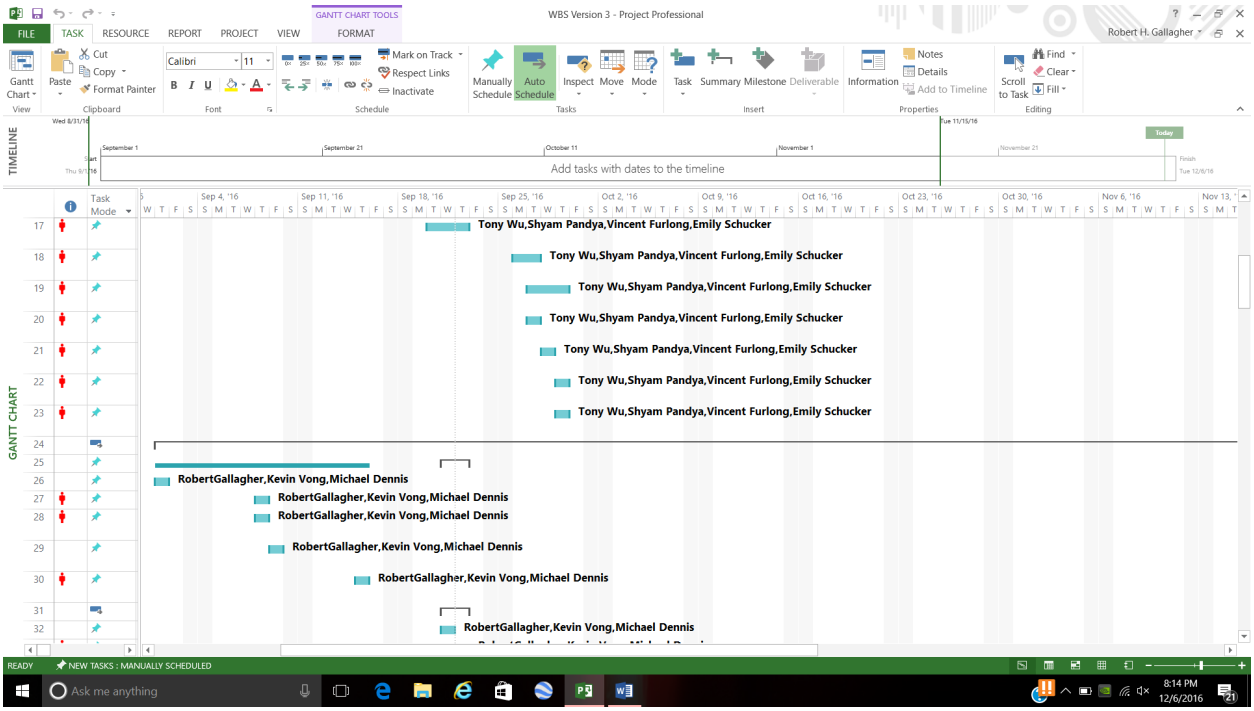
Copy
Format Painter
Calibri
11
Mark on Track
Respect Links
Inactivate
Manually Schedule
Auto Schedule
Inspect
Move
Mode
Task
Summary
Milestone
Deliverable
Information
Notes
Details
Add to Timeline
Scroll to Task
Find
Clear
Fill
View
Clipboard
Font
Schedule
Tasks
Insert
Properties
Editing
TIMELINE
Add tasks with dates to the timeline
Today
GANTT CHART
Task Mode
Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
Emily Schucker,Tony Wu,Shyam Pandya,Vincent Furlong
READY
NEW TASKS : MANUALLY SCHEDULED
Ask me anything
8:13 PM
12/6/2016


WBS Version 3 - Project Professional
GANTT CHART TOOLS
FILE
TASK
RESOURCE
REPORT
PROJECT
VIEW
FORMAT
Robert H. Gallagher
TIMELINE
Add tasks with dates to the timeline
Today
GANTT CHART
Task Mode
Task Name
Duration
Start
Finish
Predecessors
Resource Names
18 1.4.3 Create Group Scope Document 2 days Mon 9/26/16 Tue 9/27/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
19 1.4.4 Review Group Scope Document 3 days Tue 9/27/16 Thu 9/29/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
20 1.4.5 Group Scope Revevision 1 w/Lavin 1 day Tue 9/27/16 Tue 9/27/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
21 1.4.6 Group Scope Revevision 2 w/Lavin 1 day Wed 9/28/16 Wed 9/28/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
22 1.4.7 Group Scope Revevision 3 w/Lavin 1 day Thu 9/29/16 Thu 9/29/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
23 1.4.8 Submit Group Scope Document 1 day Thu 9/29/16 Thu 9/29/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
24 2. PM Preparation 66 days Thu 9/1/16 Thu 12/1/16
25 2.1 Communication 2 days Wed 9/21/16 Thu 9/22/16
26 2.1.1 Establish Communication 1 day Thu 9/1/16 Thu 9/1/16 RobertGallagher,Kevin Vong,Michael Dennis
27 2.1.2 Create GroupMe Accounts 1 day Thu 9/8/16 Thu 9/8/16 RobertGallagher,Kevin Vong,Michael Dennis
28 2.1.3 Invite all BA's and PM's to GroupMe 1 day Thu 9/8/16 Thu 9/8/16 RobertGallagher,Kevin Vong,Michael Dennis
29 2.1.4 Establish all Group Meetings 1 day Fri 9/9/16 Fri 9/9/16 RobertGallagher,Kevin Vong,Michael Dennis
30 2.1.5 Establish all Meetings With Courtney 1 day Thu 9/15/16 Thu 9/15/16 RobertGallagher,Kevin Vong,Michael Dennis
31 2.2 Problem Statement 2 days Wed 9/21/16 Thu 9/22/16
32 2.2.1 Draft Problem Statement 1 day Wed 9/21/16 Wed 9/21/16 RobertGallagher,Kevin Vong,Michael Dennis
33 2.2.2 Review Problem Statement 1 day Thu 9/22/16 Thu 9/22/16 RobertGallagher,Kevin Vong,Michael Dennis
34 2.2.3 Finalize Problem Statement 1 day Thu 9/22/16 Thu 9/22/16 RobertGallagher,Kevin Vong,Michael Dennis
Aug 28, '16
Sep 4, '16
Sep 11, '16
READY
NEW TASKS : MANUALLY SCHEDULED
Ask me anything
8:10 PM
12/6/2016


WBS Version 3 - Project Professional
GANTT CHART TOOLS
FILE TASK RESOURCE REPORT PROJECT VIEW FORMAT
Robert H. Gallagher
Gantt Chart Paste Cut Copy Format Painter Calibri 11 Mark on Track Respect Links Inactivate Manually Schedule Auto Schedule Inspect Move Mode Task Summary Milestone Deliverable Information Notes Details Add to Timeline Scroll to Task Find Clear Fill
View Clipboard Font Schedule Tasks Insert Properties Editing
TIMELINE
Add tasks with dates to the timeline
GANTT CHART
Task Mode
Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
RobertGallagher,Kevin Vong,Michael Dennis
READY NEW TASKS : MANUALLY SCHEDULED
Ask me anything
8:14 PM
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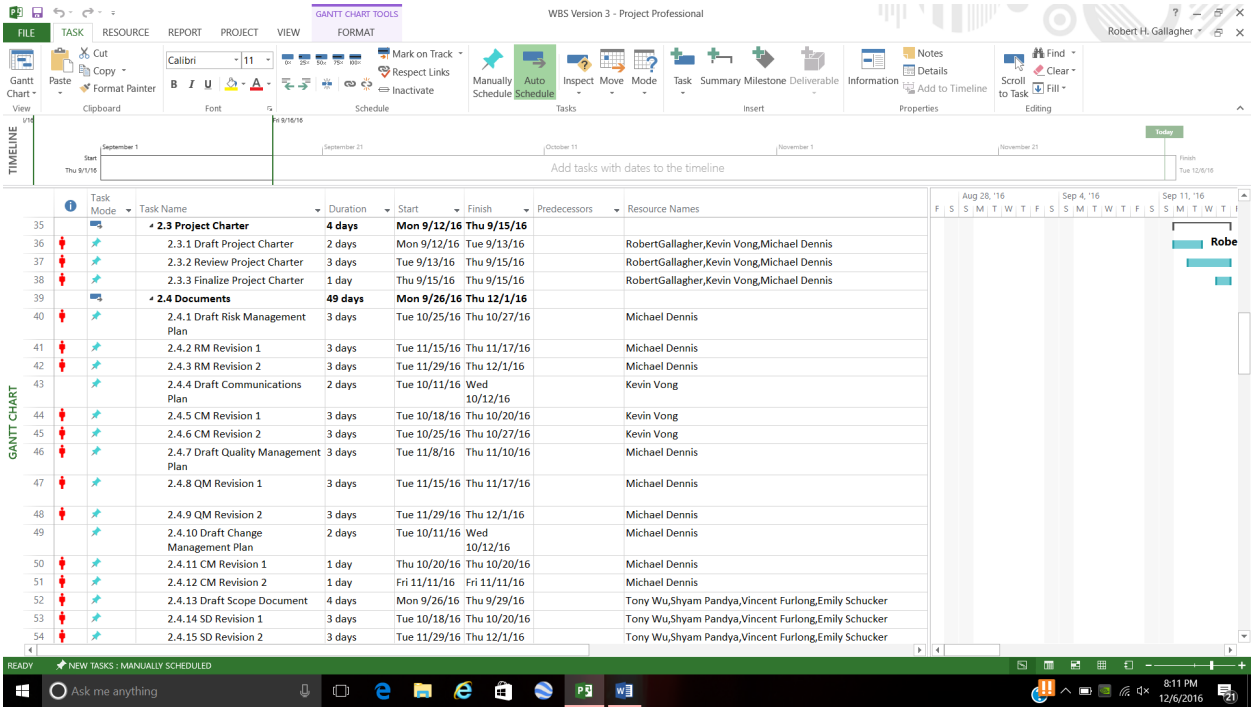
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35 2.3 Project Charter 4 days Mon 9/12/16 Thu 9/15/16
36 2.3.1 Draft Project Charter 2 days Mon 9/12/16 Tue 9/13/16 RobertGallagher,Kevin Vong,Michael Dennis
37 2.3.2 Review Project Charter 3 days Tue 9/13/16 Thu 9/15/16 RobertGallagher,Kevin Vong,Michael Dennis
38 2.3.3 Finalize Project Charter 1 day Thu 9/15/16 Thu 9/15/16 RobertGallagher,Kevin Vong,Michael Dennis
39 2.4 Documents 49 days Mon 9/26/16 Thu 12/1/16
40 2.4.1 Draft Risk Management Plan 3 days Tue 10/25/16 Thu 10/27/16 Michael Dennis
41 2.4.2 RM Revision 1 3 days Tue 11/15/16 Thu 11/17/16 Michael Dennis
42 2.4.3 RM Revision 2 3 days Tue 11/29/16 Thu 12/1/16 Michael Dennis
43 2.4.4 Draft Communications Plan 2 days Tue 10/11/16 Wed 10/12/16 Kevin Vong
44 2.4.5 CM Revision 1 3 days Tue 10/18/16 Thu 10/20/16 Kevin Vong
45 2.4.6 CM Revision 2 3 days Tue 10/25/16 Thu 10/27/16 Kevin Vong
46 2.4.7 Draft Quality Management Plan 3 days Tue 11/8/16 Thu 11/10/16 Michael Dennis
47 2.4.8 QM Revision 1 3 days Tue 11/15/16 Thu 11/17/16 Michael Dennis
48 2.4.9 QM Revision 2 3 days Tue 11/29/16 Thu 12/1/16 Michael Dennis
49 2.4.10 Draft Change Management Plan 2 days Tue 10/11/16 Wed 10/12/16 Michael Dennis
50 2.4.11 CM Revision 1 1 day Thu 10/20/16 Thu 10/20/16 Michael Dennis
51 2.4.12 CM Revision 2 1 day Fri 11/11/16 Fri 11/11/16 Michael Dennis
52 2.4.13 Draft Scope Document 4 days Mon 9/26/16 Thu 9/29/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
53 2.4.14 SD Revision 1 3 days Tue 10/18/16 Thu 10/20/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
54 2.4.15 SD Revision 2 3 days Tue 11/29/16 Thu 12/1/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
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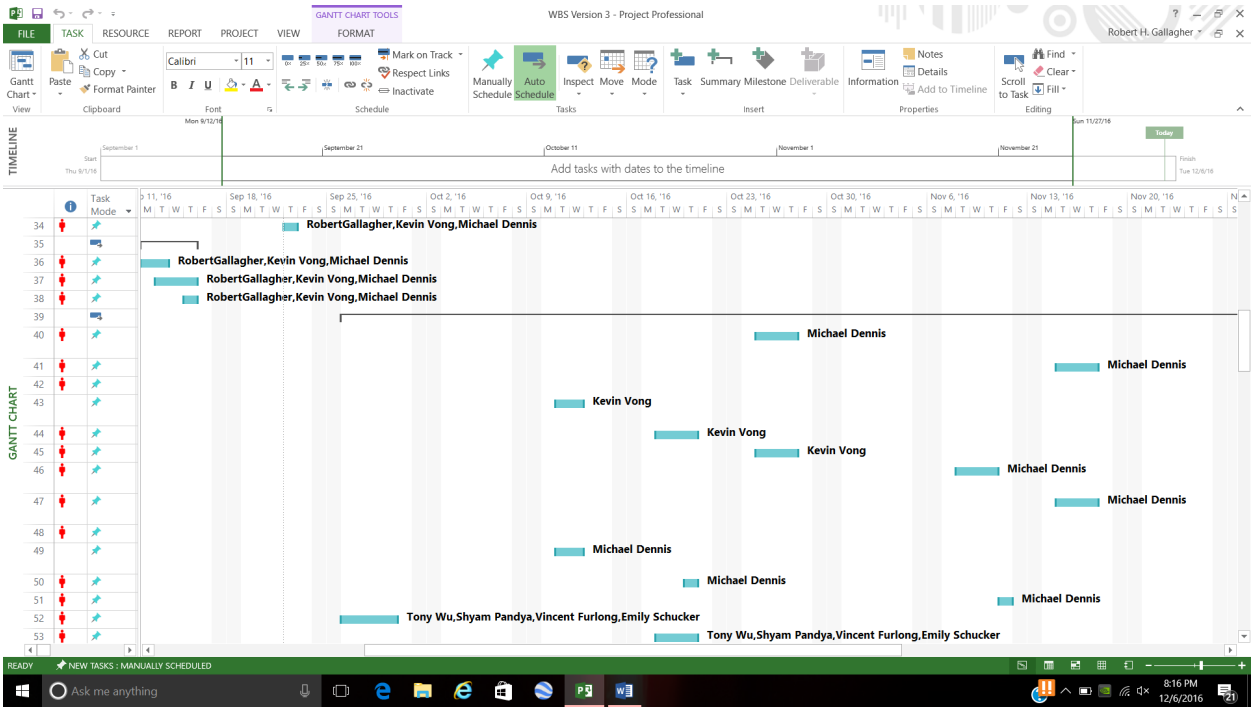
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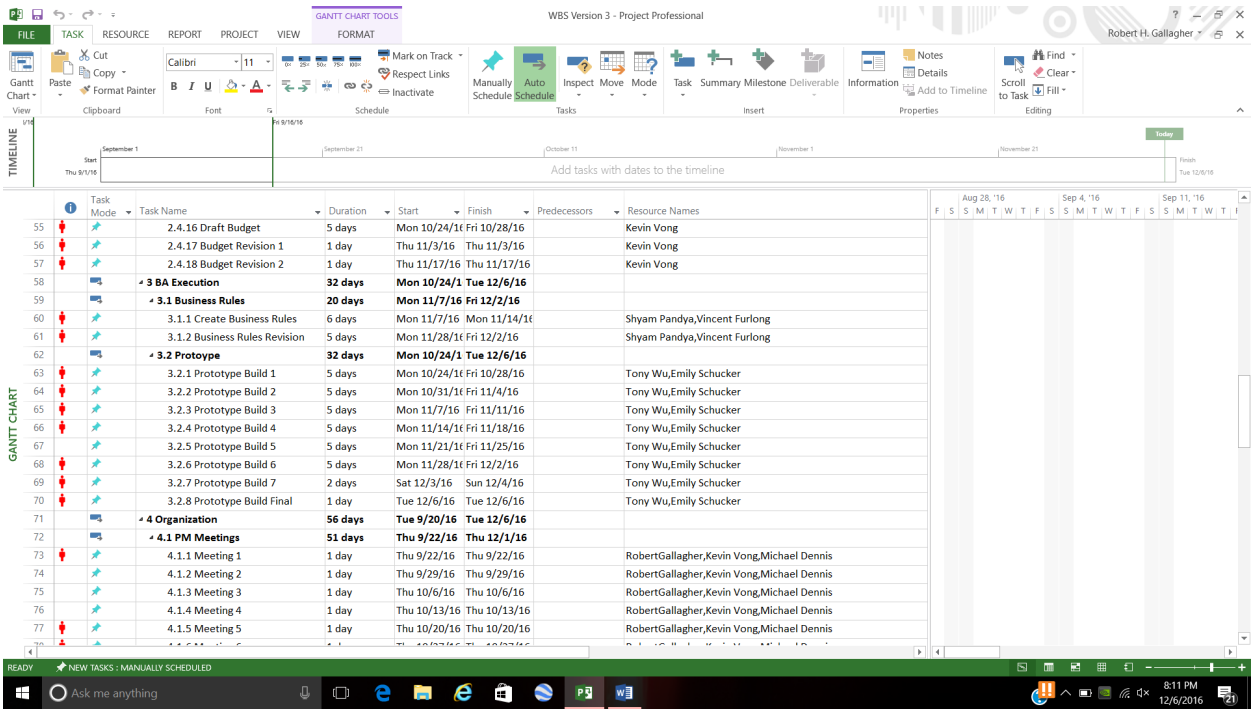
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TIMELINE
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Task Mode Task Name Duration Start Finish Predecessors Resource Names
55 2.4.16 Draft Budget 5 days Mon 10/24/16 Fri 10/28/16 Kevin Vong
56 2.4.17 Budget Revision 1 1 day Thu 11/3/16 Thu 11/3/16 Kevin Vong
57 2.4.18 Budget Revision 2 1 day Thu 11/17/16 Thu 11/17/16 Kevin Vong
58 3 BA Execution 32 days Mon 10/24/1 Tue 12/6/16
59 3.1 Business Rules 20 days Mon 11/7/16 Fri 12/2/16
60 3.1.1 Create Business Rules 6 days Mon 11/7/16 Mon 11/14/16 Shyam Pandya,Vincent Furlong
61 3.1.2 Business Rules Revision 5 days Mon 11/28/16 Fri 12/2/16 Shyam Pandya,Vincent Furlong
62 3.2 Protoype 32 days Mon 10/24/1 Tue 12/6/16
63 3.2.1 Prototype Build 1 5 days Mon 10/24/16 Fri 10/28/16 Tony Wu,Emily Schucker
64 3.2.2 Prototype Build 2 5 days Mon 10/31/16 Fri 11/4/16 Tony Wu,Emily Schucker
65 3.2.3 Prototype Build 3 5 days Mon 11/7/16 Fri 11/11/16 Tony Wu,Emily Schucker
66 3.2.4 Prototype Build 4 5 days Mon 11/14/16 Fri 11/18/16 Tony Wu,Emily Schucker
67 3.2.5 Prototype Build 5 5 days Mon 11/21/16 Fri 11/25/16 Tony Wu,Emily Schucker
68 3.2.6 Prototype Build 6 5 days Mon 11/28/16 Fri 12/2/16 Tony Wu,Emily Schucker
69 3.2.7 Prototype Build 7 2 days Sat 12/3/16 Sun 12/4/16 Tony Wu,Emily Schucker
70 3.2.8 Prototype Build Final 1 day Tue 12/6/16 Tue 12/6/16 Tony Wu,Emily Schucker
71 4 Organization 56 days Tue 9/20/16 Tue 12/6/16
72 4.1 PM Meetings 51 days Thu 9/22/16 Thu 12/1/16
73 4.1.1 Meeting 1 1 day Thu 9/22/16 Thu 9/22/16 RobertGallagher,Kevin Vong,Michael Dennis
74 4.1.2 Meeting 2 1 day Thu 9/29/16 Thu 9/29/16 RobertGallagher,Kevin Vong,Michael Dennis
75 4.1.3 Meeting 3 1 day Thu 10/6/16 Thu 10/6/16 RobertGallagher,Kevin Vong,Michael Dennis
76 4.1.4 Meeting 4 1 day Thu 10/13/16 Thu 10/13/16 RobertGallagher,Kevin Vong,Michael Dennis
77 4.1.5 Meeting 5 1 day Thu 10/20/16 Thu 10/20/16 RobertGallagher,Kevin Vong,Michael Dennis
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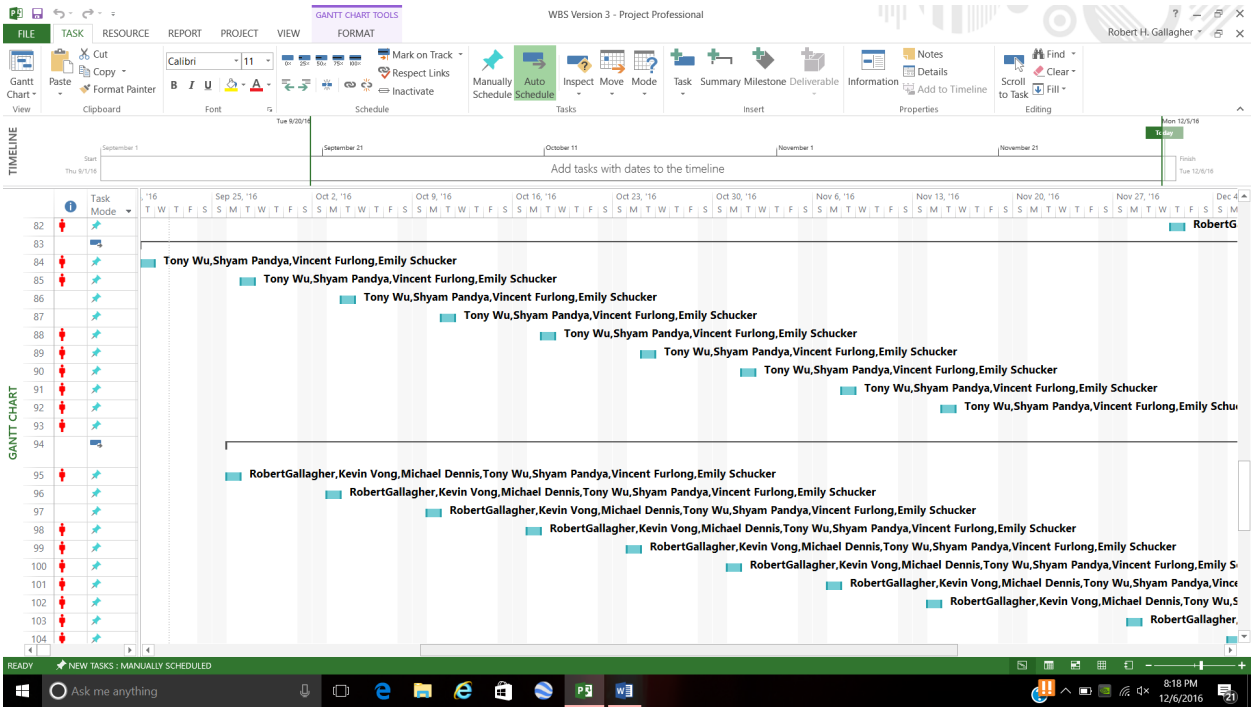
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READY NEW TASKS : MANUALLY SCHEDULED
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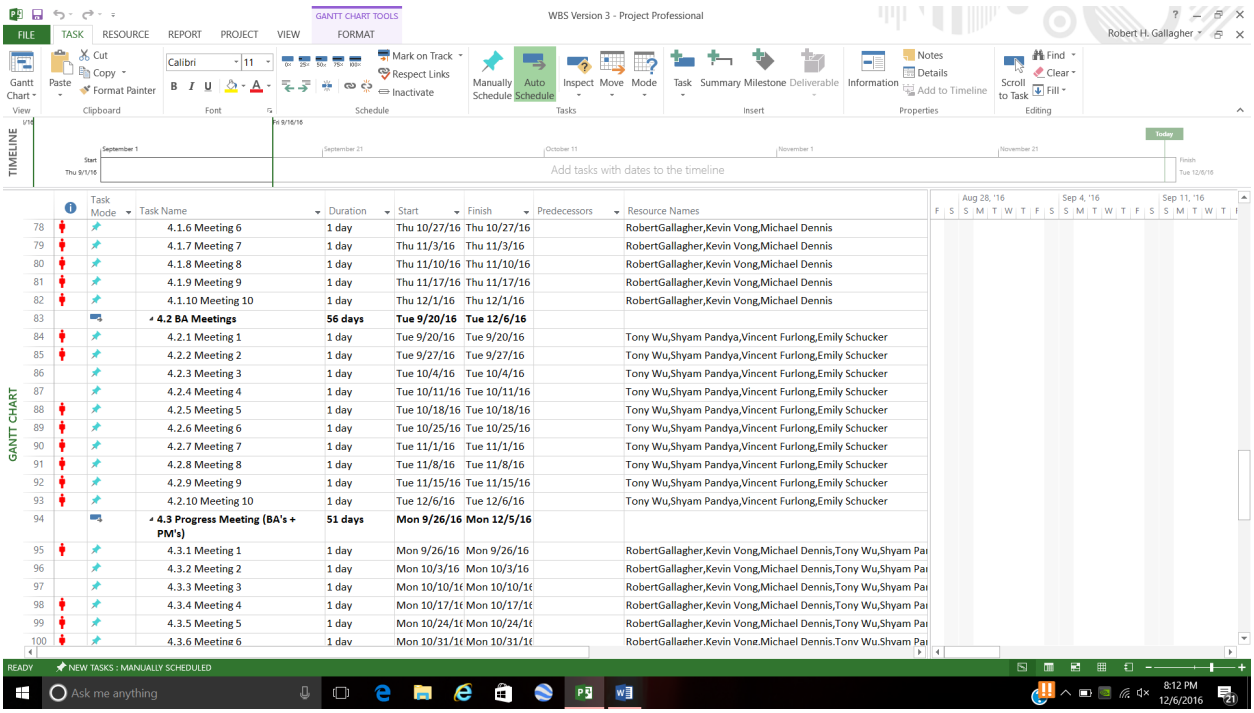
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GANTT CHART
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79 4.1.7 Meeting 7 1 day Thu 11/3/16 Thu 11/3/16 RobertGallagher,Kevin Vong,Michael Dennis
80 4.1.8 Meeting 8 1 day Thu 11/10/16 Thu 11/10/16 RobertGallagher,Kevin Vong,Michael Dennis
81 4.1.9 Meeting 9 1 day Thu 11/17/16 Thu 11/17/16 RobertGallagher,Kevin Vong,Michael Dennis
82 4.1.10 Meeting 10 1 day Thu 12/1/16 Thu 12/1/16 RobertGallagher,Kevin Vong,Michael Dennis
83 4.2 BA Meetings 56 days Tue 9/20/16 Tue 12/6/16
84 4.2.1 Meeting 1 1 day Tue 9/20/16 Tue 9/20/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
85 4.2.2 Meeting 2 1 day Tue 9/27/16 Tue 9/27/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
86 4.2.3 Meeting 3 1 day Tue 10/4/16 Tue 10/4/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
87 4.2.4 Meeting 4 1 day Tue 10/11/16 Tue 10/11/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
88 4.2.5 Meeting 5 1 day Tue 10/18/16 Tue 10/18/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
89 4.2.6 Meeting 6 1 day Tue 10/25/16 Tue 10/25/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
90 4.2.7 Meeting 7 1 day Tue 11/1/16 Tue 11/1/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
91 4.2.8 Meeting 8 1 day Tue 11/8/16 Tue 11/8/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
92 4.2.9 Meeting 9 1 day Tue 11/15/16 Tue 11/15/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
93 4.2.10 Meeting 10 1 day Tue 12/6/16 Tue 12/6/16 Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
94 4.3 Progress Meeting (BA's + PM's) 51 days Mon 9/26/16 Mon 12/5/16
95 4.3.1 Meeting 1 1 day Mon 9/26/16 Mon 9/26/16 RobertGallagher,Kevin Vong,Michael Dennis,Tony Wu,Shyam Pa
96 4.3.2 Meeting 2 1 day Mon 10/3/16 Mon 10/3/16 RobertGallagher,Kevin Vong,Michael Dennis,Tony Wu,Shyam Pa
97 4.3.3 Meeting 3 1 day Mon 10/10/16 Mon 10/10/16 RobertGallagher,Kevin Vong,Michael Dennis,Tony Wu,Shyam Pa
98 4.3.4 Meeting 4 1 day Mon 10/17/16 Mon 10/17/16 RobertGallagher,Kevin Vong,Michael Dennis,Tony Wu,Shyam Pa
99 4.3.5 Meeting 5 1 day Mon 10/24/16 Mon 10/24/16 RobertGallagher,Kevin Vong,Michael Dennis,Tony Wu,Shyam Pa
100 4.3.6 Meeting 6 1 day Mon 10/31/16 Mon 10/31/16 RobertGallagher,Kevin Vong,Michael Dennis,Tony Wu,Shyam Pa
READY NEW TASKS : MANUALLY SCHEDULED
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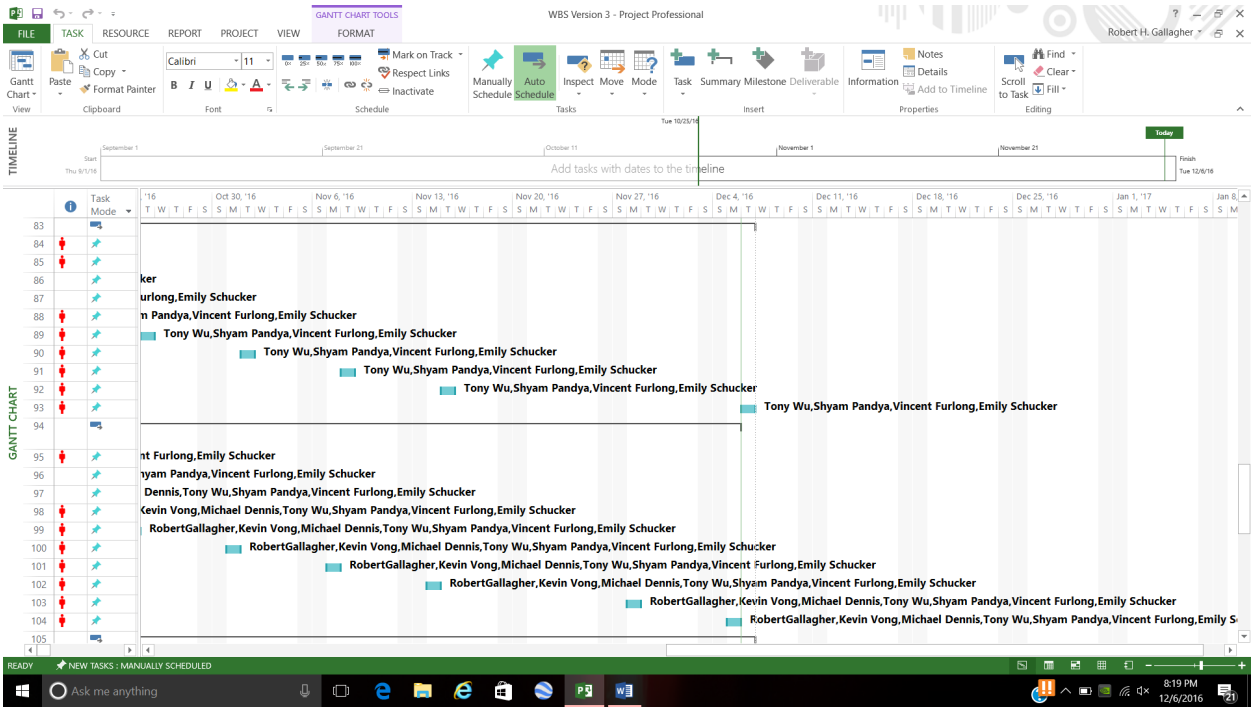
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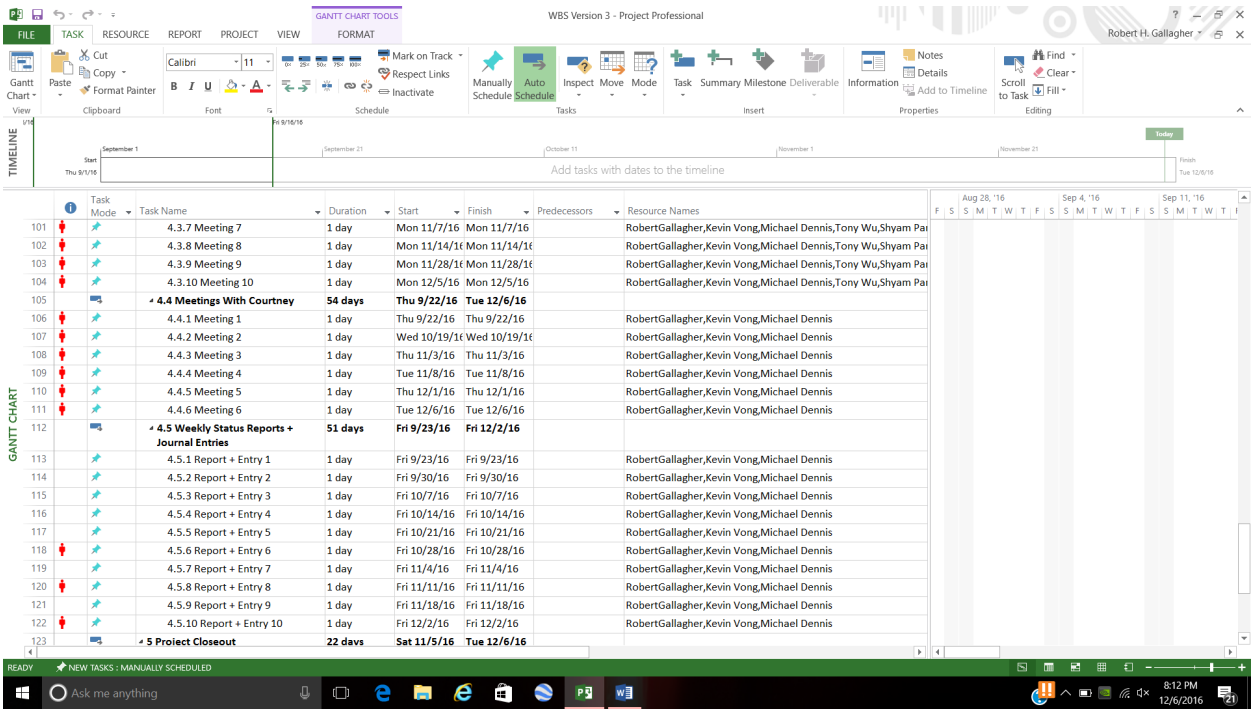
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101 4.3.7 Meeting 7 1 day Mon 11/7/16 Mon 11/7/16 RobertGallagher,Kevin Vong,Michael Dennis,Tony Wu,Shyam Pa
102 4.3.8 Meeting 8 1 day Mon 11/14/16 Mon 11/14/16 RobertGallagher,Kevin Vong,Michael Dennis,Tony Wu,Shyam Pa
103 4.3.9 Meeting 9 1 day Mon 11/28/16 Mon 11/28/16 RobertGallagher,Kevin Vong,Michael Dennis,Tony Wu,Shyam Pa
104 4.3.10 Meeting 10 1 day Mon 12/5/16 Mon 12/5/16 RobertGallagher,Kevin Vong,Michael Dennis,Tony Wu,Shyam Pa
105 4.4 Meetings With Courtney 54 days Thu 9/22/16 Tue 12/6/16
106 4.4.1 Meeting 1 1 day Thu 9/22/16 Thu 9/22/16 RobertGallagher,Kevin Vong,Michael Dennis
107 4.4.2 Meeting 2 1 day Wed 10/19/16 Wed 10/19/16 RobertGallagher,Kevin Vong,Michael Dennis
108 4.4.3 Meeting 3 1 day Thu 11/3/16 Thu 11/3/16 RobertGallagher,Kevin Vong,Michael Dennis
109 4.4.4 Meeting 4 1 day Tue 11/8/16 Tue 11/8/16 RobertGallagher,Kevin Vong,Michael Dennis
110 4.4.5 Meeting 5 1 day Thu 12/1/16 Thu 12/1/16 RobertGallagher,Kevin Vong,Michael Dennis
111 4.4.6 Meeting 6 1 day Tue 12/6/16 Tue 12/6/16 RobertGallagher,Kevin Vong,Michael Dennis
112 4.5 Weekly Status Reports + Journal Entries 51 days Fri 9/23/16 Fri 12/2/16
113 4.5.1 Report + Entry 1 1 day Fri 9/23/16 Fri 9/23/16 RobertGallagher,Kevin Vong,Michael Dennis
114 4.5.2 Report + Entry 2 1 day Fri 9/30/16 Fri 9/30/16 RobertGallagher,Kevin Vong,Michael Dennis
115 4.5.3 Report + Entry 3 1 day Fri 10/7/16 Fri 10/7/16 RobertGallagher,Kevin Vong,Michael Dennis
116 4.5.4 Report + Entry 4 1 day Fri 10/14/16 Fri 10/14/16 RobertGallagher,Kevin Vong,Michael Dennis
117 4.5.5 Report + Entry 5 1 day Fri 10/21/16 Fri 10/21/16 RobertGallagher,Kevin Vong,Michael Dennis
118 4.5.6 Report + Entry 6 1 day Fri 10/28/16 Fri 10/28/16 RobertGallagher,Kevin Vong,Michael Dennis
119 4.5.7 Report + Entry 7 1 day Fri 11/4/16 Fri 11/4/16 RobertGallagher,Kevin Vong,Michael Dennis
120 4.5.8 Report + Entry 8 1 day Fri 11/11/16 Fri 11/11/16 RobertGallagher,Kevin Vong,Michael Dennis
121 4.5.9 Report + Entry 9 1 day Fri 11/18/16 Fri 11/18/16 RobertGallagher,Kevin Vong,Michael Dennis
122 4.5.10 Report + Entry 10 1 day Fri 12/2/16 Fri 12/2/16 RobertGallagher,Kevin Vong,Michael Dennis
123 5 Project Closeout 22 days Sat 11/5/16 Tue 12/6/16
READY NEW TASKS : MANUALLY SCHEDULED
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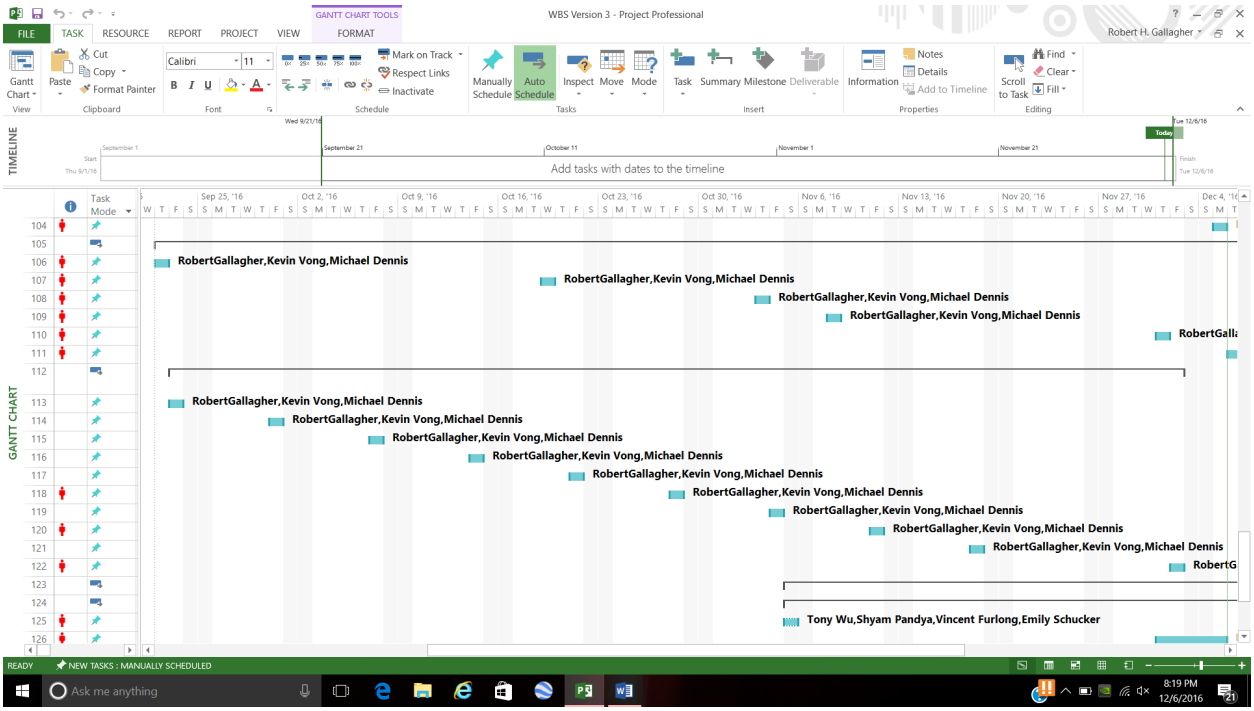
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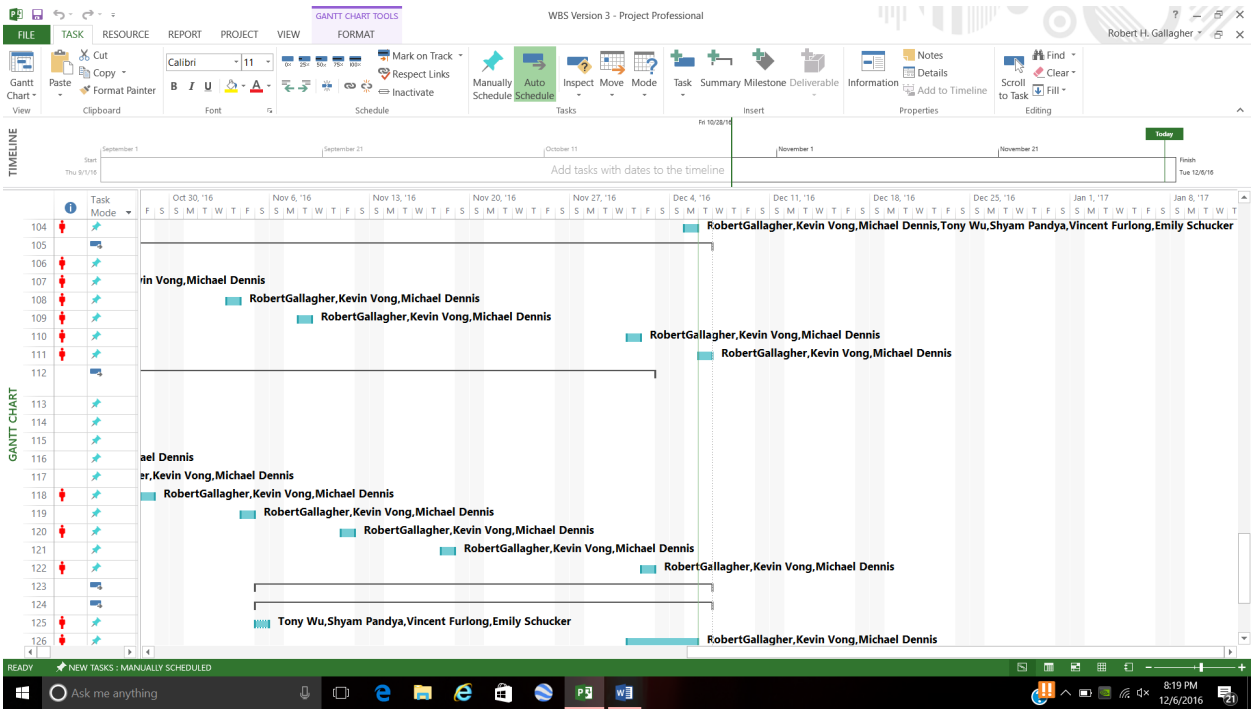
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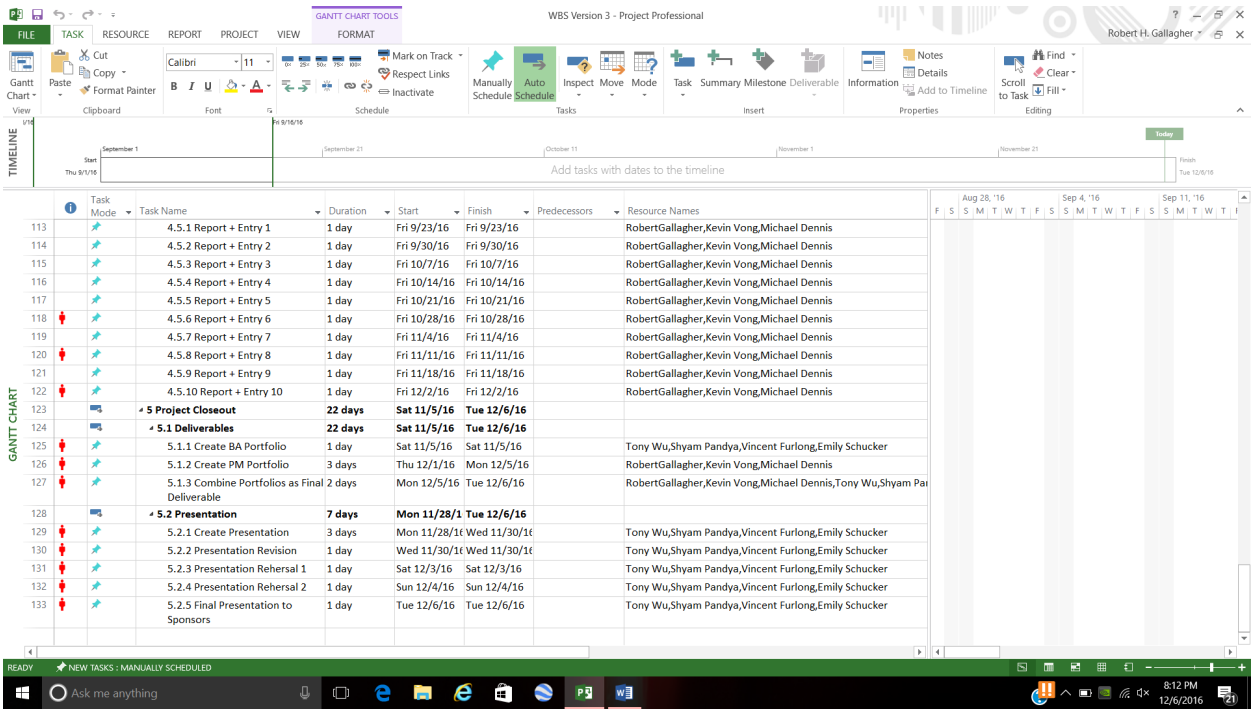

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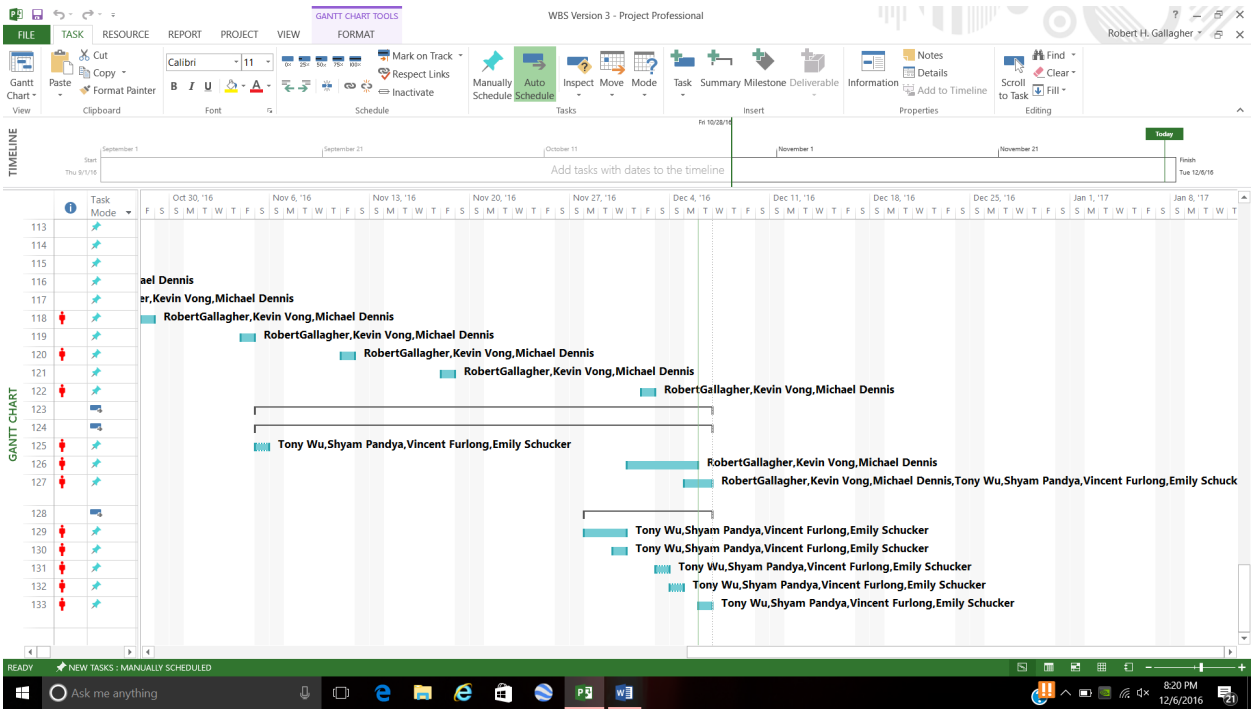
113		4.5.1 Report + Entry 1	1 day	Fri 9/23/16	Fri 9/23/16		RobertGallagher,Kevin Vong,Michael Dennis
114		4.5.2 Report + Entry 2	1 day	Fri 9/30/16	Fri 9/30/16		RobertGallagher,Kevin Vong,Michael Dennis
115		4.5.3 Report + Entry 3	1 day	Fri 10/7/16	Fri 10/7/16		RobertGallagher,Kevin Vong,Michael Dennis
116		4.5.4 Report + Entry 4	1 day	Fri 10/14/16	Fri 10/14/16		RobertGallagher,Kevin Vong,Michael Dennis
117		4.5.5 Report + Entry 5	1 day	Fri 10/21/16	Fri 10/21/16		RobertGallagher,Kevin Vong,Michael Dennis
118		4.5.6 Report + Entry 6	1 day	Fri 10/28/16	Fri 10/28/16		RobertGallagher,Kevin Vong,Michael Dennis
119		4.5.7 Report + Entry 7	1 day	Fri 11/4/16	Fri 11/4/16		RobertGallagher,Kevin Vong,Michael Dennis
120		4.5.8 Report + Entry 8	1 day	Fri 11/11/16	Fri 11/11/16		RobertGallagher,Kevin Vong,Michael Dennis
121		4.5.9 Report + Entry 9	1 day	Fri 11/18/16	Fri 11/18/16		RobertGallagher,Kevin Vong,Michael Dennis
122		4.5.10 Report + Entry 10	1 day	Fri 12/2/16	Fri 12/2/16		RobertGallagher,Kevin Vong,Michael Dennis
123		**5 Project Closeout**	**22 days**	**Sat 11/5/16**	**Tue 12/6/16**		
124		**5.1 Deliverables**	**22 days**	**Sat 11/5/16**	**Tue 12/6/16**		
125		5.1.1 Create BA Portfolio	1 day	Sat 11/5/16	Sat 11/5/16		Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
126		5.1.2 Create PM Portfolio	3 days	Thu 12/1/16	Mon 12/5/16		RobertGallagher,Kevin Vong,Michael Dennis
127		5.1.3 Combine Portfolios as Final Deliverable	2 days	Mon 12/5/16	Tue 12/6/16		RobertGallagher,Kevin Vong,Michael Dennis,Tony Wu,Shyam Pa
128		**5.2 Presentation**	**7 days**	**Mon 11/28/1**	**Tue 12/6/16**		
129		5.2.1 Create Presentation	3 days	Mon 11/28/16	Wed 11/30/16		Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
130		5.2.2 Presentation Revision	1 day	Wed 11/30/16	Wed 11/30/16		Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
131		5.2.3 Presentation Rehersal 1	1 day	Sat 12/3/16	Sat 12/3/16		Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
132		5.2.4 Presentation Rehersal 2	1 day	Sun 12/4/16	Sun 12/4/16		Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker
133		5.2.5 Final Presentation to Sponsors	1 day	Tue 12/6/16	Tue 12/6/16		Tony Wu,Shyam Pandya,Vincent Furlong,Emily Schucker



PROJECT BUDGET

Note: The Project Budget is calculated using labor hours projected by the planning and implementation of this specific prototype and not the actual cost of development and implementation.

Project Budget (Labor Hours)						
		Total Project Budget (HRs):	**111:40**			
		Actual Budget (HRs):	**102:24**			
	#	Task Name	Planned (Hours)	Actual (Hours)	Over	Under
	1	**BA Preparation**				
	1.1	**Interview 1**				
	1.1.1	Prepare for Interview #1	2:00	1:45	-	0:15
	1.1.2	Conduct Interview #1	1:00	0:50	-	0:10
	1.1.3	Review Interview #1 Results	1:00	0:37	-	0:23
	1.2	**Interview 2**				
	1.2.1	Prepare for Interview #2	2:00	0:48	-	1:12
	1.2.2	Conduct Interview #2	1:00	0:52	-	0:08
	1.2.3	Review Interview #2 Results	1:00	0:20	-	0:40
	1.3	**Interview 3**				
	1.3.1	Prepare for Interview #3	2:00	0:37	-	1:23
	1.3.2	Conduct Interview #3	1:00	0:50	-	0:10
	1.3.3	Review Interview #3 Results	1:00	0:24	-	0:36
	1.4	**Scope Document**				
	1.4.1	Create Individual Scope Document	2:00	2:20	0:20	-
	1.4.2	Review Individual Scope Document	1:00	1:37	0:37	-
	1.4.3	Create Group Scope Document	4:00	3:25	-	0:35
	1.4.4	Review Group Scope Document	2:00	1:33	-	0:27

	1.4.5	Group Scope Revision 1 w/ Lavin	1:00	0:45	-	0:15
	1.4.6	Group Scope Revision 2 w/ Lavin	1:00	0:40	-	0:20
	1.4.7	Group Scope Revision 3 w/ Lavin	1:00	0:50	-	0:10
	1.4.8	Finalize Group Scope w/ Lavin	2:00	0:45	-	1:15
	2	**PM Preparation**				
	2.1	**Communication**				
	2.1.1	Establish Communication	1:00	0:35	-	0:25
	2.1.2	Create GroupMe Accounts	0:30	0:15	-	0:15
	2.1.3	Invite all BA's and PM's to GroupMe	0:30	0:05	-	0:25
	2.1.4	Establish all Group Meetings	0:30	0:10	-	0:20
	2.1.5	Establish all Meetings With Courtney	0:30	0:20	-	0:10
	2.2	**Problem Statement**				
	2.2.1	Draft Problem Statement	1:30	1:46	0:16	-
	2.2.2	Review Problem Statement	1:00	0:45	-	0:15
	2.2.3	Finalize Problem Statement	0:30	0:35	0:05	-
	2.3	**Project Charter**				
	2.3.1	Draft Project Charter	1:30	1:55	0:25	-
	2.3.2	Review Project Charter	1:00	0:55	-	0:05
	2.3.3	Finalize Project Charter	1:00	0:38	-	0:22
	2.4	**Documents**				
	2.4.1	Draft Risk Management Plan	2:00	1:37	-	0:23
	2.4.2	RM Revision 1	1:00	0:50	-	0:10
	2.4.3	RM Revision 2	1:00	0:30	-	0:30
	2.4.4	Draft Communications Plan	2:00	1:30	-	0:30
	2.4.5	CM Revision 1	1:00	0:35	-	0:25
	2.4.6	CM Revision 2	1:00	0:22	-	0:38
	2.4.7	Draft Quality Management Plan	2:00	1:27	-	0:33
	2.4.8	QM Revision 1	1:00	0:30	-	0:30
	2.4.9	QM Revision 2	1:00	0:30	-	0:30
	2.4.10	Draft Change Management Plan	2:00	1:20	-	0:40
	2.4.11	CM Revision 1	1:00	0:45	-	0:15
	2.4.12	CM Revision 2	1:00	0:40	-	0:20
	2.4.13	Draft Scope Document	2:00	1:55	-	0:05
	2.4.14	SD Revision 1	1:00	0:58	-	0:02

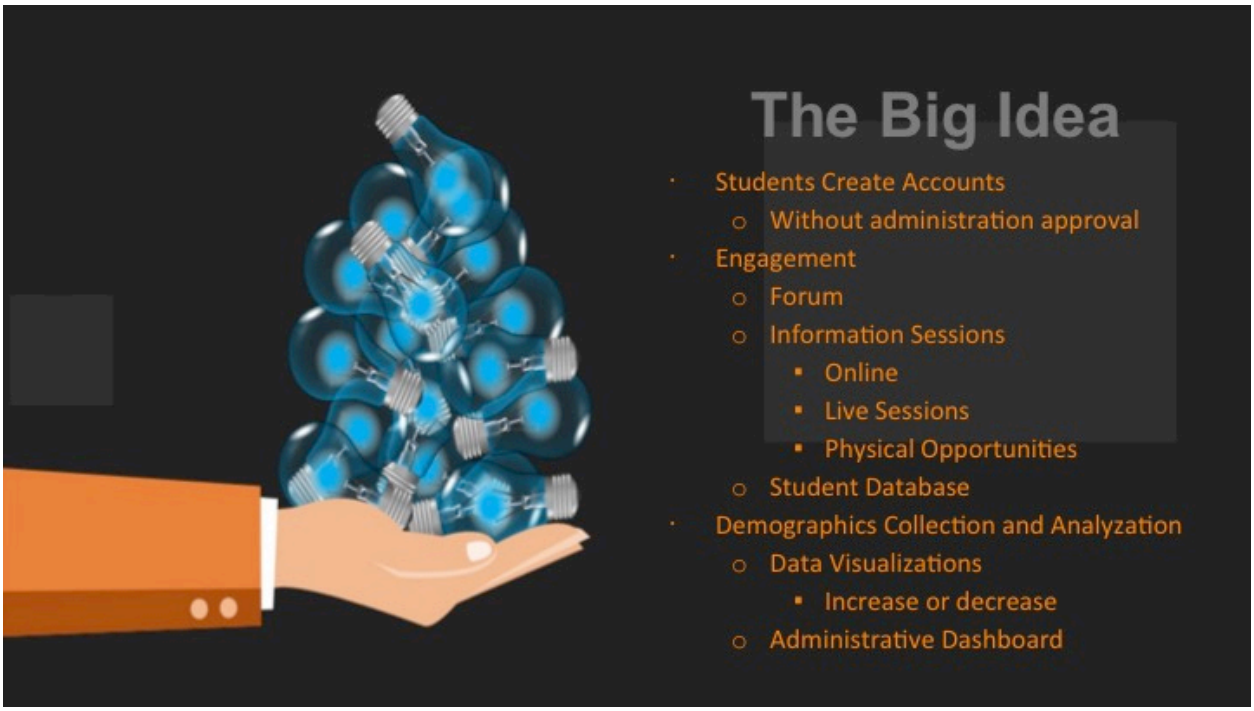
	2.4.15	SD Revision 2	1:00	0:50	-	0:10
	2.4.16	Draft Budget	2:00	1:49	-	0:11
	2.4.17	Budget Revision 1	1:00	0:30	-	0:30
	2.4.18	Budget Revision 2	1:00	0:20	-	0:40
	3	**BA Execution**				
	3.1	**Business Rules**				
	3.1.1	Create Business Rules	1:00	1:35	0:35	-
	3.1.2	Business Rules Revision	1:00	0:49	-	0:11
	3.2	**Prototype**				
	3.2.1	Prototype Build 1	2:00	2:41	0:41	-
	3.2.2	Prototype Build 2	2:00	2:15	0:15	-
	3.2.3	Prototype Build 3	2:00	1:50	-	0:10
	3.2.4	Prototype Build 4	2:00	1:37	-	0:23
	3.2.5	Prototype Build 5	2:00	2:10	0:10	-
	3.2.6	Prototype Build 6	2:00	1:13		0:47
	3.2.7	Prototype Build 7	2:00	3:27	1:27	-
	3.2.8	Prototype Build Final	5:00	8:19	3:19	-
	4	**Organization**				
	4.1	**PM Meetings**				
	4.1.1	Meeting 1	0:30	0:30	-	-
	4.1.2	Meeting 2	0:30	0:30	-	-
	4.1.3	Meeting 3	0:30	0:45	0:15	-
	4.1.4	Meeting 4	0:30	0:20	-	0:10
	4.1.5	Meeting 5	0:30	0:25	-	0:05
	4.1.6	Meeting 6	0:30	0:40	0:10	-
	4.1.7	Meeting 7	0:30	0:50	0:20	-
	4.1.8	Meeting 8	0:30	0:25	-	0:05
	4.1.9	Meeting 9	0:30	0:30	-	-
	4.1.10	Meeting 10	0:30	0:30	-	-
	4.2	**BA Meetings**				
	4.2.1	Meeting 1	0:30	0:35	0:05	-
	4.2.2	Meeting 2	0:30	0:30	-	-
	4.2.3	Meeting 3	0:30	0:30	-	-
	4.2.4	Meeting 4	0:30	0:29	-	0:01
	4.2.5	Meeting 5	0:30	0:25	-	0:05
	4.2.6	Meeting 6	0:30	0:30	-	-
	4.2.7	Meeting 7	0:30	0:49	0:19	-
	4.2.8	Meeting 8	0:30	1:30	1:00	-
	4.2.9	Meeting 9	0:30	1:20	0:50	-
	4.2.10	Meeting 10	0:30	1:35	1:05	-
	4.3	**Progress Meetings (BA's + PM's)**				
	4.3.1	Meeting 1	0:30	0:25	-	0:05
	4.3.2	Meeting 2	0:30	0:30	-	-
	4.3.3	Meeting 3	0:30	0:20	-	0:10
	4.3.4	Meeting 4	0:30	0:30	-	-
	4.3.5	Meeting 5	0:30	0:30	-	-

	4.3.6	Meeting 6	0:30	0:25	-	0:05
	4.3.7	Meeting 7	0:30	0:45	0:15	-
	4.3.8	Meeting 8	0:30	0:53	0:23	-
	4.3.9	Meeting 9	0:30	1:20	0:50	-
	4.3.10	Meeting 10	0:30	1:10	0:40	-
	4.4	**Meetings With Courtney**				
	4.4.1	Meeting 1	0:30	0:30	-	-
	4.4.2	Meeting 2	0:30	0:10	-	0:20
	4.4.3	Meeting 3	0:30	0:38	0:08	-
	4.4.4	Meeting 4	0:30	0:15	-	0:15
	4.4.5	Meeting 5	0:30	0:27	-	0:03
	4.4.6	Meeting 6	0:30	0:17	-	0:13
	4.5	**Weekly Status Reports + Journal Entries**				
	4.5.1	Report + Entry 1	0:30	0:15	-	0:15
	4.5.2	Report + Entry 2	0:30	0:13	-	0:17
	4.5.3	Report + Entry 3	0:30	0:15	-	0:15
	4.5.4	Report + Entry 4	0:30	0:17	-	0:13
	4.5.5	Report + Entry 5	0:30	0:10	-	0:20
	4.5.6	Report + Entry 6	0:30	0:16	-	0:14
	4.5.7	Report + Entry 7	0:30	0:10	-	0:20
	4.5.8	Report + Entry 8	0:30	0:08	-	0:22
	4.5.9	Report + Entry 9	0:30	0:13	-	0:17
	4.5.10	Report + Entry 10	0:30	0:10	-	0:20
	5	**Project Closeout**				
	5.1	**Deliverables**				
	5.1.1	Create BA Portfolio	1:00	0:25	-	0:35
	5.1.2	Create PM Portfolio	1:00	0:30	-	0:30
	5.1.3	Combine Portfolios as Final Deliverable	1:00	0:40	-	0:20
	5.2	**Presentation**				
	5.2.1	Create Presentation	3:00	2:37	-	0:23
	5.2.2	Presentation Revision	2:00	1:28	-	0:32
	5.2.3	Presentation Rehearsal 1	1:00	0:40	-	0:20
	5.2.4	Presentation Rehearsal 2	1:00	1:13	0:13	-
	5.2.5	Final Presentation to Sponsors	0:10	0:10	-	-
		TOTAL HOURS	**111:40**	**102:24**		

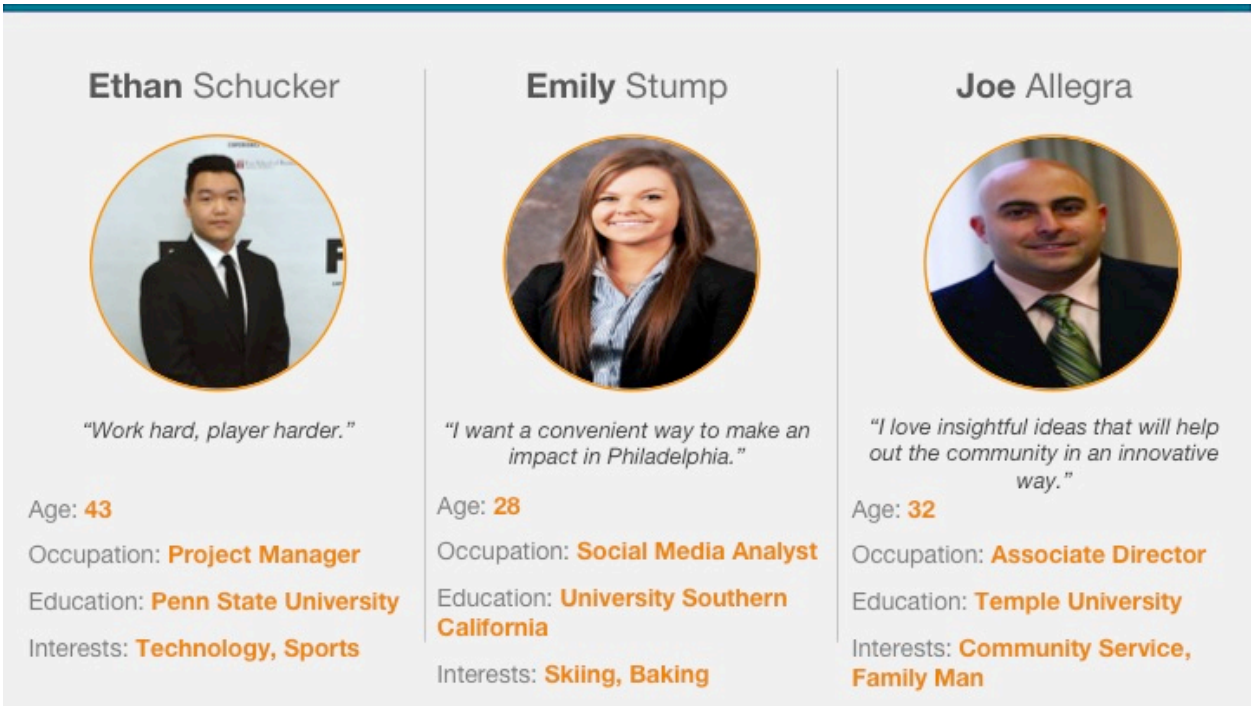
Note: Due to the project not having an actual cost budget, the hypothetical budget is $20,000.00 based on the average salaries of project managers, business analysts, and the average costs of each individual task.

PROJECT PRESENTATION

Slide 1



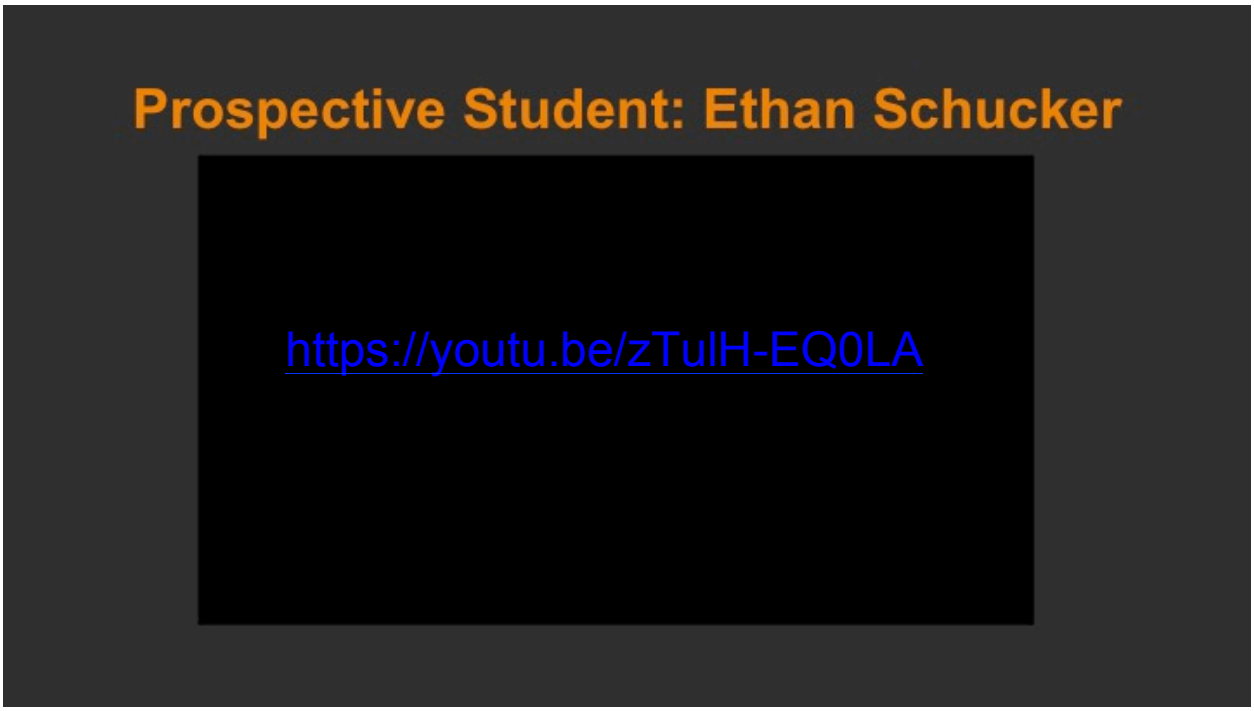
Slide 2



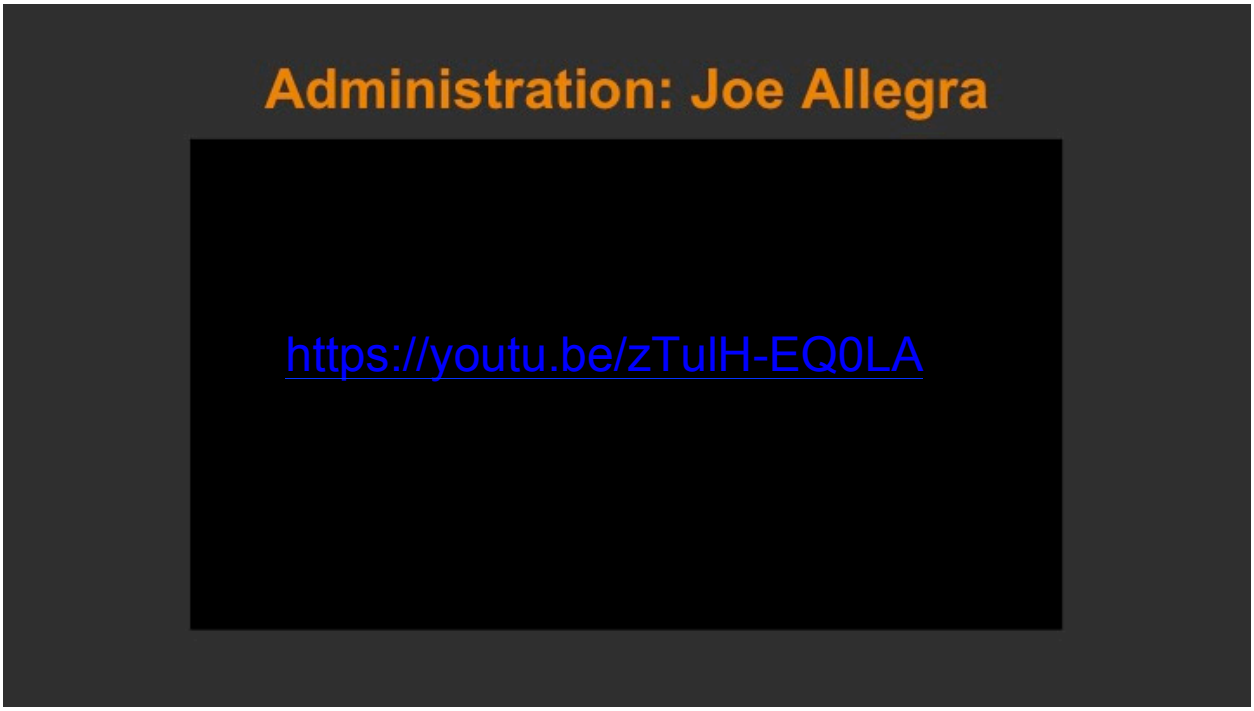
Slide 3

Slide 4

Slide 5



Slide 6: Click on link to watch video.



Slide 7 : Click on link to watch video.

Slide 8

PROJECT CLOSEOUT REPORT

Project Name: Digital Tools for Program Engagement
Program Area: Management Information Systems
Project Sponsor: Joe Allegra
Project Managers: Kevin Vong, Rob Gallagher, Michael Dennis

- **Scope:** Throughout the course of our project, our scope did not change. The three areas including objectives, assumptions, and constraints were followed strictly in the development of the prototype.
- **Schedule:** Although some tasks in our project were sometimes completed a little earlier or later, our project was completed just on time as projected.
- **Budget:** Our project came in under budget by 9 hours and 16 minutes. (Labor hours were used in place of an actual budget).
- **Issues:** The project team encountered many of the risks addressed in our Risk Management Plan. The two main issues we countered was the lack of communication between BA's and PM's and the huge learning curve with the JustInMind prototyping software. We addressed all of these issues accordingly with our risk solutions.
- **Lessons Learned:** Learning how to manage people and collaborating with our BA's were definitely proven difficult to do. Our BA's rarely communicated in the group chat and ignored many of our requests in terms status and progress reports. We definitely learned that building a strong communication at the earlier stages of the project would've benefited us greatly.
- **Benefits Realization:** The benefit of this project was realized when we were able to show the stakeholders how their problems could be solved with the prototype solution. This gave them insight on what an actual solution could be if they actually implemented a project to address their goal of improving admissions and engagement.

Project Closeout Approval Signature

Project Sponsor: _____ Date: _____

Approving Official: Joe Allegra, Associate Director
Department of Management Information Systems