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[1] Project Scope Summary

This section includes the Project Scope and Project Charter. We included these documents because they help define the problem the project is trying to solve and how to solve the problem. The Project Charter gives the project manager formal authority to guide the project and outline information critical to the project at a high-level. The project sponsor/entrepreneur and project managers signed off on this document to express acceptance and approval of the project. The Project Scope was used to determine the work that will be completed during the project and to help avoid scope creep. Overall these documents were useful, but during our project we made a change to one scope objective and we were unable to reach all milestones documented in our charter. This was due to the stagnation of the entrepreneur/project sponsor to accomplish many project tasks.

Project Charter

Background

IdeasX wants to provide affordable communicative devices as an avenue for individuals with nearly zero vocal capabilities and an extremely limited range of motion to interact with the world around them. IdeasX aims to link current communication technologies for individuals with disabilities and scalable, assistive software for educational and home use. A working motion sensor has been developed and is able to connect with current technologies on the market, but the assistive software needs to be revamped. The project is currently in need of funding, developers, and exposure.

Goals:

- Receive $5,000 in funding from a department in Temple University
- Recruit 2 developers to build the IdeasX software by December 10th
- Register for the BYOBB by deadline of the second week in March 2017
- Request preliminary end-user testing of software from HSM School of Children with Cerebral Palsy and John G. Leech

Scope Statement:

The overall goal for our project team is to acquire funding connections for IdeasX, as well as developers for recreating the assistive software.

Key Stakeholders:

Project Sponsor/Entrepreneur	Tyler Berezowsky
Project Managers	Bridget Silk, Shannon McCabe, Leeya Ressom

Project Milestones:

Start Date: 09/09/2016

End of Planning Phase: 10/07/2016

End Date: 12/02/2016

Project Budget

There are currently no expenses

Constraints and Assumptions

Constraints	Limited financial and human resources may deter developers from project.
Assumptions	We will be able to accomplish the laid out tasks within the time constraint. All team members will remain on the team until project completion.

Approval Signatures

	Tyler Berezowsky, Project Team Member	Shannon McCabe, Project Manager	Bridget Silk, Project Manager

Leeya Ressom, Project Manager

Scope Document

Statement of purpose:

IdeasX is a wireless device that allows individuals with nearly zero vocal capabilities and an extremely limited range of motion to interact with the world around them. This device was created by an entrepreneur named Tyler Berezowsky who wanted to provide an affordable robust method of connecting individuals via wireless sensors to a plethora of devices. IdeasX aims to link current communication technologies for individuals with disabilities and scalable, assistive software for educational and home use. A working motion sensor has been developed and is able to connect with current technologies on the market, but the assistive software needs to be revamped. The project is currently in need of funding, developers to build the IdeasX software, and exposure to education institutions that could benefit from this product.

IdeasX is a great product but Tyler lacks the necessary resources to help further the success of his invention. Currently, Tyler has the backend code of his product's sensor completely finished, but does not have the finalized software. Without the completed software, he is unable to pitch his product to potential investors. Tyler's lack of business knowledge and time available has constrained his time efficiency and obtaining the proper resources for IdeasX. The essential problem we will focus on is assisting Tyler in locating funding resources, registering and finding a team of developers for the Be Your Own Boss Bowl competition, and finding potential investors.

We will approach this problem by having an initial interview with the creator of IdeasX, Tyler Berezowsky. Once we have the necessary information we will write up the objectives, constraints, requirements, and assumptions regarding our project. We will then create a working schedule, business plan, risk management plan, change management plan, and a communications plan to help guide the team throughout the project. Having collected and planned these documents, we will be able to assist our entrepreneur/project sponsor in expanding his resource connections and development of his product, IdeasX.

Objectives:

- Receive $5,000 in funding from a department in Temple University
- Recruit 2 developers to build the IdeasX software by December 10th
- Register for the BYOBB by deadline of the second week in March 2017
- Request preliminary end-user testing of software from HSM School of Children with Cerebral Palsy and John G. Leech

Assumptions:

- We will accomplish the task within the time constraint
- All team members will remain on the team until project completion
- IdeasX product purpose will not change

- IdeasX prototype will be complete before BYOBB

Constraints:
- Limited resources may deter developers from working with the entrepreneur
- Entrepreneur has limited time to accomplish deliverables

[2] Organization Summary

Included in this section is the Stakeholder Registry. The Stakeholder Registry provides information on everyone affected by the outcome of the project, such as responsibility and contact information. Overall, this document was utilized because we were able to have a go to place in order to look for all necessary team structure questions such as roles and responsibilities.

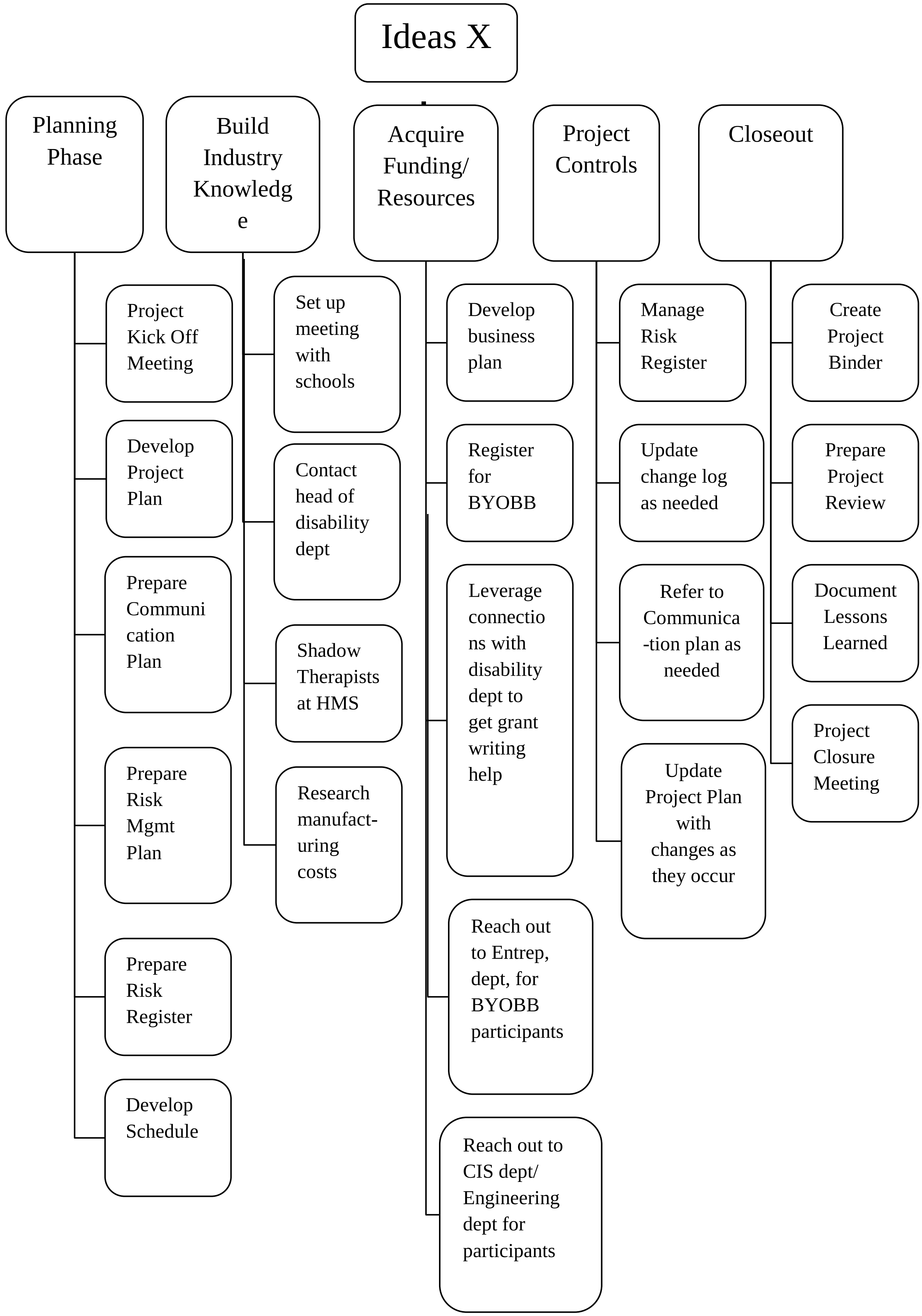
Stakeholder Registry

Stakeholder	Roles	Responsibilities	Contact Info	Communication Strategy
Tyler Berezowsky	Project Sponsor	Develop Solution	tud12685@temple.edu	Email/ Skype Weekly
Bridget Silk	Project Manager	Guide Project (Task Organizer)	bridget.silk@temple.edu	Face to face weekly
Shannon McCabe	Project Manager	Guide Project (Documentation)	tuf07929@temple.edu	Face to face weekly
Leeya Ressom	Project Manager	Guide Project (Communication)	tuf03102@temple.edu	Face to face weekly

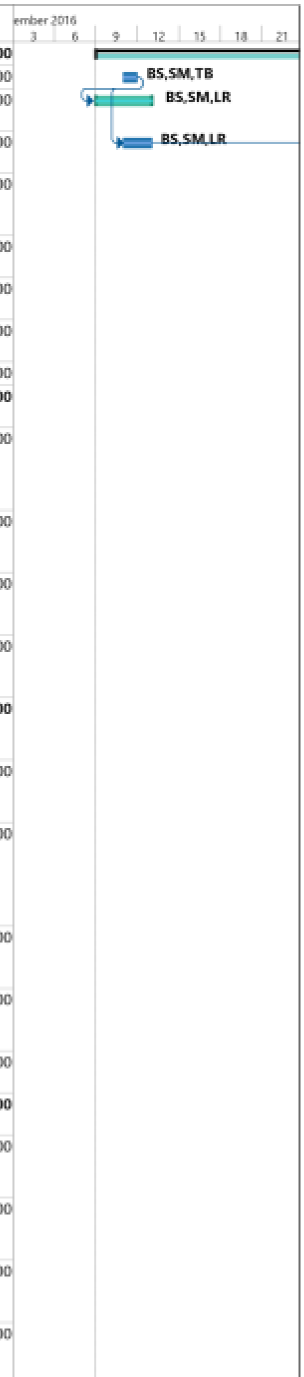
[3] Scheduling Summary

This section includes the Work Breakdown Structure and project timeline. These documents were included in the binder because they are a requirement for all projects. Referring to both the WBS and project timeline consistently throughout the project keeps the focus of the project on the budget and major deadlines for deliverables. The Work Breakdown Structure shows the tasks that we had planned to complete throughout the course of our project. The project timeline provides an overview of the due dates for our tasks and deliverables. It was helpful to our project management team to have these documents as a reference during the course of the project so that we were able to properly assess if our project was on track with the set schedule. Overall, we were unable to use these documents to increase urgency for our project sponsor/entrepreneur because our entrepreneur lacked the motivation to stay on schedule.

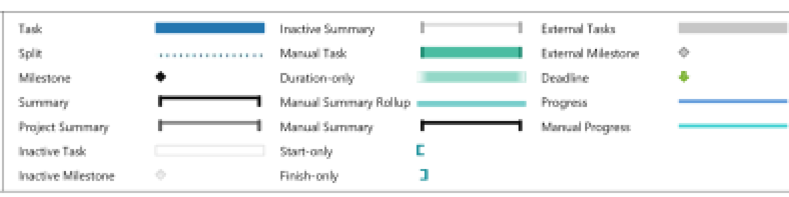
Work Breakdown Structure

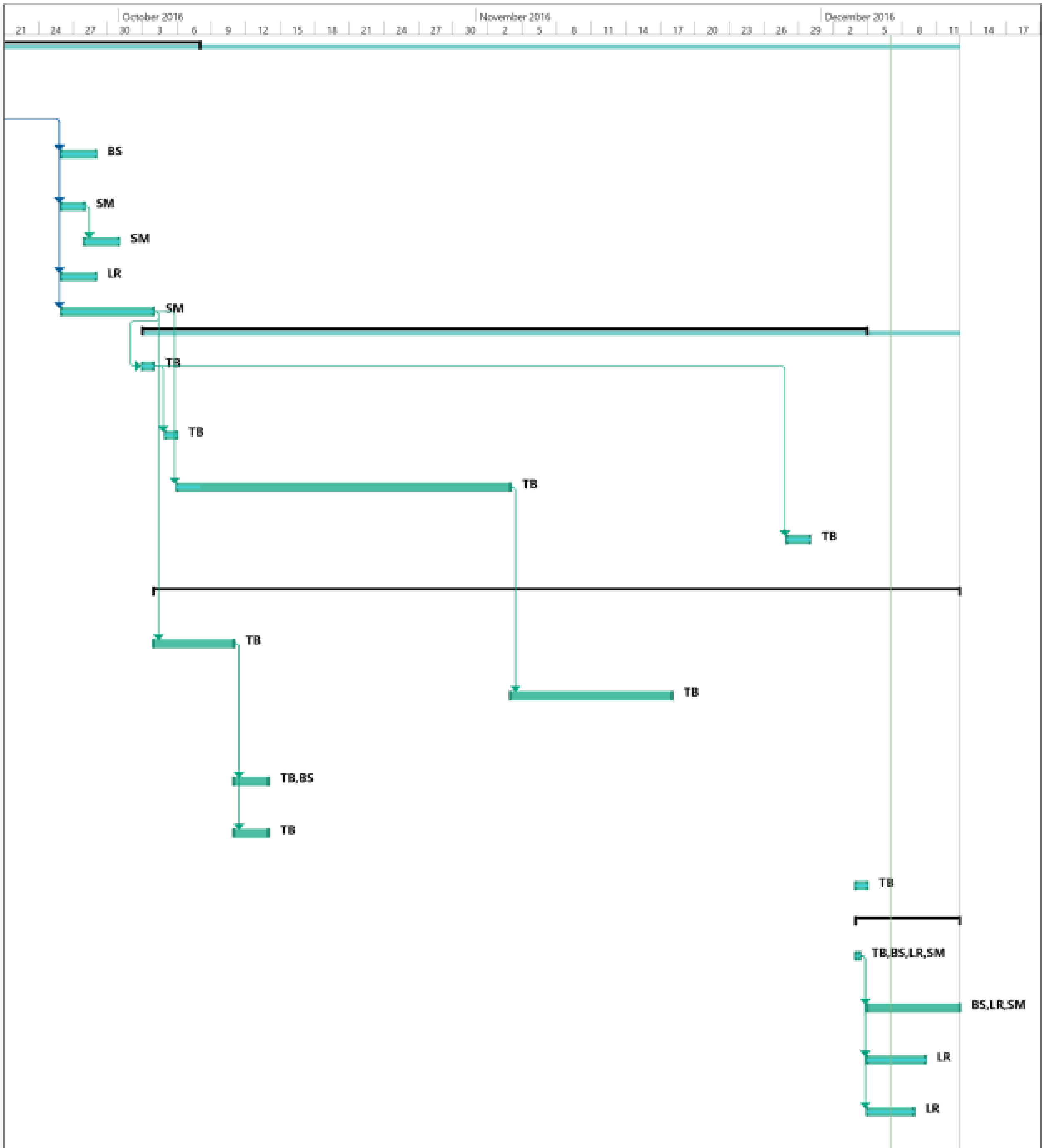


ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Actual Cost
1			**Planning Phase**	**4.6 wks**	**Fri 9/9/16**	**Fri 10/7/16**			**$19,625.00**
2			Kick Off Meeting	1 day	Sun 9/11/16	Sun 9/11/16		BS,SM,TB	$1,080.00
3			Complete Scope Document	3 days	Fri 9/9/16	Mon 9/12/16	2	BS,SM,LR	$3,600.00
4			Complete Project Charter	2 days	Sun 9/11/16	Mon 9/12/16	2	BS,SM,LR	$2,400.00
5			Prepare Communication Plan	3 days	Mon 9/26/16	Wed 9/28/16	4	BS	$1,200.00
6			Prepare Risk Mgmt Plan	2 days	Mon 9/26/16	Tue 9/27/16	4	SM	$800.00
7			Prepare Risk Register	3 days	Wed 9/28/16	Fri 9/30/16	6	SM	$1,200.00
8			Create Change Mgmt Plan	3 days	Mon 9/26/16	Wed 9/28/16	4	LR	$1,200.00
9			Develop Schedule	6 days	Mon 9/26/16	Mon 10/3/16	4	SM	$2,400.00
10			**Build Industry Knowledge**	**46 days**	**Mon 10/3/16**	**Sun 12/4/16**			**$5,745.00**
11			Set up meeting with schools (HMS, John G. Leech)	1 day	Mon 10/3/16	Mon 10/3/16	9	TB	$280.00
12			Contact Head of Disability Dept.	1 day	Wed 10/5/16	Wed 10/5/16	11	TB	$280.00
13			Research Market/Manufac Costs	21 days	Thu 10/6/16	Thu 11/3/16	9	TB	$560.00
14			Shadow Therapists at HMS	2 days	Mon 11/28/16	Tue 11/29/16	11	TB	$560.00
15			**Acquire Funding/ Resources**	**50 days**	**Tue 10/4/16**	**Mon 12/12/16**			**$4,065.00**
16			Develop Business Plan	1 wk	Tue 10/4/16	Mon 10/10/16	9	TB	$0.00
17			Leverage connections with disability Dept	2 wks	Fri 11/4/16	Thu 11/17/16	13	TB	$0.00
18			Reach out to Entrepreneurs dept	3 days	Tue 10/11/16	Thu 10/13/16	16	TB,BS	$0.00
19			Reach out to CIS dept/Engineer	3 days	Tue 10/11/16	Thu 10/13/16	16	TB	$0.00
20			Register for BYOBB	1 day	Sun 12/4/16	Sun 12/4/16		TB	$280.00
21			**Project Closeout**	**6 days**	**Sun 12/4/16**	**Mon 12/12/16**			**$3,785.00**
22			Project Closure Meeting	1 hr	Sun 12/4/16	Sun 12/4/16		TB,BS,LR,SM	$185.00
23			Create Project Binder	1.2 wks	Mon 12/5/16	Mon 12/12/16	22	BS,LR,SM	$0.00
24			Create Transition Plan	5 days	Mon 12/5/16	Fri 12/9/16	22	LR	$2,000.00
25			Document Lessons Learned	4 days	Mon 12/5/16	Thu 12/8/16	22	LR	$1,600.00



Project: Project-IDEASX
Date: Wed 12/7/16





Project: Project-IDEASX
Date: Wed 12/7/16

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

[4] Communications Summary

This section highlights our team's communication strategy and includes: the communications plan, communication matrix, and the progress report. We included these documents because the successful completion of a project that is on time, on budget, and in perfect working order is dependant on effective communication. Items that needed to be communicated are the project plan, the progress being made, overall time spent, and overall project results. The communications plan outlines how frequently we communicated and by what means. The communications matrix provides further details about the various forms of communication. The progress report was used weekly to keep everybody up to date about what was going on with the project.Typically, there would be a project sponsor who would be tightly connected with the project, whom would be one of the main people we would communicate with. In this class specifically, we used the means of sending the progress report to our professor and project management coach to share our updates. Specifically, the communication channels we used were groupMe, skype, text, email, and google drive. Overall, these documents were successful internally between project managers. Communicating externally with our project sponsor posed some issues. We did our best to stick to our plans, but lack of response and timeliness led to miscommunication and veering away from our plan.

Communications Plan

The communications plan's purpose is to promote the success of the project by documenting the information required by various project stakeholders. Our strategy will be to use primarily email and Groupme as a way of internally communicating with the project management team. Externally, communication with our project sponsor/entrepreneur will be used through primarily the text and email medium.

Purpose:

The purpose of the communications plan is to:

- Define the responsibilities and methods of communication for both project sponsor/entrepreneur and project managers
- Outline the various forms of communication and their specific requirement

Forms of Communication:

Reference the Communication Matrix for further details

1. Formal Communication: Formal communication includes scheduled in-person meetings and Skype (as needed).

a. Project Managers

i. *Weekly Meetings*: Will meet every Sunday at 5pm in the Student Center to discuss progress. These meetings will focus on schedule, budget, and scope. If a team member cannot attend, they must give at 12 hours notice

ii. *Progress Reports:* Will produce weekly progress reports that include the status of work, project issues, risks, and meetings to be distributed to project management coach and professor

b. Project Manager and Project Sponsor/Entrepreneur

i. *Weekly Meetings*: Expected to communicate 1-2 times per week depending on the amount of work that needs to be done. Communication to be done via Skype or in person

c. Project Managers and Project Management Coach

i. *Biweekly Meetings:* Will meet bi-weekly via phone call for a maximum of 30 minutes to discuss project updates, issues, and feedback

2. Unscheduled Communication : Unscheduled communication will serve as a supplement to formal communication and will take the form of phone calls, text messages, emails, and conversations

a. Project Managers

i. Expected to communicate when need be on a weekly basis to discuss unexpected issues and overall status
ii. Emails and texts sent and received should be answered within 48 hours
iii. Communicate via GroupMe to confirm deliverable completion

b. Project Managers and Project Sponsor/Entrepreneur

i. Emails and texts sent and received should be answered within 48 hours.

Communication Matrix

Communication Type	Objective of Communication	Medium	Frequency	Audience	Owner	Deliverable
Kickoff Meeting	Get background information on the project. Introduce the project team and the project	Face to Face	Once	Project Manager Entrepreneur	Project Manager	Agenda and Background Notes
Check ins	Catch up on Progress before formal meetings	Text	1-3 times a week	Entrepreneur Project Manager	Project Manager	confirmation of next meet up
One-on-ones	Meet with entrepreneur to see how things are going and what else he needs from us	Face to Face or Facetime	Every Sunday	Entrepreneur Project Manager	Project Manager	Goals for next week
Project Coach Meetings	Touch base with Courtney to stay on track with project	Face time	Every other week	Entrepreneur Project Manager Project Coach	Project Sponsor Project Manager Project Coach	Prepare for upcoming deliverables
PM Meetings	Make sure all the project managers are on the same page	Face to face	Once a week	Project Managers	Project Managers	Strategically discuss progression of project

From: *Shannon McCabe, Bridget Silk, Leeya Ressom - IdeasX*
To: Mart Doyle
Subject: Weekly Progress Report – *October 21*, 2016

Period: *10/17/16*-*10/21/16*
Hours: *4* **Hours to Date:** *16*

Accomplishments for *October 21*, 2016

1) *Entrepreneur met with contacts at schools and initiated a lot of interest in his design*
2) *Entrepreneur has some meetings planned with possible financial connections but meetings are not confirmed*

Goals for October *28th*, 2016

1) *Have entrepreneur complete a draft of his business plan by end of the week*
2) *Have entrepreneur meet with BYOBB winner*
3) *Set up a confirmed day to shadow Courtney(HMS) by the end of the week*

Issues:

1) *Communication with entrepreneur has not been consistent – it usually takes at least two of us reaching out to him to get a response*

[5] Risk Summary

This section highlights our team's risk management strategy. Included are the risk management plan, and the risk registry. We included these documents because it's important to plan for potentially project-ending risks. The risk management plan provides us with a reference, in the event that a risk occurs during the project, that we can use to determine what the best course of action would be to address the risk. The risk registry provides us with a reference plan for specific risks identified during the planning phase of our project that we can use in the event of those specific risks. These would have been useful documents if our project had progressed past the planning phase, but there was very little action taken by our entrepreneur/sponsor to progress the project forward and thus, we never experienced the possibility of risk.

Risk Management Plan

Risk Management Procedure:

1.1 Process

The project managers, working with the project team, will actively identify, analyze, and manage risks throughout the lifecycle of the project. Risks will be identified as early as possible in the project to minimize their impact. The project managers will serve as the Risk Managers for this project.

1.2 Risk Identification

Risk identification will involve the project team, appropriate stakeholders, and will include an evaluation of environmental factors and the project scope. Careful attention will be given to the project deliverables, assumptions, constraints, WBS, and other key project documents.

A Risk Registry will be generated and updated as needed and will be stored in the project binder along with the Risk Management Plan.

1.3 Risk Analysis

All risks identified will be assessed to identify the range of possible project outcomes. Qualification will be used to determine which risks are the top risks to pursue and respond to and which risks can be ignored.

1.3.1 Qualitative Risk Analysis

The likelihood and impact of occurrence for each identified risk will be assessed by the project managers, with input from the project team using the following approach:

Likelihood

- High – Greater than ***70%***
- Medium – Between ***30%*** and ***70%***
- Low – Below ***30%***

Impact

- High – Risk that has the potential to greatly impact project cost, project schedule or performance
- Medium – Risk that has the potential to slightly impact project cost, project schedule or performance
- Low – Risk that has relatively little impact on cost, schedule or performance

Risks that are determined to have a medium or high likelihood and a medium or high impact will have risk response planning.

1.4 Risk Response Planning

Each major risk will be assigned to a project manager for monitoring purposes to ensure that the risk is managed appropriately.

For each major risk, one of the following risk response approaches will be used:

- Avoid
- Mitigate
- Accept
- Transfer

For each risk that will be mitigated, the project team will identify ways to prevent the risk from occurring or reduce its impact or probability of occurring. This may include adding tasks to the project schedule and adding resources.
For each major risk that is to be mitigated or that is accepted, a plan of action will be outlined in case the risk occurs in order to reduce its impact.

1.5 Risk Monitoring, Controlling, And Reporting

The level of risk on a project will be tracked, monitored and reported throughout the project lifecycle.

All project change requests will be analyzed for their possible impact to the project risks.

Risk Management Plan Approval

The undersigned acknowledge they have reviewed the Risk Management Plan for the *IdeasX* project. Changes to this Risk Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

Signature:		Date:	11/16/2016
Print Name:	Shannon McCabe		
Title:	Project Manager		
Signature:		Date:	11/16/2016
Print Name:	Leeya Ressom		
Title:	Project Manager		
Signature:		Date:	11/16/2016
Print Name:	Bridget Silk		
Title:	Project Manager		
Signature:		Date:	11/16/2016
Print Name:	Tyler Berezowsky		

Title: Project Sponsor/Entrepreneur

Risk Registry:					
Risk	**Impact**	**Likelihood**	**Consequence**	**Proposed Risk Treatment Actions**	**Responsible Person**
Entrepreneur/Sponsor does not participate in BYOBB	**High**	**45**	Does not recieve developers or funding	Find alternative venture resources eg. MId-Atlantic Diamond Ventures	Shannon McCabe
Entrepreneur/Sponsor leaves	**High**	**35**	Project ends	Discuss the impact of leaving with entrepreneur/sponsor and consult class advisor	Bridget Silk
Schools do not want the product	**High**	**20**	No market entry or ability to test out the software in a live setting, sets back network connections and forces entrepreneur to find more locations that could be interested	Guide entrepreneur/sponsor into building network of connections now with industry professionals to mitigate potential future disinterest	Leeya Ressom
Unable to achieve functionality in product	**High**	**20**	There will be no final prototype	Entrepreneur/Sponsor will have to revise the sensor or outsource additional help	Shannon McCabe
Can't find a team for BYOBB	**Medium**	**20**	Entrepreneur/Sponsormust develop the software on his own	Outsource developers from a company for a cost	Bridget Silk
Project Manager leaves	**Medium**	**10**	More tasks will be deligated to other PMs	Communicate with PMs regularly to identify potential leave as soon as possible	Leeya Ressom
Sensor prototype is lost or stolen	**Low**	**10**	Entrepreneur/Sponsor must build a new sensor, reducing reserve funds	Accept	Shannon McCabe

[6] Change Summary

Included in this section are the Change Management Plan, Change Matrix, Change Request Form, and Change Log. We used these documents because managing change is significant for a project to remain within scope, schedule, and budget. The change management plan explains how the entrepreneur and project managers must handle project changes, while the change matrix provides a way to measure the impact of a future change. The change request form shows how the entrepreneur/project sponsor or project managers would apply to make a change to the project. The change log provided was to record the progress of change requests from submission to completion. Overall, these documents would have been resourceful if they were properly utilized. Many of the changes made from the entrepreneur/project sponsor were not recorded or measured through the project duration.

Change Management Plan

The Change Management Plan documents the necessary information required to effectively manage project change requests from project inception to delivery.

Purpose of a Change Management Plan is to:

- Give proper consideration to all change requests.
- Identify, define, evaluate, approve, and track changes until completion.
- Modify project plans to reflect the impact of the changes requested and notify appropriate parties.

Adherence to this Change Management Plan will guarantee that:

- Any and all changes to the scope of the project are properly managed.
- Changes are properly communicated to the team.
- Project stakeholders and other affected parties are notified of changes.

Change Request Process

One Project Manager is responsible for reviewing the change request and discussing it with his fellow PMs.

Change Effect

Changes to the project scope, budget, or schedule can put the project at risk of being over budget, late, or not in perfect working order. Scope change incurs the **highest risk** because changes to this have the chance to overhaul the entire project. Budget change incurs **medium risk** because it is merely a measure of where the dollars and cents will fall. Schedule change incurs **medium risk** because changing when certain deliverables are due may run the risk of overlapping of project requirements.

Change Matrix

Approval Matrix

Change Impact Score	**Approval Required From**
Low (15 - 20)	Project Managers (majority)
Medium (21 - 30)	Project Managers (majority) and Steering Board
High (31 - 40)	Project Managers (majority) and Steering Board

Impact Scale

Approval Factor	**Factor Range**	**Impact Score (1-10)**
Priority	Low Medium High	5 7 10
Project Stage	Planning Development Testing Implementation	2 5 7 10
Work Effort	Low (<8hrs) Medium (>16hrs, <30hrs) High (>30hrs)	3 7 10
Project Dependency	Nice to Have Required	5 10

Change Request Form

Change Request	
Project:	**Date:**
Change Requestor:	**Change No:**
Change Category (Check all that apply): □ Schedule □ Cost □ Scope □ Requirements/Deliverables □ Testing/Quality □ Resources	
Describe the Change Being Requested:	
Describe the Reason for the Change:	
Estimate Resources and Costs Needed to Implement this Change:	
Change Requester Priority (Check One): □ Low □ Medium □ High	

Change Requester Signature: ___________________________

Project Manager Review

Project Manager Full Name: _____________________

Change Approval (Circle One): Yes No

Project Manager Signature: _______________________ **Date**: _________________

Change Review Board Review

Approved □ **Disapproved** □

Signature: ____________________________ **Date**: _________________

Change Management Log

Change Log Sample:

Project Name:							
Project Managers:							
Change No.	Change Type	Description	Impact Level	Submitter	Date submitted	Date approved/ declined	Status
CR1234	Scope objective	No longer need developers	High	Shannon McCabe	9/15/2016	9/17/2016	Declined

Change Log Key:

Element	**Description**
Change No.	Number assigned to each change request.
Change Type	Whether this impacts scope, budget and/or schedule.
Description	Description of the desired change, the impact, and benefits.
Impact Level	Importance of change: high, medium or low.
Submitter	Individual submitting request.
Date submitted	Date the change request was submitted .
Date approved/declined	Date the changed request was approved, declined, or pending.
Status	Whether the change was approved, declined, or pending.

[7] Closeout Summary

The purpose of a project binder, is to provide project managers with a quick reference tool to use when reviewing the project or continuing the project. Project managers can use this Closeout section to assess the project against time, budget, scope and view derived lessons learned and best practices to be used in future projects. In this section we have included a Closeout Report, Reports Not Included, and a Transition Page document

- The *Closeout Report* will be helpful for project managers to assess the project against the assigned scope and schedule. It is also useful for project managers to reflect over the "lessons learned" section and assist future project managers to identify the best practices to be used in future projects

- The *Reports Not Included* document shows what project documents we decided not to use during this project and why they were not found resourceful

- The *Transition Page* was included to assist future individuals who seek to continue this project transition as smooth as possible by providing goals, risks, assumptions and the responsibilities/tasks of the project managers

Closeout Report

The closeout report summarizes the project's results. The closeout report helped us formally end our project and reflect on how everything went over the course of the semester. We can use this report to evaluate our performance and understand why we may or may not have achieved our desired goals and objectives.

Content:

1.1. Project Overview:

Our MIS 3535 project was successful in helping our entrepreneur, Tyler Berezowsky, find valuable connections, but not funding, for the development and success of his product IdeasX.

1.2. Major Scope Alterations

Our entrepreneur/project sponsor decided to develop the software for IdeasX on his own, instead of seeking other developers.

1.3. Risks Identified

We did not experience any of the risks that we planned for in our Risk Management Plan.

1.4. Lessons Learned

What worked for our team:

Topic:	**Description:**	**Strategy:**	**Takeaways:**
Communication	Communication between project managers	Timely and organized email communication and in-person meetings	Good communication helped us better understand our roles, project process and build a strong team bond
Teamwork	Combined action of a group of people	Every person completes their	With teamwork we were able to

		deliverables and helps others when needed	accomplish project goals on time
Resources Access	Ability to provide resources to our entrepreneur	Utilizing our contacts to help reach project goals	Important to make good connections with people you meet

What did NOT work for our team:

Topic:	**Description:**	**Alternative Strategies**
Communication	Some lack of communication with entrepreneur	- Require in-person meetings - Deadlines with penalties if not met - MIS department set an official project deadline for entrepreneur
Working with Entrepreneurs	MIS 3535 students working with entrepreneurs	- MIS department should set an "official project deadline" for entrepreneurs to increase urgency

1.5. Project Acceptance Form

This project focused on providing our entrepreneur, Tyler Berezowsky, funding and connection resources to further the success of his product, IdeasX. This document officially ends the project and gains formal approval from the project sponsors and authority.

APPROVALS:

Prepared by ______________________________ Date __________________
Bridget Silk, Project Manager

Prepared by ______________________________ Date __________________
Leeya Ressom , Project Manager

Prepared by ______________________________ Date __________________
Shannon Mccabe, Project Manager

Approved by __________________________________ Date ____________________
Tyler Berezowsky, Project Sponsor

Approved by __________________________________ Date ____________________
Mart Doyle, Project Authority

Reports Not Included

Purpose:

This document explains the reports we decided to exclude from our final project binder and our reasoning.

Reports Not Included:

1. **Quality Management Plan/ Quality Matrix**

   The Quality Management Plan/Quality Matrix defines the acceptable level of quality, which is typically defined by the customer, and describes how the project will ensure this level of quality in its deliverables and work process. We decided not to use these reports because none of our scope objectives were based on the quality of the final product.

2. **Status Report**

   A status report is a report that is recorded at milestones and compares where we are in our project to where we began. We did not use status reports throughout our project because we did not have anyone to report to and did not reach a majority of our milestones.

3. **RACI Chart**

   The RACI Chart is a responsibilities matrix that defines who in the project team is responsible for each task/deliverable in the project. We determined this document wasn't necessary because we have a relatively small team and all but one team member is collocated for a majority of the week, which allowed us to maintain individual responsibilities.

<u>Transition Plan</u>

This Transition Plan is used to describe how deliverables of the project will be brought to full operation status, integrated into ongoing operations and maintained. The purpose of this plan ensures that deliverables can be used effectively to produce the intended value after project completion. Below is a brief overview of transition goals, and any assumptions, objectives and risk that the plan is based on.

Objectives:

- Complete final product in time for the Be Your Own Boss Bowl competition
- Complete business plan for BYOBB competition
- Get permission to run end-user testing at HSM and John G. Leech
- Gain funding to support the product's development

Assumptions*:*

- Documents are up-to-date and accurate
- Tyler Berezowsky will remain the Project Sponsor
- Project will continue after end of current project phase

Risks*:*

Refer to the Risk Registry (Section 5)

<u>Transition Process Tasks</u>

These are a list of tasks that must be accomplished during the transition process. This list of tasks can then be given to the project manager to be included in the MS Project plan for the development of the project.

- Coordinate transition planning meeting
- Kick-off meeting
- Attend transition planning meeting
- Review project schedule
- Review deliverables list to determine requirements
- Review project risks
- Identify project activities to be completed before transition can start
- Determine timeline
- Establish transition milestones
- Determine roles and responsibilities
- Determine communication plan