

# *Forgotten* Philadelphia

## **Moustafellos Group 2**

### Business Analysts:

Tyler Nelson  
Vitalijs Pavlos  
Alexey Laktionov  
Courtney Kasztelan  
Artemid Leskaj

### Project Managers:

Michael Belli  
Charlie Cappelli  
Joe Derer



## FORGOTTEN PHILADELPHIA APP PROJECT OVERVIEW

### FORGOTTEN PHILADELPHIA, APP PROJECT

- This project was for the Temple University Press.
- The goal was to integrate the Forgotten Philadelphia book into an interactive app.
- The following report shows the project overview and our project management processes.



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## PROJECT CHARTER

Document Owner(s)	Project/Organization Role
Mike Belli Charles Cappelli Joseph Derer	Project managers

### 1 PROJECT CHARTER PURPOSE

The project charter defines the scope, objectives, and overall approach for the work to be completed. This project charter serves as a contract between the project sponsors and the project team. This is achieved by laying out, an agreed upon, scope, objectives, and overall plan to complete the project.

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### 2 PROJECT OVERVIEW

This project is for TUPress, Temple University's Press and Journalism business. The project is focusing on TUPress's Forgotten Philadelphia book by Thomas H. Keels. The business analysts will create a companion application for the book using Justinmind. This application will include functions such as augmented reality, and interactive routes through Philadelphia.

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### 3 PROJECT CONDITIONS

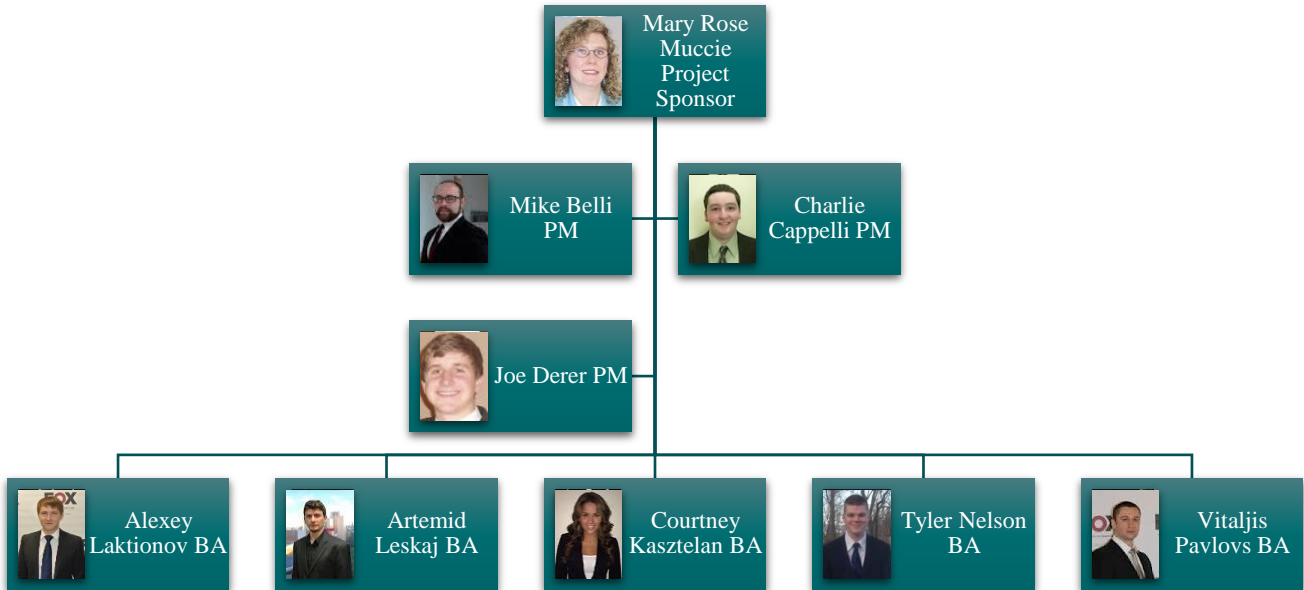
The project objectives, risks, assumptions, and constraints are detailed in the scope documented prepared by the Business Analysts. The objectives include achieving 5,000 downloads within 1 year of implementing the app. The assumptions include the app will be developed for iPhone 5 or newer. The constraints include minimal resources (low budget) and small size technical staff. Please view the risk management plan for full outline on risks. Please view the scope document for all objectives, assumptions, and constraints.

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### 4 PROJECT STRUCTURE APPROACH

The project will follow a Microsoft Project schedule and will include breakdown structure and RACI chart. We will also have regular meetings and weekly reports of progress on the project and individuals. This will ensure that the project is on time and everyone is on the same page.

## ORGANIZATIONAL CHART



## STAKEHOLDER REGISTRY

Name	Title	Contact	Means of contact
Mary Rose Muccie	Project Sponsor/Director	Interview #1	E-mail through Moustafellos
Micah Kleit	Editor-in-Chief (SME)	Interview #2	E-mail through Moustafellos
Ann-Marie Anderson	Marketing Director/Assistant Director (SME)	Interview #3	E-mail through Moustafellos
Mike Belli	Project Manager	Email: tud14626@temple.edu	Email
Charles Cappelli	Project Manager	Email: tud15813@temple.edu	Email
Joe Derer	Project Manager	Email: tud1923@temple.edu	Email
Courtney Kasztelan	Business Analyst	Email: tuf25543@temple.edu	Email
Alexey Laktionov	Business Analyst	Email: tuf43432@temple.edu	Email
Artemid Leskaj	Business Analyst	Email: tue65257@temple.edu	Email
Tyler Nelson	Business Analyst	Email: tue58336@temple.edu	Email
Vitalijs Pavlovs	Business Analyst	Email: tuf74623@temple.edu	Email



## COMMUNICATIONS MANAGEMENT PLAN

### 1 COMMUNICATIONS MANAGEMENT

Communications management is a vital part of any project. This plan develops the process in which the project managers and business analysts will communicate based on the project requirements such as deliverables and prototyping. This plan will define which members are responsible for what and how they will be communicated. This will allow the project communications to be regular and follow a process.

### 2 COMMUNICATIONS TABLE

The communication table breaks down the weekly communication between the groups. There are weekly progress reports for each group and an overall project progress work breakdown structure. There is also a RACI chart that will go into more detail stemming from this plan. (See Page 13-14)

Report	Frequency	Method	Party Responsible	Comments
<b>Project Progress</b>	Weekly	MS Project	Mike Belli	Mike will facilitate communications between PMs and BAs
<b>BA Weekly</b>	Weekly	Google Doc Spread Sheet	All BAs	
<b>PM Weekly</b>	Weekly	Google Doc Spread Sheet	All PMs	
<b>BA Meetings</b>	Weekly	In-person meetings	All BAs	TR 2-3:20PM
<b>PM Meetings</b>	Weekly	In-person meetings	All PMs	MWF 3-4PM
<b>BA &amp; PM Meeting</b>	Weekly	In-person meetings	All Parties	Every Sunday at 1PM
<b>Deliverables (PMs)</b>	Weekly	Google Doc, E-mail, In person meetings	All PMs	PMs will use guidelines from Charlie
<b>Deliverables (BAs)</b>	Weekly	Google Doc, E-mail, In person meetings	All BAs	All BAs will contribute



<b>Prototyping</b>	Daily starting in April	Google Doc, in person	Alexey, Vitaljis	PMs will provide useful feedback
<b>Presentation</b>	Weekly starting in mid-April	In person	All BAs	PMs will provide useful feedback

## QUALITY MANAGEMENT PLAN

### 1 QUALITY MANAGEMENT APPROACH

The Quality Management Plan defines the acceptable level of quality, which is defined by the stakeholders, and describes how the project will ensure this level of quality in its deliverables and work processes. Quality management activities ensure that: Products are built to meet agreed- upon standards and requirements, work processes are performed efficiently and as documented, and that non-conformances found are identified and appropriate corrective action is taken. Quality Management plans apply to project deliverables and project work processes.

### 2 QUALITY OBJECTIVES AND STANDARDS IDENTIFICATION:

The Quality Management Plan helps the project manager determine if deliverables are being produced to an acceptable quality level and if the project processes used to manage and create the deliverables are effective and properly applied.

### 3 PROJECT REVIEWS AND ASSESSMENTS

Review Type	Frequency	Tools	Reviewer
Document Deliverables	<ul style="list-style-type: none"> <li>MWF Jan.– May.</li> <li>Discussions 3–5 times per week.</li> </ul>	<ul style="list-style-type: none"> <li>Email</li> <li>Google Drive</li> <li>Weekly team Meetings</li> <li>PM Meetings</li> </ul>	All Project Managers and Business Analysts review documents for quality assurance.
Prototype Development	<ul style="list-style-type: none"> <li>Sundays Jan.–May.</li> <li>Discussed once/week at team</li> </ul>	<ul style="list-style-type: none"> <li>Weekly Meetings</li> <li>Telephone Communication (text, iMessage)</li> </ul>	All PM's assess quality of BA's understanding and skill. All PM's review

	meetings.		final stages of prototype.
Presentation Development	<ul style="list-style-type: none"> <li>• Tuesdays Apr.-May.</li> <li>• Discussed once/week at team meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Google Drive</li> <li>• Weekly Meetings</li> </ul>	All PM's and BA's review quality of presentation development.

## QUALITY MANAGEMENT PLAN

### 4 DELIVERABLES ACCEPTANCE CRITERIA

Deliverable	Final Approval Process	Stakeholder Acceptance Criteria
Project Charter	Group Assessment/Review	Includes purpose, requirements, and goals of project
Project Schedule (Project Plan)	Group Assessment/Review	Schedule keeps track of meetings and work done by BA's and PM's
Work Breakdown Structure	Group Assessment/Review	Shows the work each BA and PM does on a weekly basis
Budget	Group Assessment/Review	Must be thought out and exact
Scope Document	Group Assessment/Review	Rewritten throughout semester. PM's advise BA's on strengths and weaknesses
Risk	Group	Assess risks associated with

Management Plan	Assessment/Review	project
Communication Plan	Group Assessment/Review	Describes how each member communicates with each other
Quality Management Plan	Group Assessment/Review	Overview of entire project deliverables
Change Management Plan	Group Assessment/Review	Guides how scope, budget, and schedule will be managed and/or changed

## **RISK MANAGEMENT PLAN**

### 1 PURPOSE

TUPress's history app project will have risks associated with it, and this risk management plan will identify the process to handle risk. This plan is meant to classify the risks involved in the project and explain the probability each risk may occur. The actions in response to a risk will be explained.

### 2 STRATEGY

Project managers will determine the known risks of the project in its initial stages. Project managers will oversee the risk through the project but the Business Analysts will be responsible for assessing and identifying risk to the group. This risk management plan will be referred to if any risks are identified.

#### 2.1 RISK IDENTIFICATION

Risk is any objective, constraint or probability of failure that can jeopardize the outcome of any portion of the project. All members of the project will constantly be searching for

these probabilities. This will be achieved by asking the following questions every week of the project.

- What are the objectives of the current task?
- What could happen to cause the task to fail?
- What is the impact of failure and how do we avoid that?

## 2.2 RISK ASSESSMENT

Project managers will meet to assess the type of risk. If the risk has a low probability then it will be accepted. High risk will be completely avoided. If the risk is high but must be completed then the Project managers will put in place steps to reduce the impact. If the risk can be transferred the plans to move it over will take place i.e. outsource.

## 2.3 RESPONSE PLANNING

Once the risks are identified the project managers will make a plan to avoid, accept, mitigate or transfer that specific risk. Business Analysis's have to agree with the plan, and act accordingly.

## **CHANGE MANAGEMENT PLAN**

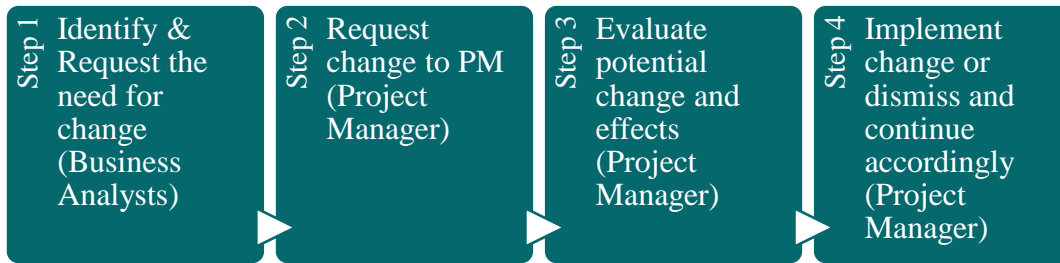
### 1 CHANGE MANAGEMENT

The Change Management Plan is created to set guidelines on how changes to the project's Scope, Budget, or Schedule will be managed. Change is measured against the project baseline, which is a detailed description of the project's scope, budget, schedule, and plans to manage quality, risk, issues, and change. All business analysts are required to submit a change request to the Project Managers. These requests can be documents or in-person meetings. Changes are reviewed and managed to ensure they are within the scope of the project and communicated to all stakeholders upon approval. The chance of scope creep is reduced due to elimination of all surprise changes to the project. Project Manager receives and logs all change requests from business analysts.

### 2 CHANGE REQUEST PROCESS

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

### 3 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.

	High Risk	Medium Risk	Low Risk
Scope Change	✓		
Budget Change		✓	
Schedule Change		✓	

## WORK BREAKDOWN STRUCTURE

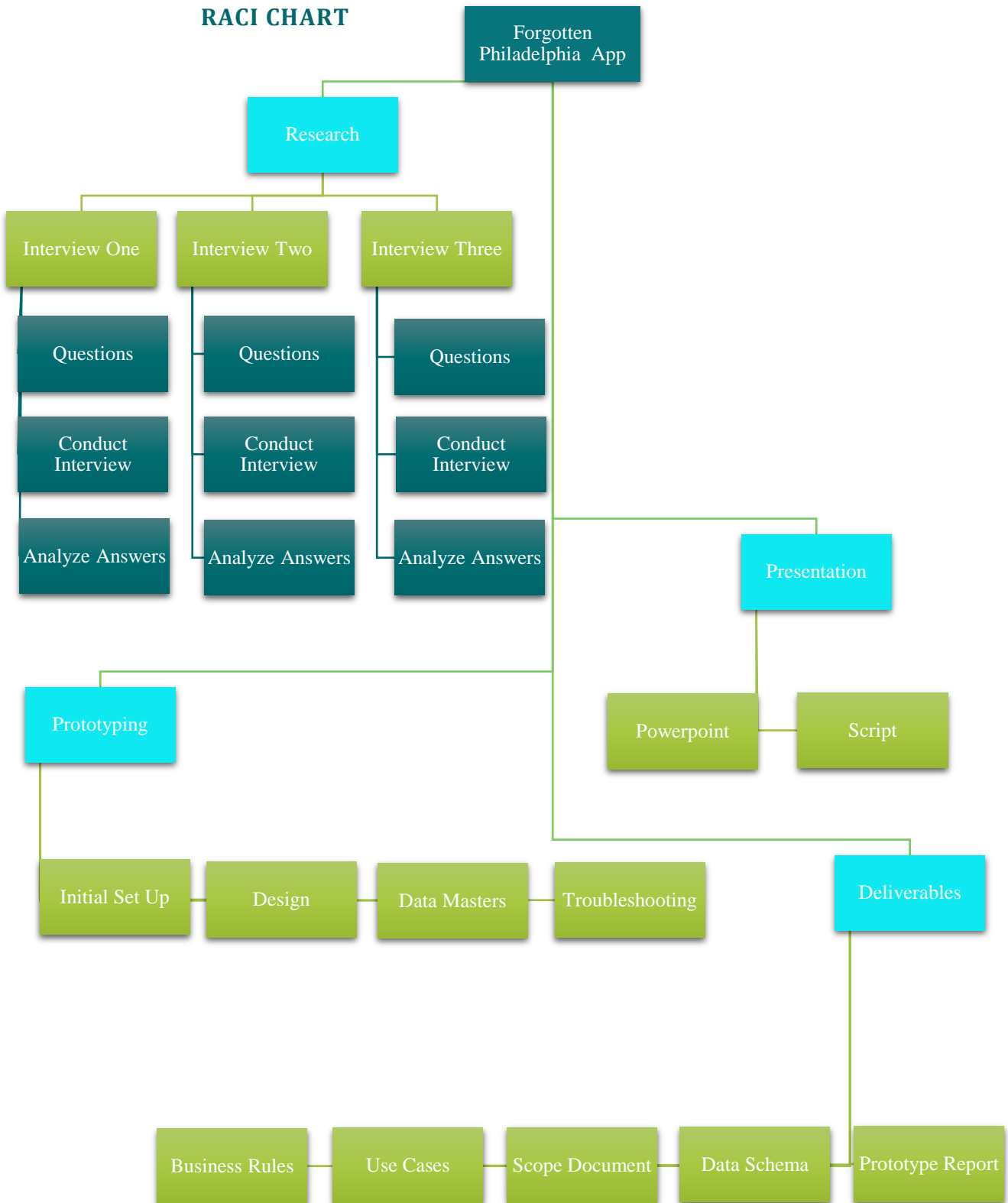
### 1 WORK BREAKDOWN EXPLANATION

This work breakdown structure describes in detail the requirements for each portion of the project. This first chart describes each task and who is responsible for completing that task. The second chart describes the flow in which the tasks will be completed and how they relate to one another. For instance, in the research portion, the interviews cannot be completed without first doing the questions.

Task Mode	Task Name	Duration	Start	Finish	Prec	Resource Names
0	▾ <b>Forgotten Philadelphia App</b>	<b>39.25 days</b>	<b>Mon 1/26/15</b>	<b>Mon 4/27/15</b>		<b>Budget, Internal Resource</b>
1	▾ <b>Research</b>	<b>22.5 days</b>	<b>Mon 1/26/15</b>	<b>Wed 3/18/15</b>		
2	▾ Questions	2 hrs	Mon 1/26/15	Tue 1/27/15		Alexey, Artemid, Courtney, Tyler, Vitalijs
3	▾ Interview One	2 hrs	Fri 1/30/15	Fri 1/30/15	2	Vitalijs
4	▾ Analysis Answers	2 hrs	Mon 2/2/15	Mon 2/2/15	3	Artemid, Courtney
5	▾ Questions	2 hrs	Mon 2/2/15	Tue 2/3/15	4	Alexey, Artemid, Courtney, Tyler, Vitalijs
6	▾ Interview Two	2 hrs	Thu 2/12/15	Thu 2/12/15	5	Vitalijs
7	▾ Analysis Answers	2 hrs	Mon 2/16/15	Wed 2/25/15	6	Artemid, Courtney
8	▾ Questions	2 hrs	Wed 2/25/15	Wed 2/25/15	7	Alexey, Artemid, Courtney, Tyler, Vitalijs
9	▾ Interview Three	2 hrs	Wed 2/25/15	Wed 2/25/15	8	Vitalijs
10	▾ Analysis Answers	2 hrs	Thu 2/26/15	Wed 3/18/15	9	Artemid, Courtney
11	▾ <b>Prototyping</b>	<b>15 days</b>	<b>Wed 3/18/15</b>	<b>Wed 4/22/15</b>	<b>4,7,10</b>	
12	▾ Initial Set Up	2 hrs	Wed 3/18/15	Thu 3/19/15	9	Alexey, Artemid, Courtney, Tyler, Vitalijs
13	▾ Design	25 hrs	Thu 3/19/15	Thu 4/2/15	12	Alexey, Artemid, Vitalijs
14	▾ Data Masters	18 hrs	Thu 4/2/15	Tue 4/14/15	13	Courtney, Tyler
15	▾ Troubleshooting	15 hrs	Tue 4/14/15	Wed 4/22/15	14	Alexey, Artemid, Vitalijs, Courtney, Tyler
16	▾ <b>Deliverables</b>	<b>38.25 days</b>	<b>Wed 1/28/15</b>	<b>Mon 4/27/15</b>		
17	▾ Business Rules	5 hrs	Thu 4/23/15	Mon 4/27/15		Alexey, Artemid, Courtney, Tyler, Vitalijs
18	▾ Use Cases	5 hrs	Thu 4/23/15	Mon 4/27/15		Alexey, Artemid, Courtney, Tyler, Vitalijs
19	▾ Scope Document	5 hrs	Wed 1/28/15	Mon 4/27/15		Alexey, Artemid, Courtney, Tyler, Vitalijs
20	▾ Data Schema	5 hrs	Thu 4/23/15	Mon 4/27/15		Alexey, Artemid, Courtney, Tyler, Vitalijs
21	▾ Prototype Report	5 hrs	Wed 1/28/15	Mon 4/27/15		Alexey, Artemid, Courtney, Tyler, Vitalijs
22	▾ <b>Presentaion</b>	<b>1.5 days</b>	<b>Wed 4/22/15</b>	<b>Mon 4/27/15</b>	<b>11</b>	
23	▾ Script	2 hrs	Wed 4/22/15	Thu 4/23/15	11	Courtney, Tyler, Vitalijs
24	▾ Powerpoint	4 hrs	Thu 4/23/15	Mon 4/27/15	23	Alexey, Artemid

**WORK BREAKDOWN  
RACI CHART**

**STRUCTURE**



## Instructional Notes for the RACI Matrix:

The RACI Matrix is a powerful tool to assist in the identification of roles and assigning of cross-functional responsibilities to a project deliverable or activity.

RACI represents: **R** - Responsibility, **A** - Accountable, **C** - Consulted, and **I** - Informed

### **RACI Definitions:**

**R**esponsibility = person or role responsible for ensuring that the item is completed

**A**ccountable = person or role responsible for actually doing or completing the item

**C**onsulted = person or role whose subject matter expertise is required in order to complete the item

**I**nformed = person or role that needs to be kept informed of the status of item completion

Simply place an R, A, C, I or any appropriate combination in each of the applicable roles for each activity. Each Activity should have at least one individual Accountable while there may be shared responsibilities depending on the activity.

## RACI CHART



KEY

RESPONSIBLE
ACCOUNTABLE
CONSULTED
INFORMED

Project Deliverable (or Activity)	BA Team			PM Team				
	Charlie	Mike	Joe	Vitalijs	Alexey	Courtney	Artemid	Tyler
<b>Research</b>	C	C	C	R	A	R	R	R
Interview One Questions	I	I	C	A	R	R	R	R
Interview One	I	I	C	A	R	R	R	R
Analysis Answers	I	I	C	A	R	R	R	R
Interview Two Questions	I	C	I	R	R	R	A	R
Interview Two	I	C	I	R	R	R	A	R
Analysis Answers	I	C	I	R	R	R	A	R
Interview Three Questions	C	I	I	R	R	R	R	A
Interview Three	C	I	I	R	R	R	R	A
Analysis Answers	C	I	I	R	R	R	R	A
<b>Prototyping</b>	I	C	I	R	A	I	R	R
Initial Set Up	I	C	I	R	A	I	R	I
Design	I	C	I	R	A	I	I	I
Data Masters	I	C	I	R	I	I	R	A
Troubleshooting	I	C	I	R	A	I	I	I
<b>Deliverables</b>	C	C	C	A	R	R	R	R
Business Rules	C	I	I	R	I	A	R	R
Use Cases	I	I	C	R	I	A	R	R
Scope Document	C	I	I	R	I	R	A	R
Data Schema	I	C	I	R	I	R	R	A
Prototype Report	I	C	I	R	A	R	R	R
<b>Presentation</b>	I	I	C	R	R	R	R	A
Script	I	I	C	R	R	R	R	A
PowerPoint	I	I	C	R	R	R	R	A

## PROJECT BUDGET

# Budget

MON 1/26/15 - MON 4/27/15

Budget

**\$38,000**

Actual Cost

**\$19,900**

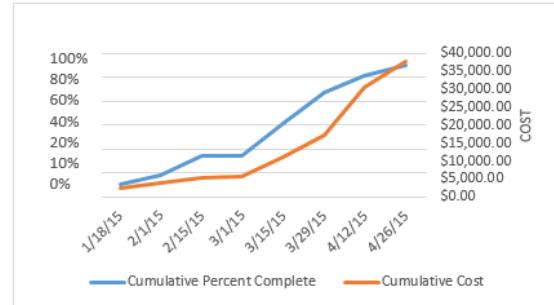
% Complete

**100%**

COST OVERVIEW

### PROGRESS VERSUS COST

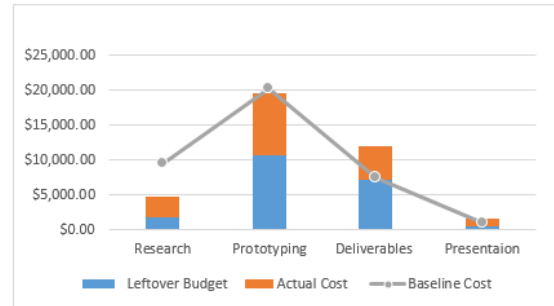
Progress made versus the cost spent over time. If % Complete line below the cumulative cost line, your project may be over budget.



### COST STATUS

Cost status for all top-level tasks. Is your baseline zero?

[Try setting as baseline](#)



### COST STATUS

Cost status for top level tasks.

Name	Actual Cost	Leftover Budget	Budget	Cost	Cost Variance
Research	\$3,100.00	\$1,700.00	\$9,400.00	\$4,800.00	(\$4,600.00)
Prototyping	\$9,000.00	\$10,600.00	\$20,200.00	\$19,600.00	(\$600.00)
Deliverables	\$4,800.00	\$7,200.00	\$7,400.00	\$12,000.00	\$4,600.00
Presentaion	\$1,200.00	\$400.00	\$1,000.00	\$1,600.00	\$600.00

## PROJECT BUDGET

This is our project budget, as you can see we were about 49% under budget. We had allotted more time for tasks then it actually took. The business analysis worked hours we did not anticipate and they split jobs up having tasks complete faster.

## LESSONS LEARNED

### 1 OBJECTIVE

This document will describe the lessons our team of project managers learned during the course of this project. It will be broken into what went well and areas of improvement. This document serves as a valuable reflection for how we can improve as project managers. This document is also an excellent resource to quickly find out how to manage a project like this again in the future.

### 2 WHAT WENT WELL

Our team had several strengths for this project that allowed us to finish 49% under budget. The weekly meetings were always attended and very productive. We also used google drive for all of our documents, so we could always review the Business Analysts work. It was also an effective way for the project managers to share documents. It was really efficient to have all of the business analysts and project managers work together in one spot. The business analysts also met very frequently, which helped the project to be a success. The communication between the business analysts was very successful. Lastly, the final versions of the Justinmind prototype and final presentation were very successful because of the equal time and energy put in by all five of the business analysts and the frequent coaching they sought from the three project managers.

### 3 AREAS OF IMPROVEMENT

One main area of improvement for our team and that would be communication outside of weekly meetings. Every team member attended weekly meetings and they were incredibly efficient and productive. However, outside of weekly meetings communication between the project managers and business analysts was at times very difficult. The project managers had to wait until the weekly meetings to receive updates from the business analysts and then the productive collaboration would resume. If a project like this happened again, it would be better to have more communication outside of the weekly meetings via text or email. The project managers were also inaccurate at estimating how long the project would take, because the team finished significantly under budget. If a project like this happens again we would estimate less for our budget.