

PROJECT MANAGEMENT PLAN
PAAC WEBSITE

GRAVEYARD SHIFT
2801 S. UNIVERSITY AVENUE
LITTLE Rock, Arkansas
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INTRODUCTION

An important aspect of preserving history is the preservation of cemeteries. The Preservation of African American Cemeteries (PAAC) works to do this in communities around Arkansas. As a community oriented organization they need an online resource to inform, engage, and provide help in preserving cemeteries in Arkansas. The PAAC Website Project will develop a functioning website to fulfill their mission.

This project plan will define and outline the needs of the clients to create a successful project.

PROJECT MANAGEMENT APPROACH

The Project Manager, Christina Redman, has the overall authority and responsibility for managing and executing this project according to this Project Plan. The project team will consist of members of the web coding group, and web design group. Ms. Redmann will work with all resources to perform project planning. Any delegation of approval authority to the project manager should be done in writing and be agreed upon by both the project sponsor and project manager.

The project team will report to the group as a whole on a weekly basis. The project manager is responsible for making sure progress is happening and working to resolve issues that could delay the project.

PROJECT SCOPE

The scope of PAAC Website Project includes planning, design, usability testing to confirm all aspects of the site function, and installation of the site on PAAC's domain. The goal of this project is to building a functioning website. The project will conclude when the final web prototype has been submitted and approved by the clients. All of the project work will be done by the members of the Graveyard Shift.

MILESTONE LIST

The chart below lists the milestones for the PAAC Website Project. Below is an illustration of the major project milestones to illustrate the progress that should be made during the creation of the website. There are smaller milestones not included on this chart, but are included in the project schedule and Work Breakdown Structure (WBS). If there are any delays in reaching a milestone, the project manager, Christina Redmann, must be notified, and the client will be notified as well. Any changes to these milestones or dates will be communicated to project manager.

Milestone	Description	Date
Meet with Clients	Meet with clients and determine their need.	9/5/17
Provide Project Plan	Provide Project Plan to clients.	9/19/17
Design Mock-Up	Provide the clients with a mock-up of the the site.	9/21/17
Project Plan Approval	Clients approve of Project Plan.	9/28/17
Design Approval	Clients approve of Design Mock-Up.	9/28/17
Complete Foundation Code Template	Complete the HTML code foundation for recurring site aspects (Header, Footer, Navigation).	9/28/17
Code for individual pages	Have the HTML code for each page completed.	10/3/17
CSS Code Foundation	Have CSS Code Foundation completed.	10/5/17
Half way Point Illustration	Meet with Clients to illustrate what progress has been made on the site and receive feedback on progress.	10/10/17
Finalizing CSS	Have the unique styling aspects of each page finished.	10/25/17
Usability Testing	Test the ease and functionality of the site.	10/26/17
Training Day with Clients	Meet with the Clients and illustrate how they can update the site and maintain the site in the future.	11/2/17
Final Presentation of PAAC Website	Illustrate to the clients the functionality of their site.	11/7/17

SCHEDULE BASELINE AND WORK BREAKDOWN STRUCTURE

The WBS for PAAC Website Project is composed of a timeline used for scheduling and assistance for team members to stay on track and complete project goals. These timeline were developed through close collaboration among project team members with the project deadline in mind.

For the basis of our WBS, Trello was used for the PAAC Website Project. This WBS included all tasks and deliverables and of course project deadlines and due dates. Every WBS is defined in Trello and will aid in planning, task completing and ensuring deliverables meet project requirements.

The PAAC Website Project schedule was derived from the input of all project members on realistic time frames of completion. The project schedule will be maintained by our Project manager’s Trello account and any changes occurring to the schedule will be approved by the team as a whole and if need be, our clients. If established boundary controls may be exceeded, a change request will be given to the project manager and all team members for consideration. The project manager and the team will determine the impact of the schedule change and any risks that may be associated with changing the schedule. If it is determined the changes will impact the schedule, then the changes will be made known to our clients for review and approval.

If the change is approved by our clients then it will be implemented by the Project manager who

will update the schedule and all documentation and communicate the change to all team members and clients as well.

CHANGE MANAGEMENT PLAN

The following steps comprise The Graveyard Shift's organization change control process for all projects and will be utilized on the PAAC Website Project:

Step #1: Identify the need for a change (Any Stakeholder)

Requestor will discuss change idea with group

Step #2: Deliberation

The group will decide if the change should be made

Step #3: Submit changes to client

Major changes will be submitted to the client for approval, and minor ones will be handled in house within the group.

-Major Change: Obtaining new images, videos, content or changes that will delay the current schedule.

-Minor Change: Changes that do not require new resources or cause major delays in the project schedule.

Step #4: Implement Changes

The Project Manager will implement the change into the schedule and adjust the dates and schedule of the project, and notify the client of the new schedule.

Step #5: Evaluation of Change

The group will evaluate the success of the change to determine if any additional changes must be made

Any team member may submit a change request for the PAAC Website Project with the change management form on page 11. The group will act democratically to approve changes, with the project manager deciding the vote if there is a tie. All major changes will be subject to client evaluation if deemed necessary.

COMMUNICATIONS MANAGEMENT PLAN

This Communications Management Plan sets the communications framework for the PAAC Website Project. A project team directory is included to provide contact information for all stakeholders directly involved in the project.

The Project Manager will take the lead role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix below. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it, and to whom to communicate.

Communication Type	Description	Frequency	Format	Participants/Distribution	Deliverable
Class Status Reports	Report status of Project to Class and Chad	Weekly, Tuesday and Thursdays	In Person	Project Team and Professor	Status Report
Weekly Project Team Meeting	Meeting to review action register and status	Weekly	In Person	Project Team	Updated Action Register
Client Updates	Provide an update on the progress	Every Two Weeks	Email or Phone Call	Project Manager and Clients	Progress Report
Client Meeting	Have an in person meeting	As Needed with Approval of Client	In Person	Project Team and Clients	Progress Report
Technical Design Review	Review of any technical designs or work associated with the project	As Needed	In Person	Project Team	Technical Design Package

Project team directory for all communications is:

Name	Title	E mail	Cell Phone
Tamela Lewis	Project Sponsor	TTenpLewis@aol.com	501-425-5578
Christina Redmann	Project Manager	cxredmann@ualr.edu	501-249-6545
Zachary Randolph	Web Developer	zarandsolph@ualr.edu	-
Antwane Wilkerson	Web Developer	adwilkerson@ualr.edu	-
James Watts	Web Developer and Designer	jlwatts@ualr.edu	870-307-8235

Communications Conduct:

Meetings:

During all project meetings the group should stay on topic. A designated recorder will take all notes for distribution to the team upon completion of the meeting. It is imperative that all participants arrive to each meeting on time and all cell phones should be turned off or set to vibrate mode to minimize distractions.

Email:

All emails pertaining to the PAAC Website Project should be professional, free of errors, and provide brief communication. If the email is to bring an issue forward then it should discuss what the issue is, provide a brief background on the issue, and provide a recommendation to correct

the issue. The Project Manager should be included on any email pertaining to the PAAC Website Project. The expected response period for any stakeholder is 2 business days .

Informal Communications:

While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members must be communicated to the Project Manager so the appropriate action may be taken.

PROCUREMENT MANAGEMENT PLAN

While this project requires minimal procurement, in the event a procurement is required, the Project Manager will propose the procurement to the client for approval.

In the event an extra procurement is necessary, the client will be solely responsible for procuring the item and providing it to the team within 14 days of the decision or 10 days before project deadline, whichever is sooner.

SCHEDULE MANAGEMENT PLAN

Project schedules for the PAAC Project will be created using Trello. Activity duration estimating will be used to calculate the number of work periods required to complete work packages. Resource estimating will be used to assign resources to work packages in order to complete schedule development.

Once a preliminary schedule has been developed, it will be reviewed by the project team. The project team must agree to the proposed work package assignments, durations, and schedule. Once this is achieved the project sponsor will review and approve the schedule and it will then be base lined.

See Milestone List earlier in this document for a schedule of milestones.

Roles and responsibilities for schedule development are as follows:

The project manager will be responsible for facilitating work package definition, and estimating duration and resources with the project team. The project manager will also create the project schedule using Trello and reaffirm the schedule with the project team and the project sponsor. .

The project team is responsible for participating in work package definition, duration, and resource estimating. The project team will also review the proposed schedule and perform assigned activities once the schedule is approved.

QUALITY MANAGEMENT PLAN

All members of the project team will play a role in quality management. It is imperative that the team ensures that work is completed at an adequate level of quality from individual work packages to the final project deliverable. The following are the quality roles and responsibilities for the PAAC Project:

The Project Sponsor (Tamela) will review the project tasks and deliverables to ensure compliance with established and approved quality standards. Additionally, the Project Sponsor will sign off on the final acceptance of the project deliverable.

The Project Manager (Christina) is responsible for quality management throughout the duration of the project. The Project Manager is responsible for implementing the Quality Management Plan and ensuring all tasks, processes, and documentation are compliant with the plan. The Project Manager will ensure all quality standards and quality control activities are met throughout the project. The Project Manager is also responsible for communicating and tracking all quality standards to the project team.

Quality Standards

- All pages are grammatically correct
- All page links are working
- All colors and fonts are consistent
- All headers, footers and navigations are consistent
- All images are clear and effective
- All components are responsive
- All text is a readable color, font, and size

RISK MANAGEMENT PLAN

Risk management is the duty of every team member. Developmental risks, specifically code and design errors, will be identified by the member responsible for that section. Risks that are identified to affect project completion will be brought to the team lead immediately. The team will then determine whether the scope of the project can be adjusted to circumvent the risk and will coordinate this with the client.

Furthermore, Each member will discuss the risks in their sections with the team on a weekly basis. Each member will also conduct a weekly test of the current project to identify areas of risk on the entire project. Backups of the project will be made on a weekly basis to mitigate the supreme risk of losing parts of the project.

STAFFING MANAGEMENT PLAN

The PAAC Website Project will consist of four team members. All work will be performed internally. Staffing requirements for the PAAC Website Project include the following:

Project Manager (1 position) – responsible for all management for the PAAC Website Project. The Project Manager is responsible for planning, creating, and/or managing all work activities, variances, tracking, reporting, communication, performance evaluations, staffing, and internal coordination with functional managers.

Designer (1 position)- responsible for leading design aspects of the PAAC Website Project. The Designer will supervise work done on all aspects of design from any addition members of the team in the area of design. The Designer will work on coming up with creative design of the site to be implemented with the web develop aspect of the project. The Design Specialist will help come up and create ideas of aesthetic design that will be implemented on the site.

Web Developer (2 position)- Web Developers will be second in command during the development of the PAAC Website Project. The Design Specialist will help come up and create ideas of aesthetic design that will be implemented on the site. Developers are responsible for coding all aspects of the site.

The Project Manager will negotiate with all team members in order to identify and assign resources for the PAAC Website Project.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Date:

Tamela Lewis

Change Management Form:

Issue/Change:

Description of Change:

Reason for Change: