9.6 – Team Deliverable: Team Project Presentation

Group Alpha

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Project charter

➢ Expected

➢ Stakeholders

➢ Project Benefits

➢ Project Risks

➢ Constraints

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| Project Charter - IT Department Restructure	
General Project Information	
Project Name	Mid-size University It Restructure
Project Sponsor	Mid-size University
Project Manager	Rafael Miranda Appe
Email Address	pintor1@my.erau.edu
Phone Number	904.252.5431
Organizational Unit	Group Alpha
Expected Start Date	December 16, 2016
Expected Completion	February 16, 2017
Estimated Costs	$285,750
Problem or Issue, Goals, Objectives, and Deliverables of this Project	

Scope Statement

Group Alpha is to update the current information technology organizational structure for a mid-size university, train users on the new system, work with every department to convert existing data to the new system, and ensure system integration by February 16, 2017, at a cost not to exceed $300,000. Additionally, Group Alpha is instructed to prepare a report that includes an analysis of the current problem with the university, provide recommendations to address them for the executive steering committee.

Scope Management Plan

➢ Definition

➢ Statement

➢ Verification

➢ Control

Work Breakdown Structure (WBS)
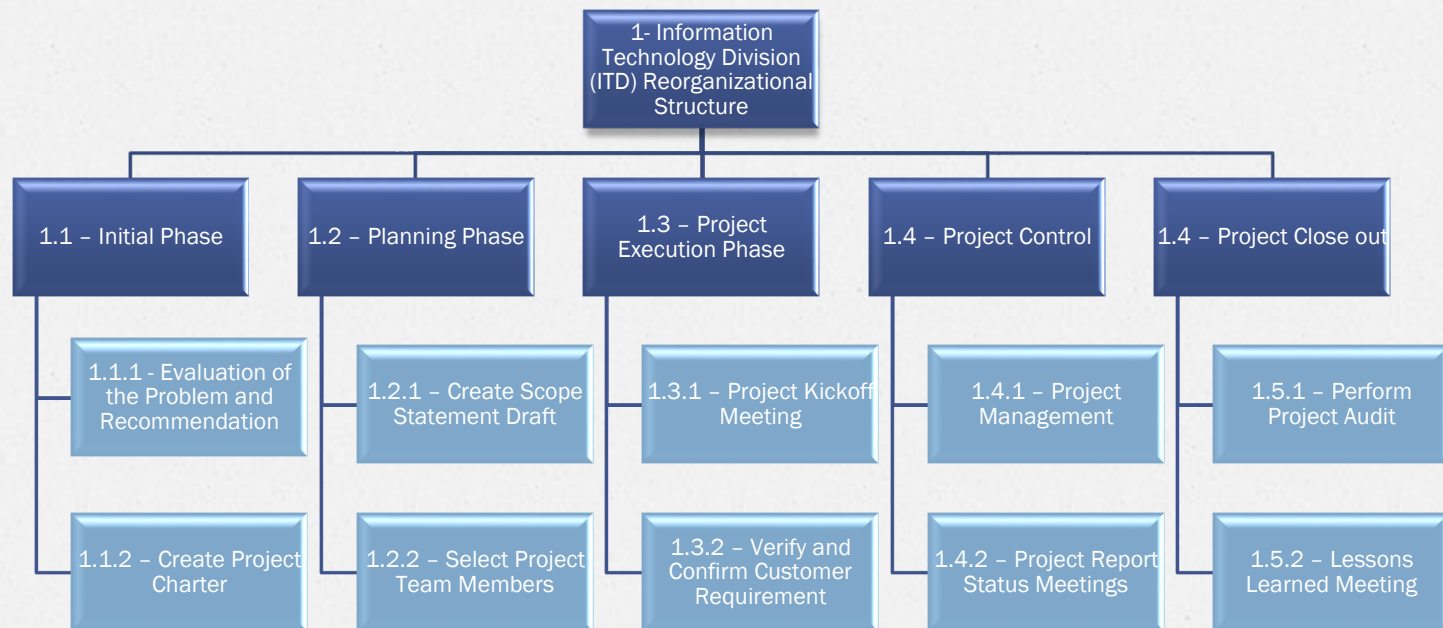
Information Technology Division (ITD) Reorganizational structure WBS			
Level 1	**Level 2**		**Level 3**
1 Information Technology Division (ITD) Reorganizational structure	**1.1** Initial Phase		1.1.1 Evaluation of the problem and recommendation
			1.1.2 Create Project Charter
			1.1.3 Project Charter Review
			1.1.4 Project Charter Approval
	1.2 Planning Phase		1.2.1 Create Scope Statement Drafft
			1.2.2 Select Project Team Members
			1.2.3 Team Kickoff meeting
			1.2.4 Create and submit Project Plan
			1.2.5 MILESTONE: Approval of Project Plan
	1.3 Project Execution Phase		1.3.1 Project Kickoff Meeting
			1.3.2 Verify and Confirm Customer Requirements
			1.3.3 Design New Organizational Structure
			1.3.4 Design New System
			1.3.5 Initiate Hardware/Software Procurement
			1.3.6 Implement Organizational Structure
			1.3.7 Install New Hardware System
			1.3.8 Install New Software System
			1.3.9 Consolidate and Transfer Data to New System
			1.3.10 Test All Systems
			1.3.11 Install Live System
			1.3.12 Final User Training
			1.3.13 Go Live Phase
	1.4 Project Control		1.4.1 Project Management
			1.4.2 Project Report Status Meetings
			1.4.3 Risk/Constrains Management
			1.4.4 Update Project Plan (As Required)
	1.5 Project Close Out		1.5.1 Perform Project Audit
			1.5.2 Lessons Learned Meeting
			1.5.3 Formal Transfer to User
			1.5.4 Backup files/documents in archive

Budget

| Type	Vendor	Rate	Qty	Amount
Contract and Permits	Mid-Size University	$ 750.00	3	$ 2,250.00
Marterial	Microsoft/DELL	$ 125,000.00	2	$ 250,000.00
Temporary Support	RPC Computers	$ 3,500.00	1	$ 3,500.00
Volunteer Students Coordination	Group Alpha	$ 500.00	1	$ 500.00
Labor	Mid-Size University General Contractor	$ 2,000.00	4	$ 8,000.00
Training	Mid-Size University	$ 3,500.00	4	$ 14,000.00
Miscellaneous	Mid-Size University Student Affairs Department	$ 1,500.00	5	$ 7,500.00
		Totals		$ 285,750.00

Baseline Budget

Week	0	1	2	3	4	5	6	7	8	9
	16-Dec	23-Dec-16	30-Dec-16	6-Jan-17	13-Jan-17	20-Jan-17	27-Jan-17	3-Feb-17	10-Feb-17	17-Feb-17
Contract and Permits	$ -	$ 750.00	$ 750.00	$ 750.00	$ -	$ -	$ -	$ -	$ -	$ -
Marterial	$ -	$ 125,000.00	$ 125,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Temporary Support	$ -	$ -	$ -	$ 3,500.00	$ -	$ -	$ -	$ -	$ -	$ -
Volunteer Students Coordination	$ -	$ -	$ -	$ -	$ 500.00	$ -	$ -	$ -	$ -	$ -
Labor	$ -	$ -	$ -	$ -	$ 4,000.00	$ 2,000.00	$ 2,000.00	$ -	$ -	$ -
Training	$ -	$ -	$ -	$ -	$ -	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ -
Miscellaneous	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,500.00	$ 1,500.00	$ 4,500.00
Weekly Total	$ -	$ 125,750.00	$ 125,750.00	$ 4,250.00	$ 4,500.00	$ 5,500.00	$ 5,500.00	$ 5,000.00	$ 5,000.00	$ 4,500.00
Cumulative Totals	$ -	$ 125,750.00	$ 251,500.00	$ 255,750.00	$ 260,250.00	$ 265,750.00	$ 271,250.00	$ 276,250.00	$ 281,250.00	$ 285,750.00

Recommended Organizational Structure- 1
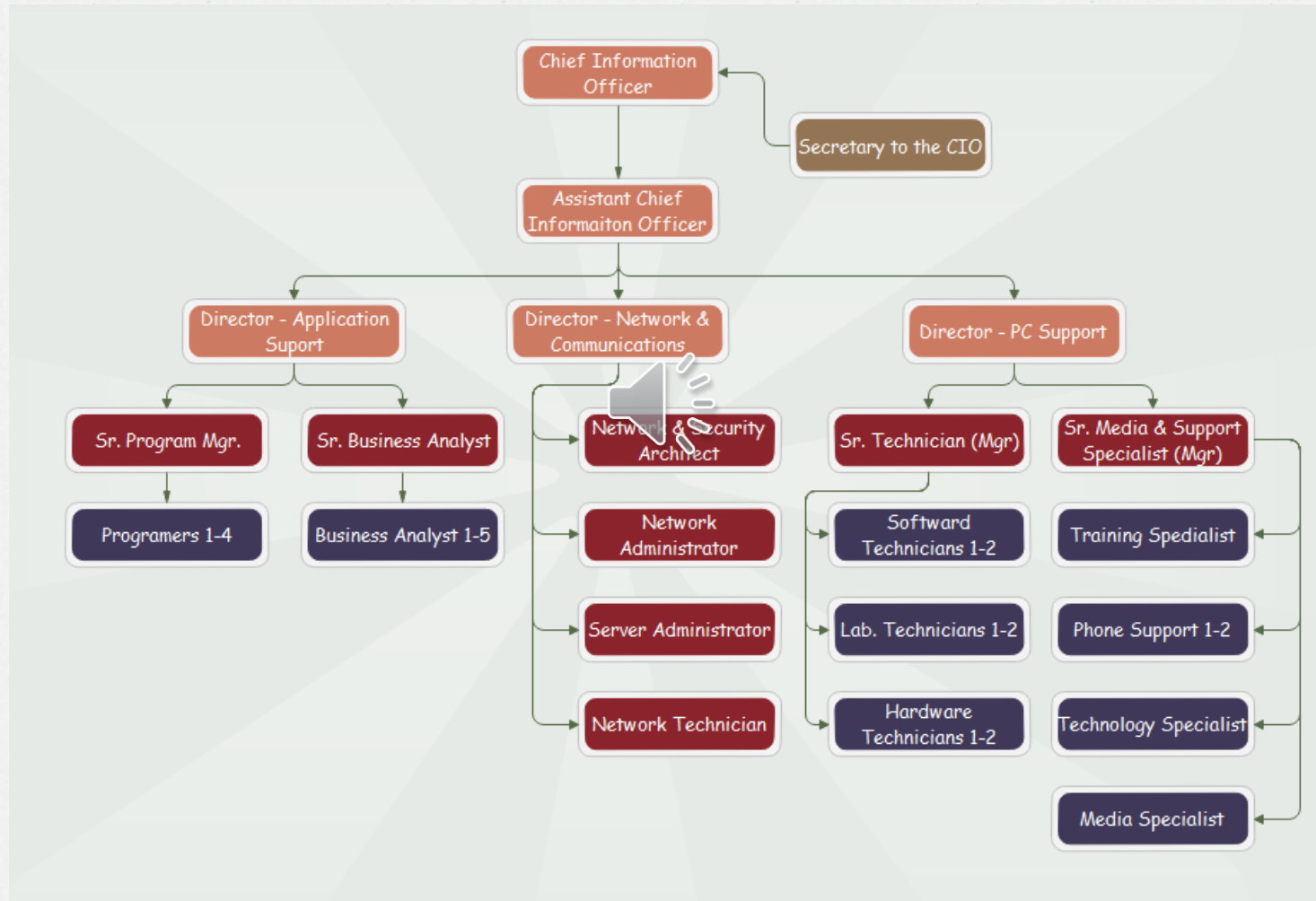
Recommended Organizational Structure- 2
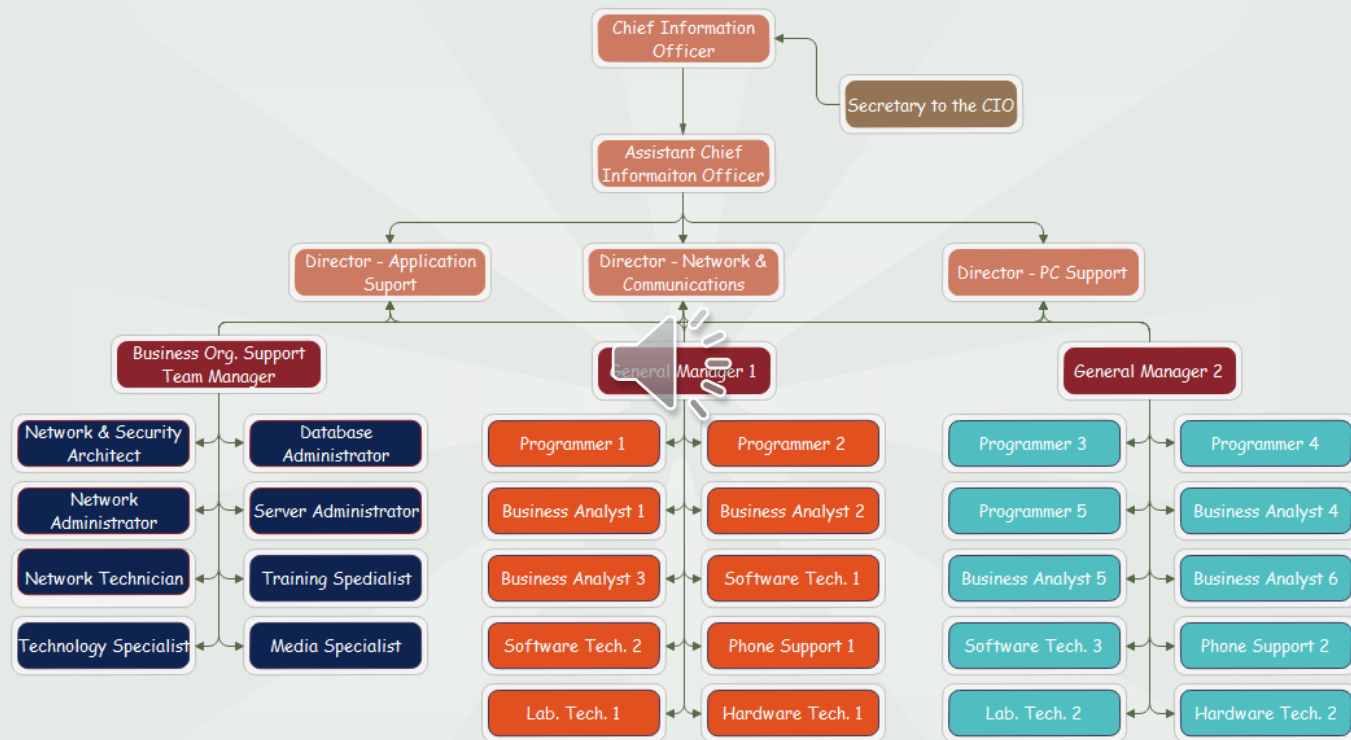
Project Communication Plan

Communication Medium	Key Messages to be Delivered	Frequency	Owner	Audience	Intent of Communication
Teleconference	Updates to the Project: Plan, Materials Status, Budget, etc.	As Needed	Owner of Meeting	Upper Management, Area Management, Project Team, Project Manager, Area Manager	Information Sharing
Sharepoint Team Site	Project Information: Design Specification, approved designs, project plan, project budget, contact information for team members & contractors, Contracts, etc.	Ongoing	Assigned Project Manager/ Area Manager	Upper Management, Area Management, Project Team, Project Manager, Area Manager	Information Sharing/ Document Control
Email Distribution	Communication on project decisions, ongoing status updates, project documentation/file distribution, etc.	Daily	Owner of Information Chain	Upper Management, Area Management, Project Team, Project Manager, Area Manager	Information Sharing/ Documentation Distribution
Slack	Ongoing project communication—status updates, escalation, general comms.	Ongoing	Project Team/Area Team/Area Manager	Project Team Members/Area Team Members	Information Sharing
Newsletter	Project Updates: Completed Tasks, Upcoming Tasks/Events, Highlighted "Big Wins",	Monthly	Secretary to the CIO	Organization-Whole	Information Sharing

Project Communication Plan (continued)

Communication Medium	Key Messages to be Delivered	Frequency	Owner	Audience	Intent of Communication
Project Progress Reports (Tiered/Scoped per relevant meeting)	Project Information: Design Specifications, approved designs, project plan, project budget, contact information for team members & contractors, Contracts, etc.	BiWeekly	Assigned Project Manager/ Middle Manager	Upper Management, Area Management, Project Team, Project Manager, Area Manager	Information Sharing
Meeting Minutes	Information shared within meetings. Committed deliverables and tasks by attendees.	As needed	Assigned in Meeting	Pre-determined meeting attendees. Notes shared as needed.	Information Sharing
State of the Business	Overall progress of the business inclusive of (but not limited to): Financial Outlook, Projects (& Progress), Organizational Achievements, Growth Plan	Annual	Upper Management	Organization- Whole	Information Sharing

Quality Control Plan

The focus of quality control is the monitoring and evaluation of each project deliverable against a measurable standard. Quality control monitors project deliverables to ensure each meets the project quality standards and that the customer is satisfied.

Quality Control Plan

Project Deliverable	Deliverable Quality Standards/	Quality Control Activity	Frequency/Interval	Who is Responsible
1.3.4 Initial System Design	Must meet the intended system requirements required by Mid-Size University and the other alliance members	Review by IT System Design Engineer	Performed before procurement activities and after any change to initial design	Network Administrator
1.3.5 Hardware / Software procurement	Meet the hardware requires supporting operating system requirements and departmental needs	Review by IT Software Design and System Engineers	Performed before procurement of system hardware and software	Database Administrator
1.3.6 Implement Organizational Structure	Meet the organizational structure requirements to support and sustain the new IT system design	Review by the Chief Information Officer	Performed during the initial design phase to ensure all departmental needs are met	Business Analyst
1.3.7 Install New Hardware System	Meet the operability and functionality in support of the new IT System Design	Reviewed by Hardware Technician	Performed during the hardware installation phase and each time any change is implemented affecting hardware	Director of PC Support
1.3.8 Install New Software	Meet the software designer instructions for software operability	Network Technician and Software Technician 1	Performed following installation of new hardware and each time hardware is replaced or repaired	Server Administrator
1.3.9 Consolidate and Transfer Data to New System	Ensure data is not lost during the transfer process	Software Technician 1	Performed following installation of new operating and other system software	Director of PC Support
1.3.10 Test All Systems	Meet intended system requirements and operability standards	Database Administrator and Network Administrator	Performed following successful installation of new hardware and application software	Director of Network and Communications
1.3.11 Install Live System	Meets system requirements and capabilities to go live	Director of Network and Communications	Performed after successful system testing	Chief Information Officer
1.3.12 Final User Training	Meets the system end user knowledge requirements	Training Specialist	Performed during the system installation phase to ensure personnel is properly trained before going live.	Director PC Support
1.3.13 Go-Live Phase	Organization is trained and prepared to go live and that all system hardware/software requirements and issues have been resolved	Director Application Support, Director Network and Commination's, and Director PC Support	Performed as the last step in new system implementation.	Chief Information Officer

Quality Control Plan

Quality Control and Assurance Problem Tracking. Quality control involves controlling quality through the identification and resolution of problems noted during each deliverable process. A method of tracking is essential to ensure problems are not lost and forgotten. Once the deliverable has been met, the quality assurance log becomes the primary source of tracking issues after the system has gone live. The forms below provide a method of meeting those requirements.

Quality Control Plan

Quality Control Log

- Used to document deliverable issues related to quality, and the resolution determined to correct.

Issue Number	Review Date	Deliverable Reviewed	Findings	Resolution	Resolution Date

Quality Control Plan

Quality Assurance Log

- Used to document process issues affecting quality.

- Reviewed for resolution by the quality review board.

Issue Number	Review Date	Process Reviewed	Findings	Resolution	Resolution Date

Change Control Plan

The change control plan is a control process and an important method of scope control. Any change to the original project scope will trigger the completion of the Change Request Form.

Change Control Plan

The control plan consists of:

- Change control board
- Impact / Considerations Review
- Change Process
- Time frames and response expectation
- Mandatory change process
- Change control board responses

Change Control Plan

CHANGE REQUEST FORM	
Project Name:	Project Sponsor:
Change Request Number:	Date:
Originator:	Change Requested By:

DESCRIPTION OF REQUESTED CHANGE

REASON FOR CHANGE

AREAS OF IMPACT OF PROPOSED CHANGE (SCOPE, COST, SCHEDULE, RISK, OTHER)

DISPOSITION	PRIORITY	FUNDING SOURCE
Approve	Emergency	Management Reserve
Approve as Amended	Urgent	Budget Reserve
Disapprove	Low	Customer
Deferred		Other

SIGN OFF APPROVALS		
Project Manager:	Date:	
Project Sponsor:	Date:	