

**Student Mentoring System**  
**Statement of Work**  
by Kaizen

# Document Control

## Document Information

	Information
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## Document History

Version	Issue Date	Changes
<i>1.0</i>	<i>9/12/21</i>	<i>Initial Draft</i>
<i>2.0</i>	<i>9/20/21</i>	<i>Final Draft</i>
<i>3.0</i>	<i>12/11/21</i>	<i>Final</i>

## Document Approvals

Role	Name	Signature	Date
Project Sponsor	Robert Barker		
Project Review Group	James Chrisman		
Project Manager	Rotating		

## Introduction

### Name of Project

COBWeb

### Executive Summary

The COBWeb will be a communications platform that students of the CIS department, as well as perspective students and alumni will have the ability to interact and network with other members to help build a sense of community and support within the department. This would then increase student retention, provide a stream of additional income that will be used to support the students within the department through donations, and in turn provide Louisville with a larger, stronger, workforce.

The project has been under development since Spring of 2021, where the foundational aspects of the platform like the risk assessment, cost-benefit analysis, and other structure plans were developed.

Throughout the duration of the project there will be multiple demonstration days where the development of the platform, at that point, will be presented to the client and their feedback will be observed to better improve the platform. Success of the project will be determined on how effectively the platform requirements, provided by the clients, are met.

We do not expect any changes within the scope of the project but have developed a change management plan that will observe, develop, and implement, the change in an orderly and efficient way.

Title	Name
Sponsor	Robert Barker
Stakeholder	Students, University of Louisville Computer Information Systems Department, University of Louisville, Local Government
Project Manager	Rotating Through Teammates
Team Member	Nora Alshimary, Ulani Bouataveth, Aaron Henry, Rylan Jaquess, Mercedes Logsdon

### Background

*Prior to the presentation of this project the past, present, and future students of the University of Louisville Computer Information Systems department had no centralized method to communicating with one another. This was causing issues with connecting students to upperclassman, the loss of a sense of community within the department and subsequently a decrease in student retention.*

### Purpose

*The purpose of this platform is to create a centralized location where CIS students from all over the globe and of all ages can communicate and support one another within their academic and professional lives. That ability to communicate will help students find support in one another, which would be important in the situation they are unsure if they desire continuing with the major, or university all together.*

### Start/End Date

Start: January 11<sup>th</sup>, 2021  
End: December 14<sup>th</sup>, 2021

### Scope of Work

To Be Done	Resources Needed	Outcome	Time	General Steps
Include a landing page	Developers	Ability to access the site and login	1-2 Days	
Include a Signup and Log-in Capability	Developers	Ability to create accounts and further enter and utilize the site	1-2 Days	
Include a Search Section for Members	Developers	Users can navigate the site with greater ease	3-5 Days	
Ability to Contact Mentors	Developers	Users who need assistance with academic content can connect with capable mentors	1-3 Days	
Include Discussion Board	Developers	Users can pose questions and present information to other users in a localized forum	4-6 Days	
Include System Announcements	Developers	Administrators can provide information to users	1-2 Days	
Include Event Calendar	Developers	Administrators can provide information on upcoming events and deadlines	1-2 Days	
Include Donations Capability	Developers	People who wish to donate to the UofL CIS program can do so	1 Day	
Include Job Board	Developers	Users can view jobs approved by administrators	2-3 Days	

		pertaining to the CIS program		
Include Mailing List	Developers	Users can receive emails from the system about events and information pertaining to the CIS program	1-2 Days	
Include Alumni Surveys	Developers	Alumni can provide feedback and information	1 Day	
Include a FAQ	Developers	Users can view common questions and solutions	1 Day	

### Location

Site	Duration
Class Room	COB Room 003
Remote Location	Microsoft Teams

### Schedule

Phases	Start	Finish
Initiation	January 2021	May 2021
Planning	January 2021	September 2021
Execution	October 2021	December 2021
Performance/Monitoring	October 2021	December 2021
Closure	December 2021	December 2021

### Deliverables

Deliverable	Objective	Due Date
Project Management Plan	Finalize project documents	09/26/2021
Demo I	Create first usable product	10/21/2021
Demo II	Complete minimal viable product	11/14/2021
Final DEMO	Finish product	12/6/2021
PowerPoint Presentation	Present final product to sponsor	12/11/2021

### Milestones

Milestones	Start Date	Finish Date
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Project Sponsor presents project need	The need for a new communication website is communicated to the team	Jan 2021
Feasibility Study conducted	Research is conducted to find out if the project is feasible.	Jan 2021
Project Resource Study Conducted	Research is conducted to find the resources needed for the project.	Jan 2021
Project requirements established	The requirements for the project are communicated to the team from the sponsors.	Jan 2021
Project Prototypes created	The prototypes for the website are created and shown to the sponsors.	May 2021
Project Organizational diagrams created	The organization diagrams are created and shown to the sponsors.	May 2021
Major documentation files established	The major files for the project are created and to be updated throughout the life of the project.	Sep 2021
Project development	The project demos are created and shown to the sponsors.	Dec 2021

**Quality Assurance**

<b>Quality Standards</b>
Specifying the tasks, sub tasks, and approaches to be used to ensure adequate quality and integrity of work developed.
Setting task priorities, revising task priorities when necessary.
Communicating these priorities to the team
When appropriate, modifying delivery dates and schedules, so that the revised priorities can be met
Formally assessing the level of members' performance for quality assurance and acceptable performance levels have been met

**Technology/Infrastructure**

The system will be designed and implemented with Drupal and will be coded with HTML.
The system will be secure, and we will be using firewalls provided by Microsoft Windows.
The system will include a SQL server for database management.
The system will have a cloud storage capability, using OneDrive for a backup and recovery.
The system will have an online payment system through Stripe.
The system will have a datasheet that includes the names of those on the newsletter mailing list taken from the server to track the recipients easier.
The systems will be available 24 hours a day, every day of the year.
The system will be available for desktop and mobile.

**Tasks**

<b>Activity</b>	<b>Duration</b>	<b>Team Member</b>
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Project Planning	Develop Project Management Plan	*Draft SOW & Project Charter (Team Assignment) *Draft ERD (Team Assignment) *Draft Requirements Management Plan & Traceability Matrix (Team Assignment)
Project Planning	Develop Statement of Work	*Scope of Work *Location of Work *Period of Performance *Deliverables Schedule *Applicable Standards *Acceptance Criteria *Special Requirements
Project Planning	Develop Project Charter	*Executive Summary *Project Definition *Project Organization *Project Plan *Project Considerations

**Reporting and Communications**  
*All communications will be conducted virtually through formats like email, video presentations, and Microsoft Teams.*

**Standards and Testing**

Standard/Test	Team Member	Due Date
Demo I - Unit Testing	All team members	10/18/2021
Demo II - Functional Testing	All team members	11/11/2021
Final DEMO - Acceptance Testing	All team members	12/08/2021

**Define Success**

*This project would be deemed successful when accepted by the project sponsor, fulfilling all their requirements and providing the foundation for a communications platform for students.*

**Requirements**

*Team members need to have fulfilled course prerequisite of CIS 320.*

**Assumptions**

<i>The project has the full support of the project sponsor</i>
<i>We will reuse the architecture based off from the previous semester (CIS Mentorship project)</i>
<i>This will be a web-based application</i>
<i>Only members of the Kaizen team will be working together on developing this project</i>

*Client Sponsor will be responsible for final determination of priorities and will approve the execution of deliverables*

### Constraints

Team must work within the available (free) resources
Time frames: Must produce certain results by certain date
Activity performance: The strategies for performing different tasks

### Dependencies

Finish to Start (FS)	The first task must be complete before the second task can start.
Start to Start (SS)	The second task doesn't start until the first task starts.
Finish to Finish (FF)	The second task cannot be finished before the first task is finished.
Start to Finish (SF)	The first task must start before the second task can finish.

### Acceptance Criteria

Drafts of charters, diagrams, plans, matrix, reports are all finalized
All specifications, conditions, and requirements have been formally approved

### Change Management Plan

<p>Changes within the scope of the project will not be common but in the case that they do occur all changes must go through the project reviewer, James Chrisman. He will then approve or deny changes and iterate that to the team as a whole.</p> <p>Below will be the steps taken if a change is required:</p> <ol style="list-style-type: none"> <li>1. Prepare for change – Assess how much change is needed for the specific project.</li> <li>2. Manage the change – Create the plans that will be integrated into the project activities and implement it             <ol style="list-style-type: none"> <li>a. If a change is required, it must be known which team member that change will require attention to execute. There must be clear and specific notation on what exactly needs to be changed and to what manner. Without this the team member will not be able to execute the change efficiently, which can later cause issues for the project timeline.</li> </ol> </li> <li>3. Reinforce the change – Create specific action plans for ensuring the change is sustained             <ol style="list-style-type: none"> <li>a. This is done through feedback from the clients or users</li> </ol> </li> </ol>
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### Closure

Document	Signed Off
Final Project Approval from Project Sponsor – Robert Barker	
Final Project Approval from Course Professor – James Chrisman	