

IS 321 Project

First Phase

The first phase MUST contains the following:

1. **System Service Request (SSR)**
2. **Project Charter.**
3. **Baseline Project Plan (BPP).**
 - **Introduction:**
 - Brief overview
 - Project Scope statement
 - **System Description**
 - Outline of possible alternative solutions
 - System description
 - **Feasibility Assessment**
 - Economic analysis
 - ✓ Tangible Benefits Worksheet
 - ✓ Intangible Benefits
 - ✓ One-Time Cost Worksheet
 - ✓ Recurring costs Worksheet
 - ✓ Economic analysis spreadsheet (example ch.5 slide 27)
 - Preliminary schedule:
 - ✓ Table of tasks with time estimates, expected completion times for each task, and sequence of tasks
 - ✓ Gantt chart
 - ✓ Network diagram
 - ✓ Critical path

- **Management Issues**

- ✓ Task responsibility matrix
- ✓ Project communication matrix
- ✓ Project standards and procedures : just write what programs you will use in the project,

For example: Our project will use the following Software Application:

- Microsoft Word 2007 for any word documents.
- Microsoft Access 2007 for our database/application. Blackboard for our email program.
- Data modeling will be done in Microsoft Visio 2007.
- The website will be in HTML format and hosted on the NMSU website.