

Phase I: Website and/or Database Development Worksheet

Client Project (fill in):

Use this worksheet to guide you through the New Website Development Process. It allows the team to document all activities to be carried out in this phase along with the corresponding deliverables. This should be used by the project manager, along with team members, who will detail the activities and deliverables. The Decision Maker(s) or Project Managers should fill out the "comments on deliverables" section after each phase and enlist the help/direction from ALL team members. ALL TEAM MEMBERS ARE FILLING OUT CRITERIA! This information will be used for developing a Project Schedule (detailed) and a Work Breakdown Structure (WBS) that will be negotiated with and delivered to the client this week.

Do not change this template; it is a fill-in document and has been formatted your proposal.

Phase One Project Manager (fill in):

Team Members (fill in):

Overall Website Review:



The website should be able to judge an academic program based of rubrics for five proficiencies Critical Thinking, Information Literacy, Oral Communication, Quantitative Literacy and Written Communication and display which display the proficiencies achieved by the program. The website will also contain all the documentation for the project. The poster for WASC essay #2 will be displayed on the front page of the website.

List website functions that "must meet" criteria (completed by Project Manager Phase and Team Members, and will be negotiated with client):



1. One website for easy access to readable information on the five proficiencies.
2. The application embedded in the website should be able to accept departmental program plan documents.
3. The application should display results according to the five proficiencies from a scanned departmental program plan.
4. The website should have a detailed project documentation with the team member names.
5. The website should display project poster on the front page.

List clients website "should meet" criteria:

1. The content of the website will only have the program plans and the findings based on the program plans.
 2. The information should be presented in a readable manner.
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OVERALL RESEARCH AND TECHNICAL FEASIBILITY

Record Activities to be carried out by TEAM (completed by Project Manager and Team, negotiated with Client):



**STAGE
1**

1. Explore OUCampus and the current website.
2. Create Google+ page for the project.
3. Research ways to embed a form in the website that can accept one or more text/pdf documents.
4. Research back-end for the application.
5. Research ways to extract content from a pdf.
6. Determine keywords for proficiency using rubrics provided.
7. Research algorithm for grading a program plan based on the keywords other. Determine how to display the results on the website.

Stage 1 Deliverables in Detail (completed by Project Manager and Team, negotiated with Client):

1. Google+ page for the project.
2. A set of keywords related to the five proficiencies.
3. Spreadsheet mapping rubrics to scores.
4. Gantt Chart displaying project timeline.

Comments (in detail) on Deliverables that the team plans on meeting for each 2-Week Sprint (completed by Team Member(s)):



**DEC.
POINT
2**

1. The Google+ page will have information on the WASC project and will be joined by all team members.
2. The keywords for the five proficiencies will be based on the rubrics provided.
3. The spreadsheet will display the break-up of scores for each rubric.
4. The Gantt Chart will display the estimated time for each stage of the project and also, the team member responsible for each stage.

PROJECT DEVELOPMENT AND TESTING



Record Detailed Activities to be carried out by Team (completed by Project Manager with Team help) over the course of the project—remember to use 2-week Sprints (include this one)—five Sprints total:

1. Determine keywords for all proficiencies.
 2. Weigh keywords for proficiencies.
 3. Develop a java word scanner for pdf files for extracting words from the pdf document.
 4. Develop algorithm for calculating document statistics for program plan(s).
 5. Incorporate the java programs in Google App engine.
- other.Create front-end on OUCampus website.
 other.Determine how the tasks will be divided among the team members.
 other.Create project documentation including code, and screen shots.

Expected Deliverables in Detail (completed by Project Manager with Team help):

1. A set of keywords for proficiencies.
2. A Java program that extracts text from PDF documents (Program plans).
3. A Java program that analyzes the text obtained in step 2 for keywords.
4. Develop a file chooser for uploading PDF documents (Program plans) to be analyzed.
5. Incorporate the java programs in Google App engine.
6. Integrate and test pdf scanner, algorithm for computing scores on the Google App engine and test the results.
7. Front-end on OUCampus website.
8. Work Breakdown Structure for the application.
9. Project documentation



Comments in details and expected components of project, be specific (completed by Team Member(s)): NA

1. The set of keywords will be formatted for the algorithm that calculates the score for each program plan submitted.
2. The application will be tested by inputting program plan documents (pdf) and displaying the result on Google app engine.
3. For input, the front-end on OUCampus website will contain a web page that has a form for submitting the program plans.
4. For output, the front-end on OUCampus website will contain a page that displays the result obtained on applying the scoring algorithm on program plans.
5. The Work Breakdown Structure Will display the responsibilities of each team member i.e. the tasks to be completed by them.
6. The project documentation will explain the existing system, changes made, program code along with libraries, and screen shots.

WEBSITE LAUNCH PROJECTION - FULL SCALE PRODUCTION:



WHAT Activities in detail WILL BE carried out (completed by Project Manager DESIGNATED PROJECT MANAGERS):

1. Finalize WASC essay #2 poster.
 2. Put the WASC essay #2 poster on the website front page.
 3. Make 5 pages, one for each proficiency and upload rubrics
 4. Embed the form for submitting program plans on the front-end developed in the previous stage.
 5. Embed the page for displaying the application's output on the front-end developed in the previous stage.
- other.Format output before displaying.

Stage 3 Deliverables in detail (completed by Project Managers) and Project Managers (names) responsible for each Phase and managing the completion of each set of deliverables:

1. WASC essay #2 poster.
 2. Website front page with WASC poster.
 3. File submission form embedded on the WASC project website.
 4. Output display page embedded on the WASC essay website
 5. Rubrics uploaded on website with links.
 6. The output will be formatted so that it is readable.
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PROJECT REVIEW (completed by Project Manager(s))

Comments on Deliverables that will be completed along with their projected timeline (completed by Team Member(s)):

1. Test entire application with different program plans.
2. Make sure there are no broken links on the website.
3. Train the user (Dr. Todd) on how to use the application.
4. Revise and compile all project documents developed throughout all phases.
5. Upload relevant documents (user help, program code etc.) to the website.

How will all of the database and/or website projections be met? Project Schedule or Gantt chart showing milestones, etc.

The website projections will be met by using a Gantt chart that shows the project milestones.

What do you need from the client in order to proceed? (this part will be negotiated with the client in-person, after the above is completed by the team). Once the team and client negotiate, the entire document will be completed and submitted to Debra Caires for final approval.

1. Program plans for testing the application.
2. Rubrics for generating keywords for five proficiencies.