



PROJECT MANAGEMENT PLAN
YEAR UP PROJECT
FINAL EXAM

DIANA CEJA
YEAR UP CLASS 24
CIS 180- INTRO TO PM

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TABLE OF CONTENTS

1. Introduction	3
2. Scope Management Plan	3
Project Scope Statement.....	3
Work Breakdown Structure	4
3. Schedule Management Plan	5-8
Project Schedule.....	6-7
Milestone List.....	7-8
4. Cost Management Plan	8-9
Project Budget	9
5. Quality Management Plan	9-10
Quality Management Plan.....	10
6. Resource Management Plan	10-11
Staffing Management Plan.....	10
Project Team Assignments.....	10-11
7. Communications Management Plan	11-13
Communications Management Plan.....	11
8. Risk Management Plan	14
Risk Register.....	14
9. Stakeholder Management Plan	14
Stakeholder Register.....	14
10. Project Sign-Off	15





INTRODUCTION

This document holds the detailed explanation of the necessary information guide towards earning an internship and a job offer through the Year Up program. This project will result in the development of both soft and technical skills. It supports my academic strategy of pursuing the goal of obtaining an internship seat and a job offer through onboarding processes, completion of required courses, and the maintenance of a strict contract. The key goal that defines this project is one that will prepare for a career and financial stability in the future.

Year Up has been successful in supporting the close of the opportunity divide. It is a program that helps shift students in the right direction by providing them with the necessary skills and connections for a stable career. Within the bay area, this program has a \$42,000 average annual starting wage for Year Up graduates. Not only does it support financial stability for the students, but Year Up also emphasizes the talent of diverse youth as well as the importance of inclusivity within every community. The program is available in many states throughout the U.S. and it enhances a student's professional brand, public speaking, interview skills, and technical skills.

SCOPE MANAGEMENT PLAN

PROJECT SCOPE

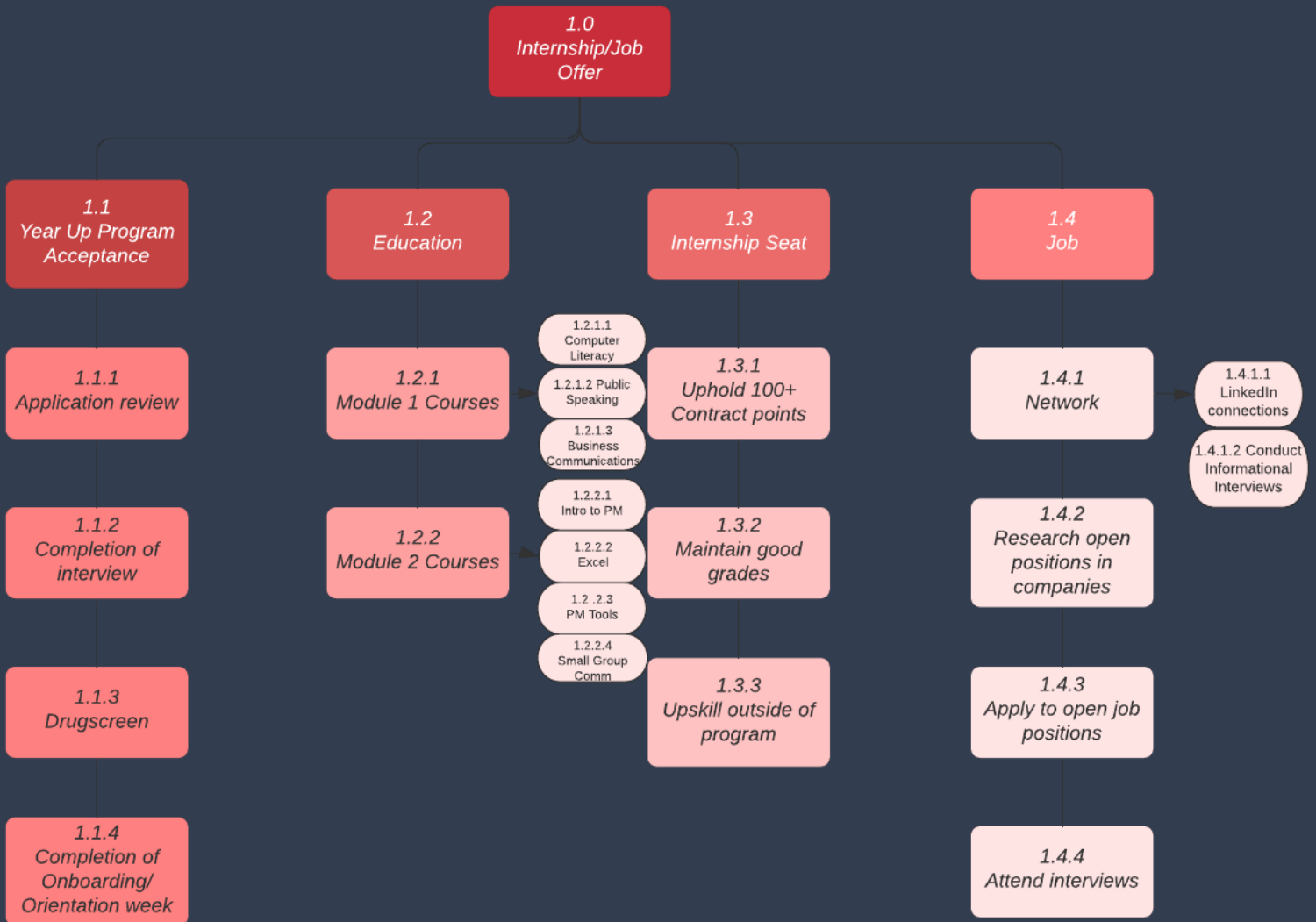
The scope of this project includes planning, research, studying, skill development, testing, and budgeting. It also includes completion of any required paperwork and training that will support the completion of its goal to provide the student with an internship and a job offer. It will explain in detail the necessary stake holders and the project team members such as the student. The project will not be considered complete until the student has achieved both an internship experience seat and a job offer. The details in this document will support the execution of the stated goals.

The tasks included within this project are to be performed internally by the student and no portion will be outsourced. The scope of the project generally does not include changes in requirements of the program due to pandemic circumstances.





WORK BREAKDOWN STRUCTURE



SCHEDULE MANAGEMENT PLAN

Project schedules for the Year Up Project will be created using MS Project 2016. These schedules will include all deliverable that have been identified in the project's Work Breakdown Structure (WBS). Activity definition will identify the specific work packages which will be performed to complete each deliverable.





Each schedule will be reviewed in depth by the project manager to the team during a meeting. This will be so that each and every team member is aware of their tasks. The project manager will also provide status reports in accordance to the schedule dates of completion for each task. These status reports will be presented to the program manager.

In accordance with Bruce Small's organizational standard, the following will be designated as milestones for all project schedules:

- Completion of scope statement and WBS/WBS Dictionary
- Base lined project schedule
- Approval of final project budget
- Project kick-off
- Approval of roles and responsibilities
- Requirements definition approval
- Completion of data mapping/inventory
- Project implementation
- Acceptance of final deliverables

Roles and responsibilities for schedule development are as follows:

The project manager will be responsible for facilitating work package definition, sequencing, and estimating duration and resources with the project team. The project manager will also create the project schedule using MS Project 20016 and validate the schedule with the project team, stakeholders, and the project sponsor. The project manager will obtain schedule approval from the project sponsor and baseline the schedule.

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

The project sponsor will participate in reviews of the proposed schedule and approve the final schedule before it is base lined.

The project stakeholders will participate in reviews of the proposed schedule and assist in its validation.

PROJECT SCHEDULE

The chart below represents the major tasks in correlation to the WBS and what are to be completed through the Year Up program experience. The tasks have been taken from the WBS





under the subcategories of 1.1-1.4. The completion of these tasks is critical to the flow of the project and the overall success in achieving the goal.

Task	Start Date	End Date	Duration
Complete program application paperwork	09/05/2019	09/06/2019	1 day
Complete interview	09/15/2019	09/16/2019	1 day
Complete drug screening	11/16/2019	11/17/2019	1 day
Module 1 :			
Computer Literacy	02/10/2020	04/16/2020	10 weeks
Public Speaking	02/10/2020	04/16/2020	10 weeks
Business Communication	02/10/2020	04/16/2020	10 weeks
Module 1:			
Intro to PM	04/20/2020	04/25/2020	10 weeks
Microsoft Excel	04/20/2020	04/25/2020	10 weeks
PM Tools	04/20/2020	04/25/2020	10 weeks
Small Group Communication	04/20/2020	04/25/2020	10 weeks
Fulfill Internship Seat Position	08/01/2020	01/26/2021	6 months
Apply to open job positions	02/01/2020	04/01/2021	2 months
Total Project Time	09/05/2020	04/01/2021	18 months

MILESTONE LIST

The below chart lists the major milestones for the Project Management Project. The milestones listed offer a broader perspective of the tasks within the project schedule and WBS. When these milestones are generally complete, then the project will be considered complete. The entirety of the project does have more tasks that are not included within the milestone list chart because of the broader perspective it offers in comparison to the above sections. If there are any scheduling delays which may impact a milestone or delivery date, the project manager must be notified immediately so proactive measures may be taken to minimize impacts in dates. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.





Milestone	Description	Delivery Date
Program Acceptance	Receive an email from Year Up stating that the student has been conditionally accepted into the program and what the next steps are	01/01/2020
Completion of pre-program requirements	Drug screening, contract signing, orientation week,	02/03/2020
Completion of Mod 1	All courses required during Module 1 are passed	04/16/2020
Completion of Mod 2	All courses required during Module 2 are passed	06/25/2020
Completion of Internship	4-6 month internship experience will be completed	01/26/2022
Various Job Applications Filled	Application to job offers in search of an open position to fill will be completed	04/01/2021

COST MANAGEMENT PLAN

The project manager in this situation will be the student that is completing this project plan to achieve the goal. The Project Manager or student is the person who will be responsible for managing and reporting all costs throughout the length of the project. Each month, the project manager will review budgeting and costs through that period of time and make any changes that will be necessary for the next month. Any changes to the costs or budget will need the approval of the project sponsor.

For the Project Management Project, WBS categories will be used to track the costs of each section of the project. The money that correlates to the budget will be distributed by Year Up and held within the student’s personal bank account or within the DVC student accounts. Each general financial performance summary will be measured through earned value calculations students personal and academic accounts. Costs may be rounded to the nearest dollar and work hours rounded to the nearest whole hour.

*Cost and Schedule Performance Index (CPI and SPI respectively) will be reported on a monthly basis by the Project Manager to the Project Sponsor. Variances of 10% or +/- 0.1 in the cost and schedule performance indexes will change the status of the cost to yellow or cautionary. These will be reported and if it’s determined that there is no or minimal increase on the project cost or schedule baseline then there may be no action required. Cost variances of 20%, CPI +/- 0.2 in the cost and schedule performance indexes will change the status of the project to red or critical.





critical. These will be reported and require corrective action from the Project Manager in order to bring the cost and/or schedule performance indexes back in line with the allowable variance. Any corrective actions will require a project change request and must be approved by the CCB before it can be implemented.

PROJECT BUDGET/COST BREAK DOWN

Item	Cost
DVC Courses	\$1600
DVC Course Textbooks	\$400
Gas	\$700
Personal Bills/Expenses	\$3,000
Project Cost before stipend	\$5,700
Bi-weekly stipend earnings	-\$6480
Total Project Cost	-\$780

QUALITY MANAGEMENT PLAN

QUALITY BASELINE

The Year Up Project must meet the quality standards established in the quality baseline. The quality baseline is the baseline which provides the acceptable quality levels of the project. The students must uphold these requirements to achieve success of the project.

Item	Acceptable Level	Comments
Follows Year Up Contract Guidelines	25% or above of the total possible contract points must be upheld 100% of the time	N/A
Follows Note-taking methods	98% of the time a notebook should be ready and available with a 2% failure rate	May use online documents or physical notebook





***RESOURCE MANAGEMENT PLAN**

This Project will be staffed by myself who will execute its entirety. The Year Up Staff and DVC staff will provide resources to assist in my planning and execution of the project. Other resources include:

- DVC offices
- DVC Website
- Insite
- Canvas
- Peer Groupchat
- Taskade (For project task tracking)
- Excel
- Outlook Email/Calendar
- Google Calendar

PROJECT TEAM ASSIGNMENTS

The list below describes the assignments that the project team is responsible for throughout the course of the plan. These assignments will help the team acquire the information and tools that are necessary to the completion of the plan and achieving the stated goal.

1. Apply for financial aid
2. Receive bi-weekly stipend
3. Buy/download require textbooks
4. Complete course deliverables on time
5. Follow contract regulations
6. Keep track of personal spending
7. Keep track of personal bank accounts
8. Update program manager with status reports
9. Complete Internship deliverables
10. Apply to at least 20 job opening
11. Conduct 10 or more informational interviews
12. 50 or more connections on LinkedIn
13. Complete at least 10 LinkedIn Learning courses.





***COMMUNICATIONS MANAGEMENT PLAN**

Communication Type	Description	Frequency	Format	Participants/Distribution	Deliverable	Owner
Weekly Status Report	Email summary of project status	Weekly	Email	Project Sponsor, Team and Stakeholders	Status Report	Program manager
Weekly Project Team Meeting	Meeting to review action register and status	Weekly	In Person	Project Team	Updated Action Register	Project Manager
Project Monthly Review (PMR)	Present metrics and status to team and sponsor	Monthly	In Person	Project Sponsor, Team, and Stakeholders	Status and Metric Presentation	Project Manager
Project Gate Reviews	Present closeout of project phases and kickoff next phase	As Needed	In Person	Project Sponsor, Team and Stakeholders	Phase completion report and phase kickoff	Project Manager
Technical Design Review	Review of any technical designs or work associated with the project	As Needed	In Person	Project Team	Technical Design Package	Project Manager

Project team directory for all communications is:

Name	Title	E mail	Office Phone
Year Up	Project Sponsor	N/A	N/A
Diana Ceja	Project Manager	dceja@dvc.yearup.org	N/A
Whitney Flores	Program Manager	wflores@yearup.org	(925)440-5927
Bruce Small	Professor	bsmall@dvc.edu	xxx-xxx-xxxx
Daniel Johnson-Rongstad	Professor	djohnson@dvc.edu	xxx-xxx-xxxx
Mariam Worsham	Professor	mworsham@dvc.edu	xxx-xxx-xxxx
Mike Wallace	Professor	mwallace@dvc.edu	xxx-xxx-xxxx
Mario Tejada	Professor	mtejada@dvc.edu	xxx-xxx-xxxx
John Hanecak	Professor	k.brown@tsi.com	xxx-xxx-xxxx





***Communications Conduct:**

Meetings:

The Project Manager will distribute a meeting agenda at least 2 days prior to any scheduled meeting and all participants are expected to review the agenda prior to the meeting. During all project meetings the timekeeper will ensure that the group adheres to the times stated in the agenda and the 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 and blackberries should be turned off or set to vibrate mode to minimize distractions. Meeting minutes will be distributed no later than 24 hours after each meeting is completed.

Email:

All email pertaining to the SmartVoice Project should be professional, free of errors, and provide brief communication. Email should be distributed to the correct project participants in accordance with the communication matrix above based on its content. All attachments should be in one of the organization's standard software suite programs and adhere to established company formats. 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 SmartVoice Project.

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.

***RISK MANAGEMENT PLAN**

Risks involved:

- Infractions
- Fire offense
- Tardiness
- Dress code offense

Solutions:

- Utilize planner to help with time management and infraction avoidance
- Maintain weekly contract points
- Set alarms
- Plan wardrobe





STAKEHOLDER MANAGEMENT PLAN

STAKEHOLDER REGISTER

The Year Up Project must meet the quality standards established in the quality baseline. The quality baseline is the baseline which provides the acceptable quality levels of the project. The students must uphold these requirements to achieve success of the project.

PROJECT MANAGEMENT PLAN SIGN OFF SHEET

PROJECT APPROVAL: PROJECT YEAR UP

This document represents the formal approval of all tasks and standards within the Project Year Up plan. The purpose of the plan is to provide the student with an internship seat and a potential job offer for their career after Year Up.

All defined criteria within the said project management plan has been completed and achieved within the stated timeframe. A project audit has been performed in order to confirm that the project has met all requirements. The student has completed all tasks and an internship. The student has also been offered a job.

Project approved by the following Project Stakeholders:

Year Up Financial Aid Representative (Sponsor)

Date:

Whitney Flores (Program Manager)

Date:

Sally Smith (Internship Manager)

Date:

Diana Ceja (Project Manager)

Date:



