

3.1 Project Management/Tracking Procedures

The project management style we chose to use is agile. The choice of agile is due to the adaptability and frequent feedback that it provides. With our project being focused on the migration and creation of sites along with the potential of altering the site to improve its quality, it is essential we have access to frequent feedback. This feedback process is from both our team as well as our client (Buildertrend), which occurs during our biweekly client meetings. By getting feedback from our teammates and someone with more experience we can see if our changes or progress can be improved upon. The agile process also allows us to use the feedback to refine or change our plan and design sooner to resolve any issues without having to wait until the completion of the site or the whole project. Another reason agile fits well with our project is because we are working on 70 different sites, if we use the agile approach we can set each site as its own goal, with smaller sub goals. By doing this as we get more experience working with the sites we can improve on our planning in each of the following sites we work on, this will improve the efficiency and quality of the sites.

As we work on the sites we will keep track of our progress and share our work through Flywheel. Flywheel is a software owned by the WordPress platform, the platform we use to create the sites. This software allows us to work on the sites and push it to Flywheel for our teammates to view, the software also acts as the repository for the sites we make. The benefits of Flywheel aside from showing our progression on the websites is it also backs up our work so we can access previous versions of site the we are working on. Another advantage is we are able to clone the sites this is good for implementing different things. We can make a clone and implement it there while still retaining the original, this can be useful for comparing if the implementation improves the site.

3.2 Task Decomposition

Our main task is to migrate 70 sites from Duda to WordPress. Each of the sites can be seen as their own individuals tasks that we can further break apart as follows:

- **Task 1:** Identify what resources will be needed for the site (pictures, links, texts and plugins)
- **Task 2:** Work on the design/layout of the homepage first, as this is the most important page
 - **Sub Task 1:** Create the header layout and the navigation menu
 - **Sub Task 2:** Work on the footer of the website

- **Sub Task 3:** Work on the body of the page adding pictures and text, making sure that it fits correctly
- **Task 3:** Implement the features (dropdown menu, links, and rerouting to a new page)
- **Task 4:** Review the page
 - **Sub Task 1:** Test the page to ensure all the functionality is working
 - **Sub Task 2:** Look for any design issues
- **Task 5:** Fix any issues that were identified in Task 4

This is the general decomposition of tasks that we will follow when we are constructing a website, and we will repeat for the rest of the pages. These tasks will be the same for every page that we do but we will always start with the homepage first as it is the most important page for the project and because its navigation menu is used to reach every other page on the site.

3.3 Project Proposed Milestones, Metrics, and Evaluation Criteria

With our project we determined that the best way to track our progress in terms of metrics will be by site completion. The reason for this choice is because tracking it based on something like the completion of each page wouldn't give an accurate understanding of the progress. Each page has varying time requirements to complete so it would be easier to treat an entire site completion as a metric. Another thing is with the metric it will directly indicate if we are able to progress to working on the next site which will make it easier to establish our milestones.

Our milestones that we will use to track progress will be based on a certain number of sites that we can complete within a given amount of time. Right now we have established our milestones requirements to complete 4 sites, completing every task defined in 3.1 Task Decomposition, within the time frame of 1 week. An example of the milestones would be as follow:

- **Milestone 1:** Complete 4 sites
- **Milestone 2:** Complete 4 sites
- **Milestone 3:** Complete 4 sites
- ...
- **Last Milestone:** All sites completed

The list provided is only a rough example, and the metrics of the milestones may change overtime. As we get more experience we may be able to increase the

milestones to more sites or less time. The changes or these milestones will occur during our review and design phase of the agile cycle.

With these milestones it will help us in evaluating our progress. Some of the main things we will evaluate are “are we able to reach the milestones that we established?”, “Was the milestones easy to complete given our schedules?” and “do we need to change the milestones?”. By asking these questions once we complete a milestone we can assess any changes that may need to occur. Pairing it with the agile process we can easily go back to the design plan and create more refined milestones that we will follow for the next cycle.

3.4 Project Timeline/Schedule

This project is broken into two semesters, so for this semester our main goal is to complete 35 websites. There are 8 weeks left in the semester, and since we use agile, our sprint cycle will be a week (one website a week). Even if we reach this goal, we will still be short by completing 28 out of the 35 websites. Our advisor told us that we could also work on the websites during summer break if needed, and that can help us catch up and lighten the load for the later semester as well.

Gantt Chart:





For the chart, each website (deliverable) should be completed in one week.

3.5 Risks and Risk Management/Mitigation

- **Task 1:** May not have all the proper resources, probability: 20-30%
- **Task 2:** Header, Footer or Page may have a unique element that may take longer to research and make, probability: 60%
- **Task 3:** Same as Task 2, probability: 60%
- **Task 4:** No risks
- **Task 5:** No risks

For tasks 2 and 3, the only way around this issue is to do research, which depending on the complexity of the element may take up more time than originally planned. The good news is that as we encounter more websites, the number of unique elements will go down because we have more exposure and knowledge of how to deal with them

3.6 Personnel Effort Requirements

Task	Estimated Time
Identify Resources Needed	< 1 hour
Create Header	3 - 4 hours
Create Footer	2 - 3 hours
Implement Features	7 - 8 hours
Review Page	< 1 hour
Fix Issues	2 - 3 hours

3.7 Other Resource Requirements

The only other resources we need are the website's resources, such as photos, videos, fonts, ect. These are all provided by our client, and he will give us access to them when we complete the previous website.