

ITEC 495 Project Feedback Form

PREPARED BY: Professor Wayne Smith, Franklin University

FOR: Team A (Network Upgrade Project)

DATE: 2/5/09

DOCUMENT NAME: Vision and Scope

Grade: 140 / 150 (Content)

COMMENTS:

A very clearly articulated and documented project proposal with realistic and achievable objectives. I like the fact that your IT solution will provide clear and tangible business value and benefits. I found your project planning document highly polished, comprehensive and professional, and I believe it will serve you well as a roadmap throughout this process.

Logo\Team Identity – Nicely done! Polished and professional!

Note: Your Vision and Scope document will be revised to include/incorporate this feedback, along with that of your business practitioner. The revised version(s) of the document will be submitted with each of your status reports and the final Project Write Up.

Feedback by Section:

1. Business Requirements – This section was well done team. A clear statement of the problem being addressed by this project. Excellent!

- **1-1 Background** – Very nicely stated – this really sets up the project solution within the context of the current situation and opportunities.
- **1-3 Success Criteria** – Nicely done for the most part. Success criteria must both quantifiable and measurable. This after all, is how the success of the project will be determined. The more specific the better. I would suggest revisiting this section and adding some numbers or metrics here that can be used to qualify whether the project objectives were actually attained.

For example - How will "increased overall efficiency" be measured in practical term? Will you establish baselines or benchmarks? How will employee morale be measured objectively? Such generalized notions of improvement mean little, unless they can be determined, measured and expressed as actual increases or improvements. I think you see the point here.

- **1-5 Risks** – Well done; a good mix of process and technical risks with clear and practical mitigation strategies. Keep in mind that risks will be identified, documented and controlled throughout the project lifecycle.

2. **Vision** – This was especially well done.

2-2 Major Features – My sense is that this is in fact doable given the practical (time) constraints of the course. *What will be the major features of the Wi-Fi segment of this project? Also, is fault tolerance a feature that has been considered – especially related to the availability of power? I did not detect any provision for UPS assets, or redundant power supplies. Has this been factored in? Please address in your next version of the Vision and Scope document.*

3. **Scope and Limitations** – How you respond to my questions in Section 2 pertaining to design features will determine if you need to add information in this section or not. *One area that I am not clear on from this document is the physical distance of each network segment (switch or stack) within each building. Is it more than 1,000 feet? Will fiber connect each network segment therefore? Please clarify. Another area that was not clearly identified or defined was the IP configuration (subnets, IP range, VLAN info etc). Please address as appropriate. Note that this information will also need to be plugged into Section 4.3 Operating Environment.*

4. **Business Context** – Just the right amount of detail here – well done! *Note that you will need to add information to this section based on earlier comments and feedback.*

5. **Human Resources** – Your team charter is well considered and effective – well done!

5-1 Team Charter: *How will conflicts or issues among the team be administered and resolved?*

6. **Project Management** – Note that this schedule will need to be tweaked and updated throughout the project lifecycle as necessary. It is the Team (project) Lead's responsibility to ensure that the team stays on track and meets key milestones.

7. **Educational/Program Outcomes** – Well done. Please note that your final project grade will be based in part on how well your project meets the Information Technology Program- Level outcomes outlined in 7.2

8. **Annotated Bibliography** – Well done. I will be looking in future versions to see that your research is expanded.