Project Planning Report

*Team:*

**Leader:**
Waara, Jodi, 1753

**Members:**
Calafell, III, Dag, 3125
Leonard, Damian, 1387
Polick, Matt, 5932

CIS 360
T, TR 3:30 – 4:45 P.M.

Date Completed: October 26, 2004
Executive Summary

The Project Planning Report finishes the planning stage of the System Development Life Cycle. It outlines what will be necessary for the Employee Hourly Tracking System that built by iGuard that we are going to implement. The included Statement of Work and Business Project Plan will outline the plan in great detail. The report contains a statement of work that describes the total man-hours required for project implementation to be 75. The goals of the project are to eliminate redundant data entry, save time on employee hours measurement, reduce errors, and to indirectly improve the competitive advantage of BASIC as a human resources management company.

The purchase of hardware and cost of labor associated with the implementation of the iGuard system will have a one-time cost of $1447.50. The recurring costs of the system are quite low. They are caused by the addition and removal of employees from the system, and have an expected cost of $122.50 per year. The time saved by using the iGuard system rather than the old timecard system currently in use has an estimated value of $3,120 per year. As you can see this system is very economical. We have calculated that with an opportunity cost of 12% for the money in question the net present value of the investment will be $8,200.11 after 5 years, a return on investment of 4.4523%. The project is expected to break even in just seven months.

The iGuard fingerprint system has been determined to be a very reliable piece of equipment that uses advanced but very reliable technology. The system will be easily added to the BASIC network and the raw data from the device can easily be organized and formatted to meet the requirements of the organization. By using open communication and tight deadlines, the scope of the project is manageable and the many benefits of the system will be very apparent once implementation is complete.
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i. System Development Life Cycle

We are in the late stages of the planning stage of the System Development Life Cycle. Already in the planning stage we have found a company to work with, BASIC, a human relations company with a branch in Portage, MI. We have talked with them and found a system, the employee hourly tracking system they are currently using, to be out of date. We examined several possible solutions and found the networked iGuard fingerprint identification system to be the most attractive option. It will provide a secure solution for several years to come and can be used to help protect the integrity of the thousands of dollars worth of information BASIC handles.

The second half of the planning stage allows our team to further determine the feasibility and scope of the project we are undertaking. The planning report is a good prelude to the analysis phase we are about to undertake.
ii. Statement of Work

BASIC
Benefit Administrative Services International Corporation
Statement of Work

Project Name: Employee Hourly Tracking System

Basic Project Managers:
- Jodi Waar (Manager)
- Dag Calafell (System Design)
- Damian Leonard (System Analysis)
- Matt Polick (Planning and Comm)

Project Sponsor: Bruce Weston – IT Manager

Project Star/End (project competition): September 6 – December 3, 2004

BASIC Development Staff Estimates (man-hours):
- Programming: 5.0
- Systems Analysts: 20.0
- System Planner: 20.0
- Systems Design: 10.0
- Administrative: 5.0
- Management: 5.0
- Project Sponsor: 10.0

TOTAL: 75.0

Project Description:

Goal:
The goal of this project is to fully implement a new employee hourly tracking system that will provide BASIC the necessary objective steps to remove human interaction and allow seamless data flow to Pay Quest (Payroll Company). The purpose of this project is to remove the redundancy of the current time card systems and to provide a usable, accurate, secure and automated system that will alleviate the manual process and reduce if not eliminate human error.

Objectives:
- Remove the capability of buddy swaps between employees
- Minimize the time used in departmental collaboration
- Eliminate the number of human calculation and data input
- Abolish human error and redundancy
- Provide web-based application to view employee hours
- Enhance security for data flow to administration and Pay Quest

Phases of Work:
The following tasks and system will reflect the current understanding of the project:
- In Analysis
- In Design
- In Implementation
iii. Assessing Feasibility

Economic Feasibility

Figure: One-Time Costs

<table>
<thead>
<tr>
<th>One-Time Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Development Costs (10 hr @ $40/hr)</td>
<td>$400.00</td>
</tr>
<tr>
<td>2. New Hardware</td>
<td>$600.00</td>
</tr>
<tr>
<td>3. Key Cards (35 @ 8.50)</td>
<td>$297.50</td>
</tr>
<tr>
<td>4. User Training (5hr @ $10/hr)</td>
<td>$50.00</td>
</tr>
<tr>
<td>5. Site Preparation</td>
<td>$100.00</td>
</tr>
<tr>
<td>- Data Port @ $70.00</td>
<td></td>
</tr>
<tr>
<td>- Mounting @ $30.00</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$1,447.50</td>
</tr>
</tbody>
</table>

One-time costs were derived from information provided to us by BASIC personnel.

Figure: Recurring Costs

<table>
<thead>
<tr>
<th>Recurring Costs (Per Year)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Database upkeep (1/2hr per quarter @ $40/hr)</td>
<td>$80.00</td>
</tr>
<tr>
<td>2. Additional Key Cards (5 @ 8.50)</td>
<td>$42.50</td>
</tr>
<tr>
<td>Total</td>
<td>$122.50</td>
</tr>
</tbody>
</table>

Recurring costs are estimates. All recurring expenses are caused by turnover and the addition of new employees due to expansion. The expansion rate used is an average of the last three years.

Figure: Financial Benefit (Per Year)

<table>
<thead>
<tr>
<th>Fesibility Benefits (Per Year)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor (3 hr/week @ $20 * 52 weeks)</td>
<td>$3,120.00</td>
</tr>
</tbody>
</table>

The old system requires ½ hour of time from each of the 5 departmental managers to add timecard punches for each employee and input totals into a spreadsheet each week. Cindy, the office administrator, then has to spend an hour checking the hours from each department to see if they are realistic and re-input the hours into a PayQuest form. The new system will only require checking to see if employee hours appear correct before the data is sent to PayQuest. This will take ½ hours per week, a savings of 3 hours.
**Tangible Benefits**

<table>
<thead>
<tr>
<th>Tangible Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improved management labor tracking and control</td>
</tr>
<tr>
<td>Less redundant processing</td>
</tr>
<tr>
<td>Reduced errors in data entry</td>
</tr>
<tr>
<td>Saving management time – 3 hrs/week @ $20/hr</td>
</tr>
</tbody>
</table>

**Intangible Benefits**

<table>
<thead>
<tr>
<th>Intangible Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security improvement</td>
</tr>
<tr>
<td>Increased professionalism in atmosphere</td>
</tr>
<tr>
<td>More timely information for analysis</td>
</tr>
<tr>
<td>Better information</td>
</tr>
</tbody>
</table>

**Intangible Costs**

<table>
<thead>
<tr>
<th>Intangible Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity cost – there could be a system we didn’t look at</td>
</tr>
<tr>
<td>Group time on project</td>
</tr>
<tr>
<td>Security Gaps</td>
</tr>
</tbody>
</table>

**Present Value Calculations**

<table>
<thead>
<tr>
<th>Present Value Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year of Project</strong></td>
</tr>
<tr>
<td>Net Economic Benefit</td>
</tr>
<tr>
<td>Discount Rate (12%)</td>
</tr>
<tr>
<td>PV of Benefits</td>
</tr>
<tr>
<td>NPW of all Benefits</td>
</tr>
<tr>
<td>One-Time Costs</td>
</tr>
<tr>
<td>Recurring Costs</td>
</tr>
<tr>
<td>Discount Rate (12%)</td>
</tr>
<tr>
<td>PV of Recurring Costs</td>
</tr>
<tr>
<td>NPV of all Costs</td>
</tr>
<tr>
<td>Overall NPV</td>
</tr>
<tr>
<td>Overall ROI</td>
</tr>
</tbody>
</table>

Present value calculations are based on an expected return of 12% if BASIC invested their money in another project or in the stock of another company.
### Break-Even Analysis

<table>
<thead>
<tr>
<th></th>
<th>Yearly NPV Cash Flow</th>
<th>Overall NPV Cash Flow</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>($1,447.50)</td>
<td>($1,447.50)</td>
</tr>
<tr>
<td></td>
<td>$2,584.90</td>
<td>$1,137.40</td>
</tr>
<tr>
<td></td>
<td>$2,307.95</td>
<td>$3,445.35</td>
</tr>
<tr>
<td></td>
<td>$2,060.67</td>
<td>$5,506.02</td>
</tr>
<tr>
<td></td>
<td>$1,839.88</td>
<td>$7,345.89</td>
</tr>
<tr>
<td></td>
<td>$1,642.75</td>
<td>$8,988.64</td>
</tr>
</tbody>
</table>

Project break-even occurs during the 1st year, specifically after ~7 months and 7 days.

### Technical Feasibility

BASIC has determined that their current system is not feasible to continue and therefore has looked to us to determine the best system that will allow for an electronic, secure and electronically accessible through the corporate network. It has been determined that the current time card system has built in redundancy that therefore makes for wasted time in the administration department.

The iGuard system is a state of the art biometrics system that uses a keycard and fingerprint to authenticate the employee seeking to clock in. In addition to clocking in, BASIC has the capability of incorporating this system to be used as a secure entry point to the building as well.

With some of the errors of the current system residing in being unable to read the time card and it being stamped in the wrong area of the card, the iGuard system removes these problems by making each of these data transactions electronic. With the iGuard system the error ratio is only 1 percent and it does this by taking a finger print analysis of 20 points. With 24 employees currently going onto the system, we figure that there will be no more than three errors per month resulting in employees having trouble to clocking in.

The scope of this project is mid-sized, it is affecting the way employees get paid and will save a lot of money so it is considered a high priority, high scope project. Little infrastructure change is needed, but it will be necessary for BASIC to mount the system, set up a database of fingerprints in the device, and install the data port to allow the iGuard system to be operational.

This is a highly structured system, as the requirements for this project have set in by BASIC and guidelines were given in class. The iGuard system implementation will abide by these
requirements. It is the purpose of this system to develop efficiency and reduce redundancy. With the structure of the employee hourly tracking system, reconfiguration can occur in the system itself, not providing increased difficulty to the direct user (employee).

TCP/IP is the built-in IT standard for the world. The iGuard unit has internal programming that uses TCP/IP to communicate to any computer properly networked with the device. No additional network programming is required for system operation. To set the system up it will be necessary to load the employee data information into the software bundled with the device. Pertinent information includes; first name, last name, last four digits of the social security number, and the department in which the employee works in. At the current phase of the system it will only be necessary to add the hourly employees. The final aspect of system implementation will be to build in a macro to format the data. The macro must allow the extraction of data from the iGuard system and place the data into the structured excel worksheet that has been set up by PayQuest.

The group has identified two sets of users; indirect users are Bruce Weston and Cindy DeYoung. The direct users are the 31 hourly employees BASIC currently has. Each of these users have been made aware of the proposed iGuard system and are impressed with its capabilities. The proposed macro application and the web-based iGuard system are highly functional. They are structured for efficiency and have been deemed usable by Bruce and Cindy. Each user will be educated before the system is implemented on all the features they may need to use. They will receive all training required for the category of user they fall into.

**Organizational Feasibility**

The BASIC organization is excited to implement this system. As a small business in Portage MI, they are willing to take the strides that will help their organization benefit in a way that will allow for greater employee efficiency and allow each of their employees receive greater benefits as an employee. Though this project provides mostly indirect benefits to the daily users, the long-term benefits are a system that allows for reduced errors and frees time for increased productivity.
iv. Baseline Project Plan

1 Introduction
A. Project Overview-
This project seeks to take a legacy time clock system and provide a new system that will allow for greater efficiency and allow BASIC the ability to view logs of the system online.
This project has been deemed feasible and achievable. As it has been marked a mid-sized project, there are no foreseen financial hurdles and the company is excited to implement the system.
Implementation is set to take place no later than November 25th. As determined by the team, the holiday will be the last week in which implementation can take place. We are seeking to have the system implemented in the second week of November providing time to test the system.
Current constraints reside in the companies’ inability to provide full documentation of how the iGuard data will be implemented into current excel form that is used. With discussions now in progress, we hope that we can receive this information including screenshots, access to the PayQuest systems and the excel sheet that is being used.

B. Recommendation-
Through extensive observations and process modeling, we were able to determine the current trends in legacy system (Time Clock) and are able to offer a system that will eliminate the current trends and offer a more robust, efficient and cost effective system.
In the observations we noticed that employees were not always

2 System Description
A. Alternatives-
1. Key fob system
2. Online login through windows
3. Retina Scan System
4. Current System, adding departmental responsibility

B. System Description-
Finger Print Identification System (Employee Hourly Tracking System)
With the use of biometric technology, iGuard (Formally stated as Finger Print Identification System or Employee Hourly Tracking System) reads an employee fingerprint and matches it to the employee ID card. The system ID images are located on the employee ID cards, which are used to speed device use and as an extra level of security to prevent all possibilities of buddy swiping. Another feature available with iGuard is to provide security to the premises by offering a security access control system, which may be implemented by BASIC at a later time if the need arises.
1. Input Information
The initial point of contact with the iGuard System comes from the employee. The employee sweeps the employee ID card past the iGuard device. The device then asks the employee to use their thumb to be recorded to the web-based system. If the employee is recognized, a record is placed in the system and the employee is marked as “IN.” If the employee is denied access, the system does not allow the employee to proceed and the employee is not marked into the system as “IN.” The same process is repeated when employees either clock out for lunch or complete their designated hours of work. Status in the web-based system will shift from “IN” to “OUT” and will automatically update to the system database.

2. Tasks Performed
The system provides multiple tasks that are run simultaneously. As described above, tasks completed by the employee are involved at the initial point of contact with the iGuard System. With the use of card identification and verifying the employee through the fingerprint, it then allows “IN” and “OUT” markings to be placed on the web-based system. At the end of the week, the data is downloaded from the bundled web software and is populated into an excel spreadsheet. This spreadsheet is then approved and possibly updated by Cindy DeYoung (Administration) and this information is transmitted via the PayQuest website. Cindy’s job in the payroll process will take no more than ½ hour per week, down from 1½ hours with the old system. The ½ hour spent by four other department managers entering payroll data per week is completely eliminated.

3. Resultant Information
The results provided from the above text are used without the need for any additional inference between the data and the final payroll system completed at PayQuest, the BASIC payroll company. The data is used to produce employee paychecks that are distributed weekly.

3 Feasibility Assessment

A. Economic Analysis
The charts in the economic feasibility section provide detailed information on one-time costs, reoccurring costs and financial benefit. In addition tangible and intangible benefits have been acknowledged, with a mention of intangible costs.

Present value calculations and break-even analysis have also been addressed and the system has been found to have a very high return. The seemingly costly iGuard system will be profitable in seven months.
B. Technical Analysis-

The fingerprint unit designed by iGuard has been thoroughly tested and found to have a 1% error occurrence. Fingerprint technology, though until recently very expensive, is not expected to fail. A properly mounted unit should last for several years. The software engineering required to set up the system is basic and will be done in house and can be easily modified if output requirements change. The overall project risk is low.

C. Operational Analysis-

The new system will solve business problems by allowing BASIC personnel, specifically the administration (Cindy DeYoung, Administrative) and to a lesser extent the four other department managers, to spend time currently spent on payroll activities on value adding activities. Using the new system, hourly employees will swipe their ID card and imprint their fingerprint when coming and going from work, and when taking unpaid lunch breaks. Managers will need to check briefly to see if the hours look correct. Under the current system managers have to spend valuable time to add up and enter employee hours registered on punch cards.

D. Legal and Contractual Analysis-

The iGuard fingerprint time clock system will provide a legally secure user end to BASIC’s payroll system. The possibility of miss entry of hours worked by employees is eliminated, greatly reducing a possible liability to the company. PayQuest, a subsidiary company of BASIC, designed the payroll system that the data from the iGuard unit will be transferred to so BASIC owns the copyrights on this system. There will not be a legal issue with the iGuard system because it will be used as designed.

E. Political Analysis-

Stakeholders view this system with optimism. The proposed method for punching in and out of work is simple and eliminates unnecessary work for busy individuals in the company. Employees are able to devote more time to value adding activities. Spending less time on the payroll system will increase profit for the company and make the owners happy. In addition, the members of management seem to think that the fingerprint device is a fun new toy, well worth the price. Then they saw the expected ROI and were more pleased.
F. Schedules, Time Line and Resource Analysis-

- Project Planning – completed by October 19
- Project Analysis – completed by November 2\textsuperscript{nd}
- Project Design – completed by November 11
- Project Implementation – completed by November 25
- Final Documentation and Presentation - finished by December 3\textsuperscript{rd}

We are currently working ahead of schedule, and will work hard to do so throughout the project.

4 Project Management Issues

A. Team Configuration and Management

**Jodi Waara – Project Manager**
Jodi’s key responsibilities are to make sure the group performs the designated task, leads the meetings, and solves any internal or external conflicts. As the leader of the group, Jodi is a key member and will be involved in the final assembly of reports. She will complete any additional tasks needed to complete any segment of the project not delegated to another team member.

**Matt Polick – Planning and Communications**
Matt’s responsibilities will be rooted in the communications and planning of the project. He will engage the initial contact with the company, plan and organize the specific tasks needed to complete the project, orient the group with the project, and operate as the communications liaison between the company and the group. Matt will also be responsible for compiling data from the project and putting into the final presentation.

**Damian Leonard – Lead Systems Analysis**
Damian’s main responsibilities will be to analyze the current system being used by the company, showing the processes in which they are using. It will be critical that the current process is mapped and detailed information is documented in order to improve the company’s process before it is implemented. As part of the checks and balances that have been put in place, Damian will be an integral part of the editing and final publication team.
Dag Calafell, III – Lead Systems Designer
Dag’s responsibilities are in developing the new processes in the company. He will be using Microsoft Visio to create process schematics from both the old and new process. It will then be the responsibility of Dag and the team to choose the best system for the company and put the processes into the implementation stage. Following responsibilities are also included: planning the project, assistance in system analysis, and report editing.

B. Communication Plan

Communication between Team and BASIC
As the outsourced project group, BASIC and we (the team) have deemed communication the strong point of this project. Basic (the company) has provided full access to documentation, records and IT infrastructure access. Through interviews and observations, we have the necessary research to proceed with the project.

Communication between Team and IT Manager
Matt Polick (Outsourced Project Team – Communication Leader) has been given the full responsibility and the title of lead communication advisor. All company queries will be directed to Matt and then directed to the appropriate team member in the team (outsourced project team). This will provide a effective communication channel. Matt’s past experience with the IT Manager at BASIC gives the team a solid and ideally suited member for communication.

Communication in Implementation Phase
During the implementation phase of this project, all queries from the company will first be voiced to Matt Polick and then directed to Damian Leonard. The exception comes when the team (outsourced project team) is one site. In this case, BASIC employees will be given the right to ask questions to one or all team members. Questions and concern will be documented and placed in the question repository for future reference.

Communication between Project Team and iGuard
Communication between the selected provider (Known as iGuard) and the team (outsourced project team) will be funneled to Matt Polick (Communication Leader). Sales and technical specifications will be evaluated and will be provided to the team for additional product data.
C. Project Standards and Procedures

The company will meet with the outsourced project team to discuss any issues that are currently affecting the system. The company has chosen this system based upon our evaluations of other options.

D. Other Project Specific Topics

We are incorporating the macro designs that are in addition to software bundled with the iGuard System. This will require a few hours of design and programming. The costs have been allocated in the project budget.

---

v. **Statement of Project Scope**

<table>
<thead>
<tr>
<th>BASIC</th>
<th>Project by:</th>
<th>J. Waara, D. Calafell,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Project Scope</td>
<td></td>
<td>D. Leonard, M. Polick</td>
</tr>
<tr>
<td>Date:</td>
<td>October 19, 2004</td>
<td></td>
</tr>
</tbody>
</table>

**General Project Information**

- **Project Name:** Employee Hourly Tracking System
- **Sponsor:** Bruce Weston – IT Manager
- **Project Manager:** Jodi Waara

**Problem/ Opportunity Statement:**

The number of new employees hired in the recent years has caused the current hourly time clock system to become a legacy. There is a constant management concern about the potential for “buddy swiping.” “Buddy swiping” is defined as one employee clocking another employee in when the employee is not present. In addition, issue causes department managers and overseeing managers to review punch cards and sign off the hours worked creating redundancy and not necessarily preventing the problem. The final administrative task involves collection, tracking, calculation and entry of data. An improved method is critical for the continuation of sustained growth, while providing an expandable, manageable and secure system that will be within the guidelines of the company objectives.

**Project Objectives:**

To provide a system that allows management and administration to decease the number of man hours used in payroll processing, eliminate the probability of buddy swiping, diminish the need for manual calculations, and eliminate process redundancy.
Project Description:

A system that will provide hourly employee tracking based upon the use of current IT infrastructure. The new system will provide time critical access to instantly view employee clock status. It will give administrative personal the ability to eliminate confusion by using a web-based status report. This will eliminate the payroll processing problem caused by lost time cards, a downfall of the old system. This project will follow the mission statement and guidelines of BASIC, seeking to provide efficient, prompt, courteous and cost effective service.

Business Benefits:

- Improved usability
- Improved use of system capabilities (Including existing network)
- Improved time management based on administration and department managers
- Improved security and employee privacy

Project Deliverables:

- Employee hourly tracking system analysis and design
- Employee hourly tracking macro design
- Employee hourly tracking documentation
- Employee and administration training

Estimated Project Duration:

75 man hours

vi. Minutes

Friday, October 15, 2004

- The meeting started at 2:00 pm and ended by 4.06 pm at The Arboretums Apartment 302.

Present: Dag Calafell, III, Matt Polick, Damian Leonard

Absent: Jodi Waara in Kentucky

To be completed:

- Statement of Work
- Assessing project feasibility pg 126
- Tangible and intangible benefits 128-9
- System cost report
- Economic feasibility analysis
- Data Flow Diagram encompassing entire project scope
- Project Development Diagram pg 123
What happened:
- We reviewed our due dates and made Implementation earlier (refer to the Project Development Diagram online for the details).
- Dag made the Project Development Diagram and Project Illustration.

The group decided that:
- We will do two reports next week.

Things to do:
- Matt will complete the Baseline Project Plan
- Damien will complete the Economic Feasibility.
- Dag will complete the Data Flow Diagram.

The next meeting will be on this coming Tuesday at 2:00.

Friday, October 19, 2004

- The meeting started at 2:20 pm and ended by 4:30 pm at The Arboretums Apartment #302.

Present: Jodi Waara, Dag Calafell, III, Matt Polick, Damien Leonard

Absent:

To be completed:
Statement of Work
Assessing project feasibility pg 126
Tangible and intangible benefits 128-9
System cost report
Economic feasibility analysis
Baseline Project Plan (BPP)

What happened:
- We decided what we needed to have on our Analysis report
- Matt called Bruce from BASIC about planning for implementation.
- We worked on the Baseline Project Plan.
- Dag completed the Conceptual Data Model and Code-Test Cycle Diagram.

Things to do:
- By next time, completed BPP.
- Jodi will do the T.O.C. and executive summary for the planning report.
- Matt will put together the project planning report.
- Damien will finish the feasibility analysis for the BPP.
- Dag will finish the diagrams.
Notes
  • Things to include in our Analysis Report:
    o Interview outline, pg 165
    o list of users
    o Procedures pg 171
    o 1. Requirements of data (format)
    o 2. Logical requirements – what triggers data transformation / rules for data manipulation
    o 3. Process requirements – what requirements on operations
    o use words: deliverable, JAD, we don’t consider this a BPR and why, CASE tools and example is Visio
    o Code-test cycle diagram
    o Case diagram per perspective (and high level)
    o ER Diagram of the system database

Sunday October 24, 2004

• The meeting started at 2pm and ended by 3:15 pm at The Arboretums Apartment #302.

Present: Jodi Waara, Dag Calafell, III, Matt Polick, Damian Leonard

Absent:

To be Completed:
  • Finish table of contents
  • Produce analysis report

What Happened:
  • We finished the table of contents
  • Jodi will add captions for the Planning report
  • We will include the ER diagrams on the Project Analysis

Things to do:
  • Damian will put captions on the project planning report and prepare the report for final printing.
vii. References

viii. Comments