

Mind Over Matter: Project Report 2



RECREATIONAL
SPORTS

Isabella Hardy, Dalton Colyer, Gaby Jordan,
Kevin Shepard, Stephanie Orozco

Meet Our Team

Project Team Members: Isabella Hardy, Dalton Colyer, Gaby Jordan, Kevin Shepard, Stephanie Orozco

Sponsor & POC: Virginia Tech Recreational Sports, Alison Cross, Megan Hughes

External Stakeholders: Virginia Tech students and faculty; Blacksburg community

Project Champion: Dr. Deane

Roles and Responsibilities

Project Manager: Stephanie Orozco (steplo3@vt.edu)

Establish and maintain communication with sponsor

Web Director: Isabella Hardy (isahardy@vt.edu)

Update website as project progresses and documents are created

Analytics Director: Dalton Colyer (colyerdp@vt.edu)

Take lead on researching optimal analytical tools for data visualization/analysis

Communications Director: Kevin Shepard (kevshep9@vt.edu)

Record meeting minutes as well as keeping all other project documents up to date

Business Intelligence: Gaby Jordan (gfiordan@vt.edu)

Take lead on any project deliverables which would include business processes

Communications

Stakeholders	Date	Format
<i>Alison Cross</i>	2/07/19	Email
<i>Megan Hughes</i>	2/13/19	Email
<i>Megan Hughes</i>	2/13/19	In person
<i>Megan Hughes</i>	2/27/19	Email
<i>Megan Hughes</i>	3/4/19	Email
<i>Megan Hughes</i>	3/6/19	Email
<i>Champion (Dr. Deane)</i>	3/7/19	Phone
<i>Megan Hughes</i>	3/20/19	Email
<i>Megan Hughes</i>	3/21/19	Email
<i>Champion (Dr. Deane)</i>	3/21/19	In person
<i>Megan Hughes</i>	3/22/19	Email
<i>Megan Hughes</i>	3/22/19	In person
<i>Megan Hughes</i>	3/28/19	Email
<i>Megan Hughes</i>	3/29/19	In person
<i>Champion (Dr. Deane)</i>	4/02/19	In person

Project Mission

Objective:

- Provide research documents including technical advice pertaining to current systems, and recommendations and diagrams for efficient allocation of resources.
- Create a dashboard for streamlined survey data visualization/analysis.
- Create a roadmap for carrying the project forward (research, potential future direction).

Success Criteria:

- Our success relies on our ability to accurately and efficiently deliver deciphered data to Virginia Tech Recreational Sports for reporting and usage. We are seeking a 9/10 rating from our sponsor.

Main Deliverables:

- Research
- Data Visualization Dashboard
- Roadmap

Charter

Constraints: The team's ability to work alongside Recreational Sports to collect up-to-date data throughout the semester to accurately portray survey data for their dashboard.

Assumptions: The team will be able to rely on the data that is provided by Recreational Sports to create functional analytic resources.

Risks and Dependencies: If the data the team received from Recreational Sports is not accurate, it will affect the accuracy of the project output.

Progress Report

Work Completed:

- Project Documentation
 - (Kick-Off Meeting, Team Contract, Scope Statement, Project Charter, Team Schedule, Risk Management Strategies, Probability/Impact Matrix)
- Began analyzing data provided
- Research heat mapping

Work Planned:

- Meet with sponsor to discuss project progression
- Finish draft dashboard for internal Recreational Sports usage
- Create final dashboard for Recreational Sports
- Create roadmap to ensure smooth transition

Team Contract

Code of Conduct: As a project team, we will:

- Contribute to the best of our abilities toward the successful planning and execution of our project.
- See the team project through to completion.
- Keep other team members informed of information related to the project.

Participation: We will:

- We will attend all meetings to the best of our abilities.
- Contribute equally as a team.
- Be open to new approaches and consider new ideas.

Communication: We will:

- Keep all team members informed of all progress and planning- CC all members.
- Respectfully consider the opinions of internal and external stakeholders.
- Be clear and to the point.

Team Contract
Date 2/6/19

Project Name: Mind Over Matter

Project Team Members' Names and Sign-off:

Name (Print & Sign acknowledging your understanding and acceptance)	Date
Isabella Hardy <i>Isabella Hardy</i>	2/6/19
Kevin Shepard <i>Kevin Shepard</i>	2/6/19
Dalton Colyer <i>Dalton Colyer</i>	2/6/19
Gaby Jordan <i>Gaby Jordan</i>	2/6/19
Stephanie Orozco <i>Stephanie Orozco</i>	2/6/19

Team Contract

Meeting Guidelines: We will:

- Utilize our time effectively and stay on task.
- Encourage everyone to participate.
- Hold each other accountable for meeting sponsor standards.
- Ensure team and external stakeholders in the meeting leave with an understanding of tasks completed and needed to be completed.

Problem Solving: We will:

- Strive to build on each other's ideas.
- Reach out for help when we realize we need it.
- Use data to assist in problem solving when possible.

Repercussions if expectations are not reached:

- Respectfully communicate any concerns directly and ASAP.
- Understand that points can be taken away at the discretion of other group members if improvement is not seen.

Schedule

Major tasks	Start Date	End Date	Responsible	Estimated Hours per person					Total Est. Hours	Actual Hours					Total Act. Hours	
				Kevin	Stephanie	Dalton	Gaby	Isabella		Kevin	Stephanie	Dalton	Gaby	Isabella		
1.1 Initiating																
1.1.1 Project charter	2/20	2/20	All	2	2	2	2	2	10	2	2	2	2	2	2	10
1.1.2 Kick-off meeting	2/14	2/14	All	1	1	1	1	1	5	1	1	1	1	1	1	5
1.1.3 Sponsor feedback	2/4	2/4	All	0.5	0.5	0.5	0.5	0.5	2.5	0.5	0.5	0.5	0.5	0.5	0.5	2.5
1.1.4 Site initial set-up	2/17	2/17	I						2						3	3
1.1.5 Initial Project Research	2/15	2/22	All	2	2	2	2	2	10	0.75	1	0.5	0.75	1	4	0
1.2 Planning																
1.2.1 Research on applicable data visualization software	3/6	3/16	D,K	2		2			4	2		2				4
1.2.2 Draft scope statement	2/20	2/20	All	1	1	1	1	1	5	2	2	2	2	2	2	10
1.2.3 Team contract	2/6	2/6	All	1	1	1	1	1	5	2	2	2	2	2	2	10
1.2.4 Excel draft schedule	3/9	3/14	K,S,I	1	1	1	1	1	5	2	2	2	2	2	2	10
1.2.5 Updated scope statement	3/20	3/20	All	1	1	1	1	1	5	1	1	1	1	1	1	5
1.2.6 Additional sponsor feedback	3/29	3/30	S	1	1				2						1	1
1.3 Executing																
1.3.1 Communications																
1.3.1.1 Document team meetings	ongoing	ongoing	K, I, S	1	1			1	3	1	1				1	3
1.3.1.2 Document sponsor meetings/feedback	ongoing	ongoing	K, I, S	1	1				3	1	1				1	3
1.3.1.3 Update online site	ongoing	ongoing	I						2	2					1	1
1.3.2 Main deliverable 2																
1.3.2.1 Perform Initial survey analysis	3/22	3/25	All	0.25	0.25	0.25	0.25	0.25	1.25							0
1.3.2.2 Trim/Sort Survey Data	3/31	4/10	D, K	3		6			9							0
1.3.2.3 Gather sponsor feedback on draft dashboard	4/10	4/10	All	0.5	0.5	0.5	0.5	0.5	2.5	0.5	0.5	0.5	0.5	0.5	0.5	2.5
1.3.2.4 Construct Final Draft of Dashboard	4/17	4/17	D, K	4		10			14							0
1.3.3 Main deliverable 3																
1.3.3.1 Gather research for project continuation roadmap	3/20	4/4	All	2	2	2	2	2	10							0
1.3.3.2 Draft Project Continuation Roadmap	4/1	4/10	All	1	1	1	1	1	5							0
1.3.3.3 Review draft roadmap	4/10	4/12	All	0.5	0.5	0.5	0.5	0.5	2.5							0
1.3.3.4 Present roadmap to sponsor	4/12	4/12	All	1	1	1	1	1	5							0
1.3.3.5 Collect Feedback from Sponsor	4/12	4/12	All	0.5	0.5	0.5	0.5	0.5	2.5							0
1.3.3.6 Make appropriate changes to Roadmap	4/12	4/14	All	1	1	1	1	1	5							0
1.4 Monitoring and Controlling																
1.4.1 Progress report 1																
1.4.1.1 Fill out progress report template	2/5	2/12	All	1	1	1	1	1	5	2	2	2	2	2	2	10
1.4.1.2 Assemble all documents for PR1	2/9	2/11	All	0.5	0.5	0.5	0.5	0.5	2.5	1	1	1	1	1	1	5
1.4.1.3 Prepare and practice presentation	2/10	2/11	All	1	1	1	1	1	5	2	2	2	2	2	2	10
1.4.1.4 Post all info online	2/12	2/15	I						1						1	1
1.4.2 Progress report 2																
1.4.2.1 Fill out progress report template	3/27	4/3	All	1	1	1	1	1	5	3	3	3	3	3	3	15
1.4.2.2 Prepare est. vs. actual hours summary	3/31	4/3	All	1	1	1	1	1	5	2	2	2	2	2	2	10
1.4.2.3 Assemble all documents for PR2	3/31	4/3	All	1	1	1	1	1	5	2	2	2	2	2	2	10
1.4.2.4 Prepare and practice presentation	4/3	4/3	All	2	2	2	2	2	10	2	2	2	2	2	2	10
1.2.2.5 Post all info online	3/31	3/31	I						1	1					1	1
1.5 Closing																
1.5.1 Project notebook																
1.5.1.1 Assemble all documents for notebook	ongoing	ongoing	All	3	3	3	3	3	15							0
1.5.1.2 Receive project completion form from sponsor	ongoing	ongoing	All	1	1	1	1	1	5							0
1.5.1.3 Prepare final report	ongoing	ongoing	All	0.5	0.5	0.5	0.5	0.5	2.5							0
1.5.1.4 Prepare and practice final presentation	ongoing	ongoing	All	4	4	4	4	4	20							0
1.5.1.5 Post all info online	ongoing	ongoing	All	2	2	2	2	2	10							0
1.5.2 Moving Forward																
1.5.2.1 Hold Closing Meeting	pending	pending	All	2	2	2	2	2	10							0
1.5.2.2 Final presentation completed (milestone)	ongoing	ongoing	All	0.5	0.5	0.5	0.5	0.5	2.5							0

Schedule

	Start Date	End Date	Responsible	Estimated Hours per person					Total	Actual Hours					Total	
				Kevin	Stephanie	Dalton	Gaby	Isabella	Est. Hours	Kevin	Stephanie	Dalton	Gaby	Isabella	Act. Hours	
1.4.2 Progress report 2																
1.4.2.1 Fill out progress report template	3/27	4/3	All	1	1	1	1	1	5	3	3	3	3	3	15	
1.4.2.2 Prepare est. vs. actual hours summary	3/31	4/3	All	1	1	1	1	1	5	2	2	2	2	2	10	
1.4.2.3 Assemble all documents for PR2	3/31	4/3	All	1	1	1	1	1	5	2	2	2	2	2	10	
1.4.2.4 Prepare and practice presentation	4/3	4/3	All	2	2	2	2	2	10	2	2	2	2	2	10	
1.2.2.5 Post all info online	3/31	3/31	I					1	1					1	1	
1.5 Closing																
1.5.1 Project notebook	ongoing	ongoing	All	3	3	3	3	3	15						0	
1.5.1.1 Assemble all documents for notebook	ongoing	ongoing	All	1	1	1	1	1	5						0	
1.5.1.2 Receive project completion form from sponsor	ongoing	ongoing	All	0.5	0.5	0.5	0.5	0.5	2.5						0	
1.5.1.3 Prepare final report	ongoing	ongoing	All	4	4	4	4	4	20						0	
1.5.1.4 Prepare and practice final presentation	ongoing	ongoing	All	2	2	2	2	2	10						0	
1.5.1.5 Post all info online	ongoing	ongoing	I					1	1						0	
1.5.2 Moving Forward																
1.5.2.1 Hold Closing Meeting	pending	pending	All	2	2	2	2	2	10						0	
1.5.2.2 Final presentation completed (milestone)	ongoing	ongoing	All	0.5	0.5	0.5	0.5	0.5	2.5						0	

Scope Statement

Project Purpose & Justification:

- The purpose of this project is to provide Recreational Sports with an understanding of how to incorporate data analytics to create a framework to help them understand the data that they have collected over the years in a constructive, useful way.

Project Scope Description:

- The team will provide a dashboard to our sponsor at Recreational Sports containing relevant analysis and visualization. This will potentially be used to justify and aid managerial decisions.

Probability/Impact Matrix

Probability	high			
	medium	<ul style="list-style-type: none">- Issues with software- Data confusion	<ul style="list-style-type: none">- Implementation recommendation not being feasible	
	low	<ul style="list-style-type: none">- Miscommunication with stakeholders- Lack of access to data	<ul style="list-style-type: none">- Stakeholder dissatisfaction- Data inaccuracy	
		low	medium	high

Impact

Risk Management Strategies

- ***Issues with Software - Maintenance***
 - Medium impact and medium probability
 - Recreational Sports may not use, if system is not user friendly
 - Circumventing by giving specific direction and guidance to Recreational Sports
- ***Data Invalidity***
 - High impact and low probability.
 - Invalid data can harm the integrity of the models
 - Quantification of data will be completely handled by the team, preventing as much invalid data
- ***Implementation recommendation is not feasible***
 - High impact and medium probability
 - Seeing as many teams have done this project in the past and none have completed it.
 - However, the team will be creating a roadmap to provide future teams possible directions for carrying this project forward.

Main Deliverables

- Provide research documents including technical advice pertaining to current systems, and recommendations and diagrams for efficient allocation of resources
- Dashboard for streamlined survey data visualization/analysis
- Roadmap for carrying the project forward (research, potential future direction)

Lessons Learned/Moving Forward

- Establish clear communications plan immediately
- Get regular meetings on the calendar ASAP
- Stick to agenda in meetings
- Manage project stakeholder flexibility



Questions?

