Project Description

Provide modern, highly functional website that offers a way for people to:
- Become members of the InfraGard community
- Communicate
- Stay informed
- Learn
- Help protect critical infrastructure

Specific Client Needs

In order to identify specific client needs, we communicated with our clients to establish how they wanted the website to appear and the content that was needed. The technical requirements included:
- Domain name
- Web hosting
- Website builder
- Membership management software
- Secure way to process payment
- Necessary hardware (computer/laptop, server, network, etc.)
- Communication/collaboration technology (telephone conferencing, Basecamp, etc.)
- File management system with user restrictions

Product Development & Deliverables

- **Execution / Phase 1 – Mock Up**
  1. Website layout (static, liquid, adaptive, responsive)
  2. Text and color options
  3. Individual page design

- **Execution / Phase 2 - Prototype**
  1. Template for website (rough draft)
  2. Ensure there are no broken links
  3. Provide basic functionality

- **Execution / Phase 3 – Draft Product**
  1. Add external links (Facebook, Twitter, etc.)
  2. Incorporate membership management and payment functionality
  3. Fully Functional

- **Execution / Phase 4 – Final Product**
  1. Fully Functional
  2. Edited and Refined
  3. Tested
  4. Final approval and evaluation by sponsor and key stakeholders

Project Mission Statement

InfraGard provides a tool for public-private collaboration with government to exchange information and provide learning opportunities relevant to the protection of critical infrastructure. Our mission is to provide the South Carolina Chapter with a fully functional and effective website that members can use to communicate and engage with others, to create a safer critical infrastructure within South Carolina and across the country.

Project Success Factors

For the project to be considered a success, the project should meet the project objectives and satisfy the key user needs listed above. Upon completion, the product will have been tested and will be fully functional.

Project Budget

- **Anticipated (Time) Budget**: approximately 200 hours
- **Actual Project (Time) Budget**: 170 hours

MS Project Gantt Chart of Major Project Milestones (Key Deliverables)

Lessons Learned

I’ve learned better time management skills and how to communicate with a group to work effectively to get the project done and be up to the customer’s standards.

- Ethan Smith

The lessons I’ve learned are that teamwork and team communication is important in order to find the problem, discuss it, and solve it. I will apply this lesson to my future IT career.

- Da Lin

It is important to narrow down your scope during the planning phase so both the client and the project team know what is expected.

Good communication skills are important when discussing and concluding the goal of the project outcome so that time and money are not wasted.

- Alexa Budry

PMBOK Project Processes Used

We used project initiation to define the guidelines for our project, project planning to map out the project schedule for deadlines, project execution to develop the website, monitoring and controlling to communicate with the clients about potential changes, and project closing to ensure overall client satisfaction.

Key Stakeholders

- Tom Scott
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- Dennis Hayes
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- J Woodlock
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