Digital Asset Management System: ResourceSpace
Project Management Plan

New Orleans Center for Photography
3333 Arts Avenue
New Orleans, Louisiana 70117

www.nocp.com

Version 1.0.0

July 19, 2020

PREPARED BY	Susan McCann	TITLE	Manager, Digital Strategy Project Manager	DATE	07/19/2020
APPROVED BY		TITLE		DATE	

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1.0 Executive Summary

In just over five years of operation, The New Orleans Center for Photography has grown from a small art gallery to an exhibition and education venue with monthly group and solo shows, workshops, and special events promoting local and international artists working in lens-based media. NOCP has also begun to accumulate its own collection of physical prints that are photographed, cataloged, and stored on site.

Problem: Due to this yearly growth, digital images of the permanent collection, of workshops and events, and artists' contracts have amassed a considerable amount. The need for a centralized digital asset management system is essential for documentation, security, and access to these assets for all departments within the organization. Below are current digital asset issues facing NOCP:

- Existing digital photos of the collection are not organized and easily searchable based on consistent metadata.
- Artists' agreements, event releases, and donor contracts are not centralized and are not easily located by all staff members.
- Digital assets have been stored on personal computers and drives, individual Box accounts, and an unmanaged Flickr account.
- Copyright information is not equally accessible to the departments, slowing down marketing efforts.
- Digital assets are not secure or backed up as they are spread out across multiple computers, drives, and Flickr.

Solution: ResourceSpace, an open source digital asset management system will provide a hub for all digital assets which can be easily searched and shared between staff members, Cloud storage with daily backups, and the ability to input metadata for easier management of files. Training, upgrades, and on-going technical support are features included in the package. ResourceSpace is listed as one of the top 100 Digital Asset Management Software options. (Best Digital Management System Software, n.d.) Using an existing digital asset management system with built in metadata search fields will save the organization time and money while allowing NOCP staff to focus on the promotion of photography as an art form.

Timeline:
- Month 1: Determine system, metadata, and site requirements.
- Month 2: Training and file organization/prep for uploading.
- Month 3: ResourceSpace site configuration/design finalized. Begin uploading!

Financials: Estimated current labor costs of time spent searching for assets, redesigning elements, and rewriting lost legal documents is $18,750 annually.
- First year cost of ResourceSpace implementation is $9,714.
- Key metrics below are based off of a 3 year forward plan.
  - Total Expected Costs: $27,212
  - Total Expected Benefit: $71,363
  - Payback Period: Within one year
  - Net Present Value: $44,151
  - Return on Investment: 162%

2.0 Introduction

The New Orleans Center for Photography needs a centralized digital asset management system to archive, organize, and share digital images, video, and supporting documents pertaining to the collection, changing exhibitions, events, and workshops. The DAMS will be for internal use across all departments to support curatorial and marketing efforts. ResourceSpace is the digital asset management system that suits the needs and budget of NOCP.

The project manager will be the point of contact for ResourceSpace and staff to communicate specific requirements and timeline of initiating the DAMS. Department leaders will meet with their teams and each other to determine company-wide metadata guidelines and file organization workflows/deadlines. The project manager will work with team leaders to train staff and interns on the system and relay concerns/questions to RS support team. Digital assets will be uploaded by each department on an ongoing basis with internal deadlines set by team leaders.

3.0 Scope Management

3.1 Work Breakdown Structure/Schedule Location: Appendix A

3.2 Project Deliverables

In Scope:
- A Digital Asset Management system for internal use of searching and documenting files.
- Cloud storage and regular backups for digital assets.
- Spec manual with training information, metadata guidelines, for existing and new employees.

Out of Scope:
- e-Commerce options for gift shop items, limited edition prints, etc.
- External sharing of images for general public use.

3.3 Acceptance Criteria
The project will be accepted when the NOCP team members agree with the design and usability of the ResourceSpace site. The project will also be a success when team members are adequately trained, continue to upload/re-use assets, and use the DAMS for a more efficient workflow at NOCP.

3.4 Assumptions & Constraints
- Staff will have the initiative to follow file naming protocols and upload files located on their own computers and drives.
- Staff will work together to prevent redundancy in data assets on the system.
- Curators and marketing staff will make use of the system to create new exhibition and social media opportunities.

- Staff will have time to complete training and organize files within the allocated timeframe while continuing daily duties.
- Budget is limited but can be allocated from existing grant funds.

4.0 Project Budget

4.1 Project Budget Location: Appendix B

4.2 Cost Baseline

Total Cost of DAMS implementation (year one): $9714
Labor costs: $ 4604
Cost of ResourceSpace (includes support, training, Cloud storage, etc.): $5110

ResourceSpace Support/Cloud storage is $5110 per year.
Key metrics below are based off of a 3 year forward plan.
- Total Expected Costs: $27,212
- Total Expected Benefit: $71,363
- Payback Period: Within one year
- Net Present Value: $44,151
- Return on Investment: 162%

- Cost of purchasing the DAMS ResourceSpace package and time spent in training and uploading files will be funded by existing acquired grants from the Louisiana State Council of the Arts, the National Endowment of the Arts, and The Helis Foundation.

- Initial cost of RS package is $5110 which includes ongoing support for upgrades, bug fixes support, 2 TB Cloud storage, core system functions configuration, training, and annual health check.

- Overtime is not budgeted for this project. Employees will be responsible for managing their existing workload with allocated time for this project.

- There is no software licensing fee for ResourceSpace. No hardware or equipment purchases are required, and any additional costs need to be pre-authorized by the Executive Director.

5.0 Project Schedule

5.1 Project Schedule Location: Appendix A

Project begins August 3, 2020 - ends October 30, 2020

- Project Initiation/Planning 8/3/20 - 8/19/20

- Project Execution 8/20/20 - 10/30/20
    - Training (Team Leaders/Team Members) 8/24/20 - 9/18/20
    - RS site configuration/design 9/11/20 - 10/12/20
    - Final Site/Workflow Approval 10/14/20

- Project Close-out 5 days 10/19/20 - 10/23/20

5.2 Milestones

MILESTONE	DESCRIPTION	DATE
Metadata Guidelines	Departments have agreed on the required metadata and a DAMS spec manual has been created.	08/12/2020
ResourceSpace Package	Purchase RS package, establish RS rep contact	08/20/2020
Homepage Design	Final homepage design approval based on NOCP branding guidelines.	10/09/2020
Training Complete	Dept Leaders and team members have been trained and have completed workshops.	10/12/2020
RS Site Complete	RS site has been configured based on NOCP requirements, tested by team leaders/members, and approved to begin uploading files.	10/14/2020
Final DAMS manual	After all revisions have been made, a final version of the DAMS manual will be created and shared with each department.	10/23/2020

6.0 Project Risks

6.1 Risk Methodology

Below is a list of risks that can affect the project's success and completion date. Risks are rated based on their probability and on their impact of the project. The highest risks are listed at the end of this report with corresponding responses. The following list of risks has been identified by the Project Manager and project stakeholders**.**

#	Risk	Risk Owner
1	Cataloging metadata is not added properly resulting in failed asset findability.	PM
2	ResourceSpace goes under and data is not retrievable.	PM
3	Staff will not continue to use the DAMS to upload assets, search or re-use digital assets.	PM
4	Department leaders will not take the time to train their team members.	Executive Director
5	Trained Dept Leaders/team members leave the company.	PM
6	System is hacked and sensitive materials shared with external unauthorized users.	PM
7	User account permissions are not monitored, and sensitive materials are shared with internal unauthorized users.	PM
8	Authorized account users leave the company with access to sensitive materials.	PM
9	Team members do not collect and organize digital assets from various computers/drives to upload on schedule.	Dept Leaders

6.2 Probability / Impact Assessment

The project will define the organization's standard risk impact and probability assessment criteria. The criteria are defined below. All criteria with an overall priority rating of #4 require a risk response.

	Probability		Impact
1	Very Low: <20% Chance of occurring	1	Very Low: Potential delay in the project schedule, or potential added cost.
2	Low: 20 – 39% Chance of occurring	2	Low: Minor delay in the project schedule, or minimal added cost.
3	Medium: 40 – 59% Chance of occurring	3	Medium: Moderate delay in the project schedule, or moderate added cost.
4	High: 60 – 80% Chance of occurring	4	High: Significant delay in the project schedule, or significant added cost.
5	Very High: >80% Chance of occurring	5	Very High: Extreme delay in the project schedule, change to the scope, or added cost, or cancel the project

Overall Priority	
0	**Total score of 0**
1	**Total score of 1 – 4**
2	**Total score of 5 – 9**
3	**Total score of 10 - 14**
4	**Total score of 15 - 19**
5	**Total score of 20+**

Impact

		0	1	2	3	4	5
Probability	**1**		1	1	1	1	2
	2		1	1	2	2	3
	3		1	2	2	3	4
	4		1	2	3	4	5
	5		2	3	4	5	5

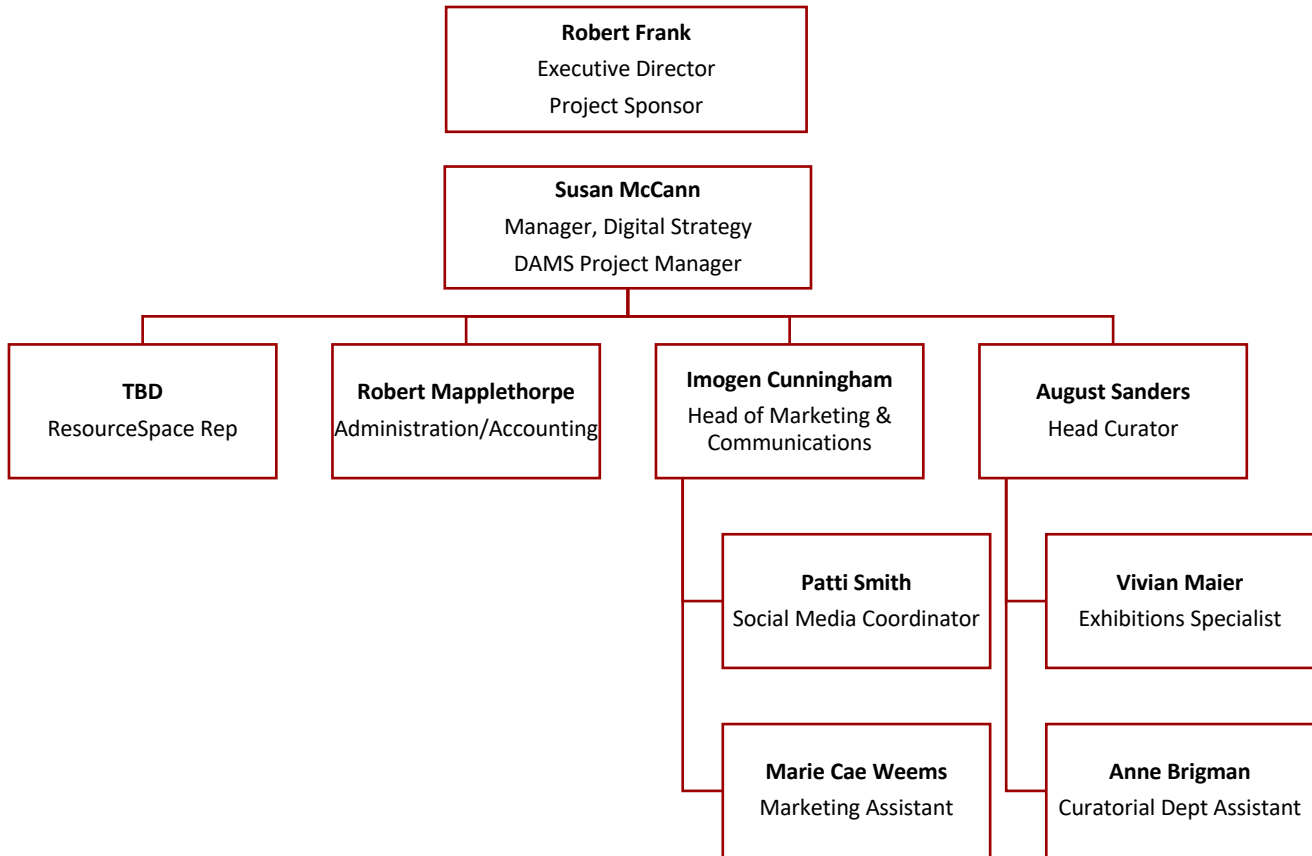| #	Risk	Probability	Impact	Priority
1	Cataloging metadata is not added properly resulting in failed asset findability.	3	5	4
2	ResourceSpace goes under and data is not retrievable.	1	5	2
3	Staff will not continue to use the DAMS to upload assets, search or re-use digital assets.	3	5	4
4	Department leaders will not take the time to train their team members.	3	5	4
5	Trained Dept Leaders/team members leave the company.	2	3	2
6	System is hacked and sensitive materials shared with external unauthorized users.	1	5	2
7	User account permissions are not monitored, and sensitive materials are shared with internal unauthorized users.	2	3	2
8	Authorized account users leave the company with access to sensitive materials.	2	5	3
9	Team members do not collect and organize digital assets from various computers/drives to upload on schedule.	4	4	4

6.4 Risk Response

#	Risk	Priority	Response
1	Cataloging metadata is not added properly resulting in failed asset findability.	4	Mitigation
	Details: A detailed metadata "cheat sheet" will be created and shared with the entire team. Weekly spot checks will be administered to ensure proper cataloging.		
3	Staff will not continue to use the DAMS to upload assets, search or re-use digital assets.	4	Mitigation
	Details: Because staff will still have access to external drives and their computers where digital assets were stored in the past, they may not continue to use the DAMS out of habit. To encourage continued use of ResourceSpace, staff input, and feedback will be encouraged during the regular production meetings. Training and informative videos will be shared with staff on a regular basis to keep everyone		

up to date and engaged with the project. The department leaders and the PM will not accept shared digital assets via email or Box shared folders.

4	Department leaders will not take the time to train their team members.	4	Mitigation

Details: For the project to stay on schedule, team members need to be properly trained. Department leaders may become busy with their regular duties preparing exhibitions and neglect to ensure each team member is using the available webinars and other resources to learn the DAMS. Department leaders need to take responsibility for their team and be available to answer questions. The Executive Director will require periodical updates from Department leaders ensuring that their teams are on track to complete their tasks.

9	Team members do not collect and organize digital assets from various computers/drives to upload on schedule.	4	Mitigation

Details: Department leaders will monitor their team members' productivity with daily check-ins and weekly meetings.

7.0 Communications Plan

Deliverable	Recipient(s)	Delivery Method(s)	Schedule	Owner
Project information	Project Team	Conference calls Emails Team Meetings	As needed	Project Manager
Project Status updates	Exec. Director/Sponsor Dept Team Leaders	Conference calls Email	Every Friday	Project Manager
Timeline/ Budget updates	Exec. Director/Sponsor	Email	As needed	Project Manager
Monthly Reports	Exec. Director/Sponsor	Email	Every Month	Project Manager
RS site requirements	ResourceSpace Rep	Zoom meetings Email Support ticket portal	Initial Site requirements: by August 21, 2020 Change Requests: as needed	Project Manager
Dept Team training status updates	Project Manager	Team Meeting (or email if not possible)	Every Friday	Dept Team Leaders
Dept File organization/prep updates	Project Manager	Team Meeting (or email if not possible)	Every Friday	Dept Team Leaders Dept Team Members
RS site configuration updates	Project Manager	Zoom meetings Email Phone	Every week	ResourceSpace Rep

8.0 Project Team

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┌─────────────────────────────┐
│       Robert Frank          │
│     Executive Director      │
│      Project Sponsor        │
└─────────────────────────────┘

┌─────────────────────────────┐
│        Susan McCann         │
│   Manager, Digital Strategy │
│     DAMS Project Manager    │
└─────────────────────────────┘
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TBD	Robert Mapplethorpe	Imogen Cunningham	August Sanders
ResourceSpace Rep	Administration/Accounting	Head of Marketing & Communications	Head Curator

Patti Smith	Vivian Maier
Social Media Coordinator	Exhibitions Specialist

Marie Cae Weems	Anne Brigman
Marketing Assistant	Curatorial Dept Assistant

9.0 References

Best Digital Management System Software. (n.d.) *Finances Online – Reviews for Business*
Retrieved from https://digital-asset-management.financesonline.com/

Appendix A

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
1	📌	**NOCP - Digital Asset Management System - ResourceSpace**	**65 days**	**Mon 8/3/20**	**Fri 10/30/20**	
2	📌	**Project Initiation**	**5 days**	**Mon 8/3/20**	**Fri 8/7/20**	
3	📌	Create Project Charter	1 day	Mon 8/3/20	Mon 8/3/20	
4	📌	Project Charter approval	0.5 days	Tue 8/4/20	Tue 8/4/20	3
5	📌	Kick Off Meeting	0 days	Wed 8/5/20	Wed 8/5/20	4
6	📌	**Project Planning**	**12 days**	**Wed 8/5/20**	**Thu 8/20/20**	
7	📌	Establish contact with ResourceSpace rep/support	0.5 days	Tue 8/4/20	Tue 8/4/20	4
8	📌	Finalize Approved RS package option	0.5 days	Wed 8/5/20	Wed 8/5/20	7
9	📌	Secure funding from accounting department	1 day	Thu 8/6/20	Thu 8/6/20	8
10	📌	**Requirements Definition**	**4 days**	**Thu 8/6/20**	**Tue 8/11/20**	
11	📌	Systems requirement for DAMS	1 day	Thu 8/6/20	Thu 8/6/20	4
12	📌	Curatorial Department requirements	1 day	Fri 8/7/20	Fri 8/7/20	
13	📌	Marketing Department requirements	1 day	Mon 8/10/20	Mon 8/10/20	
14	📌	Administration Department requirements	0.5 days	Tue 8/11/20	Tue 8/11/20	
15	📌	Create DAMS Specs Sheet	1.5 days	Tue 8/11/20	Wed 8/12/20	11,12,13,14
16	📌	Finalize Project Scope	0.5 days	Thu 8/13/20	Thu 8/13/20	15
17	📌	Create Schedule	1 day	Fri 8/14/20	Fri 8/14/20	16
18	📌	Create Risk plan	0.5 days	Mon 8/17/20	Mon 8/17/20	17
19	📌	Project Plan	1 day	Tue 8/18/20	Tue 8/18/20	18
20	📌	Project Plan approval	0.5 days	Wed 8/19/20	Wed 8/19/20	19
21	📌	**Project Execution**	**52 days**	**Thu 8/20/20**	**Fri 10/30/20**	
22	📌	Purchase ResourceSpace support package	1 day	Thu 8/20/20	Thu 8/20/20	9,20
23	📌	Share Specs/RS Creates site configuration	16 days	Fri 8/21/20	Fri 9/11/20	22

Project: CPST3500_ProjectSched	Task	▬▬▬	Inactive Summary	⊏＿＿⊐	External Tasks	▬▬▬
Date: Sun 7/19/20	Split	··············	Manual Task	▬▬▬	External Milestone	◇
	Milestone	◆	Duration-only	▬▬▬	Deadline	⬇
	Summary	▮▬▬▬▮	Manual Summary Rollup	▬▬▬	Progress	▬▬▬
	Project Summary	▮▬▬▬▮	Manual Summary	▮▬▬▬▮	Manual Progress	▬▬▬
	Inactive Task	▭▭▭	Start-only	⊏		
	Inactive Milestone	◇	Finish-only	⊐		

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
24	📌	**Training**	**20 days**	**Mon 8/24/20**	**Fri 9/18/20**	
25	📌	Department leaders train via RS support webinars, web guide	5 days	Mon 8/24/20	Fri 8/28/20	
26	📌	Zoom Q&A with RS support	1 day	Mon 8/31/20	Mon 8/31/20	
27	📌	**Dept leaders train team members**	**12 days**	**Wed 9/2/20**	**Thu 9/17/20**	
28	📌	Dept team members training workshop	2 days	Wed 9/2/20	Thu 9/3/20	25
29	📌	file prep/organization within each dept	6 days	Fri 9/4/20	Fri 9/11/20	
30	📌	**Provide Monthly Reports to stakeholders**	**45 days**	**Mon 8/31/20**	**Fri 10/30/20**	
31	📌	Report 1	0 days	Mon 8/31/20	Mon 8/31/20	
32	📌	Report 2	0 days	Wed 9/30/20	Wed 9/30/20	
33	📌	Report 3	0 days	Fri 10/30/20	Fri 10/30/20	
34	📌	**RS site completion**	**9 days**	**Fri 9/11/20**	**Wed 9/23/20**	
35	📌	Test RS site with Dept Leaders	2 days	Mon 9/14/20	Tue 9/15/20	23
36	📌	Change requests with RS/Finalize	6 days	Wed 9/16/20	Wed 9/23/20	
37	📌	**Design RS homepage using templates**	**10 days**	**Mon 9/28/20**	**Fri 10/9/20**	
38	📌	Marketing dept designs home page	5 days	Mon 9/28/20	Fri 10/2/20	36
39	📌	Home Page Approval/Revisions	5 days	Mon 10/5/20	Fri 10/9/20	38
40	📌	Uploading - workshop with team members (with final site)	1 day	Mon 10/12/20	Mon 10/12/20	36
41	📌	Final Site/Workflow Approval	0.5 days	Wed 10/14/20	Wed 10/14/20	
42	📌	**Project Monitoring & Controlling**	**65 days**	**Mon 8/3/20**	**Fri 10/30/20**	
43	📌	Health checks with ResourceSpace	65 days	Mon 8/3/20	Fri 10/30/20	
44	📌	Monitor each department hours spent on project	65 days	Mon 8/3/20	Fri 10/30/20	
45	📌	**Project Close-out**	**5 days**	**Mon 10/19/20**	**Fri 10/23/20**	
46	📌	Create manual with file specs, metadata requirements, etc	1 day	Wed 10/14/20	Thu 10/15/20	41

Project: CPST3500_ProjectSched
Date: Sun 7/19/20

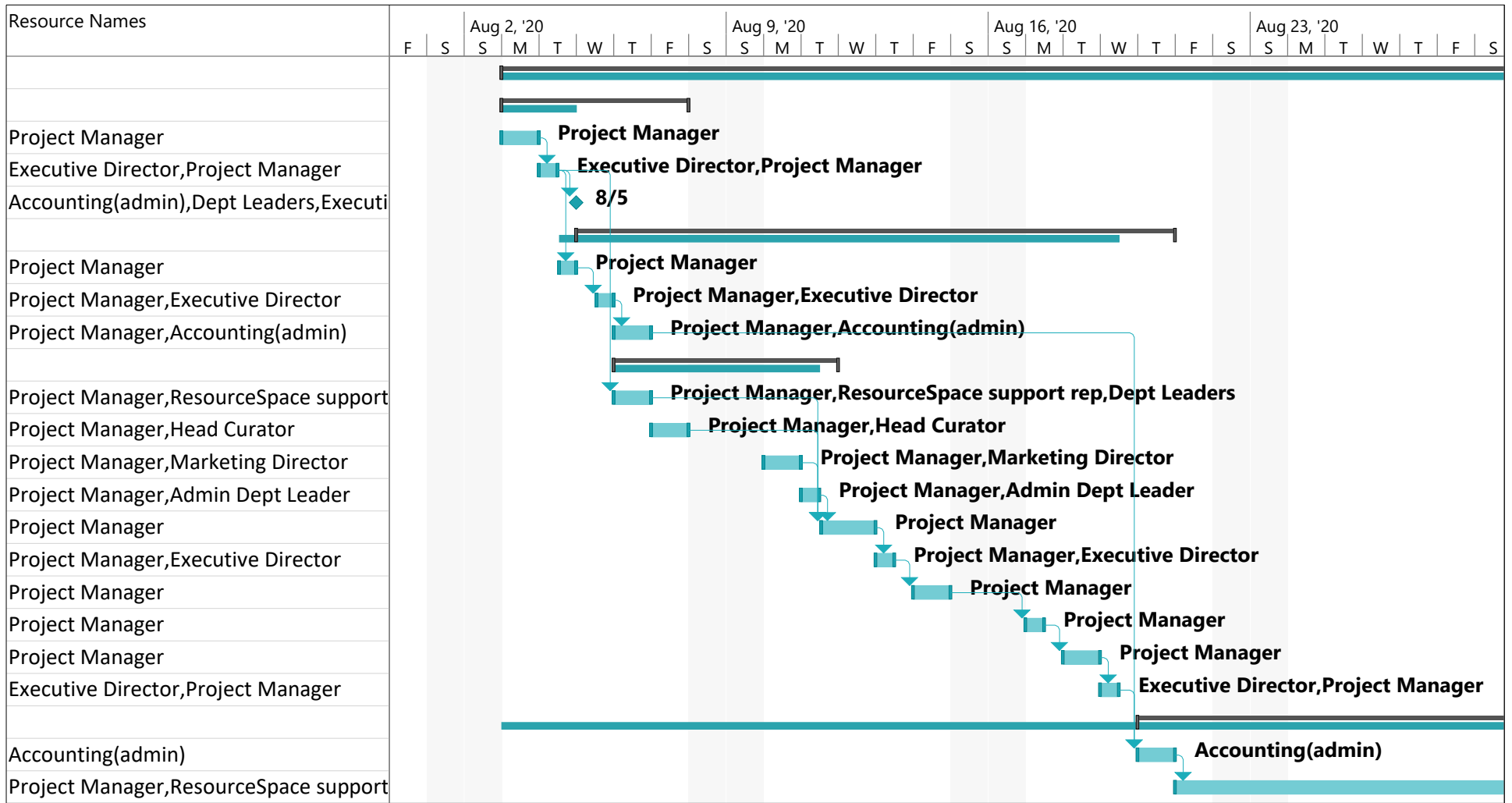|		
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Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

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ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors
47	📌	Document Lessons Learned	1 day	Wed 10/21/20	Wed 10/21/20	41
48	📌	Create Project Close-out Report	1 day	Wed 10/21/20	Wed 10/21/20	41

Project: CPST3500_ProjectSched
Date: Sun 7/19/20

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only	
Inactive Milestone	Finish-only	

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Resource Names	
Project Manager	Project Manager
Executive Director,Project Manager	Executive Director,Project Manager
Accounting(admin),Dept Leaders,Executi	◆ 8/5
Project Manager	Project Manager
Project Manager,Executive Director	Project Manager,Executive Director
Project Manager,Accounting(admin)	Project Manager,Accounting(admin)
Project Manager,ResourceSpace support	Project Manager,ResourceSpace support rep,Dept Leaders
Project Manager,Head Curator	Project Manager,Head Curator
Project Manager,Marketing Director	Project Manager,Marketing Director
Project Manager,Admin Dept Leader	Project Manager,Admin Dept Leader
Project Manager	Project Manager
Project Manager,Executive Director	Project Manager,Executive Director
Project Manager	Project Manager
Project Manager	Project Manager
Project Manager	Project Manager
Executive Director,Project Manager	Executive Director,Project Manager
Accounting(admin)	Accounting(admin)
Project Manager,ResourceSpace support	

Timeline headers: Aug 2, '20 — Aug 9, '20 — Aug 16, '20 — Aug 23, '20

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone ◇
Milestone ◆	Duration-only	Deadline
Summary	Manual Summary Rollup	Progress
Project Summary	Manual Summary	Manual Progress
Inactive Task	Start-only [	
Inactive Milestone ◇	Finish-only]	

Project: CPST3500_ProjectSched
Date: Sun 7/19/20

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Resource Names																								

Head Curator,Marketing
Director,Project Manager

Head Curator,Marketing Director,Project

Dept Leaders,Team Members

Dept Leaders,Team Members

Project Manager

Project Manager

Project Manager

Dept Leaders,Project Manager,Resource

Project Manager,ResourceSpace support

Marketing Director,Team Members

Executive Director,Marketing Director,Pr

Dept Leaders,Project Manager,Team Me

Executive Director,Project Manager

Project Manager,ResourceSpace support

Project Manager

Project Manager

Project: CPST3500_ProjectSched
Date: Sun 7/19/20

	Task	Inactive Summary	External Tasks
	Split	Manual Task	External Milestone
	Milestone	Duration-only	Deadline
	Summary	Manual Summary Rollup	Progress
	Project Summary	Manual Summary	Manual Progress
	Inactive Task	Start-only	
	Inactive Milestone	Finish-only	

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Resource Names	Aug 2, '20	Aug 9, '20	Aug 16, '20	Aug 23, '20
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Project Manager				
Project Manager				

Project: CPST3500_ProjectSched
Date: Sun 7/19/20

Task		Inactive Summary		External Tasks	
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Milestone	◆	Duration-only		Deadline	⬇
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only	[		
Inactive Milestone	◇	Finish-only	]		

Aug 30, '20   Sep 6, '20   Sep 13, '20   Sep 20, '20   Sep 27, '20   Oct 4, '20

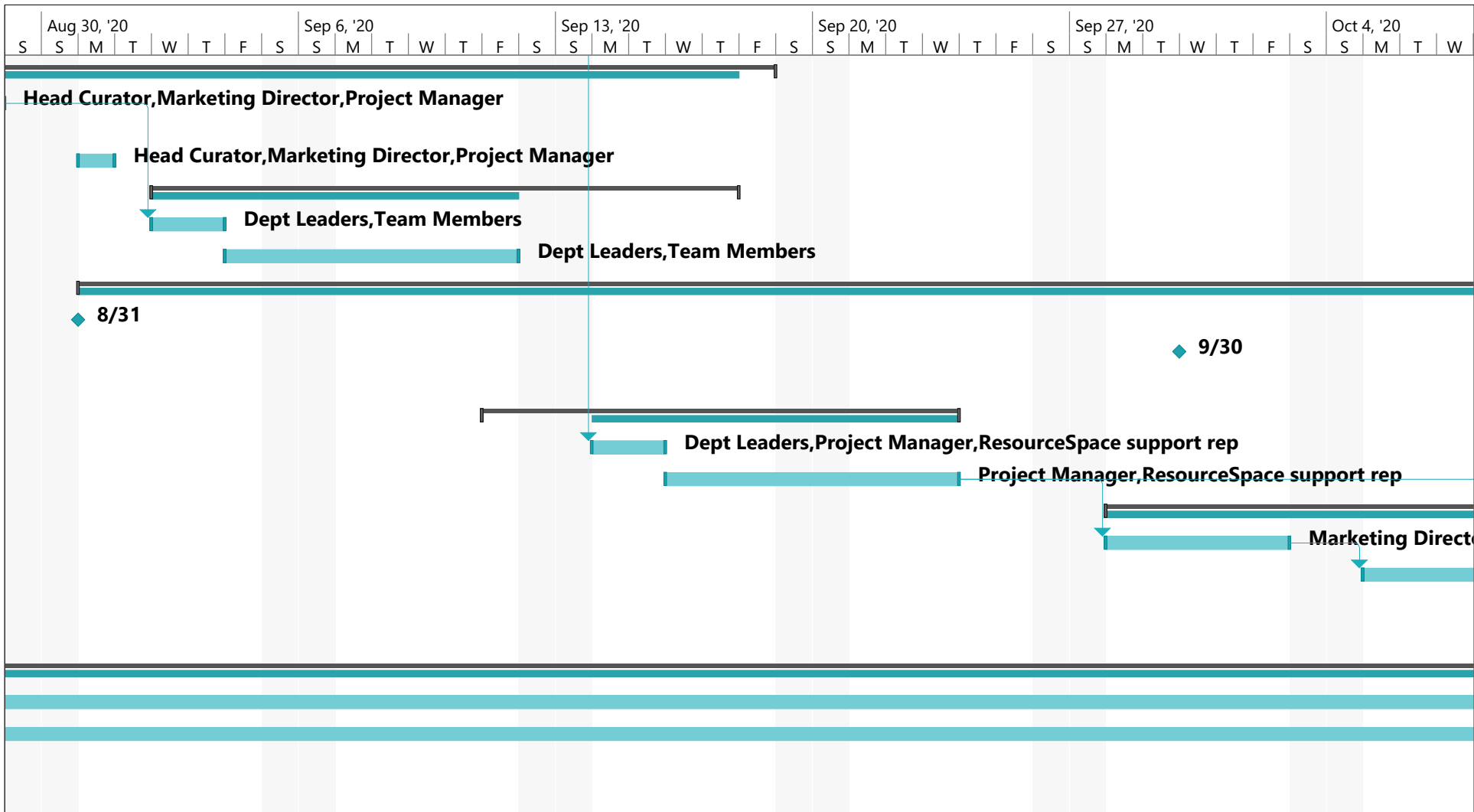S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W

er

Project Manager,ResourceSpace support rep

Task	▬▬▬	Inactive Summary	▢▬▬▬▢	External Tasks	▬▬▬▬
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Milestone	◆	Duration-only	▬▬▬▬	Deadline	⬇
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Inactive Milestone	◇	Finish-only	⊐		

Project: CPST3500_ProjectSched
Date: Sun 7/19/20

Head Curator,Marketing Director,Project Manager

Head Curator,Marketing Director,Project Manager

Dept Leaders,Team Members

Dept Leaders,Team Members

8/31

9/30

Dept Leaders,Project Manager,ResourceSpace support rep

Project Manager,ResourceSpace support rep

Marketing Direct

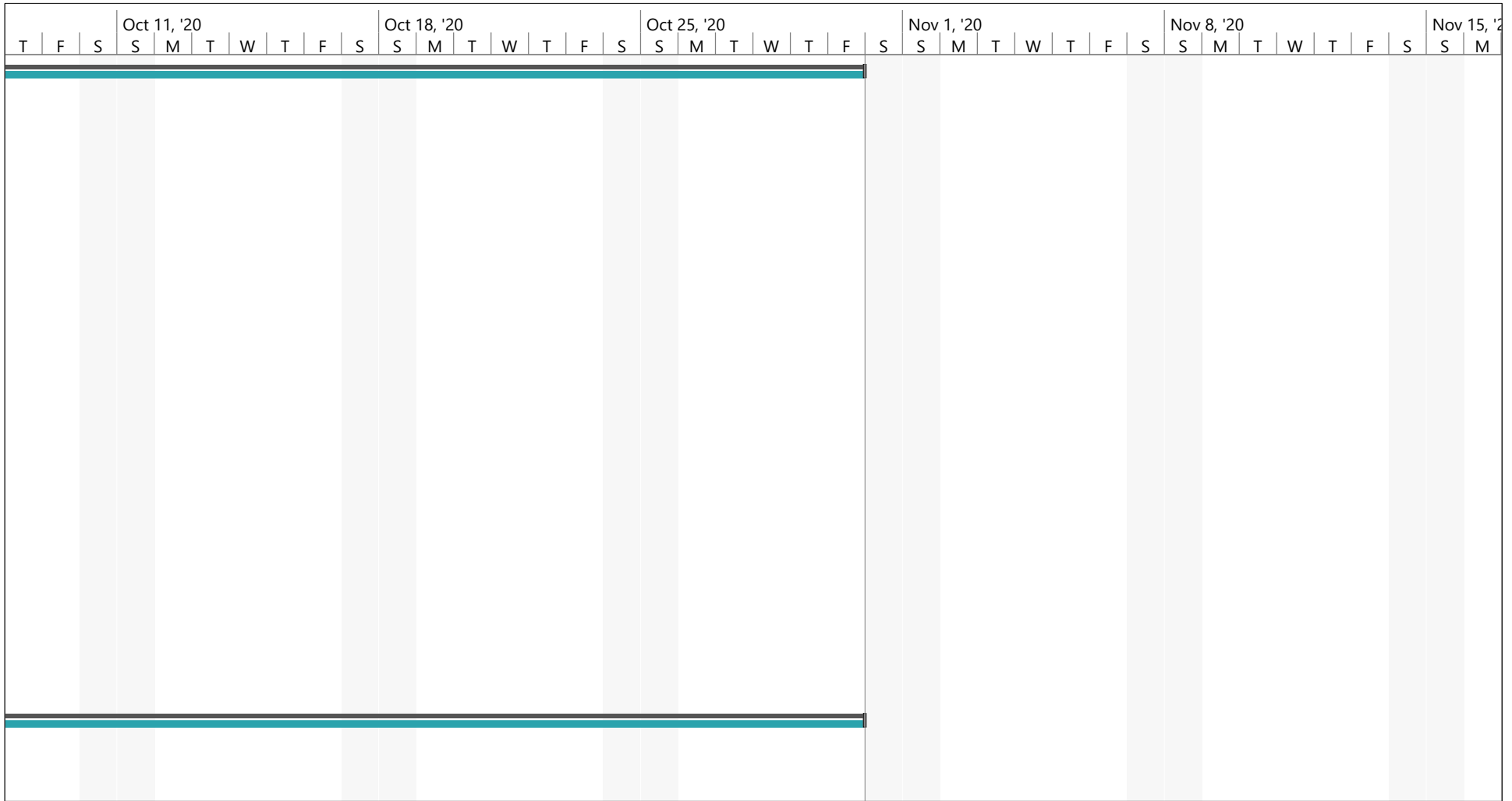|					
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Inactive Task		Start-only	[		
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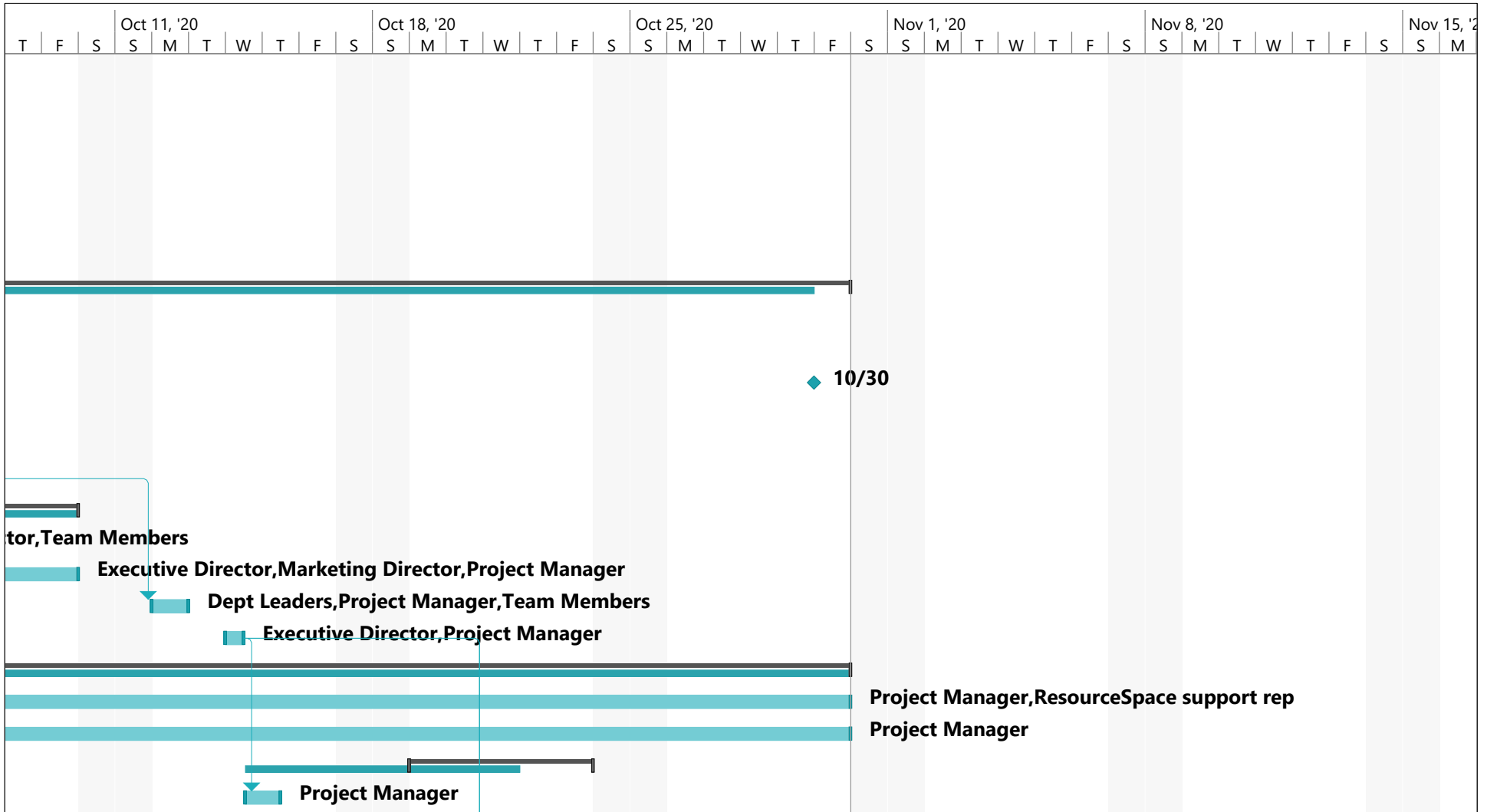| Task | | Inactive Summary | | External Tasks | |
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

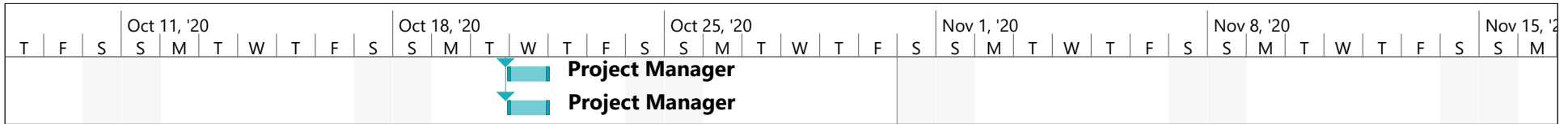|	Oct 11, '20							Oct 18, '20							Oct 25, '20							Nov 1, '20							Nov 8, '20							Nov 15, '2
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M

Task	▬▬▬	Inactive Summary	⊏━━━⊐
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Milestone	◆	Duration-only	▬▬▬
Summary	▬▬▬	Manual Summary Rollup	▬▬▬
Project Summary	⊏━━━⊐	Manual Summary	⊏━━━⊐
Inactive Task	▭▭▭	Start-only	⊏
Inactive Milestone	◇	Finish-only	⊐

External Tasks	▬▬▬
External Milestone	◇
Deadline	⬇
Progress	▬▬▬
Manual Progress	▬▬▬

10/30

tor,Team Members

Executive Director,Marketing Director,Project Manager

Dept Leaders,Project Manager,Team Members

Executive Director,Project Manager

Project Manager,ResourceSpace support rep

Project Manager

Project Manager

Task		Inactive Summary		External Tasks	
Split	....	Manual Task		External Milestone	◇
Milestone	◆	Duration-only		Deadline	⬇
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only	⊏		
Inactive Milestone	◇	Finish-only	⊐		

Project: CPST3500_ProjectSched
Date: Sun 7/19/20

Project Manager

Project Manager

Task		Inactive Summary		External Tasks	
Split	·················	Manual Task		External Milestone	◇
Milestone	◆	Duration-only		Deadline	⬇
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only	[		
Inactive Milestone	◇	Finish-only	]		

Project: CPST3500_ProjectSched
Date: Sun 7/19/20

Appendix B

Cost Estimate

Project Name: New Orleans Center for Photography - Digital Asset Management System - ResourceSpace   **Date: June 28, 2020**

Prepared by: Susan McCann

	Labor Hours	$ / Hour	Labor Subtotal	External Labor	$ / Hour	External Subtotal	Labor Total	Materials	Total Cost
SharePoint Site Standup									
Project Initiation									
Create Project Charter	8	$ 30	$ 240			$ -	$ 240		$ 240
Project Planning									
Establish contact w/ResourceSpace rep/support	1	$ 30	$ 30			$ -	$ 30		$ 30
Finalize Approved RS Package option	2	$ 30	$ 60			$ -	$ 60		$ 60
Secure funding from accounting department	1	$ 30	$ 30			$ -	$ 30		$ 30
Secure funding from accounting department (admin)	1	$ 18	$ 18			$ -	$ 18		$ 18
Requirements Definition									
Systems requirements for DAMS	4	$ 30	$ 120			$ -	$ 120		$ 120
Curatorial Department Requirements	4	$ 30	$ 120			$ -	$ 120		$ 120
Curatorial Department Requirements	2	$ 50	$ 100			$ -	$ 100		$ 100
Marketing Department Requirements	4	$ 30	$ 120			$ -	$ 120		$ 120
Marketing Department Requirements	2	$ 40	$ 80			$ -	$ 80		$ 80
Administration Department Requirements	3	$ 30	$ 90			$ -	$ 90		$ 90
Administration Department Requirements	2	$ 18	$ 36			$ -	$ 36		$ 36
Create DAMS Specs Sheet	8	$ 30	$ 240			$ -	$ 240		$ 240
Finalize Project Scope	4	$ 30	$ 120			$ -	$ 120		$ 120
Create Schedule	8	$ 30	$ 240			$ -	$ 240		$ 240
Create Risk Plan	4	$ 30	$ 120			$ -	$ 120		$ 120
Create Project Plan	8	$ 30	$ 240			$ -	$ 240		$ 240
Project Plan Approved	2	$ 30	$ 60			$ -	$ 60		$ 60
Project Execution									
Purchase ResourceSpace support package								$ 5,110	$ 5,110
Purchase ResourceSpace support package - Admin	1	$ 18	$ 18			$ -	$ 18		$ 18
Share Specs Sheet/Site Requirements with ResourceSpace rep	2	$ 30	$ 60			$ -	$ 60		$ 60
Training									
Training with Department Leaders	8	$ 30	$ 240			$ -	$ 240		$ 240
Training - Department Leader - Curatorial	4	$ 50	$ 200			$ -	$ 200		$ 200
Training - Department Leader - Marketing	4	$ 40	$ 160			$ -	$ 160		$ 160
Training - Team Members									
Training - Team Members - (By Curatorial Dept Leader)	2	$ 50	$ 100			$ -	$ 100		$ 100
Training - Team Member 1 - Curatorial	2	$ 15	$ 30			$ -	$ 30		$ 30
Training - Team Member 2 - Curatorial	2	$ 18	$ 36			$ -	$ 36		$ 36
Training - Team Members - (By Marketing Dept Leader)	2	$ 40	$ 80			$ -	$ 80		$ 80
Training - Team Member 1 - Marketing	2	$ 15	$ 30			$ -	$ 30		$ 30
Training - Team Member 2 - Marketing	2	$ 18	$ 36			$ -	$ 36		$ 36

Task	Hours	Rate	Amount							
File prep/organization - Curatorial	20	$ 15	$ 300			$ -	$ 300		$	300
File prep/organization - Marketing	20	$ 15	$ 300			$ -	$ 300		$	300
Provide Monthly Reports										
Month 1 Report	1	$ 30	$ 30			$ -	$ 30		$	30
Month 2 Report	1	$ 30	$ 30			$ -	$ 30		$	30
Month 3 Report	1	$ 30	$ 30			$ -	$ 30		$	30
Design RS homepage - marketing dept	2	$ 40	$ 80			$ -	$ 80		$	80
Test RS functionality and access with Dept Leaders	4	$ 30	$ 120			$ -	$ 120		$	120
Change requests with RS	4	$ 30	$ 120			$ -	$ 120		$	120
Begin uploading - Workshop with team members	2	$ 30	$ 60			$ -	$ 60		$	60
Uploading workshop - Team Member 2 - Curatorial	2	$ 15	$ 30			$ -	$ 30		$	30
Uploading workshop - Team Member 2 - Marketing	2	$ 15	$ 30			$ -	$ 30		$	30
Project Monitoring and Controlling										
Health checks with ResourceSpace	2	$ 30	$ 60			$ -	$ 60		$	60
Monitor Time/Budget spent	6	$ 30	$ 180			$ -	$ 180		$	180
Project Closeout										
Revise and finalize specs manual	2	$ 30	$ 60			$ -	$ 60		$	60
Document Lessons Learned	2	$ 30	$ 60			$ -	$ 60		$	60
Create Project Closeout Report	2	$ 30	$ 60			$ -	$ 60		$	60
Subtotal									$	9,714
Reserves			$ -			$ -	$ -			-
Total	172		**4,604**	-	-	-	**4,604**	5,110	$	**9,714**