Mail and More: Website and Document Portal

Gathered requirements for project. Produced project charter and scope statement with prioritized feature list. Work breakdown structure was produced to breakdown and prioritize tasks. Utilized expert judgment to identify critical path to create necessary buffers. Executed tasks defined in the WBS to reach project goals. Phased delivery of product deliverable to control risks and manage change. Released all project resources and obtained financial and administrative closure.

Postalcomm: Website and Online Mailbox Management System

Produced and initiated customer survey. Created requirements document from survey in collaboration with stakeholder. Estimated time and cost for my tasks on a network diagram. Worked to define the scope of the project; to identify risks, track issues, and open communications in the project information system. Making inputs to the statement of work and schedule. Created assessments of work-around options, refining the product description. Final website and back-end database delivered.

Ojai Spring Car Wash & H2OJAI: IT Systems Restructure

Called into compare and evaluate current IT systems. Managed the project plan, WBS, statement of work, scope and schedule. Evaluated existing procedures and practices, coordinating the differences. Maintained communications to stakeholders of project status. Conducted and lead team meetings. Was lead developer and project leader for a custom application called "Lubeware". Was in charge of and lead the build out, testing, and deployment of upgraded IT systems. Retained records. Closed project.

IT Strategists: Online Seat Charting Application

Lead initial research into current seat charting applications. Contributed to the project charter, requirements documentation, schedule and scope statement. Presented status to management, gaining approval for project redirection. Controlled risks, constraints and assumptions. Managed my work results, and helped develop prototype. Created and executed installation scripts to deploy the solution. Helped close project after gaining formal acceptance from Ticketmaster.