



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

Student Name	Ahmad Hashim Katib	اسم الطالب
Students I.D	2021201743.....٢٠٢١٢٠١٧٤٣	الرقم الجامعي

Section

Master

Date

Thursday

17/05/2021

Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس ٢٠٢١-٠٥-٢٧ في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الإنجليزية.
- يتم تسليم المشروع في صيغة ملف . pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion ، وأخيراً المراجع References . وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحّد كما يلي:
- حجم الخط ١٢.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر line spacing ١,٥

EPMO Tool

1. Introduction

Part of the EPMO (Enterprise Project Management Office) in my organization responsibilities is providing a tool to use for managing projects. We used a web portal that gives access to users to see their projects information, timeline and upload/download the projects documents. This tool was set up in 2018 and being used since then. Through the period since then the team and I were always collecting feedback and suggestions, while checking other best practices and analyzing what could fit our organization needs better. Eventually we created a proposal to get an approval on an enhancement project from the management, and they approved it. My role in the project was a project director, to be responsible of being the business owner and project manager. I reported to the project sponsor who is the Director of the EPMO.

Initially, the enhancement proposal was to enhance the tool to manage projects in a better and easier way. However, we added to that the strategy management. The current situation at the time the tool included only projects their timeline and uploaded documents, part of the project included upgrading the tool to be able to connect the projects to the strategic and operational KPIs (Key Performance Indicators), in addition to the initiatives. Moreover, instead of printing, signing, scanning and uploading documents, the tool would have imbedded template that users fill directly on the tool then send it for approval and save it directly in the tool. In addition, all of this information is used to produce various dashboards to each group of users as per their need. As we completed the pre-initiation phase and secured the budget, we moved to the project initiation phase. In this research we will discuss how we Identify and describe the purpose, scope, and objectives of the project.

The project goals and scope are the base of a project. As the project will aim to achieve the targeted goal. In a project with no clear goal or well-described scope, the work will

never be completed and the project will face scope discrepancy. It is very important to have clear goals and well defined scope to deliver the project with minimal overruns.

2. Literature review

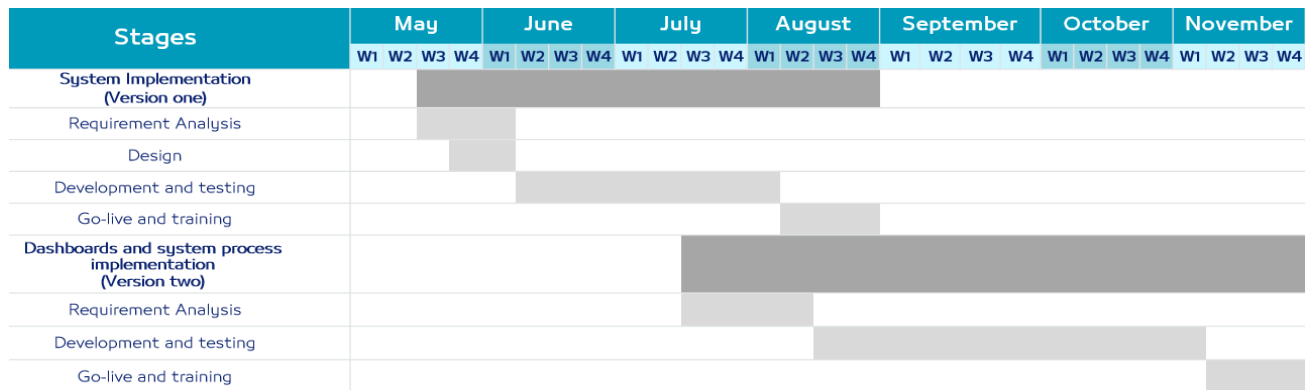
Setting the goals is to change something from a current phase to wanted phase. In other words, to understand your current ground and where what you desire and want to be by the end of the project. After that, understand why you want that change. Then, you set the goal and it need to be specific, measurable, realistic and challenging [1].

3. Methodology

In the project, we used the project charter that included the project purpose, objectives and scope, to give an overview about the project. In addition, the governance and sign-off hierarchy showing the authority levels, Gantt chart timeline, and RACI matrix to specify the responsibilities and accountability of the project teams. Moreover, tables of communication plan, stakeholders and their responsibilities.

4. Results and Discussion

The project purpose is the need of providing the project managers a better tool to rely on that makes their work easier. Furthermore, providing a connected infrastructure that eventually produce valuable information presented in dashboards that shows the progress of organization. This purpose is from the observation and analysis of two years. The project scope is defined through multiple sessions with all stakeholders. Which stated to have two rollouts to the new upgrade, which include the new strategy management needs. In addition, the required specifications of the dashboards, and training to the admins users in the EPMO. We used the Gantt chart to display the stages as the below Chart 1.



(Chart 1)

As for the project governance, we appointed two committees, a supervisory committee lead by the project sponsor and an executive committee led by me as the project director. We appointed the responsibilities as per the below RASCI matrix Chart 2.

#	Activities	S-Committee	Ex-committee	Project Director	IT	Users	Vendor
1	Project Plan	A	C	R	I	I	S
2	Provide requirements	A	C	R	S	-	I
3	System Infrastructure	I	A	S	R	-	S
4	System functional specification documents	I	A	C	C	C	R
5	System development	I	C	C	I	I	A,R
6	User Acceptance Testing	I	A	R	S	R	S
7	System Training	I	I	S	C	C	A,R

(Chart 2)

Finally, the communication plan. Which states the projects communications of meetings, reports or others. We listed the goal of each communication along with the organizer, audience, way of communication and recurrence.

Although it took some time to develop the project charter, it is very clear now the goal and scope of the project. This support the project through its execution to evade challenges with scope creep, poor quality and delivery on time [2]. Moreover, the RASCI matrix is to define who is responsible, accountable, consulted, informed or to support. It is used to describe the role of the stakeholders [3].

5. References

1. Dye, L. D. (2010). Goal setting and achievement thinking—the key to project and professional success. Paper presented at PMI® Global Congress 2010—North America, Washington, DC. Newtown Square, PA: Project Management Institute.
2. Avantika Monnappa. (2021). Understanding What Is Project Scope Management and It's Importance in 2021. Retrieved from <https://www.simplilearn.com>.
3. Bob Kantor. (31 January 2018). The RACI matrix: Your blueprint for project success. Retrieved from <https://www.cio.com>.