



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Course

Code

Thursday

Master

Date

18 / 03 / 2021.

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- 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 موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر 1.5 line spacing

• عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: ~~Eng. Amaal Aburumman~~ **Eng. Dr. Akram M. S. Ali**

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically.

This report will be between three to six pages in length. This is a significant research project.

Your report must address ~~each~~ **ONE** of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. Describe the strategies that are going to be set up to maintain communication with the team members.
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.
5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. ستكون هذا التقرير من ثلاث إلى ست صفحات.

يجب أن يعالج تقريرك ~~كل~~ **احد** القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء موازنة وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

System Integration Refreshment Project

Introduction:

In the digital era, SAUDIA airline is updating all its critical systems for better support and to adopt the latest technology. One of the major projects is the refresh of its integration system. The online integration layer is the backbone of the SAUDIA architecture. It links the enterprise applications together for the purpose of online services. The integration layer provides a transparent layer between various Enterprise applications (Service consumers and Providers). It encapsulates the services and business functions provided by the applications domain and other service providers, and expose them as integration services to other domains.

In my research I'll be describing the current procedure for finalizing projects and demonstrate our procedure and identify the factors we take into account to evaluate the success of the project.

Project closure activities ensure the recording project documents, archiving in organizational process assets, making final payments, releasing resources and completing the project. Every project teaches lessons to the organization whether it's a success or is a failure. So even after a project finishes, the documentation of this project is going to be helpful for completing the coming projects successfully.

Literature Review:

According to A Guide To The Project Management Body of Knowledge (PMBOK® Guide) – Fifth Edition, "The Project Closing Process Group consists of those processes performed to conclude all activities across all Project Management Process Groups to formally complete the project, phase, or contractual obligations. This process group, when completed, verifies that the defined processes are completed within all of the Process Groups to close the project or phase, as appropriate, and formally establishes that the project or project phase is complete" (2013, p. 57).

Sanghera (2006) and Richman (2012) mention that there are two components of project closure – administrative closure and contract closure. Administrative closure refers to the activities related to getting acceptance for project, quality analysis of the project, maintaining knowledge. The authors elaborate that administrative closure also includes identifying who will perform what task. Sanghera (2006) provides the details of the input to and the output of project closure and the tools & techniques used during the closing process. The authors write that if there is a contract associated with the project then contract closure is related to settling down the contracts associated with the project. For contract closure two objectives have to be accomplished – close the contracts, and receive/issue verification that the deliverables were received and accepted. The contract closure process has been illustrated in the figure below (Sanghera, 2006, p. 251).

Methodology:

In my organization we are adapting PMI or the Project Management Institute framework for project management. The PMI framework involves a well-defined set of techniques, tools, processes, rules, and methodologies that promote best practices in project management. In my project, I'll follow the waterfall methodology which is a process in which the phases of the project flow downward. The model requires that we move from one phase to another only once that phase has been successfully completed.

Below diagram explain the process of project close phase

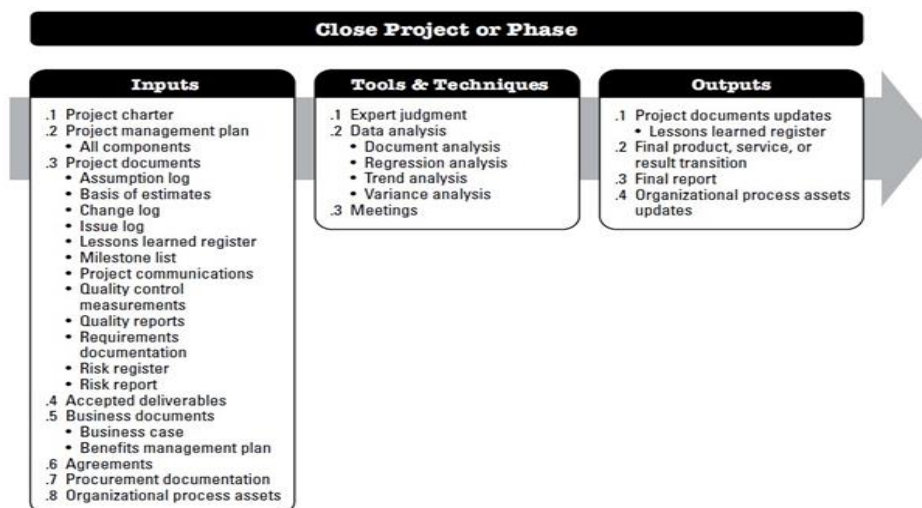


Figure 4-14. Close Project or Phase: Inputs, Tools & Techniques, and Outputs

I'll be following the below procedures to make sure the successful project closure

Step 1: Confirm that all the work has been completed as per the requirements details.

The project deliverables must have been completed and delivered as per agreement. A formal acceptance for the completed work is a must.

Below are some of the deliverables that MUST be completed:

- New To – Be Integration Architecture.
- Establish an effective SOA governance to be in place at the initial stage of the implementation, covering the entire SOA lifecycle
- Integration Layer Revamp: revamping existing Online Services Integration architecture to assure a well-tuned, high available and stable integration production environment.
- Revamping the current Integration staging repository based on reverse engineering and restructuring the existing implementation.
- Enablement and knowledge transfer to our Team.
- Provide Integration Software Licenses.

Step 2: Complete procurement closure

Since the project is closing, any remaining payments need to be made to the vendor. The procurement steps are also completed.

Step 3: Gain formal acceptance (See Appendix)

An official acceptance of the project and project deliverables are taken from the business and project sponsor. We present a written document (Project closure document), to signed off, which states that the project has been completed and they accept the outputs of the project.

Step 4: Complete final performance reporting

The final performance of the project is calculated and recorded. These include cost performance, schedule performance ... etc. For example, the project has been completed under budget or not, how much did the project exceeded the planned budget? Same is applied for the schedule. These are auto calculated using the capabilities of MS Project online.

Step 5: Archive records

Final versions of the project management plans and all needed documents about the project are archived in MS Project Online.

Step 6: Capturing of lessons learned (See appendix)

Lessons learned is collected and gathered from all stakeholders. For example:

- What was done well? (This should be documented so it can be repeated in the future)
- What could have been done better? And if so, how can it have been done better?

We are using MS Project Online to store the Lessons learned documentation.

Step 7: Hand off operations and support responsibilities.

Once the project is completed, the solution of the project is handed over to the operation team and end user. Knowledge transfer sessions are conducted. Operations procedures are established describing how to use or how to operate with the solution.

Step 8: Release the resources

After successful completion of the project, and after closing all project assignments, lessons learned inputs from the project resources are collected and then these resources are released respectively.

Results and Discussion:

The project lifecycle consists of five groups (Initiating process group, Planning process group, Executing process group, Monitoring and controlling process group and Closing process group).

The closing phase of project management is the final phase of the project lifecycle. This is the stage where all deliverables are confirmed and formally handed over to the customer or operation and support team, and all documentation is signed off, approved, and archived. The project closing phase is very important and helps organization avoid unwanted scenarios.

The process sometime seems boring or excessively administrative, however, a formal closure phase ensures all stakeholders are on the same page, all projects deliverables are finalized and documentation is signed and approved, contractor's obligation is paid.

The project close phase allows us to evaluate the project's success or failure, which is very important for planning and executing projects in the future.

Without a formal closing process, we are risking letting crucial details fall through the cracks, which will for sure result in never-ending projects, confusion, dissatisfied customers, and sometime liability issues.

Project closure help us avoid:

- Repeating mistakes on coming projects and objectives
- Having deliverables without dedicated support and resources.
- Failing to identify the team or individuals who will own and maintain the solution after the Go live.
- Liability issues subsequent from incomplete payments, contracts, or deliverables.

Following the project closure process ensure the proper transition of the solution to the end user and operation team. It ensures all stakeholders have the needed information, resources, and training to successfully manage and operate the solution.

Finally, project closure is a process that we can't afford to skip or not giving it the proper attention.

Appendix:

Project closure and lessons learned report used in my company.

References:

- Sanghera, P. (2006). PMP® In Depth: Project Management Professional Study Guide for PMP® and CAPM® Exams. Boston, USA: Thomson Course Technology.
- The Project Management Body of Knowledge (PMBOK® Guide) – Fifth Edition
- Richman, L. (2012). Improving Your Project Management Skills 2nd Edition. New York, USA: American Management Association.
- Bennet Gustafsson, Bhavna Yadav (2013). Closing IT projects A Swedish public sector perspective.

[Project Name] Project Closure

Business Sponsor (GM & above)		Business Project Manager/Rep	
IT Sponsor (GM & above)		IT Project Manager/Rep	
IT PMO Program Manager		IT Business Partner Rep	
Project Actual Start date		Project Actual End date	

Reason of Closure

☐ Completed

☐ Terminated (reason)

In-Scope/Out-of-Scope & Deliverables

#	Actual Deliverables
1.	
2.	
3.	

Change Requests

#	Name	Cost

Lessons Learned

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Areas	What Worked Well	What did not Go Well	Impact (%)				
			0	25	50	75	100
Scope Management							
Schedule Management							
Cost Management							
Quality Management							
Resource Management							
Procurement Management							
Communications Management							
Risk Management							
Stakeholder Management							

Approvals

Title	Name	Signature	Date
Business Sponsor			
Business Project Manager/Rep			
IT Sponsor			
IT Project Manager/Rep			
IT PMO Manager			