



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Course

Code

Thursday

Master

Date

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(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس ٢٠٢١-٠٥-٢٨ 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 ١٢.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر line spacing ١,٥
- 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:

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

مع تمنياتي بالتوفيق..

I selected this option: 8. Briefly describe how the progress will be monitored.

Monitoring and Controlling the Progress of an IT Project by IT PMO in Government Organization

1. Introduction

In this limited research project, I will demonstrate the process of monitoring and controlling the progress of an IT Project in government organization with identifying main requirements and possible challenges might be faced. After that, I will go through some recommendations helping in making the monitoring and controlling process fulfilling its goals & objectives for the success of the project.

To be more specific about the main role discussed in this limited research project I will look into IT PMO Manager responsibilities in the process of progress monitoring and controlling.

Monitoring and controlling process consist of set of sub-processes used by the project manager to follow and measure closely the progress and performance in every phase and process during the project lifecycle to ensure of successful initiation, planning, executing, and closing. These sub-processes need to be conducted actively and periodically to leverage the success of the project.

2. Literature Review

It is important at the begging to understand that in government organization IT PMO informed and being in-charged about the project only after singing the contract. That means IT PMO is not part of building the scope, specifying the deliverables, bedding, and award processes. Therefore, IT PMO is getting signed contract with specific scope, deliverables, implementation period, and cost.

As a result, IT PMO holding the responsibility of managing the implementation, monitoring, controlling, handing over, administrating and closing the project.

3. Methodology

Once IT PMO informed about new project, assigned IT PMO Project Manager contacts the assigned Technical/Functional Project Manager and contractor Project Manager to agree on the kick-off meeting. Then the following seven (7) sub-processes from Controlling and Monitoring Process implemented as detailed below in each part. Knowing that it will be great having a diagram shows the workflow and RACI table of each process but due to the time limitation could not have that.

3.1 Validate and Control Scope

At the beginning because IT PMO was not part of building the scope, reviewing and validating the project scope to ensure of fulfilling the targeted project goals and deliverables is critical part. Therefore, the Project Manager is informing all stakeholders to review the project scope and schedule a meeting to listen to their comments and collect all related feedback. By completing that, the scope baseline is specified.

The main inputs for this process are the signed contract having technical scope and list of the targeted deliverables, Stakeholders List, and Work Plan.

The targeted deliverables are Signoff the confirmation of the targeted deliverables (Appendix 6.1: Validate and Control Scope Form), list of changes needed on the signed scope if needed, and specifying the scope baseline.

3.2 Control Schedule

In this process, the Project Manager is following the activities status periodically to ensure of meeting the targeted work plan schedule, complying with the specified specification, and reporting the status.

The main inputs for this process are the signed contract, work plan, last progress report (Appendix 6.2: Project Progress Report Form), risk and issues registry, stakeholders and work team feedbacks.

The targeted deliverables are progress report, change request if needed, and

forecasted schedule.

3.3 Control Cost

In this process, the Project Manager ensures that complying with the baseline activity cost, manage and control the cost of requested changes and provided cost progress report especially highlighting and noticed variance.

The main inputs for this process are the Bill of Quantities (BoQ) in the signed contract, work plan, last cost progress report, and risk and issues registry.

The targeted deliverables are cost progress report, forecasted cost, and detail report about the cost effects of the needed changes.

3.4 Control Quality

In this process, the Project Manager is focusing of monitoring the quality of the deliverables, recommend needed changes, identify the cause of none acceptable quality, needed actions to prevent that, monitoring the changes, and ensure of stakeholders acceptance.

The main inputs for this process are Quality Plan, Work Plan, Deliverables List, Quality Metrics, Quality Checklist, and Requested Changes.

The targeted deliverables are Stakeholders Acceptance update, Quality Control updates, Change Request Updates, and Work Plan update.

3.5 Control Communication

In this process, the Project Manager is following all communication activities especially the ones related to stakeholders to ensure of smooth acceptance at closure phase.

The main inputs for this process are Work Plan, all progress and communication reports, Risk & Issues Registry, and Stakeholders Feedback Report.

The targeted deliverables are updating Progress Report and managing Stakeholders Relationships.

3.6 Control Risk

Will covered in the Risk Management Research Report.

3.7 Perform Integrated Change Control

In this process, the Project Manager is managing and controlling all changes especially ensuing of the acceptance of Change Advisory Board (CAB) on the targeted changes before getting implementing to ensure of updating all related documents such as the Work Plan, Change Registry, and Progress Status Report

The main inputs for this process are Change Requests, Work Plan, and Progress Reports.

The targeted deliverables are Approved Changes, and updated Work Plan.

4. Results and Discussion

In this organization structure, the Project Manager is having many types of stakeholders effecting the project with variety of interest, power, authority, responsibilities, etc. As a result, the process of monitoring and controlling the progress playing major role and highly effect the success of the project. Therefore, the Project Manager needs to ensure of applying these sub-processes carefully and periodically.

The most important technique needed is having very well managed and documented periodical follow-up meetings classified based on stakeholders interest targeting by that to identify as early as possible the gaps, conflicts, risks, and issues. Updating the Status Report, Risk Registry, and Work Plan will help in having successful project.

5. References

1. Project Management – A System Approach to Planning, Scheduling, and Controlling, Eight Edition, Harold Kerzner, Ph.D.
2. Project Management – A Managerial Approach, Eight Edition, Jack R. Meredith & Samuel J. Mantel, JR.
3. A Guide to the Project Management Body of Knowledge, Sixth Edition.

6. Appendices

6.1 Validate and Control Scope Form

Project Name: _____

#	Project Milestone	Stakeholder Acceptance / Remarks	Date
1.			
2.			
3.			

Project Manager Name: _____ Sign: _____ Date: __/__/__

Project Sponsor Name: _____ Sign: _____ Date: __/__/__

IT PMO Manager Name: _____ Sign: _____ Date: __/__/__

6.2 Project Progress Report Form

Project Name: _____

Report Date: __/__/____

1) Project Status Summary

Overall Planned %: _____

Actual Completed %: _____

#	Project Milestone	Planned Date		Status %	Remarks	Actual Completion Date
		Start	End			
1.						
2.						
3.						

2) Reporting Period Update

Reporting Period From: __/__/____ To: __/__/____

#	Project Activity	Planned Date		Status %	Actions Detail	Actual Completion Date	In-charged Resource
		Start	End				
1.							
2.							
3.							

3) Forecasted Activities

#	Project Activity	Planned Date		Actions Detail	In-charged Resource	Co / Pre Request activates
		Start	End			
1.						
2.						
3.						

4) Risks

#	Risk	Probability Level	Impact Level	Owner	Mitigation Actions
1.					
2.					
3.					

5) Issues

#	Issue	Occurring Date	Impact Level	Assigned To	Resolution Actions	Status	Resolving Date
1.							
2.							
3.							