

Everyone's Smart University

Project (Spring 2021)

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Section

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Advanced project Management

Project Management Report: AL ROWAD School Website

Purpose, Scope, and Objectives

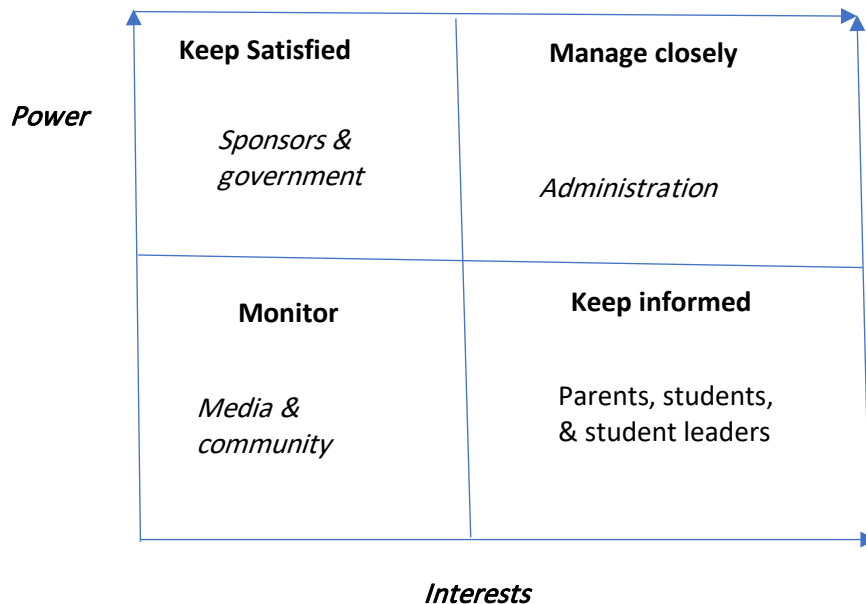
Purpose and Objectives

The project report has been prepared to outline and accentuate significant activities, procedures, and management practices to be implemented in Saint James School website development. For several years, the school has operated without a well-established and articulated online presence affecting communication with students, parents, and other stakeholders. Such a platform contributed to delays, inefficiencies, and inconsistencies in service delivery, as illustrated by numerous complaints from the different stakeholders. The planning and implementation process is intended to deliver an online platform that integrates swiftness, speed, and efficiency in communication and service delivery. In addition, the project will augment productivity, improve customer experience

and relationships, foster communications between departments and stakeholders, and promote improved student performance.

Project Scope

The project intends to kickstart and complete the planning, designing, coding, execution, and testing of the website in three (3) weeks. The team first examined different tasks and came up with resource estimates, start date and end date, costs, deliverables, and potential risks, which were then agreed upon and documented for the planning and implementation process. As an interested party, I (project manager) brought together a group of students with coding and computer programming skills to help develop the program and deliver as the school requests. One significant assumption for this project is that it would be completed within the stipulated time frame with minimal cost increments. The following incorporates the stakeholder analysis matrix for the Saint James School website project;



The stakeholder matrix provides a visual representation of different stakeholders, accounting for their power to influence and interest the project. The school administration has power and increased interest in the project deliverables and outcomes. Therefore, the project team will focus on managing this group, especially letting them review the progress, request changes, and change project timelines to suit the school's needs. On the other hand, it will focus on keeping sponsors and government agencies satisfied whilst parents, students, and student leaders will be informed of progress and milestones.

Procedure for Outlining Project to Teams

The project implementation will utilize written and online platforms to provide team members with the project outline. This will keep them well-versed with the project requirements, sequence of activities, and timeframe. The following activities will provide the teams with a comprehensive outline of the project implementation process and requirements;

- Focus on stakeholder needs,
- Emphasize goal prioritization
- Identify and outline project deliverables,
- Accentuate on the importance of project schedule
- Outline the project plan to teams.

Procedures for Communication

A comprehensive and well-articulated communication framework will facilitate information sharing, assist in management stakeholders, and smoothen the project implementation process. The following framework will polish communication between team members.

<i>Descript ion</i>	<i>Freque ncy of communicatio n</i>	<i>Means of Communication</i>	<i>Audie nce</i>	<i>Communic ator</i>
Project team meeting	Daily	Meeting	Team	Manager
Newslett er	By- weekly	Email	Team	Project Manager
Progress reports	Weekly	Email/Whats App	Project manager	Project team members
Task progress updates	Weekly	Email/Whats App	Project Manager	Team members
Progress review	Weekly	Zoom meeting/project team meeting	Project manager and team members	Project manager and team members

Tools for Monitoring goals, time frames, and milestones

Although effective communication will be required in providing progress reports and task updates, the provided framework outlines the methods and frameworks for monitoring the achievement of set goals and objectives. It will also

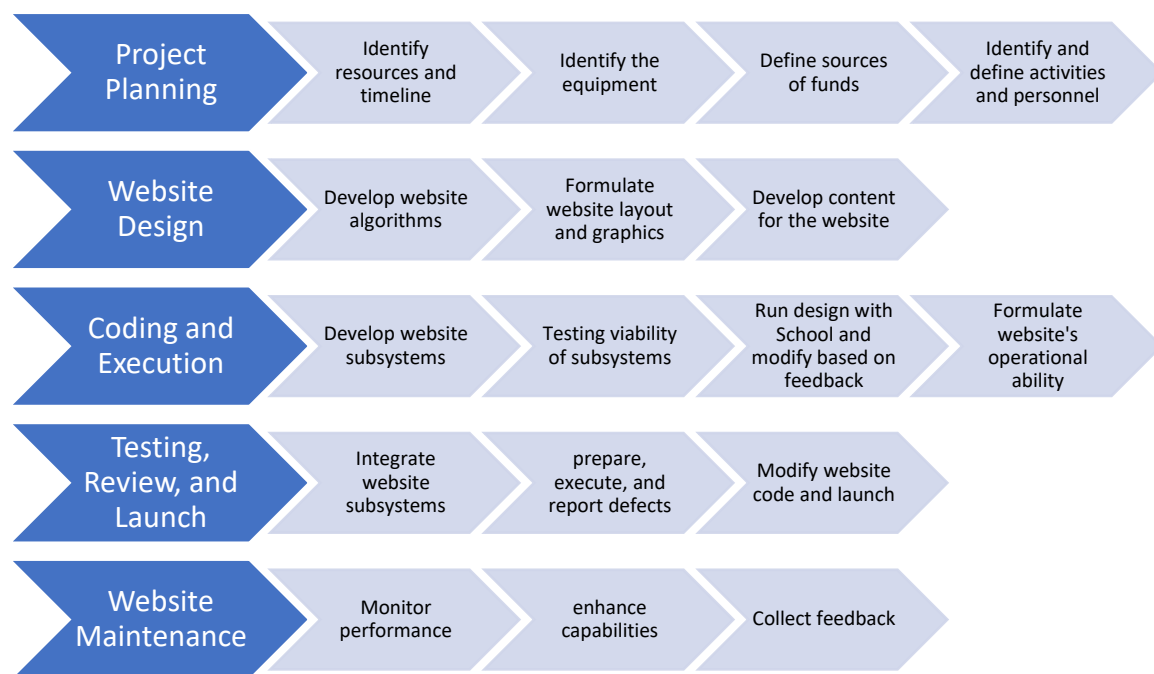
evaluate whether the milestones are being achieved. The monitoring and evaluation plan will incorporate numerous tools encompassing timesheets and work breakdown structure. First, efficiency in communication and information dissemination will be monitored and evaluated by focusing on the decline in communication time, the number of students queueing in school administration for services that can be accessed online, and student or parent complaints. Furthermore, deviations in task completion time and project deliverables will also be examined (using timesheets and Gantt charts). Lastly, the time taken to achieve each project milestone will be compared with the defined timeframe. Any deviations will be recorded and examined.

Project Milestones and Activities

The project will be classified into five significant activities, also regarded as project milestones. The activities encompass planning, website design, coding and execution, testing, and maintenance. The project milestones and expected date of completion are outlined in the table below.

<i>Milestone</i>	<i>Description</i>	<i>Day</i>
Planning	The planning phase is completed paving the way for the next step	12 th May 2021
Website algorithms and design approved	The project design is completed and approved by the team members.	18 th May 2021
Coding and execution	Website coding is completed and reviewed by team members.	28 th May 2021
Testing, review, and launch	The team tests the websites' operational ability to achieve the objectives, provides recommendations and approves.	31 st May 2021
Maintenance	Maintenance process starts	Starting June 2021

The project milestones will require several subtasks to complete. The subtasks will fall under the project milestones and provide a framework for Alrowad School website completion and delivery. The primary tasks and their subtasks are illustrated in the Work Breakdown Structure (WBS) below



Project Budget and Costs.

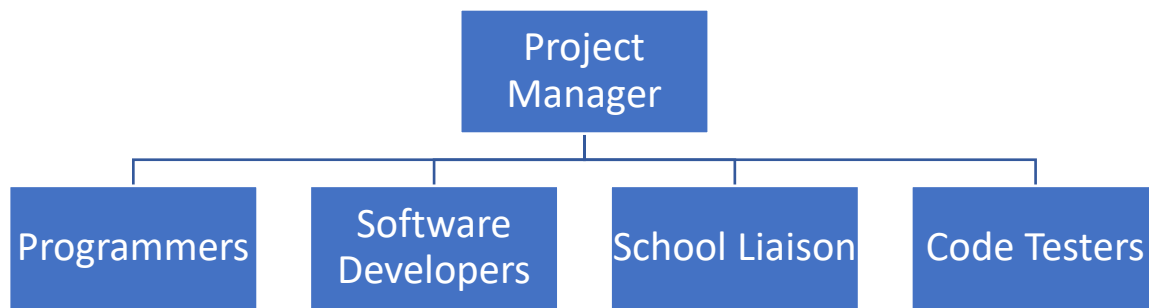
Developing, designing, and launching the school website project will require a well-articulated and formulated budget. Overall, the project will cost \$10,000 from planning to design. The budget will facilitate the achievement of project milestones. The cost is broken down as illustrated in the table below.

Cost Item	Amount in \$\$
Equipment	10,000
Internet and mobile charges	1000
Logistics	2000
Administrative costs	5000
Project team allowances	10,000
Other costs	5000
Total Costs	33,000

Team Management and Allocation of Duties

Team management and allocation of duties will be the most effective basis for successful project completion. Choosing the right members, managing them effectively, and implementing leadership practices will be crucial to ensuring the tasks and activities are completed on time. As the project manager, I will be charged with guiding and coordinating the activities of other team members, comprised of five (5) programmers, three (3) code testers, and three (3) software developers. The team will also incorporate three (3) members from the school Information and Communication Technology (ICT) department to oversee and

report back to the school administration. Besides, the project will utilize an agile organizational structure, as illustrated in the chart below.



The programmers and software developers will develop and execute the website design, layout, graphics, and code. The code testers will be responsible for executing tests and reporting defects to developers and programmers. The school liaison members will help develop a website that aligns with school objectives, goals, and objectives. They will provide the information needed for the school in the content development stage. As the project manager, I will ensure the project time frame and scope are adhered to. I will also coordinate the team members' activities, receive updates, and run changes with the ICT department head.

Procedures for Monitoring Progress

The project team will monitor progress through the application of numerous activities, steps, and practices. Monitoring progress will help determine whether the implementation process aligns with purpose and objectives. The following activities will be implemented to monitor and assessment the school website implementation progress. First, data will be collected after completion of every milestone, primarily time taken, deviation from established timeframe, and resources used vs. remaining. Second, we will run the project deliverables and complete tasks with the ICT department, and incorporate any modifications to the process. Change management will also be vital to the implementation process. By monitoring and evaluating the process, we will identify activities and tasks that require modification in terms of time or resources required. Third, the project team will compare completed project milestones with the overall project goals, objectives, and timeline. This will help determine how much time remains and identify what needs to be done to speed up the process.

Project Records Management

Managing the records for this project is based on a framework agreed upon by the team members. The members understand that an efficient record-keeping and maintenance process will improve the performance and delivery of project

deliverables. The project team has agreed chiefly that records, especially progress reports and task completion rates, will be kept online and offline. Furthermore, such records will be maintained as hard copies and soft copies. Each member will be responsible for keeping a copy of all records, both hard and electronic copies, to minimize the risks of losses. Besides, this will reduce time constraints, primarily associated with data retrieval for different members. Besides, it will ensure those who lose their records can access them through the assistance of other team members. Therefore, the procedure devised by the project team for keeping and maintaining copies of the records will be effective in minimizing cases of information losses. However, the team can develop a strategy for keeping the records in a central shared location, especially google drive or Dropbox. This can minimize additional time and other forms of constraints.

Finalizing and Evaluating Project Outcomes

The current project finalization process incorporates the completion and transfer of all deliverables to Saint James School. All documentation is approved, signed-off, archived and kept safely for future references. Follow-up and maintenance strategies and procedures are identified. Besides, finalizing and evaluating the project's success is central to a practical project management framework. In this regard, the following procedure is recommended for evaluating and finalizing the project.

1. Signing off documents,
2. Handing over research deliverables,
3. Archiving data and documents crucial to the process,
4. Releasing resources to the customers,
5. Evaluating project schedule (whether the timeline was kept)
6. Assessing the quality and cost-effectiveness.
7. Appraising performance and stakeholder satisfaction.

Legislation Issues

Regulations on personal data and cybersecurity, copyrights, business identities and registrations, and consumer protection may affect the project planning, implementation, and finalization processes.

References.

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