



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Course

Code

Thursday

Date

Master

(PMG506)

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Advanced project Management

Project Name

Procurement. Acquiring laptops, monitors, mouse, keyboards, and internet services for a Medical Supply company's customer service department employees in lieu of COVID-19 or any other pandemic, which will allow the company to continue meeting their financial, operational goals, etc. and the employees to keep their jobs.

While administrating a project, being a project manager, we have to look over different key areas for delivering a successful project specially Scope, Cost, Quality and Schedule. In our project we will do this administration by covering some key plans. Each area is addressed in specific plan form which is mentioned below.

Project Charter

Basically, this document provides a basic description of roles & responsibilities, describe the project objectives, highlight the main stakeholders, and describe the authority of the project manager. The terms of reference are part of project charter sometime.

Project Title: Procurement of Computers with Internet Connection	
Authorization Date: 24-04-2021	
Project Start Date: 30-04-2021	Project End Date: 06-07-2021
Project Budget	\$500,000
Project Manager:	Mr. XYZ
Project objectives:	
There are two main objectives which are attached to this project. This project will be a Business Driver as the company will have a competent vendor who can supply the required product in time and in defined budget. Second Objective related to this project is related to time saving and benefit i.e the company will get a proper supplier. We don't have to revise the same process on demand. We will get our product with minimum lead time and we have benefit in terms of time and cost saving.	
Main Project success Criteria:	
It will be a successful project if this project covers the scope in the given time period and on budget. Further this project meets the Sponsor expectations	

Key Schedule Milestone:

Providing following systems

- SOW Finalization
- Float RFQ
- Comparative analysis of bidders
- Evaluation and Selection of Supplier
- Contract Award

Approach:

Approach use for this project is water fall.

Roles and Responsibilities

Name	Role	Position	Contact Information
Mr. XYZ	Project Manager		
Mr. ABC	Procurement Manager		
Mr. EFG	Team Member		

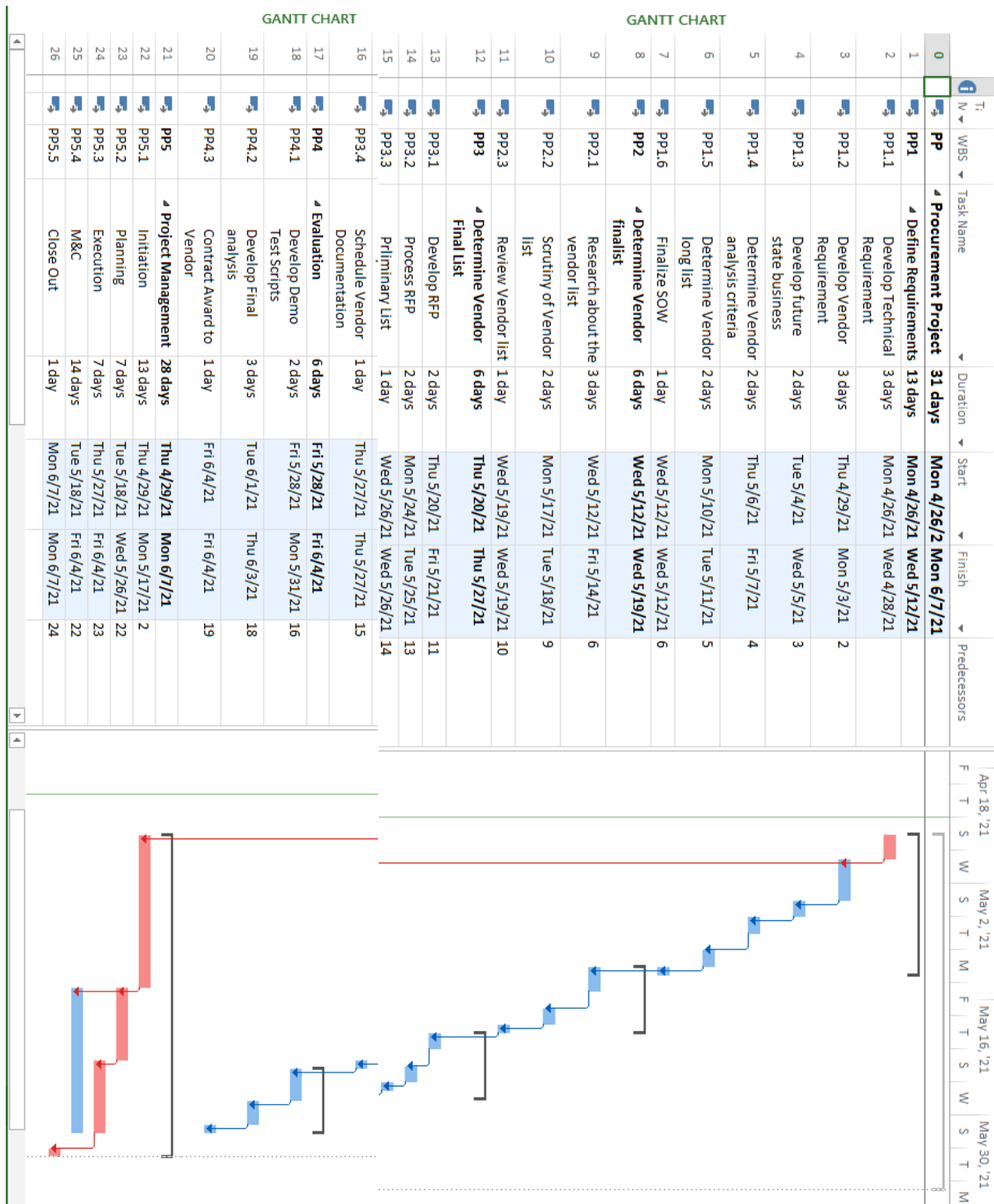
Sign-Off: (Signatures of all the above stakeholders)

Mr. ASY (Sponsor)

Comments:

Gantt Chart

Gantt chart for the project is shown below. This chart help us to know different activities involve along milestones and schedule time for this project completion.



In the above mentioned Gantt chart you will get the defined activities with the relationship and the schedule define for this project.

Cost Management Plan

This plan describes how cost will be assigned, monitor and control. The process will be followed.

There are various types of cost which occur in a project. Those costs are categorized as fixed cost, variable cost, direct cost and indirect cost. These costs along with assumptions and constraints help us to decide cost for an activity. Along this we also put some management reserves and contingency reserves for unknown and known risks. Adding all the costs we have a cost baseline which will help us to determine the progress of the project in term of cost utilization. Our Project cost will be.

Cost Estimates	
Resource Cost	
Procurement Manager	10,000
Asst. Procurement Manager	5,000
Risk Manager	10,000
Team Lead	10,000
Project Manager	20,000
Sub-Total	55,000
Misc.	5,000
Total	60,000
Project Cost Estimates	
Total Resource Cost	60,000
Management Reserves 10%	6,000

Project Cost	66,000
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In controlling the cost, we check the variance of actual cost incur and the planned costs. Its key benefit is PM has a result related to implement controls or not. To check the performance of cost we utilize EVM technique. This technique possesses certain mathematical expressions which help us to obtain results which allow us to interpret things about project performance and progress.

Sr. no.	Values	Definitions	Mathematical Expression	Interpretation
1	Planned Value	The authorized budget assigned to scheduled work		
2	Earned Value	The measure of work performed expressed in term of budget authorized for specific work		
3	Actual Cost	The cost incurred for the performed work in reality during specific period		
4	Cost Variance	The amount of budget deficit or surplus at a given point in time expressed in term of difference between	$CV = EV - AC$	Positive= under planned cost Neutral= On planned Cost

		earned value and actual cost.		Negative= Over Planned Cost
5	Schedule Variance	The amount of by which a project is ahead or behind the planned delivery time, expressed in term of difference between earned value and planned value.	$SV = EV - PV$	Positive= Ahead of Schedule Neutral= On Schedule Negative= Behind Schedule
6	Variance at Completion	The estimated difference in costs at the completion of project	$VAC = BAC - EAC$	
7	Cost performance Index	It is a measure of cost efficiency of budgeted resources.	$CPI = EV / AC$	>1 = under planned cost 1 = On planned Cost <1 = Over Planned Cost
8	Schedule Performance Index	It is a measure of schedule efficiency.	$SPI = EV / PV$	>1 = Ahead of Schedule 1 = On Schedule <1 = Behind Schedule
9	Estimate at Completion	This is the estimation of cost to complete a work after specific interval of project start	$EAC = BAC / CPI$ or $EAC = AC + ETC$	

Table contain all the expressions we use and their interpretations that help us to keep the project performance on track.

In our project I used Top down and bottom-up techniques as a combination for making estimates precise. Initially to have a budgeted value I used top-down approach but just breaking the activities then projecting cost for each activity. At the end I have a budgeted value but to make it precise I moved back by keeping the principle of bottom-up approach in mind. And by utilizing EVM we can check which way our project is going. On the basis of results, we can apply control steps.

Communication Management Plan

For communication purposes we will use the following template to manage communication in stakeholders. This template will be update by Project Manager. He/ She is responsible for this.

Communication Management Plan					
Project Title					
Project Manager					
Executive Sponsor					
Date					
Owner	Deliverable	Recipients	Deliver Method	Frequency	Contact Information

As far as stakeholder management strategy is concerned then there are two things that we do. First thing is to set a communication plan, i.e we will identify either we have Push technique or Pull technique for communication. And on the basis of interest identified earlier we will engage them by transferring information in a tailored way to the right person.

Potential Stakeholders

We have discussed in start about different persons on specific designation who are linked with this project. But for understanding, list of potential stakeholders is mentioned below

Sponsor	Technical Experts
Procurement Manager	
Risk Manager	Team Member
Quality Manager	Suppliers
Project Manager	Asst. Procurement Manager

Stakeholders Matrix

Based upon the potential stakeholders information we arranged them in a matrix used by human resource management team which is Power Interest Matrix.

Power	High	Procurement Manager	Sponsor Project Manager Procurement Manager	
	Low	Team Members Technical Experts	Quality Manager Suppliers	
		Low	Interest	High

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We also engage them using RACI chart. In RACI

R = Responsible to do work

A = Authority to make decision

C= Consult to make decision

I= Inform Must be Informed after making decision

Roles	CREATION OF PROJECT CHARTER	Requirements Gathering	Design	Finance	Implementation	Risk identification & Response Plan	Stakeholder Communication Management
PM	RA		C		I	I	I
Team Member	C	R	R		I	I	C
Technical Expert	C	C			C	C	I
Procurement Manager	I	C	I	I	R	RA	I
Quality Checker	IC	C	R	I	C	C	I
Communication Manager	I	C		I	I	I	RA

Using these techniques, we can manage our stakeholders.

So above mentioned are some key areas in their specific format for effective management of project.