MSc in Computing and Data Analytics

Project Management

Interactive Workshop

Submitted to:

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Exercise 1: Draft of Project Charter for Finding a Job (Slide 9 in PPT)

Project Charter: Finding a Job

Background:

This project aims to assist the client in securing a stable job that will eventually pave the way towards a prosperous career path.
It would provide the client with various opportunity's, namely:
- To be self-dependent as they begin to earn a living.
- To learn and enhance their skills pertaining to the respective profession.
- To attain a sense of responsibility towards their work and the organization itself.
- To develop team-building skills while communication and sharing resources with other employees in the company.

Goals:

- To understand and select a list of industries and professions that align with the client interest.
- To understand the job requirements.
- To create an effective CV/Resume that addresses the requirements of the specific job.
- To prepare for interviews.
- To enhance networking skills and develop contacts.

Scope:

- To secure a stable and well-paying job in a well-established industry.
- The job role should align with client interest.

Key Stakeholders:

Client	Allen Mathew
Sponsor	Raju Mathew, Sheeba Mathew (Clients Parents)
Project manager	Allen Mathew
Project team members	Allen Mathew, Friends, University Careers Department

Project Milestones

As per the university requirements, the client should secure a job before the start of a new academic term i.e. September 2019. The project would begin from July to September 2019, during this time the client would be required to accomplish the following milestones:

- *Job Application Prep*: Extensive job market research needs to be performed to uncover various industries and companies that align with the client interest and profession. This milestone should take one to two weeks to be achieved, this is generally an ongoing process that continues until the project is completed.
- *Understand Job Requirements*: The client should ensure that their existing skills are in alignment with the job role, from different organizations. If not, the client would need to develop the necessary skills by registering and learning from relevant online classes. This milestone is generally an ongoing process that continues until the project is completed.
- *Prepare a CV/Resume*: The client should ensure that there are multiple versions of their CV. This would help the client emphasize their different skills for different job opportunities. This milestone will initially take one to two weeks, by then the client would have a skeleton of their CV. The client would modify the skeleton of their CV based on the job requirements, this is generally an ongoing process that continues until the project is over.
- *Interview Prep*: The Client should go through a set of general interview question pertaining to personality development as well as technical interview questions related to their profession. This milestone will initially take two to three weeks, by then the client should be well versed with various interview questions. This is generally an ongoing process that continues until the project is complete.
- *Prepare Connection*: The client should be able to attend events and conferences to enhance their networking skills and develop contacts. This milestone is generally an ongoing process that continues until the project is complete.

Project Budget

The following sub-sections describe how the overall budget for the project shall be utilized:

- *Online Certification ($40-$100):*
  The client would register for specific online courses to enhance their skills towards the industry or profession they are interested in. This would be a non-recurring expense.

- *Networking Events ($50-$200):*
  The client would register for various conferences and events. This would be a great opportunity to socialize with employees' in prospective organizations, in order to understand their requirements and if there is an opening in the organization. This would be a monthly recurring expense.

- *Dress Code ($100-$200):*
  The client might require formal attire in order to look professional for an interview. This would be a non-recurring expense.

- *Travel Cost ($100-$200):*
  The client would mainly use public transport since it is convenient. But in case of any emergency or unforeseen delays in public transport a part of the overall budget is kept aside for travelling to the interview venue. This would be a monthly recurring expense.

Constraints, Assumptions, Risks and Dependencies

Constraints	The client is a recent graduate and has less professional work experience. The client is trying to find a job in a new country, hence it might take time for the client to get used to countries customs and traditions.
Assumptions	The client has clear goals for their career. The client is fairly knowledgeable.
Risks and Dependencies	The client should be able to make a reliable connection.

Approval Signatures

Allen Mathew, Project Client	*Raju Mathew, Project Sponsor*	*Allen Mathew, Project Manager*

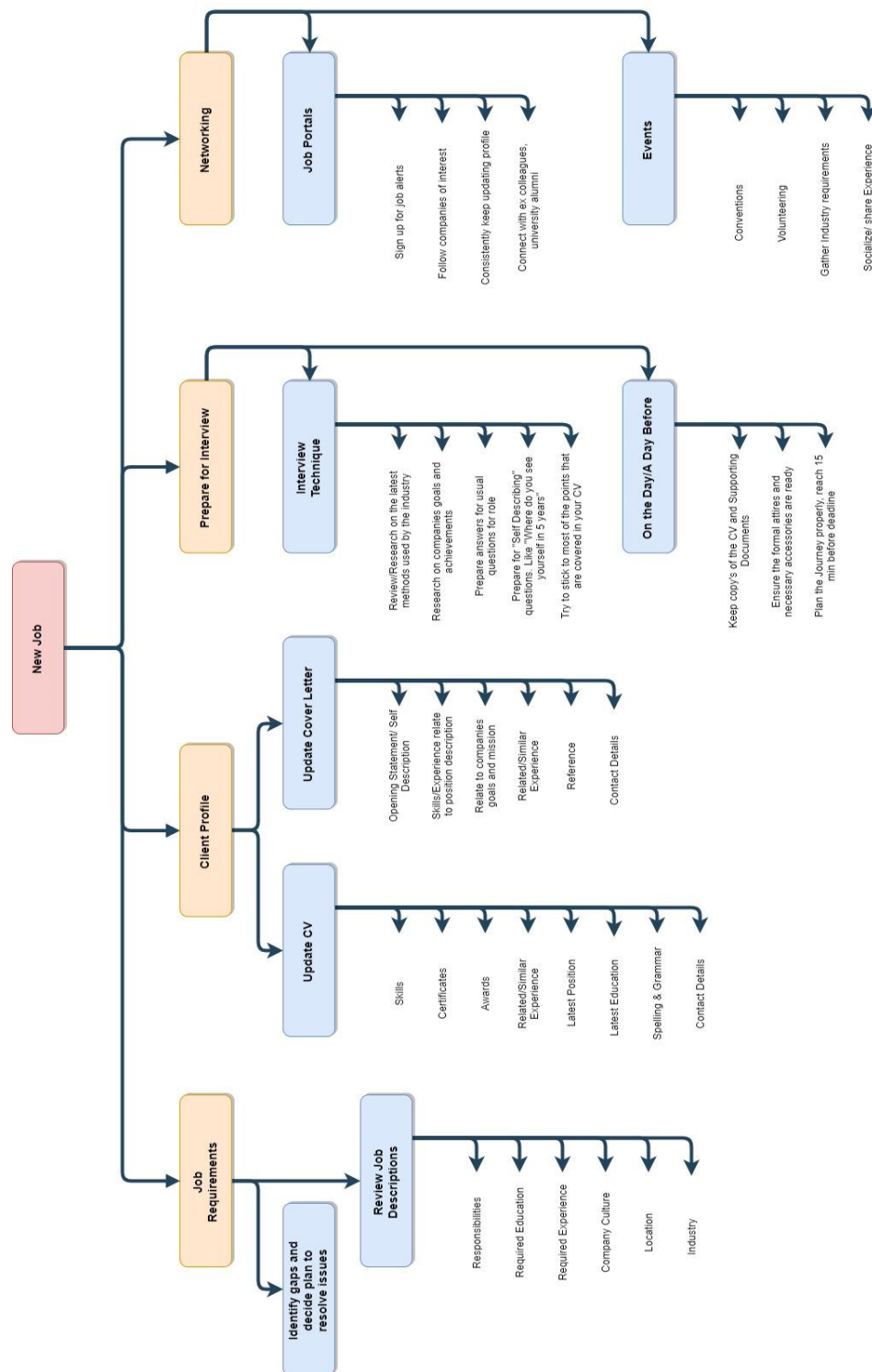# Exercise 2: Draft of Work Breakdown Structure (WBS) for Finding a Job (Slide 21 in PPT)
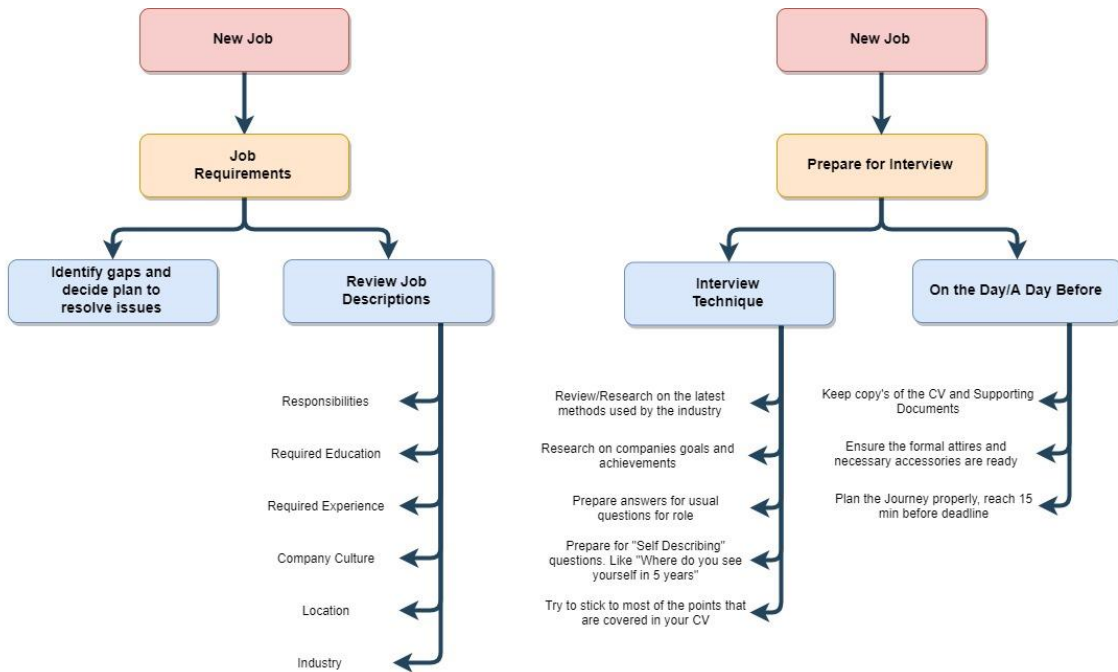

Figure 1: WBS of Finding New Job

Figure 2

New Job → **Job Requirements**

- Identify gaps and decide plan to resolve issues
- Review Job Descriptions
  - Responsibilities
  - Required Education
  - Required Experience
  - Company Culture
  - Location
  - Industry

New Job → **Prepare for Interview**

- Interview Technique
  - Review/Research on the latest methods used by the industry
  - Research on companies goals and achievements
  - Prepare answers for usual questions for role
  - Prepare for "Self Describing" questions. Like "Where do you see yourself in 5 years"
  - Try to stick to most of the points that are covered in your CV
- On the Day/A Day Before
  - Keep copy's of the CV and Supporting Documents
  - Ensure the formal attires and necessary accessories are ready
  - Plan the Journey properly, reach 15 min before deadline

Figure 2: WBS elaborating on sub sections - Job Requirements and Prepare for Interview

Figure 3

New Job → **Client Profile**

- Update CV
  - Skills
  - Certificates
  - Awards
  - Related/Similar Experience
  - Latest Position
  - Latest Education
  - Spelling & Grammar
  - Contact Details
- Update Cover Letter
  - Opening Statement/ Self Description
  - Skills/Experience relate to position description
  - Relate to companies goals and mission
  - Related/Similar Experience
  - Reference
  - Contact Details

New Job → **Networking**

- Job Portals
  - Sign up for job alerts
  - Follow companies of interest
  - Consistently keep updating profile
  - Connect with ex colleagues, university alumni
- Events
  - Conventions
  - Volunteering
  - Gather Industry requirements
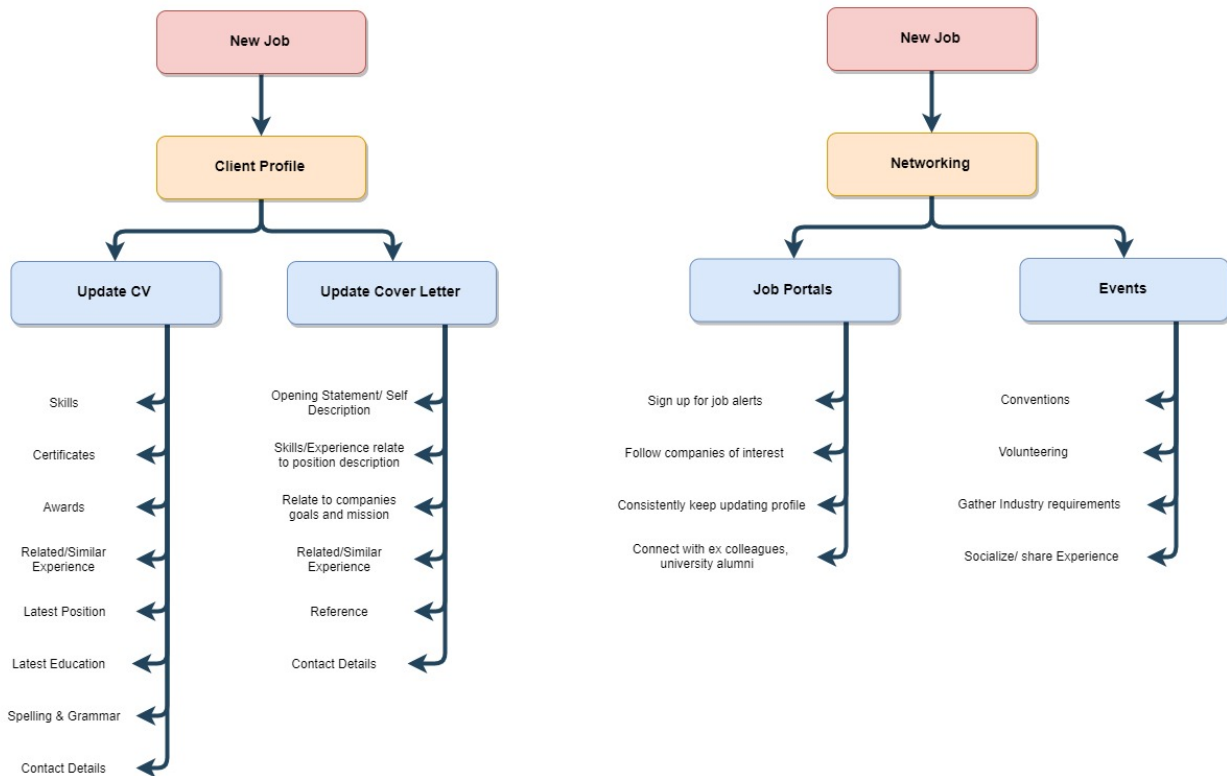 - Socialize/ share Experience

Figure 3: WBS elaborating on sub sections - Client Profile and Networking

The 5 Phase of Project Management:

Phase 1: Project Initiation

This is the first phase of the project life cycle, it broadly defines the goals of the project.

Business Case:
A business case is usually utilized to justifies the need for the project (Eby, 2019). The business case contains the research conducted and the feasibility testing that was performed to carry forward the project and given an estimate of the potential financial benefits of the project.

Project Charter:
A Project Initiation Document (PID) or Project Charter is a well-structured outline that explains how the project will be executed (Eby, 2019). The document indicates the budget, any resources, constraints, assumptions, or known risks and issues. It also identifies the Project Manager (PM) and the project team.
The project can only be executed if the Project Manager can get the PID approved by the stakeholders.

Phase 2: Project Planning

In this phase of the project life cycle, priority is given towards the creation of the project blueprint. This blueprint generally includes the scope of the project, the different stages of the project, additional cost, indicators to measure quality and a realistic schedule that can clearly explain the team's roles and responsibilities (Eby, 2019).

This phase typically begins with setting goals. Various methods can be used to set goals for a project, one such method to set goals for the project is:

S.M.A.R.T. Goals –

This method helps ensure that the goals have been thoroughly vetted (Mindtools.com, 2019). It also provides a way to clearly understand the implications of the goal-setting process.

Specific – Exact goals of the project can be determined by answering the following questions: who, what, where, when, why and which.
Measurable – Generate well-defined criteria to measure the success in accomplishing a goal.
Attainable – Priorities the goals and understand the requirements to achieve them.
Realistic – The workload towards accomplishing a goal it needs to be attainable.
Timely – The goal needs to be achieved within the specified time frame.

The following documents would be made by the Project Manager to ensure that the project will follow the planned schedule (Eby, 2019):

Scope Statement –

This document defines the scope of the project. The scope of any project can be determined by providing information pertaining to the following sub-sections:
- Business Need
- Benefits
- Objectives
- Deliverables
- Key Milestones

With time this document is susceptible to change. The change is set into effect only if it is approved by the stakeholders and the project manager.

Work Breakdown Schedule (WBS) –

A chart that helps to breaks down the project's scope into manageable sections that can be visually understandable by the team.

Gantt Chart –

A chart that helps to plan individual tasks and visualize the timeline of the overall project.

Risk Management Plan –

To Identify and account for unexpected problems. The commonly occurring risk that can affect any project is as follows:
- Budget cuts
- Lack of committed resources
- Unrealistic time and cost estimates
- Customer review cycle
- Changing Requirements
- Customer review cycle
- Environmental changes

Phase 3: Project Execution

In this phase of the project life cycle, the team develops and completes the deliverables of the project. This phase usually begins with a "kick-off" meeting where the team is notified of their roles and responsibilities (Eby, 2019).

The following tasks are generally accomplished during this phase:

- Develop team
- Assign resources
- Task assignments are executed
- Execute project management plan
- Status meetings and reports
- Procurement management if needed
- Modify project plans as needed
- Update project schedule

Phase 4: Project Performance/Monitoring

In this phase of the project life cycle, the majority of the focus is put into ensuring that the project management plan is being followed and is on schedule (Eby, 2019). In this phase, the Project Manager generally modifies the schedules and resources to ensure the project is on schedule.

To determine the progression and performance of the project, managers generally use key performance indicators (KPIs). Few of the KPIs that are used by project managers are as follows (Eby, 2019):

- Project Objectives: To ensure that the estimated budget for the project is being utilized efficiently and that the project is on schedule.
- Quality Deliverables: To ensure that the deliverables are submitted on time.
- Tracking Effort Vs Cost: Based on the projects current performance estimates can be made on its completion date. the effort and cost of resources on the budget.
- Project Performance: To ensure all the changes in the project are tracked and documented. These changes mainly occur due to scope changes and unforeseen hurdles.

The performance is measured based on how fast numerous issues of different type can be resolved.

Phase 5: Project Closure

This is the last phase of the project life cycle (Roseke, 2019). The team generally rushes to finish any pending tasks that might be remaining. Once a project is complete, the project manager would generally hold a final meeting with the team. This is done to evaluate the positive and negative aspects of the project, which is utilized to understand and improve future projects. Lastly, all the project documents deliverables are gathered and passed along to the stakeholders.

References:

Eby, K. (2019). *Demystifying the 5 Phases of Project Management*. [online] Smartsheet. Available at: https://www.smartsheet.com/blog/demystifying-5-phases-project-management [Accessed 27 Oct. 2019].

Mindtools.com. (2019). *SMART Goals: – How to Make Your Goals Achievable*. [online] Available at: https://www.mindtools.com/pages/article/smart-goals.htm [Accessed 27 Oct. 2019].

Roseke, B. (2019). *The PMBOK's Five Project Phases*. [online] ProjectEngineer. Available at: https://www.projectengineer.net/the-pmboks-five-project-phases/ [Accessed 27 Oct. 2019].

Reason for Absence: PMP Workshop on October 3rd

On October 3rd (Thursday), my working hours were till 5 pm. It generally takes me an hour to reach SMU since my office was located at Bedford. I should have been able to attend the workshop at 6 pm but due to unforeseen circumstance, I had to stay back late at work to ensure that a module that was assigned to me was fully functional. I left work at 5.30 pm but the latest bus to SMU was at 6 pm. I would have reached SMU at 7 pm but by then I would have missed half of the class, and I could have been a potential disturbance to the lecture and my fellow classmate.

I apologies for my tardiness. I will do my best not to repeat this mistake in the future.