PROJECT MANAGEMENT PLAN

<RAMs Corner: ITRO Ticketing Service System>

Asia Pacific College

Information Technology Resource Office

3 Humabon Place, Brgy. Magallanes

Makati City, 1232

May 2023

# Company Profile

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| Registered Name | Asia Pacific College – Information Technology and Resource Office |
| Company Logo |  |
| Address | 5th Floor, Asia Pacific College, 3 Humabon Place, Barangay Magallanes, Makati City, Metro Manila 1232 |
| Telephone Numbers |  |
| Fax Number |  |
| Line of Business |  |
| Type of Customers |  |
| Date of Registration |  |
| President |  |
| Number of Employees |  |

# Business Case

## Problem Definition

### 2.1.1 Problem Statement

The Asia Pacific College ITRO Department lacks a system that would help them address the school’s technical-related problems. They only use email system which often-times. ITRO personnel tend to miss out the students, teachers, or staff emails regarding the problem they encountered. This might lead to a bigger problem since there are problems that need attention and action.

### 2.1.2 Organizational Impact

The Nacor Industries’ Ram’s Corner: Ticketing System will make a significant change on the ITRO Department. Some of the changes that will immediately take effect is the current system that they are using.

Tools:

Once the RAMS Corner: Ticketing System is up and running. It will replace the old email system that the Department is currently using. This will require training for the ITRO personnel because the software is new and fresh. The training will provide much smoother work as they will navigate each button and functions continuously and they won’t need to guess the functions of a specific button.

Processes:

With the new System made, it will boost the Department’s productivity as the system will ask its users for full details of the problem they encountered. This will reduce the time of the personnel trying to figure out what the users are trying to convey. It will reduce the manual assigning of tickets as the system will automatically personnel to resolve the problem.

Roles and Responsibilities:

The department is divided into two groups. One that handles all hardware related problems and other for all software related problems. With the new system, all the ITRO personnel can focus on the fields of their expertise. In this way, the job gets to be done in a short time as the personnel who handle the problem know what they are doing resulting in a smooth resolution for the users.

Hardware and software:

The hardware will not be much of a problem as the Department already has a laptop that can run the software. As for the software needs. It does not require much, and it only needs a stable internet connection to run properly.

### 2.1.3 Technology Migration

Since the legacy system utilized by the client is only email-based and the team’s system, RAMS Corner runs on the web on an entirely new environment, the team decided to pursue the migration through a systematic approach to avoid any conflicts regarding the ongoing processes within the legacy system (email-based reporting):

Phase 1:

* + The development team would pull a handful of the existing userbase within the project stakeholders through their APC outlook emails for isolated testing purposes.

Phase 2:

* + If the test cases were all satisfactory, then the backend developer would proceed to pull all existing userbases and build their own accounts with pre-determined credentials to be modified later by each of the stakeholders and fill the Knowledge Base with past issues raised and solved by the ITRO.

Phase 3:

* + With the acknowledgement of the ITRO Head, Mr. Jojo Castillo, the ITRO are encouraged to promote the newly developed web-application by informing their clients of its existence through pre-established communication channels such as their APC emails or through a formal press release.

Phase 4:

* + Since most inquiries sent through email are only being recorded and handled manually, the complete transfer of the already ongoing processes from emails to the RAMS Corner Ticketing Service System would not be advised, therefore, all new inquiries would be made in the web application, while the already ongoing ones are meant to be handled separately until completion. Inquiries that are sent through email, but have long been pending, however should be sent to the RAMS Corner to be handled.

## Project Overview

### Project Description

RAMS Corner Ticketing System is a web-based application that would make use of a ticketing method similar to that of Discord and other outsourcing companies that would not only help the students and teachers get an equal chance to be given audience by the ITRO, but also to provide automated questions to frequently-asked-questions through a dedicated knowledge base that would be done by surveying them before the development phase. Making troubleshooting easier and much more convenient.

### Goals and Objectives

The business objectives for this project are to direct support of our team’s strategic plan to provide an alternative work environment for the ITRO and improve their workflow efficiency.

* Complete implementation of the RAMS Corner Ticketing System within the next 90 days (about 3 months) to replace the current email-based system.
* Shorten time duration of ITRO’s interactions with their clients by 85% after the app deployment.
* Minimize the number of inquiries that does not reach the ITRO by at least 70%—within the next month after the full app deployment.

### Project Performance

The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the ISA project, the following objectives must be met within the designated time and budget allocations:

* Finish the development of the app’s user interface within the next 50 days (about 1 and a half months)
* Retrieve all the necessary data of the ITRO and their clients for the database within the next 25 days (about 3 and a half weeks)
* Present a working prototype with at least 50% of its functions realized within the next 35 days (about 1 month 4 and a half days)
* Present the beta version of the application with all its functions intact within the next 100 days (about 3 and a half months)
* Conduct an isolated deployment of the application within the next 100 days (about 3 and a half months)
* Deploy the application for the use of ITRO and their clients within the next 120 days (about 4 months)

### Project Assumptions

Listed below are the team’s project assumptions revolving regarding the deployment of RAMS Corner Ticketing System.

* + The ITRO, as well as their clients have access to the internet through APC Rams Wi-Fi (or personal data/ISP) along with the necessary devices to use the web application.
  + The ITRO Staff would be trained in using the new web application.
  + The web application will be developed without any major technical issues or roadblocks.
  + The web-app will be deployed by the client using their resources with sufficient processing power, memory, and storage.
  + The web application will be developed within the given timeline (the entirety of PBL1).
  + The APC faculty and students would utilize the new system instead of the email-based reporting system.
  + The ITRO would properly launch and promote the new system.
  + The email notification system will work without any issues.

### Project Constraints

Listed below are the possible project constraints revolving around RAMS Corner’s design and implementation which involves—but are not limited to--the following:

* + Data Privacy
    - Upon takeover, the ITRO would be the one fully responsible for the web-application, and any other authorization regarding the APC faculty and the user’s credentials.
  + Deployment Budget
    - The development team would not ask for any form of payment, and the ITRO would be the ones in charge of the system’s deployment within their budget, along with any other preceding financial needs that the app might incur.
  + Manpower / Workforce
    - The web-application has been made with the limited manpower that the ITRO currently has, however, their lack of workforce should be dealt with to have more hands-on deck to ensure that there would always be an eye out to see the updates within the system.
  + Training / System Migration
    - The ITRO staff are bound to learn and familiarize themselves with the new system to utilize it to its fullest extent along with its features and functionalities.

### Major Project Milestones

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| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)** |
| * Project Start | 03/2022 |
| * Initial UI/UX Design Completion | 01/08/2023 |
| * App Development Start | 01/10/23 |
| * Initial Prototype Testing and Debugging | 02/2023 |
| * Final App Completion * Isolated App Deployment | 03/2023 |
| * Complete App Deployment | 03/2023 |
| * Project Improvement | 04/2023 |
| * Project Complete | 11/2023 |

## 2.3 Strategic Alignment

1. The ITRO follows the following mission and objectives for each of the ITRO sub-department:

**Objectives of the Infrastructure Team:​**

1. Provide IT hardware, cloud services, technical support services, where and when needed by the members of the APC Communality​
2. Maintain the equipment ready for use by everyone.

**Objectives of the Development Team:​**

1. Develop software needed by the organization for its efficient operations.​
2. Maintain these applications to go with the times including any process changes.​
3. External environment analysis:
   * Mostly, it is the growing trend and increase in volume of the demand for cloud-based technologies.
4. Internal resources and capabilities analysis:
   * People: ITRO only has a few staff. These staff are highly skilled in terms of technology handling.
   * Process: Follows specific receive-process-deliver steps in completing a request/solving a problem. No data gathering tools are used for better decision-making.
   * Technology: Equipped with latest technology tools
5. Strategic goals
   * Launch an app that is specifically used to manage the problems and inquiries of APC Community
   * Lower the requests/inquiries that are frequently asked to the ITRO by 10% very year
   * Increase the percentage of the people who are accommodated by 20% within a year
   * Keep track of the interaction between ITRO and its clients as a basis for decision-making and for record-keeping
6. Strategic plan
   * Develop a web application that is accessible both in desktop, laptop, or smartphone, with or without connectivity issues, with an uptime of 95% a year
   * Include a library for solutions as a feature of the web app to lower the percentage of receiving redundant request
   * Create Service Level Agreement (SLA) for the problems/request raised to the ITRO according to its impact and severity to an individual, a group of individuals or the whole APC Community
   * Data analytics

By following this strategic alignment, the ITRO can leverage or improve its internal resources and capabilities to be able to manage the external environment issues and achieve the objectives of their department whilst retaining their success in providing service for the APC Community in the following years.

## Cost and Benefit Analysis

RAMS Corner Ticketing System, and the team of developers behind it: Nacor Industries would be working voluntarily and would not require any form of compensation from the project stakeholders aside from donations that would be very much welcome. Considering these of course, Nacor Industries is only limited to whatever hardware or time the group has for the Project Management course (PROJMAN) as of the moment. Neither the team nor the individuals are compelled to take part in any financial investments towards the development of the system since the application would be done as a requirement for the course which would take about two more terms to fully realize, or about four to five months before being deployed. Making RAMS Corner the most obvious choice for the client as it will be tailor-made and free.