ForA Sdn. Bhd

Project: iFace (Lab8)

MEMBER'S NAME	ROLE	MATRIC NO.
NURUL AINA ZAFIRAH BINTI MUHAMAD SANI	PROJECT MANAGER	B031910143
MUHAMMAD AMIRUL SYAFIQ BIN ZULKEFLI	SYSTEM ENGINEER	B031910016
NURAFIQAH BINTI KHOSNI	FINANCIAL ANALYST	B031910083
WAN ADDNI AISYAH BINTI WAN ISMAIL	IMPLEMENTATION MANAGER	B031910404

Resource Responsibility P - Primary Responsibility A - Approval Authority S - Supporting Responsibility (Contributor or Reviewer) I - Information Only *(Select from drop down list)*	Project Manager	Financial Analyst	System Engineer	Implementation Manager
Project Funding				
Budget Estimation	A	P	I	I
Fund Negotiation & Agreement	A	S	I	I
Financial Management	S	P	I	I
Acquisition Planning				
Plan Scope Management	P	S	S	I
Quality Management	A	I	S	P
Plan Schedule Management	P	I	S	S
Cost Management	A	P	I	I
Identify Risks	A	S	I	I
Contracting				
Intellectual Property	A	I	I	I
Product Licences	A	S	S	I
Fund Agreement	A	P	I	I
Design Pattern	A	I	S	I
Employment Contract	A	P	S	S
Requirements Analysis				
System Requirement	P	S	P	I
Business Requirement	P	P	I	I
Stakeholder Requirement	P	I	I	I
Implementation Requirement	P	S	S	P
Functional Requirement	P	I	I	S
Non-Functional Requirement	P	I	I	S
System Design				
System Architecture	S	I	P	S
User Interface	S	I	P	S
Database Design	S	I	P	S
System Development				
Coding	I	I	P	I
Testing	I	I	P	P
Debugging	I	I	P	A
System Implementation				
Acceptance Testing	S	I	I	P
Problem Handling	P	I	P	P
Monitoring and Control	S	I	P	P
Functional Testing	S	I	P	P

1.1 Project Office Roles and Responsibilities

Project Manager

All project office management activities are reported to the Project Director by the Project Manager. The Project Manager plans, directs, and supervises the day-to-day internal activities that support the Project Office, as well as assisting in the development of the master project schedule and all other project work plans. The Project Manager is responsible for the creation, upkeep, and adherence to the Project Office infrastructure and supporting methodologies (e.g., processes, procedures, standards, and templates) that are in accordance with OSI Best Practices and policies.

Financial Analyst

The Financial Analyst assists the Administrative Manager by managing and tracking project budgets/costs, coordinating/preparing budgetary documents such as Special Project Reports and OSI Budget Change Proposals, reviewing budget/contract expenditures, and collecting and reporting financial metrics. Accounting and Work Breakdown Structure cost management processes must be reconciled, and financial management policies and procedures must be developed. The Financial Analyst also assists in the evaluation of the cost and administrative sections of proposals based on the criteria in the Evaluation Plan during project solicitations, evaluations, and award processes.

System Engineer

The System Engineer works alongside the Technical Manager to oversee the technical aspects of the project and provides direct support to the Technical Manager. The System Engineer provides industry best practises and disciplines that will be applied and tailored to the state technical environment's processes and culture.

The System Engineer will work with the Technical Manager to provide technical leadership in the development and tracking of system business requirements and interfaces, as well as assisting with technical analyses and ensuring the final system meets all stated requirements. The System Engineer will also be in charge of tracking and managing the requirements for the new system, as well as any changes to the requirements, providing project stakeholders with exposure to new technologies and processes relevant to the project, training the evaluation team, and holding technical simulations of the project as needed.

Implementation Manager

The Implementation Manager will be in charge of the project's implementation. Through planning, organising, coordinating, and monitoring implementation activities, the Implementation Manager will provide implementation management leadership. Furthermore, the Implementation Manager will be in charge of effectively managing all information technology resources assigned by the project manager, such as implementation strategy, organisational change management, production support, IT training/knowledge transfer, defect/problem tracking, and Maintenance & Operation. The Implementation Manager will coordinate SOWs and work directly with contractors to ensure that all objectives and expectations are met in terms of technical obligations.