**Project Management Plan**

**Learning Hub Web Application**

**Company Name**

**ITI**

**VERSION HISTORY**

the development and distribution of the Project Management Plan is controlled and tracked using GIT and GITHUB version tracking tool. The table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** |
| 1.0 | Hasnaa Ahmed | 19/02/2023 | Team members | 19/02/2023 |
| 2.0 | Moataz Ashraf | 21/02/2023 | Team members | 21/02/2023 |
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**Table of Contents**

[Introduction 1](#_Toc127888086)

[Project Management Approach 2](#_Toc127888087)

[Project Scope 2](#_Toc127888088)

[Milestone List 3](#_Toc127888089)

[Schedule Baseline and Work Breakdown Structure 3](#_Toc127888090)

[Change Management Plan 4](#_Toc127888091)

[Communications Management Plan 4](#_Toc127888092)

[Project Scope Management Plan 6](#_Toc127888093)

[Schedule Management Plan 7](#_Toc127888094)

[Quality Management Plan 8](#_Toc127888095)

[Risk Management Plan 8](#_Toc127888096)

[Staffing Management Plan 9](#_Toc127888097)

[Resource Calendar 11](#_Toc127888098)

[Appendix A: WBS 11](#_Toc127888099)

# Introduction

Learning hub is a web platform that will provide tons of information so users can receive and explore knowledge in different life domain and also to be part of the community to contribute and share their knowledge

Information technology institute (ITI) has recently approved " learning hub web application" project to move forward for project initiation within the research and development (R&D) group. While " learning hub web application" is currently available, ITI believes that new technological developments will enable our team to develop a solution far superior to what is currently available.

# Project Management Approach

The Project Manager, Hasnaa Ahmed, has the overall authority and responsibility for managing and executing this project according to this Project Plan and its Subsidiary Management Plans. The project team will consist of personnel from the coding group, quality control/assurance group, technical writing group, and testing group. The project manager will work with all resources to perform project planning. All project and subsidiary management plans will be reviewed and approved by the project sponsor.

The project team will be a matrix in that team members from each organization continue to report to their organizational management throughout the duration of the project. The project manager is responsible for communicating with organizational managers on the progress and performance of each project resource.

# Project Scope

The scope of " learning hub web application" project includes the planning, design, development, testing, and transition of the " learning hub web application". This web application will meet or exceed organizational software standards and additional requirements established in the project charter. The scope of this project also includes completion of all documentation, manuals, and training aids to be used in conjunction with the software. Project completion will occur when the software and documentation package has been successfully executed.

" learning hub web application" project work will be performed internally and no portion of this project will be outsourced. The scope of this project does not include any changes in requirements to standard operating systems to run the software, software updates or revisions.

# Milestone List

The below chart lists the major milestones for the " learning hub web application" Project. This chart is comprised only of major project milestones such as completion of a project phase or gate review. There may be smaller milestones which are not included on this chart but are included in the project schedule and WBS. If there are any scheduling delays which may impact a milestone or delivery date, the project manager must be notified immediately so proactive measures may be taken to mitigate slips in dates. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Date |
| Complete Requirements Gathering | All requirements for web application must be determined to base design upon | 20/2/23 |
| Complete web application Design | This is the theoretical design for the software and its functionality | X/xx/xxxx |
| Complete web application Coding | All coding completed resulting in software prototype | X/xx/xxxx |
| Complete web application Testing and Debugging | All functionality tested and all identified errors corrected | X/xx/xxxx |
| Complete Transition of web application to ITI Production | Completed software and documentation transitioned to operations group to begin production | X/xx/xxxx |

# Schedule Baseline and Work Breakdown Structure

A high level WBS for the Learning Hub Project is comprised of the project components. Project components were developed through close collaboration among project team members and stakeholders.

The Learning Hub Project schedule will be updated weekly after each baseline. The main milestones of the project will be the weekly deliverables’ submission during the weekly meeting with the customer. The project baseline will be determined at each submission of a version of the Learning Hub website.

In case of any proposed changes to the schedule, a change request will be submitted to the Project Manager. The Project Manager and team will determine the impact of the change on the schedule, scope, and risks. If the change is approved by the Project Sponsor then it will be implemented by the Team who will update the schedule and all documentation and communicate the change to all stakeholders in accordance with the Change Control Process.

The Work Breakdown Structure are provided in Appendix A.

# Change Management Plan

The following steps comprise change control process for all projects and will be utilized on the Learning Hub project:

Step #1: Identify the need for a change (Any Stakeholder)

Requestor will submit a change request form to the project manager.

Step #2: Log change in the change request register (Project Manager)

The project manager will maintain a log of all change requests for the duration of the project.

Step #3: Conduct an evaluation of the change (Project Manager, Project Team, Requestor) The project manager will conduct an evaluation of the impact of the change to risk, schedule, and scope.

Step #4: Submit change request to Change Control Board (CCB) (Project Manager)

The project manager will submit the change request and analysis to the CCB for review.

Step #5: Change Control Board decision (CCB)

The CCB will discuss the proposed change and decide whether or not it will be approved based on all submitted information.

Step #6: Implement change (Project Manager)

If a change is approved by the CCB, the project manager will update and re-baseline project documentation as necessary as well as ensure any changes are communicated to the team and stakeholders

# Communications Management Plan

This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication requirements change. This plan identifies and defines the roles of Learning Hub project team members as they pertain to communications. It also includes a communications matrix which maps the communication requirements of this project, and communication conduct for meetings and other forms of communication. A project team directory is also included to provide contact information for all stakeholders directly involved in the project.

All the team will take the lead role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix below. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it, and to whom to communicate.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Description** | **Frequency** | **Format** | **Participants/ Distribution** | **Deliverable** | **Owner** |
| Weekly Status Report | Email summary of project status | Weekly | Email | Project Team | Status Report | Project Leader |
| Daily Project Team Meeting | Meeting to review action register and status | Daily | In Person/  Online | Project Team | Updated Action Register | Project Leader |
| Project Weekly Review | Present metrics and status to team and sponsor | Weekly | In Person/  Online | Project Sponsor, Team, and Stakeholders | Status and Metric Presentation | Project Leader |
| Project Gate Reviews | Present closeout of project phases and kickoff next phase | As Needed | In Person/  Online | Project Sponsor, Team and Stakeholders | Phase completion report and phase kickoff | Project Leader |
| Technical Design Review | Review of any technical designs or work associated with the project | As Needed | In Person/  Online | Project Team | Technical Design Package | Project Leader |

Project team directory for all communications is:

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **E mail** |
| Hasnaa Ahmed | Team Leader | hasnaahmad68@yahoo.com |
| Moataz Ashraf | Team Member | Moatazz.ashraf1996@gmail.com |
| Mohamed Mazrouaa | Team Member | Mohamed.mazrouaa1@gmail.com |
| Nada Mandour | Team Member | nadamandour8@gmail.com |
| Alaa Osama | Team Member | alaaosamazaki@gmail.com |

Communications Conduct:

Meetings:

The Project Leader will schedule a meeting every day at the predefined time. During all project meetings the timekeeper will ensure that the group adheres to the times stated in the agenda and the recorder will take all notes for distribution to the team upon completion of the meeting.

Email:

Team members will communicate with the project coach using emails. All attachments should be pushed in the configuration management tool (GitHub) and adhere to established company formats. If the email is to bring an issue forward then it should discuss what the issue is, provide a brief background on the issue, and provide a recommendation to correct the issue.

Informal Communications:

While informal communication is a part of every project and is necessary for successful project completion, any issues, concerns, or updates that arise from informal discussion between team members must be communicated to the Project Manager so the appropriate action may be taken.

# Project Scope Management Plan

Scope management for the ‘’Learning hub web application “Project will be the responsibility of the hole team. The scope for this project is defined by the Scope Statement, Work Breakdown Structure (WBS). The Project Manager, and Stakeholders will establish and approve documentation for measuring project scope which includes deliverable quality checklists and work performance measurements.

Proposed scope changes may be initiated by the Project Manager, Stakeholders or any member of the project team. All change requests will be submitted to the Project Manager who will then evaluate the requested scope change. Upon acceptance of the scope change request the Project Manager will submit the scope change request to the Change Control Board and Project Sponsor for acceptance. Upon approval of scope changes by the Change Control Board and Project Sponsor the Project Manager will update all project documents and communicate the scope change to all stakeholders. Based on feedback and input from the Project Manager and Stakeholders, the Project Sponsor is responsible for the acceptance of the final project deliverables and project scope.

The Project Sponsor is responsible for formally accepting the project’s final deliverable. This acceptance will be based on a review of all project documentation, testing results, beta trial results, and completion of all tasks/work packages and product functionality.

# Schedule Management Plan

Project schedules for the ‘’Learning hub web application “Project will be created using “Trello” starting with the backlog deliverables in the project’s Work Breakdown Structure (WBS). Activity definition will identify the specific work packages which must be performed to complete each deliverable. Activity sequencing will be used to determine the order of work packages and assign relationships between project activities. Activity duration estimating will be used to calculate the number of work periods required to complete work packages.

Resource estimating will be used to assign resources to work packages in order to complete schedule development.

Once a preliminary schedule has been developed, it will be reviewed by the project team and any resources tentatively assigned to project tasks. The project team and resources must agree to the proposed work package assignments, durations, and schedule. Once this is achieved the project sponsor will review and approve the schedule and it will then be base lined.

The following will be designated as milestones for all project schedules:

* Completion of scope statement and WBS/WBS Dictionary
* Weakly deliverables to the customer
* Base lined project schedule
* Project kick-off
* Approval of roles and responsibilities
* Requirements definition approval
* Completion of data mapping/inventory
* Project implementation
* Acceptance of final deliverables

Roles and responsibilities for schedule development are as follows:

The project manager will be responsible for facilitating work package definition, sequencing, and estimating duration and resources with the project team. The project manager will also create the project schedule and validate the schedule with the project team, stakeholders, and the project sponsor. The project manager will obtain schedule approval from the project sponsor and baseline the schedule.

The project team is responsible for participating in work package definition, sequencing, duration, and resource estimating. The project team will also review and validate the proposed schedule and perform assigned activities once the schedule is approved.

The project sponsor will participate in reviews of the proposed schedule and approve the final schedule before it is base lined.

The project stakeholders will participate in reviews of the proposed schedule and assist in its validation.

# Quality Management Plan

All members of the Learning Hub project team will play a role in quality management. It is imperative that the team ensures that work is completed at an adequate level of quality from individual work packages to the final project deliverable. The following are the quality roles and responsibilities for the Learning Hub Project:

The Project Leader is responsible for approving all quality standards for the Learning Hub Project. The Project Leader will review all project tasks and deliverables to ensure compliance with established and approved quality standards.

The Team is responsible for quality management throughout the duration of the project. The Team is responsible for implementing the Quality Management Plan and ensuring all tasks, processes, and documentation are compliant with the plan.

Quality control for the Learning Hub Project will utilize tools and methodologies for ensuring that all project deliverables comply with approved quality standards. To meet deliverable requirements and expectations, we must implement a formal process in which quality standards are measured and accepted. If any changes are proposed and approved by the customer, the Project Leader is responsible for communicating the changes to the project team and the team is responsible for updating all project plans and documentation.

Quality assurance for the Learning Hub Project will ensure that all processes used in the completion of the project meet acceptable quality standards. These process standards are in place to maximize project efficiency and minimize waste. For each process used throughout the project, all the team will track and measure quality against the approved standards with the assistance of the project coach and ensure all quality standards are met.

# Risk Management Plan

The approach for managing risks for the Learning Hub Project includes a methodical process by which the project team identifies, scores, and ranks the various risks. Every effort will be made to proactively identify risks ahead of time in order to implement a mitigation strategy from the project’s onset. Risk manager will provide status updates in the weekly project team meetings.

Upon the completion of the project, during the closing process, the project manager will analyze each risk as well as the risk management process. Based on this analysis, the project manager will identify any improvements that can be made to the risk management process for future projects. These improvements will be captured as part of the lessons learned knowledge base.

The top high probability and high impact risks to this project are:

One of the team members failed to implement and submit the weekly tasks assigned to him/her due to certain circumstances

* The rest of the team will cover his/her part.
* Measure risk of his/her tasks and respond according to the task severity ether by

Informing the customer that there will be delay in this submission or deliver this submission on time and move the delayed tasks to the next submission.

Missing data from online tracking tool that contains and controls all the project files

* Return to the previous baseline and try to recap the missing data if there is

An acceptable margin of time before submission.

* Find the missing data in the local repository and push it again to the tool (Remote Repository)
* In case the missing data was not found, the project manager must inform the customer and take an action based on the severity of the missing data and the

Decision taken in the presence of the customer and with his agreement on that decision.

# Staffing Management Plan

The Project will consist of a matrix structure with support from various internal organizations. All work will be performed internally. Staffing requirements for the project include the following:

Project Manager – responsible for all management for the project. The Project Manager is responsible for planning, creating, and/or managing all work activities, variances, tracking, reporting, communication, performance evaluations, staffing, and internal coordination with functional managers.

Programmer – responsible for oversight of all coding and programming tasks for the project as well as ensuring functionality is compliant with quality standards. Responsible for working with the Project Manager to create work packages, manage risk, manage schedule, identify requirements, and create reports. The Programmer will be managed by the Project Manager who will provide performance feedback to the functional manager.

Quality Specialist – responsible for assisting the Project Manager in creating quality control and assurance standards. The Quality Specialist is also responsible for maintaining quality control and assurance logs throughout the project. The Quality Specialist will be managed by the Project Manager who will also provide feedback to the functional manager for performance evaluations.

Technical Writer – responsible for compiling all project documentation and reporting into organizational formats. Responsible for assisting the Project Manager in Configuration Management and revision control for all project documentation. Responsible for scribing duties during all project meetings and maintaining all project communication distribution lists. The Technical Writer will be managed by the Project Manager who will also provide feedback to the functional manager for performance evaluations.

Testing Specialist – responsible for helping establish testing specifications for the Project with the assistance of the Project Manager and Programmers. Responsible for ensuring all testing is complete and documented. Responsible for ensuring all testing resources are coordinated. The Testing Specialist will be managed by the Project Manager who will also provide feedback to the functional manager for performance evaluations.

# Resource Calendar

The Learning Hub Project will require all project team members for the entire duration of the project although levels of effort will vary as the project progresses. The Project is scheduled to last 6 months with standard 14 hours work per week.

# Appendix A: WBS

