Project Management

Assessment ONE

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**Assessment 1 – Case Study**

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## Instruction:

This task is to be completed individually. You need to analyse a case scenario and complete all the tasks mentioned after the scenario.

You need to demonstrate your IT project management ability to identify business strategy and gaps. You will also need to suggest a feasible solution to overcome identified gaps and produce a project charter along with a WBS to implement the proposed solution.

### Duration:

Trainer will set the duration of the assessment.

All my working could be checked at: <https://angelacorcino.github.io/projectmanagement-it/>

## Case Study:

### Going Green application, Green IT Project Management

# Project profile

Going “Green” is a mission of many companies around the globe not just for reasons of environmental responsibility, but also for cutting costs in these extremely tight economic times. Green IT efforts represent a specific focus area within enterprises that hold attention to this trend. Green IT leverages information technology to streamline operations, cut costly waste, and reduce the impact on the environment. IT typically consumes only about 10% of an organization’s energy costs, but the net effect of a Green IT project is to go beyond just energy saving. To tackle the other 90%, a Green IT project extends into a variety of other departments, and to execute such an endeavour requires an effective project management function in order to identify and prioritize goals. A Green IT transformation can be a complex process.

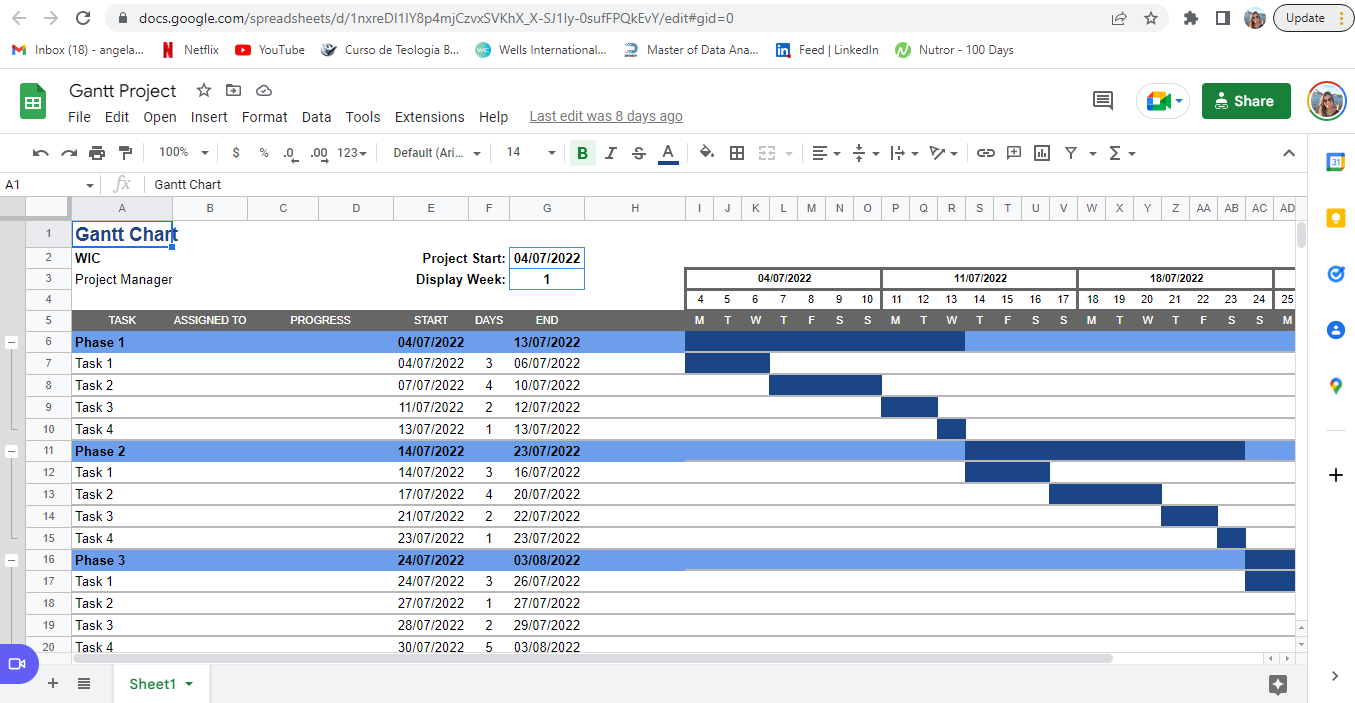
Vital Statistics:

* Number of project tasks - 12
* Project duration - 16 months
* Project budget - $1,200,000
* Number of users - 50

I use google Sheets to made Gantt chart template:

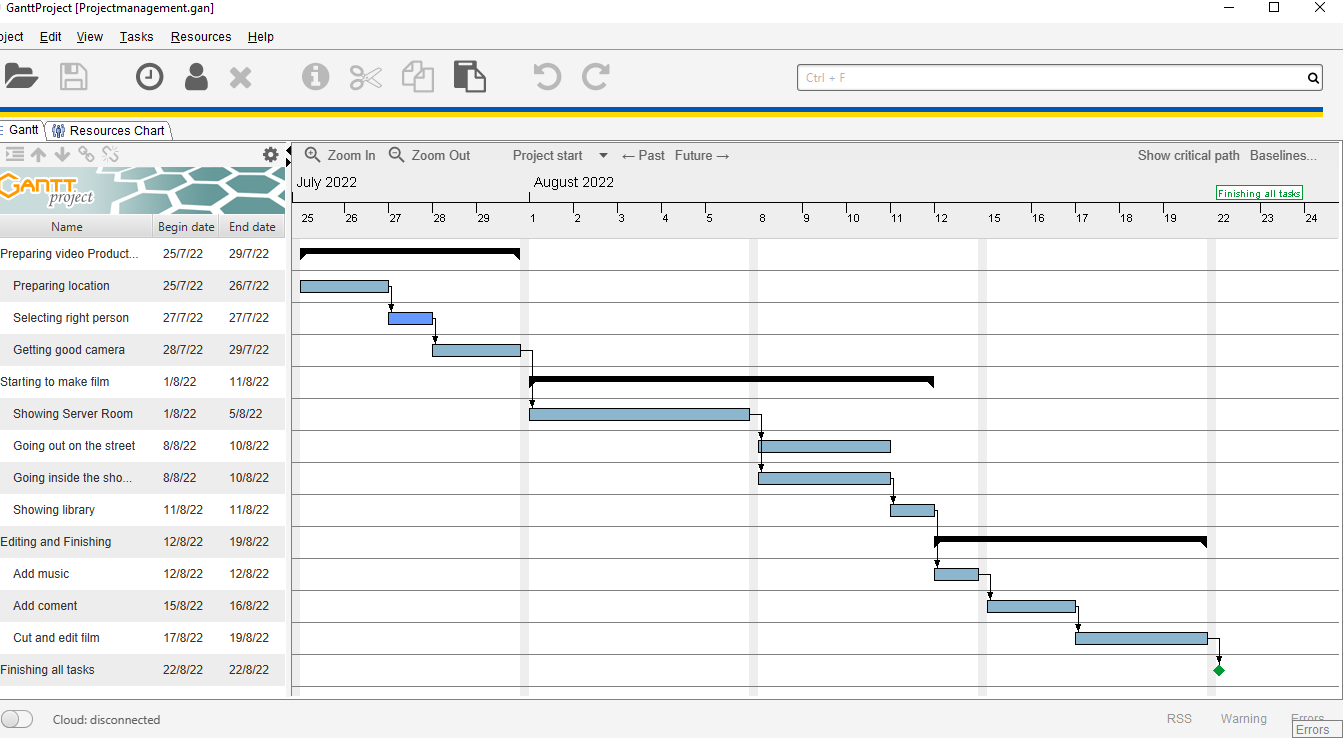
I also think using a simple case, which I knew well, could be better for my learning. Go to website:

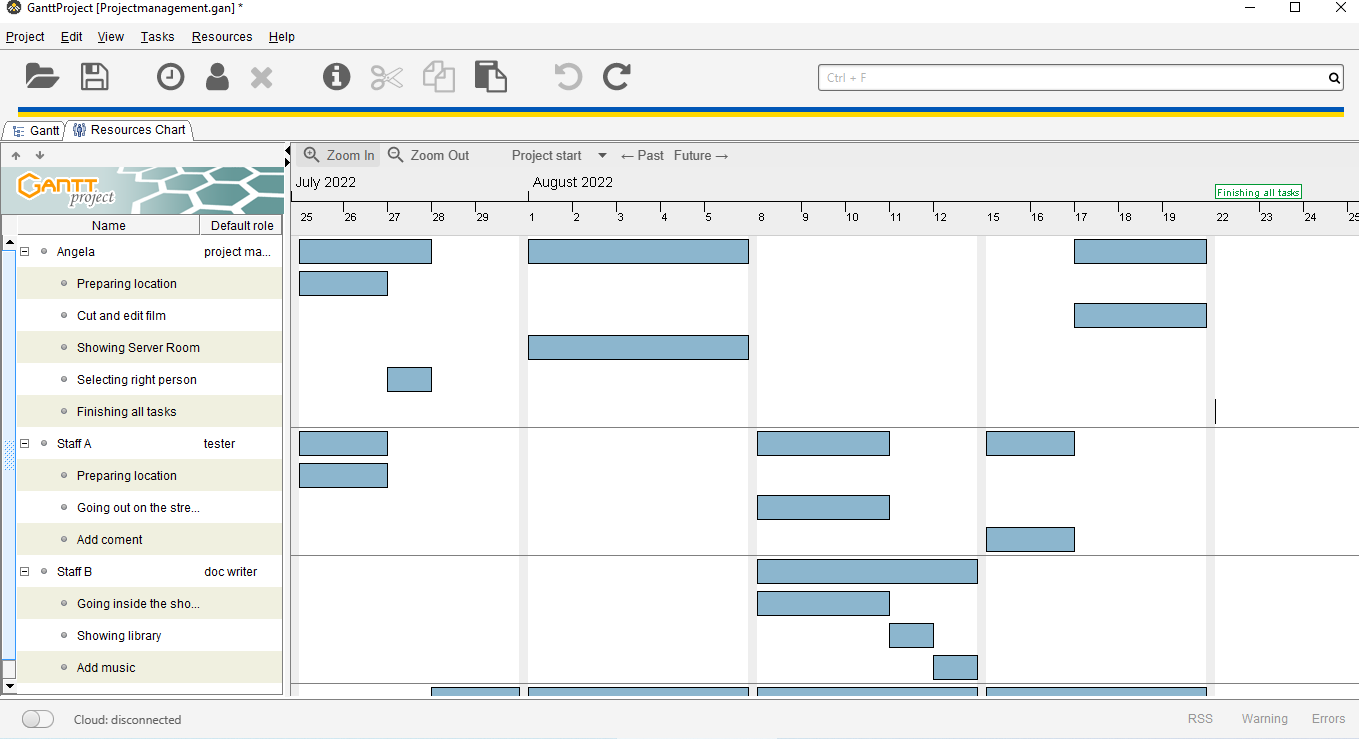
Link URL: <https://docs.google.com/spreadsheets/d/1nxreDI1IY8p4mjCzvxSVKhX_X-SJ1Iy-0sufFPQkEvY/edit#gid=0>

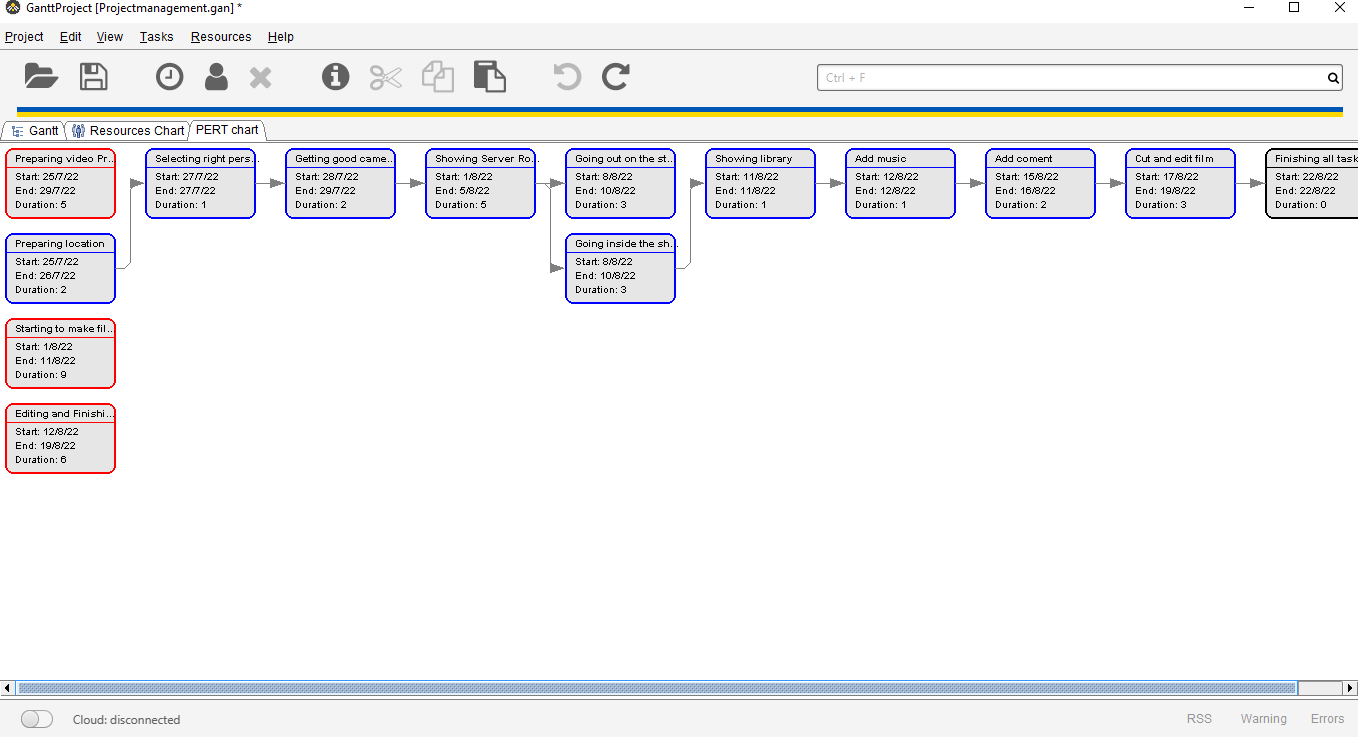


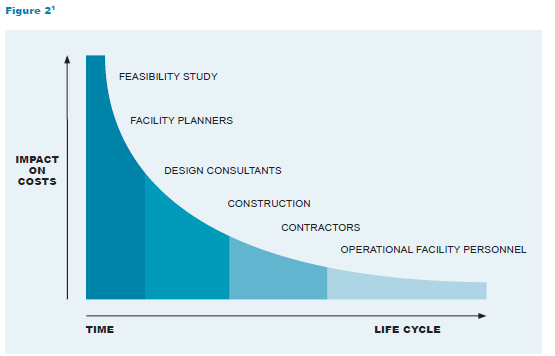
Tutor reference: <https://www.youtube.com/watch?v=8eKk0M2zGIk>

Also, I created a Gantt chart using Gantt Project software:









### Business situation

Sample Summary Report: Green IT WIC

In order help college promotion, the college need good video film. I set the project and start it now…

## Your tasks:

### Task 1: Identify Business Strategy and Gap

Document the business’s strategies of “Green IT” and also summarise the components required changes for the participating organisation to implement “Green IT Project”. (Min. 300 words)

Business strategy is a planning function of any organisation. Business strategy incorporates having a strategic plan.

### Analyse Strategy

The strategic plan of an organisation sets out the goals a business hopes to achieve within a specified period of time. It also helps the organisation understand the environment within which they operate and the market forces that affect them.

An analysis of the current strategic plan enables you to understand the goals of your organisation. However, in order to analyse the strategic plan, you first need to understand the structure and purpose of a strategic plan. This topic describes the elements that make up a strategic plan.

The green project we need defined every requirement. The gap which is between your plan and reality always need your notice. So you need do your best to investigate your Green Project.

# basic feas.png

### Task 2: Recommend a feasible solution

Assume “Wells International College” is thinking of going “Green” and asked for your assistance in this project. Research different project management applications on the Internet to compare with the Green IT project management application and recommend a feasible solution with proper reasons for Windsor. (Min. 300 words)

Always the total demand and supply will remain the same. (You can consider this method to verify whether you are going on the correct path or not.) Because we are allocating the cells with new values in such a way that the total demand and supply will remain the same.

### Task 3: Produce a Project Charter

# Executive Summary

Provide high-level, summary information about the project and why it is needed.

# Project Purpose

With greater specificity, state the purpose of the project.

## Business Objectives

A project should support the objectives in the strategic plan. List specific strategic plan objectives and describe how the project supports each one.

# Project Details

Describe the project in greater detail.

## Requirements

List the high-level project requirements.

## Scope Statement

A scope statement is a narrative description of the project scope.

## Deliverables

List the project deliverables. A deliverable is a unique and verifiable product, result or capability to perform a service that must be produced to complete a process, phase or project.

## Estimated Schedule

Provide high-level schedule information.

|  |  |
| --- | --- |
| Project Milestones and/or Phases | Estimated Completion Date |
| Start of Project |  |
|  |  |
|  |  |
|  |  |
|  |  |
| End of Project |  |

## Estimated Budget

Provide high-level budget information.

|  |  |
| --- | --- |
| Resource Description | Estimated Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

## Human Resource Requirements

List the people from within the organization that will be assigned to the project.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Department/Title | Contact Information | Immediate Supervisor |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Procurements

List the known resources which must be procured.

|  |  |  |
| --- | --- | --- |
| Description | Source | Estimated Cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Risks

From a high-level perspective, identify project risks and provide some analysis.

## Completion Criteria

What must occur before the project is considered complete?

## Define Project Success

What specific measurable objectives must the project achieve to be considered successful?

## Assumptions

List the project assumptions.

## Constraints

List the project constraints.

# Alternatives

List the know alternatives to undertaking the project and state the pros and cons of each.

# Stakeholders

List all known project stakeholders.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Project Role | Organization | Contact Information |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Project Manager

Name the selected project manager and provide his or her contact information.

# Project Authorization

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By initialing each page and signing below, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Project Sponsor, approve the project described herein and authorize it to begin.

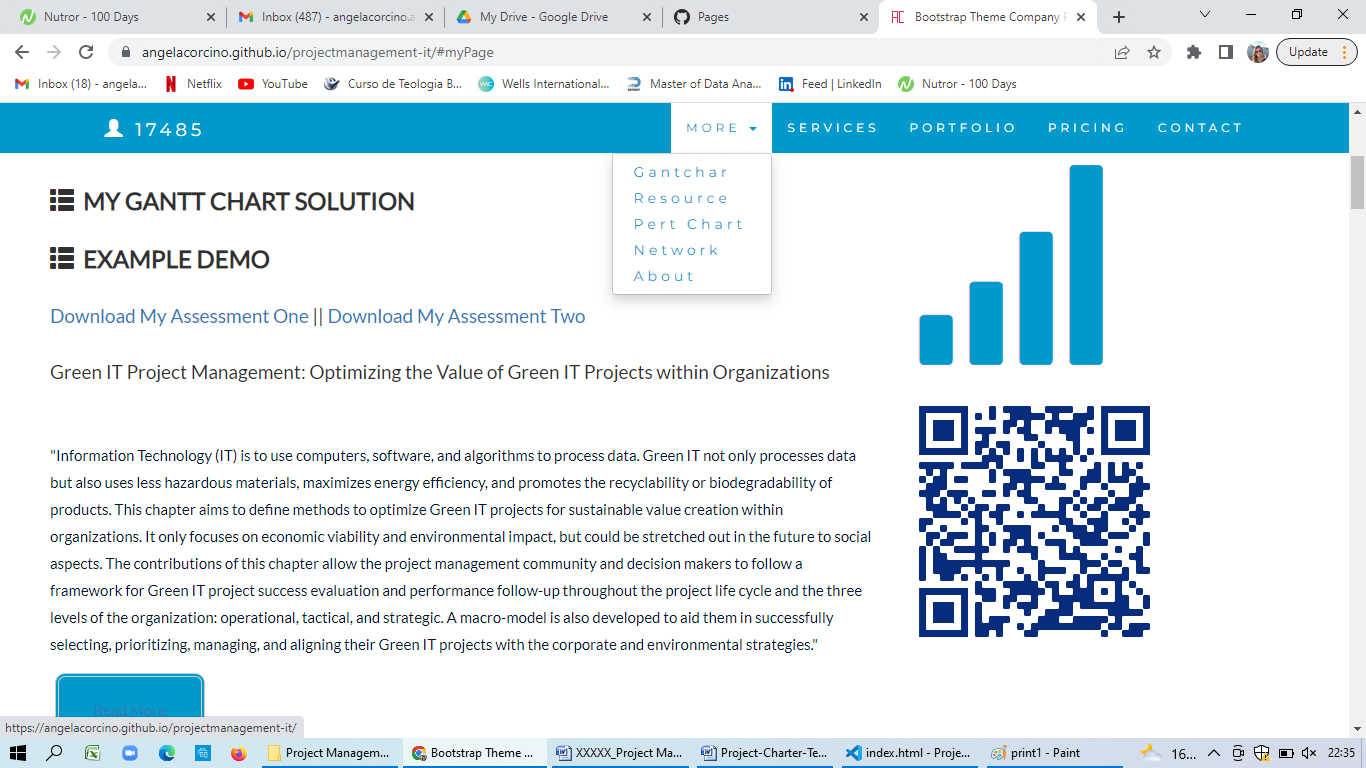
*(Insert Name of Organization)*

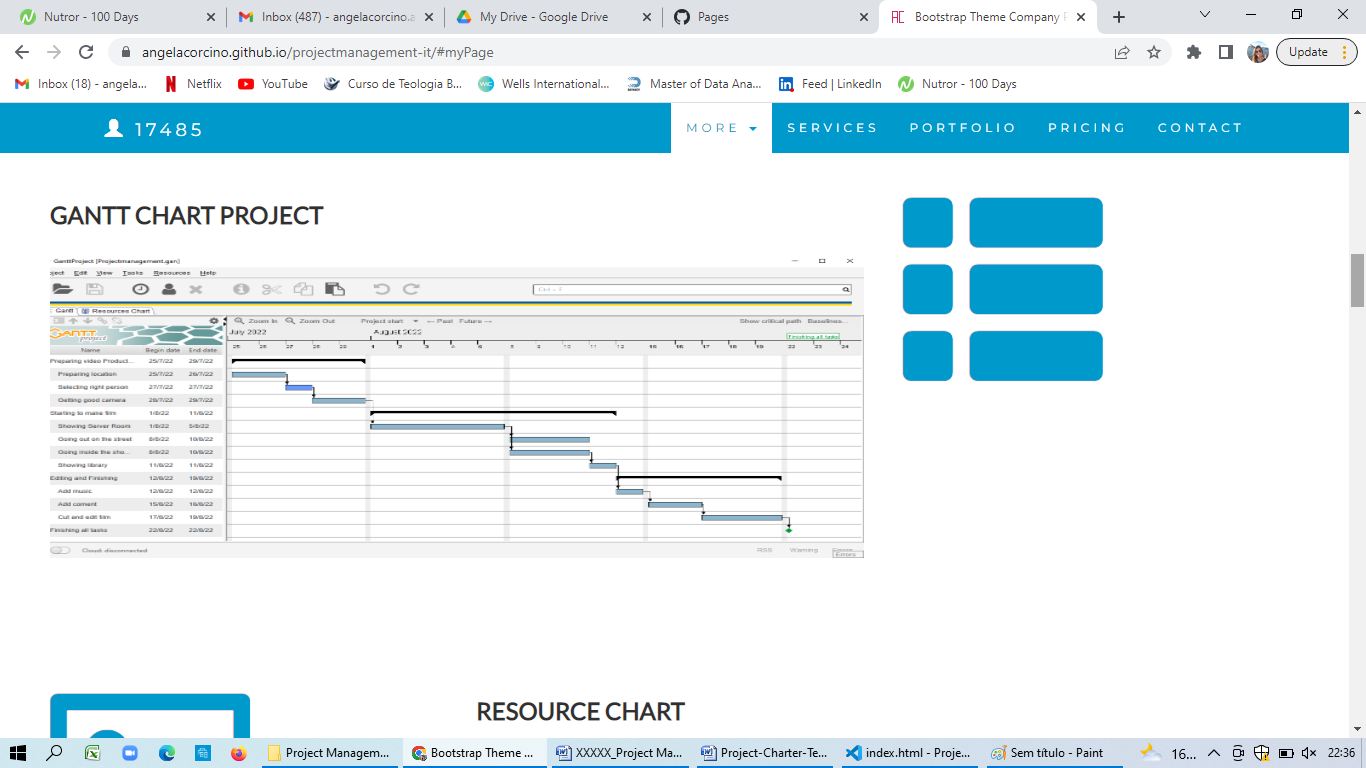
By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 Signature of Project Sponsor

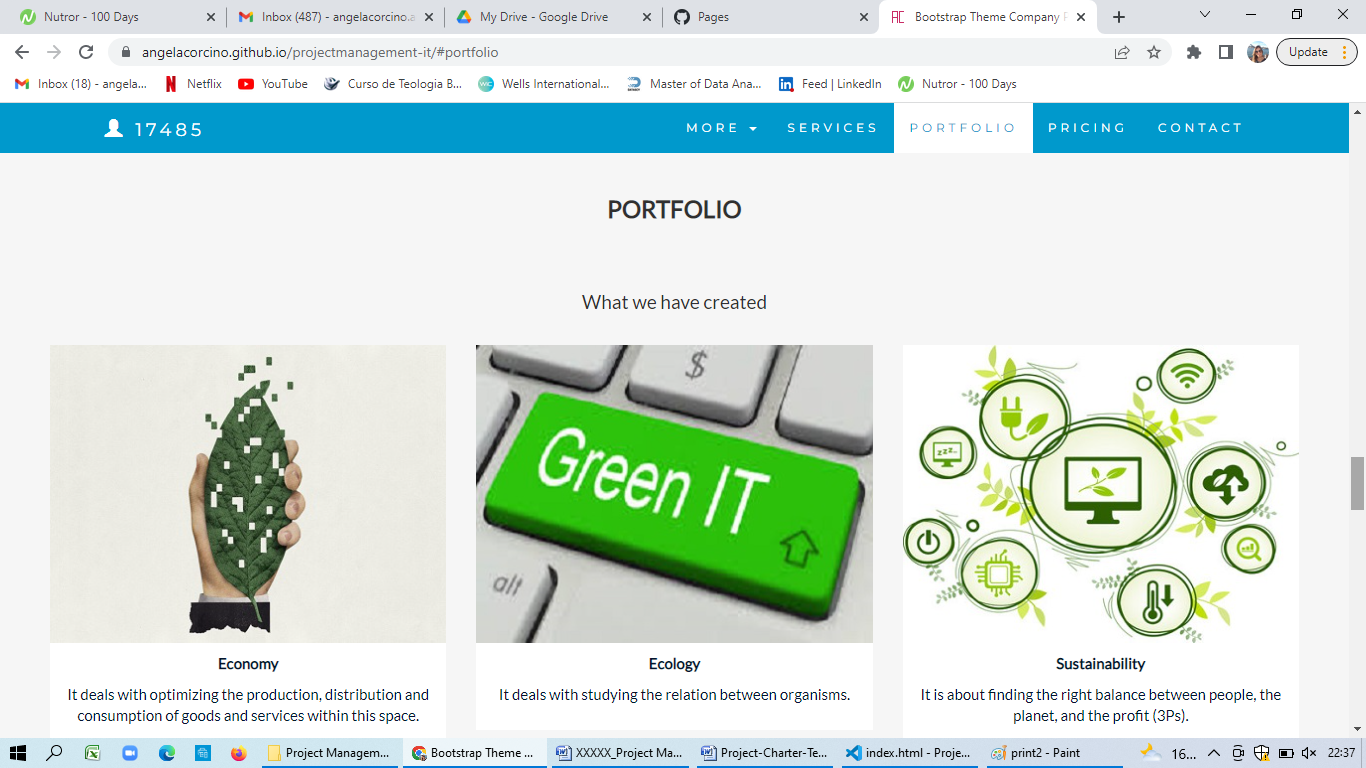
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 Project Sponsor Printed Name

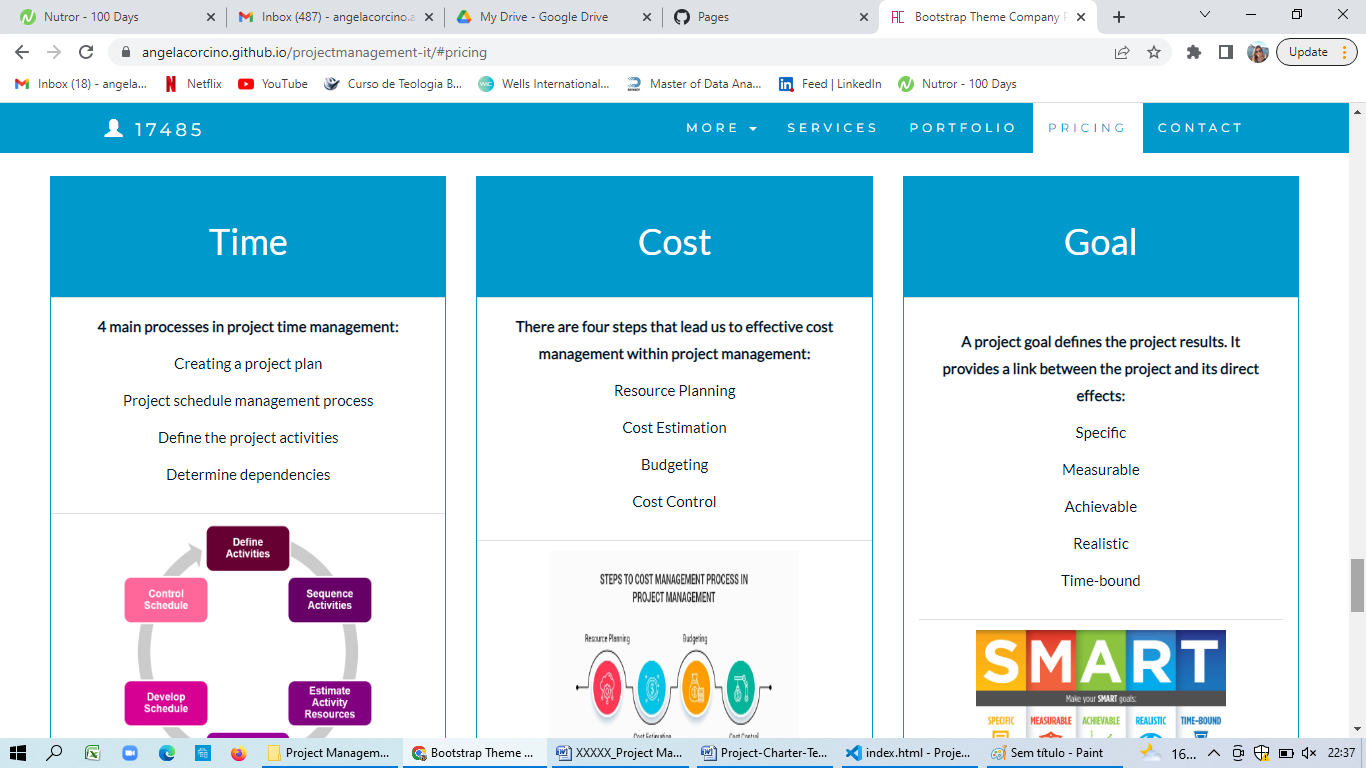
### Task 4: Project Document

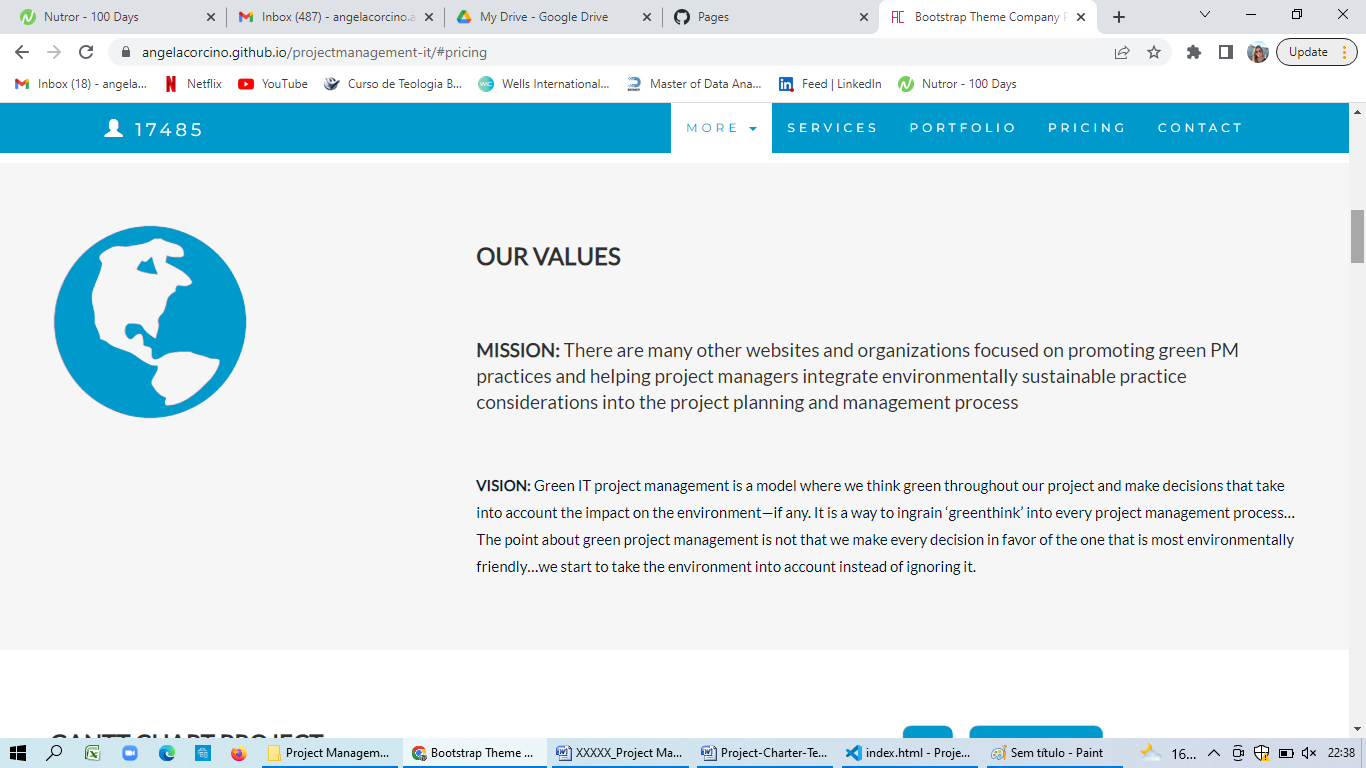
Please check my site: <https://angelacorcino.github.io/projectmanagement-it/>











Refer to your current project, you have been asked to develop a project plan for WIC. Project plan outline as following:

In my Green project, I design following topics:

* Introduction (Select one recommendation from Task 2 for implement project plan)

(Please see above my project charter, it is clear indication)

* Project background

(Make promotion video for the college)

* Related factor to organization
* Scope and objective of the project
* Information gathering plan and approach
* Gathering method, can be one of the following
* Interview
* Questionnaire
* Observation
* Detail of information repositories
* Feasibility studies
* Technical (need higher tech made this software more stable and powerful)
* Operational
* Economical
* Social
* Project plan and schedule (Development and Maintenance)
* Work breakdown structure
* Gantt Chart
* Milestone

Above last black diamond is the milestone!

* Project Deliverable
* Communication plan

Communication plan should include communication and consultation with all the relevant stakeholders. (From college learn guide)

* Deployment Plan (If needs)
* Training Plan (If needs)
* Recourse and budget, (budget has been limited by WIC Capital Expenditure of current fiscal year for Hardware $80,000, Software $10,000, and Outsourcing man-hours $100,000)

Above image is showing my current green project displaying part of budget!

* Risk Management
* Risk identified
* Contingency plan
* Change management
* Change control
* Conflict management

### Task 5: Project Closure

Prepare project closure document template as following:

* Project Sign-off document

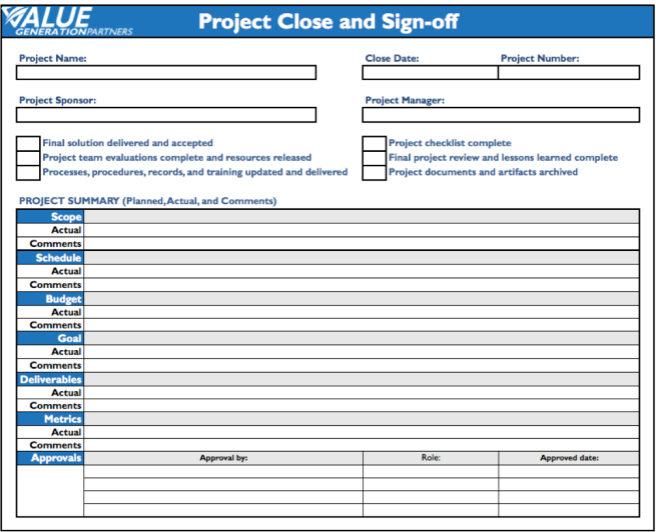
When project sign off, it means your project finished. So you need make one clear sheet to tell everyone about your project. It will include:

* project start date
* project manager
* project finish date
* if something is going wrong
* ...
* Project evaluation document

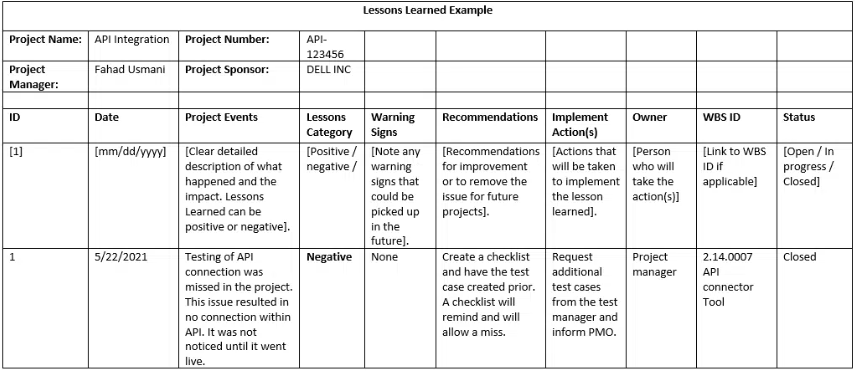
You need show about your project, good or not enough. Summary all about your project

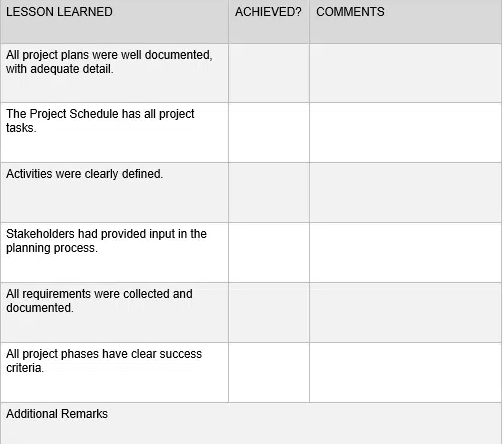
It may include:

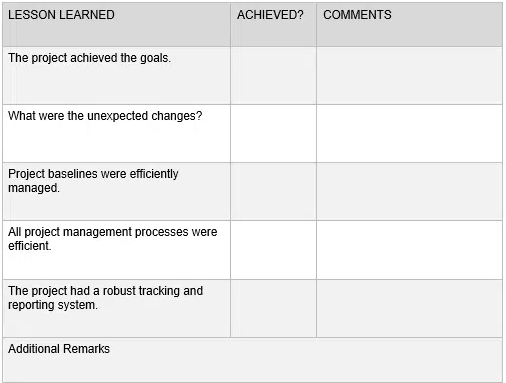
* Budget evaluation
* Quality evaluation
* Benefit evaluation
* Etc...

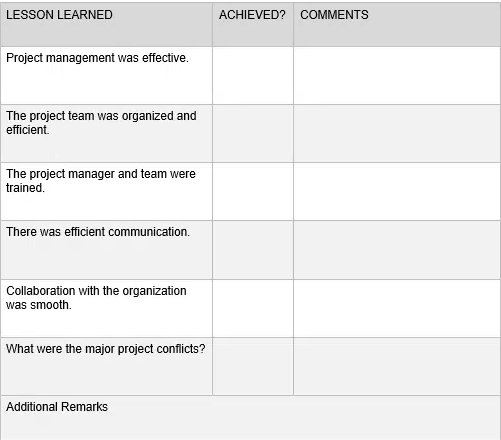


* Lesson learned template
* What we have learn through this project
* What we need to do if next project start
* What we learn some lesson. We could not make same mistake again.
* Etc.









## Helpful web links to complete the assessment:

* <https://vgpblog.wordpress.com/2015/03/31/generating-value-by-conducting-project-close/>
* <https://www.pmi.org/learning/library/enabling-green-project-management-information-technology-10244>
* <https://www.smartsheet.com/content/lessons-learned>
* <https://www.youtube.com/watch?v=8eKk0M2zGIk>
* <https://www.educba.com/feasibility-study-examples/>
* <https://pmstudycircle.com/lessons-learned/>

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