CSG2344 – Project Methods & Professionalism

Assignment 2

Semester 1, 2016

The Perth Mud Crabs

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# 

# Scope

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|  | | |
| Scope Features | **Features Included to be completed by 30th 2017 within a production period of 12 months** | **Out of Scope Features** |
| Website; development, launch, and hosting | * Accessibility for all people with; vision impairment, mobility impairment, and hearing impairment * Access to any and all people who wish to interact and engage with Perth Mud Crabs * E-store for online sale of merchandise * Content Management System * Informational content related to Perth Mud Crabs * Awareness and Recognition of; issues facing indigenous people, appreciation of sporting values, aboriginal culture, and digital ubiquity for indigenous people in Western Australia | * Black hat Search Engine Optimization, using but not limited to back link spamming or paid back links. * No guaranteed position in Google, Bing or any other search engines organic search results * Responsive user interface for large scale displays such as those 3840x2160 or higher * Responsive UI for small scale displays such as those 400x600 or lower * The upload of non-licenced material such as but not limited to text or images who's licence either not paid for or the copyright holder is not accredited. * Advertisements for products of third party companies or sellable advertising space on the website * Translated copies of website textual content in to languages other than English * Creation; branding, shipping, packaging, storing, or otherwise handling of merchandise * Security of the content management system, website, e-store, and financial transactions including but not limited to; denial of service attacks; server query language injection attacks, man in the middle attacks, buffer overflow attacks * Staffing of live chat services * Training of staff in the use of the content management system * Creation of photographic content, vector art for UI elements, voice recognition software * Creation or implementation of Machine learning software or any other implementation of such a system * On-going editing or quality control of website content * Privacy concerns over website content * Copyright concerns over website code or content * Information regarding to or the location of sites or locations held both private and sacred by indigenous culture * Colour patterns or animations that may cause epileptic reactions * The publishing of content or material that may be deemed offensive by the Australian public including but not limited to material or content that may be deemed offensive by indigenous people or persons or people or persons who have a disability * Support for devices other than keyboard, mouse, touchscreen, and screen reader * Compatibility with web browsers other than Apple Safari, Google Chrome, Mozilla Firefox, Opera Web Browser, or Microsoft edge. * Management of Google Business reviews or ratings |
| Mobile Application development and deployment | * Accessibility for all people with; vision impairment, mobility impairment, and hearing impairment * Access to any and all people who wish to interact and engage with Perth Mud Crabs * Links to all AFL material * Face-to-Face experiences in combination with; online experiences, virtual and augmented reality options * Engaging training resources for improving; digital literacy, health knowledge, awareness of employable skills and options for; people with disabilities, and indigenous people * Health care applications for indigenous issues such as; diabetes, drug and alcohol, aged care, health education, social and emotional wellbeing, and stolen generations | * Management of customer reviews or any other form of reputation and rankings on public application online stores such as Google Play Store and Apple iTunes Store * Creation or management of Schedules of interaction between Perth Mud Crabs and visitors * Quality control and management or removal of dead links or link management between Mobile Application and other AFL institutions * On-going editing and quality control of Mobile Application content * Translated copies of mobile application textual content in to languages other than English * International publishing of mobile application through international or third party public application online stores * Security of the mobile application including but not limited to; denial of service attacks, server query language injection attacks, man in the middle attacks, and buffer overflow attacks * Creation of; photographic content, vector art for user interface elements, quality control or management of live interactions between visitors and Perth Mud Crabs * Creation or third-party implementation of content management software for virtual reality or augmented reality software * Training in 3d software used to implement features of the mobile application such as Unity or Unreal Engine. * Copyright concerns over application content |
| Social Media Campaign | * Raise awareness of the project through; Social media applications and websites including; Facebook, Twitter, LINKEDIN, YouTube * Measure engagement of Perth Mud Crab supporters using Google Analytics * Google AD-WORDS * Compare statistical data to informational statistics through feedback from below | * The creation of video content * Management of customer opinions or reviews * Management of the reliability of third party services; Twitter, Facebook, LINKEDIN, and YouTube * Machine learning software or other software for processing big data and predicting customer behaviour |
| Implement Feedback from government departments | * Implement Feedback from the following government departments; Department of aboriginal affairs, Department of sport, Department of racing, gaming and liquor, Department of recreation, Department of education, and Disability services | * Any and all departments that are not included in the features on the left including but not limited to other AFL sponsors, teams, or advertising committees |
| ICT Platform creation and implementation | * Establish a viable information communication technology platform for all Perth Mud Crab business including; server management choices and all information technology business systems | * ICT platform features and services are but not limited to * Network infrastructure support for visitor connections above 5,000 simultaneous connections * Responsibility for natural or economic disasters * Internal security and management, training of ICT staff * Guarantees of quality of telecommunication infrastructure or support |

# Work Breakdown Structure

1. **Initiating**
   1. Identify Stakeholders
   2. Identify communications strategy
   3. Identify legal standards
   4. Identify accessibility issues
   5. Identify sporting values
   6. Identify aboriginal culture and values
   7. Prepare project charter
2. **Planning**
   1. Create project assumptions table
   2. Prepare project contract
   3. Prepare SWOT analysis of ICT in the AFL
      1. Determine strengths, weaknesses, opportunities, threats
      2. Craft SWOT analysis table
      3. Review and finalize SWOT analysis table
   4. Prepare Stakeholder analysis table
      1. Determine internal Stakeholders
      2. Determine external Stakeholders
      3. Gather Stakeholder data
         1. Position
         2. Project role
         3. Contact information
      4. Determine level of interest, importance
      5. Craft Stakeholder analysis table
      6. Review and finalize Stakeholder analysis table
   5. Plan scope management
      1. Collect requirements
         1. Craft preliminary scope table
         2. Craft out of scope table
         3. Craft minimum scope table
      2. Define Scope
      3. Create Scope Statement
      4. Create WBS
   6. Prepare schedule and cost baseline
      1. Determine task durations
      2. Determine task resources
      3. Determine task dependencies
      4. Create draft Gantt chart
      5. Craft cost baseline table
   7. Plan risk management
      1. Identify risks
      2. Perform qualitative risk analysis
      3. Perform quantitative risk analysis
      4. Plan risk response
   8. Plan procurement management
      1. Determine procurement strategy
      2. Craft procurement strategy table
      3. Craft procurement management table
   9. Plan quality management
      1. Determine quality strategy
      2. Craft quality plan table
   10. Website planning
       1. Identify website purpose
       2. Identify website requirements
       3. Craft website concept
       4. Review and finalize website concept
   11. Application planning
       1. Identify application purpose
       2. Identify application requirements
       3. Craft application concept
       4. Review and finalize application concept
   12. Server
       1. Explore business systems
       2. Identify optimal business system
       3. Identify server management choices
       4. Craft sever management plan table
3. **Executing** 
   1. Intranet website content
      1. Website templates and tools
      2. Website AFL material
         1. Website articles
         2. Website links
      3. Contact players
      4. Merchandise
      5. Ticketing
   2. Intranet application content
      1. Application templates and tools
      2. Application AFL material
         1. Application articles
         2. Application links
      3. Health care information material
      4. Accessibility features
      5. Social media campaign
   3. Intrant website design
   4. Intrant website construction
   5. Intrant website testing
   6. Intrant website promotion
   7. Intrant website roll-out
   8. Intrant application design
   9. Intrant application construction
   10. Intrant application testing
   11. Intrant application promotion
   12. Intrant application roll-out
4. **Monitoring and Controlling**
   1. Assumption table management
   2. Quality management
   3. Risk management
   4. Scope management
   5. Procurement management
   6. Cost baseline management
   7. Server management
   8. Time management
   9. Stakeholder engagement management
   10. Progress reports
   11. Project benefits measurement
5. **Closing**
   1. Prepare final Gantt chart
   2. Prepare final scope table
   3. Prepare final scope statement
   4. Prepare final project report
      1. Collect and review progress reports
      2. Create progress summary report
      3. Review and finalize progress summary report
      4. Review and finalize final project report
      5. Prepare glossary of terms
   5. Prepare final project presentation
      1. Title page
      2. Executive summary
      3. Table of contents
      4. Report summary

## WBS Dictionary

**1.0 Initiating**

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *1.1* | *Identify Stakeholders* |
| WBS Element Description | |
| *Identifying stakeholders, being individuals, groups or organizations who may affect, be affected by, or perceive themselves to be affected by a decision, activity or outcome of a project.*  *[Information Technology PROJECT MANAGEMENT 7TH Edition]*  *[Chapter 13, Page 512]* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *1.2* | *Identify communications strategy* |
| WBS Element Description | |
| *Strategy in which stakeholder and members of the project team can establish a communication connection between one another.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *1.3* | *Identify legal standards* |
| WBS Element Description | |
| *Legal standards that the project has to follow and uphold in order to be a legally valid project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *1.4* | *Identify accessibility issues* |
| WBS Element Description | |
| *Accessibility issues of users that try to access websites or applications. Exploring the many ideas of how to assist people who may not have the ability to use certain functions of the designed website or application.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *1.5* | *Identify sporting values* |
| WBS Element Description | |
| *Identifying the values that the public has in order to appeal to their interests and then influencing the construction of website and application to better suit the public* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *1.6* | *Identify aboriginal culture and values* |
| WBS Element Description | |
| *Identifying the values that the aboriginal culture has in order to appeal to their interests and then influencing the construction of website and application to better suit it.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *1.7* | *Prepare project charter* |
| WBS Element Description | |
| *A project charter is a document that formally recognized the existence of a project and provides direction on the project’s objectives and management.*  *[Information Technology PROJECT MANAGEMENT 7TH Edition]*  *[Chapter 4, Page 157]* | |

**2.0 Planning**

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *2.1* | *Create project assumptions table* |
| WBS Element Description | |
| *Assumptions table that will be used and modified throughout the lifespan of the project, and keeping record of all assumptions made.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.2* | *Prepare project contract* |
| WBS Element Description | |
| *Project contract that states what is expected of the project team to do throughout the lifespan of the project, resources and payment.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.3* | *Prepare SWOT analysis of ICT in the AFL* |
| WBS Element Description | |
| *SWOT analysis is to be used to aid in strategic planning.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.3.1* | *Determine strengths, weaknesses, opportunities, threats* |
| WBS Element Description | |
| *Determine strengths, weaknesses, opportunities, threats of ICT in the AFL to compare each attribute.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.3.2* | *Craft SWOT analysis table* |
| WBS Element Description | |
| *Help visualize the strengths, weaknesses, opportunities, threats and to add additional elements.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.3.3* | *Review and finalize SWOT analysis table* |
| WBS Element Description | |
| *Review and finalize SWOT analysis table for a final, unanimous agreement of the SWOT analysis.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.4* | *Prepare Stakeholder analysis table* |
| WBS Element Description | |
| *To determine all relevant knowledge of all key involved stakeholders within the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.4.1* | *Determine internal Stakeholders* |
| WBS Element Description | |
| *Determine all stakeholders within the project.* | |

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| WBS Code | WBS Element |
| *2.4.2* | *Determine external Stakeholders* |
| WBS Element Description | |
| *Determine all stakeholders that are external to the project.* | |

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| WBS Code | WBS Element |
| *2.4.3* | *Gather Stakeholder data* |
| WBS Element Description | |
| *Gather data for all the key stakeholders.* | |

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| WBS Code | WBS Element |
| *2.4.3.1* | *Position* |
| WBS Element Description | |
| *Stakeholder position of power.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.4.3.2* | *Project role* |
| WBS Element Description | |
| *Stakeholder purpose within the project.* | |

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| WBS Code | WBS Element |
| *2.4.3.3* | *Contract information* |
| WBS Element Description | |
| *Stakeholder requirements and payment stated within the contract.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.4.4* | *Determine level of interest, importance* |
| WBS Element Description | |
| *Level of interest or importance of the stakeholder in regards to the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.4.5* | *Craft Stakeholder analysis table* |
| WBS Element Description | |
| *All key stakeholders and stakeholder data gathered within a table to be recorded or modified if needed.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.4.6* | *Review and finalize stakeholder analysis table* |
| WBS Element Description | |
| *Review and finalize stakeholder analysis table in order to have as accurate table as possible.* | |

|  |  |
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| WBS Code | WBS Element |
| *2.5* | *Plan scope management* |
| WBS Element Description | |
| *To manage the project’s scope throughout the lifespan of the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.5.1* | *Collect requirements* |
| WBS Element Description | |
| *Collecting requirements involves defining and documenting the featured and functions of the products for the project as well as the processes used for creating them*  *[Information Technology PROJECT MANAGEMENT 7TH Edition]*  *[Chapter 5, Page 189]* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.5.1.1* | *Craft preliminary scope table* |
| WBS Element Description | |
| *Preliminary scope table will record and document the project’s boundaries and characteristics, as well as the project’s relationships to the services and products.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.5.1.2* | *Craft out of scope table* |
| WBS Element Description | |
| *Out of scope table will record and document what has not been specified or required.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.5.1.3* | *Craft minimum scope table* |
| WBS Element Description | |
| *Minimum scope table will record and document what the minimum requirements specified for the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.5.2* | *Define scope* |
| WBS Element Description | |
| *Defining scope involves reviewing the scope management plan, project charter and organizational process assets to create a scope statement, adding more information as requirements are developed and changed requests are improved.*  *[Information Technology PROJECT MANAGEMENT 7TH Edition]*  *[Chapter 5, Page 189]* | |

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| WBS Code | WBS Element |
| *2.5.2.1* | *Create project scope statement* |
| WBS Element Description | |
| *A complete document that defines all crucial details that need to be followed throughout the course of the project. All the requirements for the project and also what has not been stated in the requirements have all been documented and are available for modification at any point of the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.5.3* | *Create WBS* |
| WBS Element Description | |
| *A WBS is a deliverable oriented grouping of the work involved in a project that defines the total scope.*  *[Information Technology PROJECT MANAGEMENT 7TH Edition]*  *[Chapter 5, Page 198]* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.6* | *Prepare schedule and cost baseline* |
| WBS Element Description | |
| *The baseline of the level of resources each element or stage of a project receives.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.6.1* | *Determine task durations* |
| WBS Element Description | |
| *How long each task within a stage or a phase within the project will last.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.6.2* | *Determine task resources* |
| WBS Element Description | |
| *How much of the projects’ resources can be committed to a specific task.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.6.3* | *Determine task dependencies* |
| WBS Element Description | |
| *If tasks rely on previous tasks to be completed in order to progress within the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.6.4* | *Create draft Gantt chart* |
| WBS Element Description | |
| *Gantt chart to visually display all of the tasks’ durations, resources and dependencies, as well as displaying any milestones within the project.* | |

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| WBS Code | WBS Element |
| *2.6.5* | *Craft cost baseline table* |
| WBS Element Description | |
| *Table of cost baselines that record the level of resources of each task that can be modified throughout the project’s lifespan.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.7* | *Plan risk management* |
| WBS Element Description | |
| *Exploring the risks throughout the project’s lifespan, and also creating responses to the identified risks.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.7.1* | *Identify risks* |
| WBS Element Description | |
| *Creating a large list of possible risks within the project’s lifespan and determining the major risks that need to be prevented in order to protect the project, project members, stakeholders or resources.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.7.2* | *Perform qualitative risk analysis* |
| WBS Element Description | |
| *Qualitative analysis of the identified risks in order to measure the quality or severity of the risk within the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.7.3* | *Perform quantitative risk analysis* |
| WBS Element Description | |
| *Quantitative analysis of the identified risks in order to measure the quantity or occurrence of the risks within the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.7.4* | *Plan risk response* |
| WBS Element Description | |
| *Based on the analysis of the risks, priority risks are determined and responses are created in order to protect the project, project members, stakeholders or resources.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.8* | *Plan procurement management* |
| WBS Element Description | |
| *Managing the procurement plans of acquiring goods and services from outside sources.*  *[Information Technology PROJECT MANAGEMENT 7TH Edition]*  *[Chapter 12, Page 480]* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.8.1* | *Determine procurement strategy* |
| WBS Element Description | |
| *Determining the means of which to outsource products or services into the project that will save as much time and resources as possible.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.8.2* | *Craft procurement strategy table* |
| WBS Element Description | |
| *Documentation of the procurement strategy that includes the details of the outsourcing parties.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.8.3* | *Craft procurement management table* |
| WBS Element Description | |
| *Documentation of the procurement strategy that allows for modification throughout the lifespan of the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.9* | *Plan quality management* |
| WBS Element Description | |
| *Management of the quality of the project in order to have the ability to satisfy stated or implied needs.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.9.1* | *Determine quality strategy* |
| WBS Element Description | |
| *Strategy of which the project team should follow in order to create a predefined level of quality that the project should uphold.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.9.2* | *Craft quality plan table* |
| WBS Element Description | |
| *Documentation of the quality strategy plan that allows for modification throughout the lifespan of the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.10* | *Website planning* |
| WBS Element Description | |
| *Overall plan for the website and website design.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.10.1* | *Identify website purpose* |
| WBS Element Description | |
| *Purpose of the website based on the context of the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.10.2* | *Identify website requirements* |
| WBS Element Description | |
| *Requirements of the website based on the project’s scope.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.10.3* | *Craft website concept* |
| WBS Element Description | |
| *A concept of the website that follows the requirements of the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.10.4* | *Review and finalize website concept* |
| WBS Element Description | |
| *Modifications made to the website concept that creates an overall finished idea of the website.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.11* | *Application* |
| WBS Element Description | |
| *Overall plan for the website and application design.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.11.1* | *Identify application purpose* |
| WBS Element Description | |
| *Purpose of the application based on the context of the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.11.2* | *Identify application requirements* |
| WBS Element Description | |
| *Requirements of the application based on the project’s scope.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *2.11.3* | *Craft application concept* |
| WBS Element Description | |
| *A concept of the application that follows the requirements of the project.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *2.11.4* | *Review and finalize application concept* |
| WBS Element Description | |
| *Modifications made to the application concept that creates an overall finished idea of the application.* | |

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| WBS Code | WBS Element |
| *2.12* | *Server planning* |
| WBS Element Description | |
| *Planning of the project’s server and connectivity between project members.* | |

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| WBS Code | WBS Element |
| *2.12.1* | *Explore business systems* |
| WBS Element Description | |
| *Exploring all possible business systems that the system can follow.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.12.2* | *Identify optimal business system* |
| WBS Element Description | |
| *Identifying the optimal business system that can allow appropriate time management and resource management.* | |

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| WBS Code | WBS Element |
| *2.12.3* | *Identify server management choices* |
| WBS Element Description | |
| *The different methods of which a server can be used to allow the optimal quality of server connectivity for the project staff to use.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.12.4* | *Craft server management plan table* |
| WBS Element Description | |
| *Documentation of the server management plan that can be modified throughout the lifespan of the project.* | |

**3.0 Executing**

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.1* | *Intranet website content* |
| WBS Element Description | |
| *The content that will be created for the website in the project’s controlled environment.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.1.1* | *Website templates and tools* |
| WBS Element Description | |
| *Outward appearance of the website, influenced by the sporting values and aboriginal culture and values.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.1.2* | *Website AFL material* |
| WBS Element Description | |
| *Material created, edited and modified for the website pages, this will be the bulk of the website, as it will allow users to read news about AFL, team and players. It is also influenced by the sporting values and aboriginal culture and values.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.1.2.1* | *Website articles* |
| WBS Element Description | |
| *Readable content for the users to access, from news about AFL to information about players and team. It is also influenced by the sporting values and aboriginal culture and values.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.1.2.2* | *Website links* |
| WBS Element Description | |
| *Links that allow the website to reference other AFL websites and material. It is also influenced by the sporting values and aboriginal culture and values.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.1.3* | *Contact players* |
| WBS Element Description | |
| *The team’s contact information that allows users to be able to communicate with the players, or be able to meet the players face to face.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.1.4* | *Merchandise* |
| WBS Element Description | |
| *Section of the website that allows users to purchase merchandise from the AFL website.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.1.5* | *Ticketing* |
| WBS Element Description | |
| *Section of the website that allows users to purchase tickets from the AFL website.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.2* | *Intranet application content* |
| WBS Element Description | |
| *The content that will be created for the application in the project’s controlled environment.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.2.1* | *Application templates and tools* |
| WBS Element Description | |
| *Outward appearance of the application, influenced by the sporting values and aboriginal culture and values.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.2.2* | *Application AFL material* |
| WBS Element Description | |
| *Material created, edited and modified for the application sections, this will be the bulk of the application, as it will allow users to read news about AFL, team and players. It is also influenced by the sporting values and aboriginal culture and values.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.2.2.1* | *Application articles* |
| WBS Element Description | |
| *Readable content for the users to access, from news about AFL to information about players and team. It is also influenced by the sporting values and aboriginal culture and values.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.2.2.2* | *Application links* |
| WBS Element Description | |
| *Links that allow the application to reference the website and other AFL websites and material. It is also influenced by the sporting values and aboriginal culture and values.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.2.3* | *Health care information material* |
| WBS Element Description | |
| *Health care information is provided on the application to allow the users to have access to health care knowledge. It is also influenced by the sporting values and aboriginal culture and values.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.2.4* | *Accessibility features* |
| WBS Element Description | |
| *Accessibility features designed to allow certain users to access to the features of the application in which they may not have been able to access before.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.2.5* | *Social media campaign* |
| WBS Element Description | |
| *Allow users to be guided to the application’s social media campaign.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.3* | *Intranet website design* |
| WBS Element Description | |
| *Design of the functioning website that includes all website content, templates and tools and has all requested features.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.4* | *Intranet website construction* |
| WBS Element Description | |
| *Creating of the functioning website that includes all website content, templates and tools and has all requested features.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.5* | *Intranet website testing* |
| WBS Element Description | |
| *Testing of the website in order to discover any flaws, or correct any errors that may have been overlooked or created.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.6* | *Intranet website promotion* |
| WBS Element Description | |
| *Promotion of the website to the general public.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.7* | *Intranet website roll-out* |
| WBS Element Description | |
| *Transitioning the website from a controlled environment to the public environment to allow users to access the website.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.8* | *Intranet application design* |
| WBS Element Description | |
| *Design of the functioning application that includes all website content, templates and tools and has all requested features.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.9* | *Intranet application construction* |
| WBS Element Description | |
| *Creating of the functioning application that includes all website content, templates and tools and has all requested features.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.10* | *Intranet application testing* |
| WBS Element Description | |
| *Testing of the application in order to discover any flaws, or correct any errors that may have been overlooked or created.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.11* | *Intranet application promotion* |
| WBS Element Description | |
| *Promotion of the application to the general public.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.12* | *Intranet application roll-out* |
| WBS Element Description | |
| *Transitioning the application from a controlled environment to the public environment to allow users to access the application.* | |

**4.0 Monitoring and Controlling**

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *4.1* | *Assumption table management* |
| WBS Element Description | |
| *Modification and management of the assumption table throughout the lifespan of the project.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *4.2* | *Quality management* |
| WBS Element Description | |
| *Modification and management of the quality of the project throughout the lifespan of the project.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *4.3* | *Risk management* |
| WBS Element Description | |
| *Modification and management of the risks of the project throughout the lifespan of the project.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *4.4* | *Scope management* |
| WBS Element Description | |
| *Modification and management of the scope of the project throughout the lifespan of the project.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *4.5* | *Procurement management* |
| WBS Element Description | |
| *Modification and management of the procurements of the project throughout the lifespan of the project.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *4.6* | *Cost baseline management* |
| WBS Element Description | |
| *Modification and management of the cost baseline of the project throughout the lifespan of the project.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *4.7* | *Server management* |
| WBS Element Description | |
| *Modification and management of the server of the project throughout the lifespan of the project.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *4.8* | *Time management* |
| WBS Element Description | |
| *Management of the time of the project throughout the lifespan of the project.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *4.9* | *Stakeholder engagement management* |
| WBS Element Description | |
| *Management of the stakeholder engagement throughout the lifespan of the project.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *4.10* | *Progress reports* |
| WBS Element Description | |
| *Progress reports created frequently based on a pre-assigned length of time.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *4.11* | *Project benefits measurement* |
| WBS Element Description | |
| *Measurement of the benefits of the project to determine whether it is still beneficial to continue.* | |

**5.0 Closing**

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.1* | *Prepare final Gantt chart* |
| WBS Element Description | |
| *Finalization of the Gantt chart. This chart is the final product of the project, and cannot be modified any further.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.2* | *Prepare final scope table* |
| WBS Element Description | |
| *Finalization of the scope table. This table is the final product of the project, and cannot be modified any further.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.3* | *Prepare final scope statement* |
| WBS Element Description | |
| *Finalization of the scope statement. To be added into the project report* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.4* | *Prepare final project report* |
| WBS Element Description | |
| *Creating the final report of the product that the project has created.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.4.1* | *Collect and review progress reports* |
| WBS Element Description | |
| *Collecting all the reviews that were created throughout the project’s lifespan and then reviewing them to correct any errors.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.4.2* | *Create progress summary report* |
| WBS Element Description | |
| *All progress reports are reviewed and a summary report is created to include within the final project report.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.4.3* | *Review and finalize progress summary report* |
| WBS Element Description | |
| *To correct any errors created in the initial construction of the progress summary report.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.4.4* | *Review and finalize final project report* |
| WBS Element Description | |
| *To correct any errors created in the initial construction of the final project report.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.4.5* | *Prepare glossary terms* |
| WBS Element Description | |
| *Glossary terms to clearly define the terms within the progress report, and to also help stakeholders understand certain terms that they may be unfamiliar with.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.5* | *Prepare final project presentation* |
| WBS Element Description | |
| *Prepare the final projects presentation to add professionalism and a clean overall appearance.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.5.1* | *Title page* |
| WBS Element Description | |
| *Create a title page for the final project report.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.5.2* | *Executive summary* |
| WBS Element Description | |
| *Create an executive summary of the final project report in order to simplify the whole project to be within a few pages.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.5.3* | *Table of contents* |
| WBS Element Description | |
| *Create a table of contents to allow the readers to easily find parts within the final project report.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *5.5.4* | *Report summary* |
| WBS Element Description | |
| *Create a final project report summary.* | |

# SWOT Analysis

|  |  |
| --- | --- |
| Strengths | Weaknesses |
| * Complete Solution: The scope provided includes all features requested by the client. A full stack solution will allow a centralised ICT infrastructure * Strong Government Support: Integrating feedback from government departments will provide a strong support structure for the project | * **Prices:** The scope includes all items with a time constraint of 12 months. * **Conflicting Feedback:** Obtaining feedback from too many different government departments may hinder progress and result in falling behind schedule |
| Opportunities | **Threats** |
| * Full-Stack Training: The project scope includes development of a complete ICT solution. * Recruitment: Social media campaigning that is successful will raise awareness of the Perth Mud Crabs and may result in recruitment opportunities | * **Outsourcing:** Overseas ICT companies offer cheaper ICT platform solutions. * **AFL Sponsors:** Offering already proven alternatives to ICT platforms for AFL institutions may provide competition |

# Stakeholders

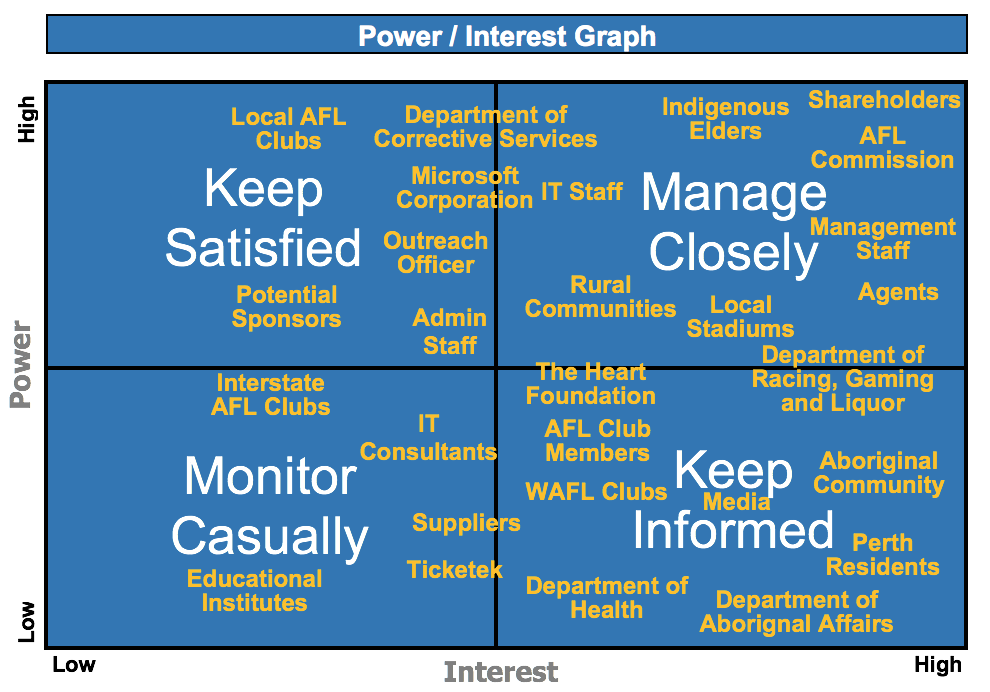
## Stakeholder Register

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder** | **Role** | **Position/Interest** | **What do we need from them?** |
| Frodo | Management Staff | For/High | Management expertise |
| Sam | Administrative Staff | For/Medium | Human resources management, payroll |
| Bilbo | Information Technology Staff | For/High | Support IT infrastructure, users, social media campaign |
| Pippin | Outreach Officer | For/Medium | Organise events and outreach |
| Team Awesome | Project Team | For/High | To manage project progress, budget and completion |
| AFL Commission | Governing Body | For/High | Approve the Mud Crabs! |
| Aboriginal Community | Support | For/High | Club support |
| Local Stadiums | Match hosting | For/High | Possible home ground |
| Department of Aboriginal Affairs | Educator | For/High | Values, Exposure |
| Department of Health | Educator | For/High | Knowledge of Indigenous health issues |
| Department of Corrective Services (Jail) | Recruitment | Against/Medium | Future players |
| Indigenous Elders | Recruitment | For/High | Future players |
| Suppliers | Supplier | For/Medium | Supply organisational supplies and merchandise |
| Members of other AFL clubs | Fan base | Mixed/Medium | Their support |
| Educational institutes | Recruitment | Medium/Low | Exposure |
| Rural communities [local talent] | Recruitment | For/High | Future players |
| Local AFL clubs | Competition | Against/High | Fan-base, players |
| Interstate AFL clubs | Competition | Against/Medium | N/A |
| Sponsoring Companies | Sponsor | For/High | Financial assets |
| IT Consultants | Consult | For/Low | Digital Marketing Campaign [apps, website] |
| Perth Residents | Employees | For/Medium | Employee personnel |
| Shareholders | Funding | For/Medium | Financial support |
| Department of Racing, Gaming and Liquor | Educator | For/High | Public Information |
| Media | Public update medium | Impartial/High | News coverage |
| Players' Agents | Manages players | For/High | Team players |
| WAFL clubs | Recruitment | For/High | Future players |
| Ticketek | Ticketing agent | For/High | Providing sales of tickets |
| Microsoft Corporation | IT provider | For/High | IT infrastructure for employees |
| The Heart Foundation | Educator | For/High | Support in raising awareness of indigenous health issues |

## Stakeholder Communication Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder** | **Freq.** | **Items to Communicate** | **Contact Method** |
| AFL Commission | Monthly | Future business plans, events, player migrations etc. | Email |
| Aboriginal Community | Weekly | Match updates, injuries, ticketing, general club news | Radio, SMS, TV, app |
| Local Stadiums | Bi-Annually | Event materials, stadium contract | Email |
| Department of Aboriginal Affairs | Fortnightly | Player updates | Email |
| Department of Health | Monthly | Online material updates, health announcements | Email |
| Department of Corrective Services (Jail) | Weekly | Player wellbeing, safety and programme progress | Face-to-face |
| Indigenous Elders | Bi-Annually | Player progress | Face-to-face |
| Suppliers | Daily | Supply orders, feedback | Email |
| Members of other AFL clubs | Weekly | Match updates, injuries, ticketing, general club news | Radio, SMS, Website, TV, app |
| Educational institutes | Quarterly | Promotional material, outreach schedule, | Email/phone |
| Rural communities [local talent] | Quarterly | Hiring opportunities, app promotion | Radio, face-to-face |
| Local AFL clubs | Weekly | General club news | Website |
| Interstate AFL clubs | Weekly | General club news | Website |
| Sponsoring Companies | Quarterly | Financial reports, future business plans | Face-to-face/phone/email |
| IT Consultants | Fortnightly | Progress reports | Email |
| Perth Residents | Weekly | Match updates, injuries, ticketing, general club news | Radio, TV, app, Website |
| Shareholders | Quarterly | Financial reports | Email |
| Department of Racing, Gaming and Liquor | Monthly | Online material updates, support announcements | Email |
| Media correspondents | Daily | General club news, injuries, event invitations | Email |
| Players' Agents | Undefined | Player progress, player financials | Email |
| WAFL clubs | Quarterly | Hiring opportunities | Face-to-face/email |
| Ticketek | - | AFL COMMISSION COMMUNICATES ON OUR BEHALF | - |
| Microsoft Corporation | Annually | Hardware upgrades, revisited requirements | Email/phone/face-to-face |
| The Heart Foundation | Monthly | Material updates, health issues being covered, health announcements | Email |

## Power/Interest Graph



# Risk Management

## Risk Register

***This is included for completeness. Please view included “Risk Register.xlsx”***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Risk** | **Root cause** | **Owner** | **Prob.** | **Impact** | **Consequence** |
| R1 | Requirements are impossible to achieve | Unreal expectations | Pippin | 40% | High | Requirements must be reevaluated and the project can't go ahead as it is currently defined |
| R2 | Scope doesn't meet requirements | Miscommunication | Frodo | 10% | High | Features are missed out, deadline may increase and stakeholders are dissatisfied |
| R3 | Scope creep occurs | Miscommunication | Sam | 90% | Medium | Features are added that weren't initially catered for |
| R4 | Key stakeholders don't understand the scope | Miscommunication | Frodo | 65% | High | Higher stakeholder expectations, leading to either scope creep or dissatisfaction |
| R5 | Risks are overlooked | Lack of planning | Bilbo | 15% | High | Unknown consequences can occur |
| R6 | Project timeline is misunderstood | Miscommunication | Bilbo | 5% | Medium | A loss in quality or a delayed project |
| R7 | Project dependencies are incorrect | Lack of planning | Sam | 5% | High | Delayed project and/or lost productivity |
| R8 | Requirements are incorrectly defined | Lack of planning | Frodo | 40% | High | Project comes to a halt |
| R9 | Stakeholders don't understand the requirements | Miscommunication | Pippin | 20% | High | They expect more (or less) than what is underway |
| R10 | Team members don't understand the requirements | Miscommunication | Frodo | 10% | Medium | Poor quality, unguided work |
| R11 | Key stakeholders don’t like the project | Miscommunication, identified incorrect stakeholders | Frodo | 12% | Medium | Project doesn't go ahead |
| R12 | Costs are incorrectly estimated | Lack of planning | Pippin | 75% | High | Lack of resources (money), may have to sacrifice quality |
| R13 | Key stakeholders don't care about the project anymore | Expectation management | Bilbo | 15% | Medium | Project loses momentum as team members lose motivation |
| R14 | Lack of communication | Cultural issues, poor communication management | Sam | 35% | High | Misunderstanding of many other parts. May lead to other risks appearing |
| R15 | Lack of resources | Lack of planning | Sam | 15% | High | Unable to complete the project |
| R16 | Lack of staff training | Hiring issue | Pippin | 5% | High | Unable to complete the project |
| R17 | Team member quits | Burnout | Frodo | 75% | Low | Must find a new member. Deadline possibly increases |
| R18 | Suppliers drop out | Economic issues | Bilbo | 15% | High | Must find a new supplier. Deadline possibly increases |
| R19 | Team member conflict | Human nature | Pippin | 30% | Low | Creates conflict and may cause possible sabotage |
| R20 | Stakeholders argue over decisions | Miscommunication, human instinct | Pippin | 15% | Medium | May lead to lack of interest |
| R21 | Inexperienced project managers | Hiring issue | CEO | 40% | High | Negligence in regard to the entire project. Failure to complete |
| R22 | Cultural insensitive project managers | Experience issue | Hiring Manager | 15% | High | Negligence in regard to the major stakeholders of the project. Making the project less effective, significantly delaying the completion time |
| R23 | Schedule is unrealistic | Inexperienced project managers | Hiring Manager | 60% | High | Schedule must be reevaluated, possibly prolonging the project, increasing costs and need for resources |
| R24 | Stakeholders can't agree on the project | Improper understanding of requirements | Pippin | 35% | Medium | Stakeholder friction may occur, causing a major stakeholder to depart the project. Possible miscommunication in regards to requirements |
| R25 | Cannot gain approval for a home football ground | Stadiums not wanting to double up on home-teams | Outreach | 3% | High | No stadium to call home. Possibly share a home stadium with a local team. |
| R26 | Cannot gain approval from Department of Corrective Services | Unable to see the benefits of the programme | Outreach | 55% | High | Major hit to recruitment. Revisit contract to the department |
| R27 | Cannot gain approval from indigenous elders for players | Incorrect communication protocols | Recruitment | 20% | Medium | Minor hit to recruitment. Revisit at a later date, researching protocols |
| R28 | Hardware provided underperforms, not meeting requirements | Supplier incompetence | Supplier | 15% | High | Increase in costs and schedule, unless covered by guarantee |
| R29 | Supplier is late on delivery | Supplier incompetence | Supplier | 15% | Medium | Increase in schedule, possible cost increase |
| R30 | Supplier doesn’t enforce guarantees | Poor supplier contract | Supplier | 10% | Medium | Increase costs for legal-action or new infrastructure |
| R31 | Supplier doesn't enforce product warranties | Poor supplier contract | Supplier | 10% | Medium | Increase costs for products |
| R32 | Incorrect insurance cost estimates | Use of incorrect pricing sheets | CFO | 7% | Medium | Increased costs and debt to cover the rest when insurance is required |
| R33 | Some project items aren't fully insured | Inappropriate level of cover | CFO | 2% | High | Partial payback if insurance is required. Increased costs and debt to cover the rest |
| R34 | Negligence isn't covered in insurance | Inappropriate terms in insurance contract | CFO | 2% | High | Increased costs when negligence occurs to assets. Possible debt. |
| R35 | Supplier completes order incorrectly | Supplier incompetence | Supplier | 23% | Low | Increased schedule due to waiting on proper shipment |
| R36 | Supplier cannot complete order on time | Supplier incompetence | Supplier | 17% | Medium | Increased schedule due to waiting on proper shipment |
| R37 | Supplier cannot complete order | Supplier incompetence | Supplier | 10% | High | Increased schedule due to finding a contingency supplier |
| R38 | Social media followers slander players or the team | Societal causes | Social media moderator | 60% | Medium | Lowers club reputation, increased costs to moderate social media |
| R39 | Unacceptable content is shared online via The Mudcrabs accounts | Lack of moderation on social media manager | Social media moderator | 5% | High | Lowers club reputation, increased costs to moderate social media |
| R40 | Prisoner escapes during training session | Willingness to be free | Dept. of Corrective Services | 3% | High | Lack of team member, possible fines, poor club reputation |
| R41 | Prisoner escapes during transport | Willingness to be free | Dept. of Corrective Services | 3% | High | Lack of team member, possible fines, poor club reputation |
| R42 | Prisoner escapes during football game | Willingness to be free | Dept. of Corrective Services | 8% | High | Lack of team member, possible fines, poor club reputation |
| R43 | Team members start gambling heavily | Addiction | Dept. of Racing, Gaming and Liquor | 5% | High | Team member possibly unfit for game due to addiction |
| R44 | Racism occurs against The Mudcrabs | Societal causes | PR Officer | 60% | Low | May instigate a larger conflict against races, possible legal costs |
| R45 | Racism occurs on behalf of The Mudcrabs | Pushback / societal causes | PR Officer | 12% | High | Decreases club reputation, possible legal costs |
| R46 | A physical fight occurs during training | High stress environment | Coaching staff | 7% | Low | Decrease overall club reputation and morale. Possible legal costs, lack of team members. |
| R47 | A physical fight occurs during an official match | Un-sportsman-like conduct | Coaching staff | 17% | High | Decrease overall club reputation and morale. Possible legal costs, lack of team members. |
| R48 | Team members abuse drugs | Addiction | Health Department | 8% | High | Team member possibly unfit for game due to addiction and health |
| R49 | Team member gets injured during training | Inadequate staff training leading warmups | Medical staff | 10% | Medium | Missing team member for following game/s |
| R50 | Team member gets injured during an official match | High performance and high impact contact | Medical staff | 40% | Medium | Missing team member for following game/s |
| R51 | Team member is unavailable due to walkabout | Cultural responsibility | Outreach | 85% | Medium | Missing team member for following games |
| R52 | Hardware needs are understated to suppliers | Miscommunication of requirements | Pippin | 50% | High | Increased costs with correcting the issue. ICT infrastructure may be unusable, increasing timeline. |
| R53 | Hardware needs are overstated to suppliers | Miscommunication of requirements | Pippin | 50% | Low | Increased costs with overspending |
| R54 | Improper hardware procurement | Underlying ethical issues | Bilbo | 10% | Medium | Decrease club reputation and possibly didn't find the best price, therefore increasing costs |
| R55 | Overlook potential suppliers | Bias based on previous projects | Pippin | 3% | High | Possibly not finding the best price; increasing costs. |
| R56 | Products are damaged in transport from supplier | Shipping and handling negligence | Supplier | 8% | Medium | Increased schedule due to waiting on proper shipment |
| R57 | Favouritism when choosing suppliers | Bias based on previous projects | Bilbo | 3% | High | Possibly not finding the best price; increasing costs. Products may be incompatible. |
| R58 | Users needs are completely overlooked | Poor requirements | Sam | 2% | High | Missing the largest stakeholder undermines the business, resulting in less memberships |
| R59 | Budget cuts occur during the project | Improper cost estimates | CFO | 12% | High | Decrease in project work quality, possible lay offs. |
| R60 | Employees work slower than previously estimated | Previously unobserved employees | Frodo | 45% | High | Increased schedule and costs, possible new hires |
| R61 | Hired too little people | Inexperienced hiring manager | Hiring Manager | 70% | Medium | Increased schedule, costs associated with new hires |
| R62 | Hired too many people | Inexperienced hiring manager | Hiring Manager | 25% | Low | Increased costs with overspending, members lose their jobs |
| R63 | A task takes longer than expected | Poor task management | Sam | 100% | Medium | Increased schedule |
| R64 | Social media accounts are compromised | Social engineering attack | Security team | 4% | High | Possible defamation, reduction of club value and reputation |
| R65 | Slow adoption rate of smartphone application | Lack of advertisement | PR Officer | 23% | High | Slow build up of membership and slow spread of news. Increased costs for media broadcasting and communication. |
| R66 | Security vulnerabilities eventuate on website | Outdated software | Security team | 65% | High | Possible defamation, reduction of club value and reputation |
| R67 | Security vulnerabilities eventuate in smartphone applications | Outdated software | Security team | 65% | High | Possible defamation, reduction of club value and reputation |
| R68 | High data use from smartphone applications | Poor software engineering | App Developers | 5% | High | Increased data costs for low-income stakeholders, causing a lack of use in the app |
| R69 | Website servers crash | Denial of service attack | CIO | 1% | High | Increased costs due to fixing servers, lower reputation, possible malicious intent |
| R70 | Smartphone apps crash | Inadequate servers | CIO | 1% | High | Increased costs due to fixing servers, lower reputation, possible malicious intent |

## Top Five Risks

***This is included for completeness. Please view included “Top Five Risks.xlsx”***

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Risk** | | **Response** |
| R12 | Costs are incorrectly estimated | Re-establish cost estimates for the remainder for the project. Possible external investors may be required. | |
| R3 | Scope creep occurs | The deadline may need increasing, or the project's quality may suffer. Focus on minimalism, revisit out-of-scope documentation. | |
| R23 | Schedule is unrealistic | Based on requirements, re-estimate schedule and do this multiple times in the project, include slack to account for overdue tasks | |
| R1 | Requirements are impossible to achieve | Revisit and don't sign off on requirements until they have been approved by all internal stakeholders including project leads. | |
| R26 | Cannot gain approval from Department of Corrective Services | Revise contract and proposed deal for the Dept. of Corrective Services. Consult with Strategy & Operations for alternatives. | |

## Risk Matrix

# Gantt Chart

***This Gantt Chart is viewable in the included file “GanttChart.mpp”***

# Progress Reports

**Stage Progress Report No: 1**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 03/03/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton  Jordan  Carl | Creating a contract for each member of the project team to sign and uphold throughout the duration of the project. | Completed | 1 Hour | |
| **Work to complete next stage:**   |  |  |  | | --- | --- | --- | | Name | Tasks | Est Time to Complete | | Clayton | Risk assessment analysis | 24/03/16 | | Clayton | Gantt Chart showing milestones and deliverables | 17/03/16 | | Carl | Scope tables | 17/03/16 | | Carl | SWOT analysis of ICT in the AFL | 24/03/16 | | Jordan | Stakeholder analysis | 24/03/16 | | Jordan | WBS and WBS dictionary | 17/03/16 | |
| **What’s going well and why:**  We all had made it to the first meeting of the project group. Card had arrived slightly later than Clayton and Jordan, but an email was sent about the late arrival the previous night. |
| **What’s not going well and why:** |

**Stage Progress Report No: 2**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 10/03/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton  Jordan  Carl | Confirm our roles within the project and discuss each of our tasks we had assigned to ourselves | Completed | 1 Hour | |
| **Work to complete next stage:**   |  |  |  | | --- | --- | --- | | Name | Tasks | Est Time to Complete | | Clayton | Risk assessment analysis | 24/03/16 | | Clayton | Gantt Chart showing milestones and deliverables | 17/03/16 | | Carl | Scope tables | 17/03/16 | | Carl | SWOT analysis of ICT in the AFL | 24/03/16 | | Jordan | Stakeholder analysis | 24/03/16 | | Jordan | WBS and WBS dictionary | 17/03/16 | |
| **What’s going well and why:**  We all seem to be confident in our ability to complete the assignment with as much time as we had, as well as doing it in a professional manner. We all provide support to one another and seem to communicate efficiently. |
| **What’s not going well and why:**  When we are not having a weekly meeting, there seems to be a lack of updates and communication between one another, so we only find out what other members have accomplished within the week at a certain point once a week. |

**Stage Progress Report No: 3**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 17/03/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton | Gantt Chart showing milestones and deliverables | Not Completed | 168 Hours | | Jordan | WBS and WBS dictionary | Not Complete | 168 Hours | | Carl | Scope tables | Not Complete | 168 Hours | |
| **Work to complete next stage:**   |  |  |  | | --- | --- | --- | | Name | Tasks | Est Time to Complete | | Clayton | WBS and WBS dictionary | 24/03/16 | | Clayton | Gantt Chart showing milestones and deliverables | 31/03/16 | | Carl | SWOT analysis of ICT in the AFL | 31/03/16 | | Jordan | Stakeholder analysis | 24/03/16 | | Jordan | Risk assessment analysis | 31/03/16 | |
| **What’s going well and why:**  Carl had completed most of his scope tables, as he was comfortable with his tasks selected for him. We also all showed up to our weekly meeting on time and had a full hour to discuss the project’s progress. |
| **What’s not going well and why:**  Clayton had difficulty creating his Gantt chart, as he needed to have the WBS completed before creating the Gantt chart. Instead of relying on Jordan to create the WBS before progressing, Clayton had requested that they swap tasks. As a result of this their tasks were not complete that week. |

**Stage Progress Report No: 4**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 24/03/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton | WBS and WBS dictionary | Not Completed | 336 Hours | | Jordan | Stakeholder analysis | Not Complete | 336 Hours | | Carl | Scope tables | Complete | 336 Hours | |
| **Work to complete next stage:**   |  |  |  | | --- | --- | --- | | Name | Tasks | Est Time to Complete | | Clayton | Gantt Chart showing milestones and deliverables | 31/03/16 | | Carl | SWOT analysis of ICT in the AFL | 31/03/16 | | Jordan | Risk assessment analysis | 31/03/16 | |
| **What’s going well and why:**  Carl had completed his scope tables, and was able to progress with the assignment. We also all showed up to our weekly meeting on time and had a full hour to discuss the project’s progress. |
| **What’s not going well and why:**  Carl and Clayton had taken longer than expected to progress with the assignment. Due to this they have started to reduce the length of time they had to finalize the project and request opinions from the lecturer. |

**Stage Progress Report No: 5**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 31/03/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton | WBS and WBS dictionary | Completed | 504 Hours | | Jordan | Stakeholder analysis | Complete | 504 Hours | | Carl | SWOT analysis of ICT in the AFL | Not Complete | 168 Hours | |
| **Work to complete next stage:**   |  |  |  | | --- | --- | --- | | Name | Tasks | Est Time to Complete | | Clayton | Gantt Chart showing milestones and deliverables | 14/03/16 | | Jordan | Risk assessment analysis | 14/03/16 | |
| **What’s going well and why:**  Carl and Clayton have been able to complete their task, and are able to progress with the project. Carl has also completed a large portion of the SWOT analysis. We had also thought it was appropriate to keep each other updated through email, as weekly meetings were no longer necessary |
| **What’s not going well and why:**  Carl had missed the meeting due to a faulty alarm, although his absence was a minor problem as he was ahead of Clayton and Carl. |

**Stage Progress Report No: 6**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 07/04/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton | Gantt Chart showing milestones and deliverables | Not  Completed | 168 Hours | | Jordan | Risk assessment analysis | Not  Complete | 168 Hours | | Carl | SWOT analysis of ICT in the AFL | Not Complete | 336 Hours | |
| **What’s going well and why:**  Everyone is making solid progress on their assignment, we are all still a bit off of the originally planned schedule but it’s assured that the tasks will be complete before the project’s due date. |
| **What’s not going well and why:**  There seems to be a lack of communication, as we all had hoped to have frequent updates on each other’s progress, at this point we are only giving updates once every 4-6 days. |

**Stage Progress Report No: 7**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 14/04/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton | Gantt Chart showing milestones and deliverables | Not  Completed | 336 Hours | | Jordan | Risk assessment analysis | Not  Complete | 336 Hours | | Carl | SWOT analysis of ICT in the AFL | Not Complete | 504 Hours | |
| **What’s going well and why:**  Slightly more progress than the previous week, and we’ve finally started to effectively and frequently communicate between one another. |
| **What’s not going well and why:**  Everyone is behind the project severely, personal tasks and the workplace has begun to distract the project team from their original tasks, but a quick reminder that the project due date is slowly present has given the project members motivation to prevent themselves from becoming distracted. |

**Stage Progress Report No: 8**

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| **Project Name**: **The Perth Mud Crabs**  **Report Date: 21/04/16** |
| **Project Team Name: Team Awesome**  **Team member names and student ID numbers:**  **Clayton Mills: 10393170**  **Jordan Sinclair: 10418445**  **Carl Wagner: 10196193** |
| **Work completed this stage:**     |  |  |  |  | | --- | --- | --- | --- | | Name | Tasks | Complete | Time in Hours | | Clayton | Gantt Chart showing milestones and deliverables | Completed | 504 Hours | | Jordan | Risk assessment analysis | Complete | 504 Hours | | Carl | SWOT analysis of ICT in the AFL | Complete | 672 Hours | |
| **What’s going well and why:**  We have all finished our tasks of the project, and we’re preparing it for submission on 22/04/16. Jordan has offered to prepare the final project submission, and we’re all reviewing each other’s work to correct any errors that have occurred within theirs given tasks. We had met on 17/04/16 for a face to face discussion on each other’s tasks and opinions; this also helped create more appropriately crafted tasks for the project. |
| **What’s not going well and why:**  We have not had enough time to ask for inputs and opinions from the lecturer, due to a lack of time management. |