|  |  |
| --- | --- |
| NAMES AND SURNAME: | STUDENT NUMBER: |
| MAKGWALE MAMPSHE | ST10187276 |
| JABULILE JOY PILANE | ST10195798 |
| CARDICIA MASEMOLA | ST10179192 |
| PABALLO MARINGA | ST10203799 |

**IT PROJECT MANAGEMENT: IPMA**

**QUESTION 1**

|  |  |
| --- | --- |
| **COLUMN A** | **COLUMN B** |
| Title | NGO Donor Connect App |
| Purpose | The purpose of the project is to create a digital platform that connects an NGO with potential donors effectively and securely. |
| Description | The application will work as a tool to connect the communication bridge between the NGO and potential donors. |
| Objectives | The project will be completed in 15 months and within the budget of R1000 000. |
| Success criteria | The project will take up to 15 months to be completed,using the budget of R1000 000.The application will help the Ngo to have more donor engagements and efficient operations in the Ngo. |
| The funding | The project budget is atleast R1000 000 |
| Major deliverables | App development : This will include the system design of the project and the back-end development.Which can include the payment gateway interface. |
| Acceptance criteria | User acceptance testing,security audits and system performance benchmarks. |
| Milestone schedule | The project start date is 1 January 2024,which will complete the initial development phase for the App and the project will be completed by 1 March 2025. |
| Key assumptions | Budget constraint : It is assumed that the budgte set will be sufficient and will be able to cover all the expenses concerning the project.  Schedule constraint : It is assumed that the 15-months timeline will be more than enough to complete the project,without any delay. |
| Constraints | Budget – The project has a limited budget.This will need the project manager to use it wisely and for necessities only,to avoid overspending. Timeframe – The project must be completed within amaximum of 15 months.The timeframe is constraint because it enforces a strict timeline for project planning,development and deployment,leaving less room for schedule overruns.  Low data usage – The application is required to enable users to use less data and should be free.This will need a more complex design. |
| Approval requirements | The project manager will have the following responsibilities :  Project planning – He/She will be responsible for providing a project plan that outlines the scope,schedule,resource allocation and budget.  Risk management – The project manager needs to ensure that they identify any possible risks of the project and must have risk mitigation strategies.  Quality assurance – The project manager is responsible for ensuring that end product of the project,which is the application is quality and has to oversee all quality control processes. |
| Approval signature | Mosete Cardicia Masemola (st10179192)  Mampshe Kgaogelo Makgwale (st10187276)  Paballo Maringa (st10203799)  Jabulile Joy Pilane (st10195798) |

(Jack Gido, 2018)

**QUESTION 2**

**Level 0**

**Level 1**

**Level 2**

**Level 3**

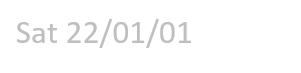
**QUESTION 3**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task No | Task Name | Duration | Start | Finish | Predecessors | Resource Names | Milestone | Budget Cost |
|  | **NGO Donor Connect App** |  |  |  |  |  | **No** |  |
| **1** | **Project Initiation** |  |  |  |  |  | **Yes** | **R 38 000** |
| 1.1 | Define project objectives | 1 day | Sat 22/01/01 | Sat 22/01/01 | — | Mampshe | No | R 10 000 |
| 1.2 | Define project scope | 2 days | Sat 22/01/01 | Sun 22/01/02 | 1.1 | Paballo | No | R 5 000 |
| 1.3 | Identify key stakeholders. | 3 days | Sun 22/01/02 | Tue 22/01/04 | 1.2 | Cardicia | No | R 0 |
| 1.4 | Develop the project charter. | 3 days | Wed 22/01/05 | Fri 22/01/07 | 1.2, 1.3 | Jabulile | No | R 13 000 |
| 1.5 | Create project plan | 2 days | Fri 22/01/07 | Sat 22/01/08 | 1.4 | Mampshe | No | R 10 000 |
|  |  |  |  |  |  |  |  |  |
| **2** | **App Development** |  |  |  |  |  | **Yes** | **R 495 000** |
| **2.1** | System design | 14 days | Wed 22/01/12 | Mon 22/01/31 |  |  | No | R 415 000 |
| 2.1.1 | Planning and design | 4 days | Wed 22/01/12 | Mon 22/01/17 |  |  | No | R 240 000 |
| 2.1.1.1 | Requirement analysis | 2 days | Tue 22/01/18 | Wed 22/01/19 | 1.5 | Jabulile | No | R 150 000 |
| 2.1.1.2 | Prepare for testing and quality assurance | 3 days | Thu 22/01/20 | Mon 22/01/24 | 2.1.1.1 | Mampshe | No | R 35 000 |
| 2.1.1.3 | Conduct user requirements analysis | 2 days | Tue 22/01/25 | Wed 22/01/26 | 2.1.1.2 | Paballo | No | R 30 000 |
| 2.1.1.4 | Database implementation | 3 days | Thu 22/01/27 | Mon 22/01/31 | 2.1.1.1, 2.1.1.2, 2.1.1.3 | Cardicia | No | R 25 000 |
| 2.1.2 | Mobile app development |  | Tue 22/02/01 |  |  |  | No | R 175 000 |
| 2.1.2.1 | Create mobile app | 64 days | Tue 22/02/01 | Fri 22/04/29 | 2.1.1.4 | Mampshe | No | R 75 000 |
| 2.1.2.2 | Implement security features | 6 days | Mon 22/03/07 | Mon 22/03/14 | 2.1.2.1 | Paballo | No | R 50 000 |
| 2.1.2.3 | Payment gateway integration | 6 days | Wed 22/04/20 | Wed 22/04/27 | 2.1.2.2 | Cardicia | No | R 15 000 |
| 2.1.2.4 | Donor management system | 16 days | Mon 22/03/28 | Mon 22/04/18 | 2.1.2.3 | Jabulile | No | R 35 000 |
| **2.2** | Back-end development | 11 days | Wed 22/04/20 | Wed 22/05/04 |  |  | No | R 80 000 |
| 2.2.1 | Develop sever setup | 10 days | Fri 22/05/06 | Thu 22/05/19 | 2.1.2.3, 2.1.2.4 | Paballo | No | R 60 000 |
| 2.2.2 | Develop database design | 2 days | Fri 22/05/20 | Mon 22/05/23 | 2.2.1 | Cardicia | No | 20 000 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **3** | **Testing and Quality Assurance** |  |  |  |  |  | **Yes** | **R 93 000** |
| 3.1 | Develop test cases and scenarios. | 4 days | Thu 22/05/26 | Tue 22/05/31 | 2.2.2 |  | No | R 30 000 |
| 3.2 | Conduct unit testing. | 3 days | Wed 22/06/01 | Fri 22/06/03 | 3.1 | Mampshe | No | R 10 000 |
| 3.3 | Perform user acceptance testing (UAT). | 11 days | Mon 22/06/06 | Mon 22/06/20 | 3.2 | Paballo | No | R 23 000 |
| 3.4 | Conduct security audits | 10 days | Mon 22/06/27 | Fri 22/07/08 | 3.2, 3.3 | Cardicia | No | R 15 000 |
| 3.5 | Measure app performance | 4 days | Mon 22/07/11 | Thu 22/07/14 | 3.4 | Jabulile | No | R 15 000 |
| 3.6 | Address and resolve identified bugs and issues. | 3 days | Mon 22/07/18 | Wed 22/07/20 | 3.5 | Mampshe | No | R 0 |
|  |  |  |  |  |  |  |  |  |
| **4** | **Documentation and Training** |  |  |  |  |  | **Yes** | **R 60 500** |
| 4.1 | Create user documentation | 2 days | Thu 22/08/11 | Fri 22/08/12 | 3.6 | Jabulile | No | R 500 |
| 4.2 | Develop training material | 3 days | Mon 22/08/15 | Wed 22/08/17 | 4.1 | Paballo | No | R 45 000 |
| 4.3 | Conduct unit testing | 5 days | Mon 22/08/22 | Fri 22/08/26 | 4.2 | Cardicia | No | R 10 000 |
| 4.4 | Review and refine documentation on feedback | 11 days | Mon 22/08/29 | Mon 22/09/12 | 4.3 | Mampshe | No | R 5 000 |
|  |  |  |  |  |  |  |  |  |
| **5** | **Deployment** |  |  |  |  |  | **Yes** | **R 153 000** |
| 5.1 | Deploy the app to a production environment | 3 days | Wed 22/09/14 | Fri 22/09/16 | 4.4 | Jabulile | No | R 15 000 |
| 5.2 | Populate the database with initial data | 9 days | Mon 22/09/19 | Thu 22/09/29 | 5.1 | Mampshe | No | R 20 000 |
| 5.3 | Conduct final checks and tests. | 5 days | Mon 22/10/03 | Fri 22/10/07 | 5.2 | Paballo | No | R 30 000 |
| 5.4 | Obtain user feedback on the live app | 5 days | Mon 22/10/10 | Fri 22/10/14 | 5.3 | Cardicia | No | R 18 000 |
| 5.5 | Launch monitoring | 6 days | Mon 22/10/17 | Mon 22/10/24 | 5.4 | Jabulile | No | R 15 000 |
| 5.6 | Marketing and promotion | 10 days | Mon 22/10/31 | Fri 22/11/11 | 5.5 | Mampshe | No | R 55 000 |
|  |  |  |  |  |  |  |  |  |
| **6** | **Post-Launch** |  |  |  |  |  | **Yes** | **R 73 500** |
| **6.1** | Maintenance and support plan | 10 days | Mon 22/11/14 | Fri 22/11/25 |  | Jabulile | No | R 60 000 |
| 6.1.1 | Establish a maintenance plan. | 10 days | Mon 22/11/28 | Fri 22/12/09 | 5.4, 5.5 | Paballo | No | R 35 000 |
| 6.1.2 | Implement updates based on user feedback | 7 days | Thu 23/01/05 | Fri 23/01/13 | 6.1.1 | Cardicia | No | R 15 000 |
| 6.1.3 | Collect and analyze performance metrics. | 5 days | Mon 22/01/17 | Fri 22/01/21 | 6.1.2 | Mampshe | No | R 10 000 |
| **6.2** | Support procedures |  |  |  |  |  | No | 27 000 |
| 6.2.1 | Establish support plan. | 5 days | Mon 22/01/24 | Fri 22/01/28 | 6.1.2, 6.1.3 | Cardicia | No | R 20 000 |
| 6.2.2 | Monitor app performance and user engagement. | 5 days | Mon 22/01/31 | Fri 22/02/04 | 6.2.1 | Jabulile | No | R 7 000 |
|  |  |  |  |  |  |  |  |  |
| **7** | **Project Closure** |  |  |  |  |  | **Yes** | **R 13 500** |
| 7.1 | Create a project closure report. | 6 days | Mon 22/02/07 | Mon 22/02/14 | 6.2.2 | Paballo | No | R 10 000 |
| 7.2 | Gather feedback from stakeholders. | 5 days | Mon 22/02/21 | Fri 22/02/25 | 7.1 | Mampshe | No | R 500 |
| 7.3 | Document lessons learned. | 10 days | Mon 22/02/28 | Fri 22/03/11 | 7.2 | Paballo | No | R 500 |
| 7.4 | Obtain formal project closure approval. | 1 day | Mon 22/03/07 | Mon 22/03/07 | 7.3 | Cardicia | No | R 2 500 |
|  |  |  |  |  |  |  | **TOTAL** | R 926 500 |

**QUESTION 4**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task number | Task Name | Duration | Start | Finish | Resource Names |
|  | Initiation |  |  |  |  |
|  | Sprint 1 |  |  |  |  |
| 1 | Backlog 1: Project initiation |  |  |  |  |
| 1.1 | Define project objectives | 2 days | Sat 22/01/01 | Mon 22/01/03 | Cardicia |
| 1.2 | Develop the project charter | 2 days | Sat 22/01/15 | Sun 22/01/16 | Mampshe |
|  |  |  |  |  |  |
|  | Release |  |  |  |  |
|  | Sprint 2 |  |  |  |  |
| 2 | Backlog 2 : project closure |  |  |  |  |
| 2.1 | Gather feedback stakeholders | 2 days | Fri 23/03/17 | Sat 23/03/18 | Jabulile |
| 2.2 | Obtain formal project closure approval | 3 days | Thu 22/01/20 | Mon 22/01/24 | Paballo |

Q4.2



-



Work Burndown

Shows how much work you have completed and how much you have left. If the remaining cumulative work line is steeper, then the project may be late. Is your baseline zero?

Task Burndown

Shows how many tasks you have completed and how many you have left. If the remaining tasks line is steeper, then your project may be late.

Try setting a baseline

Learn more

**Burndown**

**QUESTION 5**

**Q5.1**

**Mampshe Kgaogelo Makgwale (st10179192)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of student being evaluated: | | Never | Seldom | Frequently | Always |
|  | | **0** | **1/2** | **1** | **2** |
| **The student’s personal work** | | | | | |
| 1. | The student contributed good ideas that added value to the project and produced high  quality work. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2. | The student performed their tasks in line with what was expected of them. |  |  |  |  |
| 3. | The student managed their own time well and met deadlines. |  |  |  |  |
| **The student’s work as part of a team (when relevant)** | | | | | |
| 4. | The student accepted responsibility for a fair portion of the tasks and was an  enthusiastic member of my team. |  |  |  |  |
| 5. | The student helped others to be successful and worked well with other members of  the team. |  |  |  |  |
| **WEIGHTING** | | | | | **10 / 2** |
| **TOTAL** | | | | | **/ 5** |

# **Comments: She was a present and attentive team member,she attended all meetings and provided her work to the group on time for evaluation.**

**…………………………………………………………………………………………………..………………………………….………………………………………………………………………………………………**

# **NAME: ………………………Mosete Cardicia Masemola…………………….**

# **SIGNATURE: ……MC Masemola……………………………….**

**Jabulile Joy Pilane (st10179192)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of student being evaluated: | | Never | Seldom | Frequently | Always |
|  | | **0** | **1/2** | **1** | **2** |
| **The student’s personal work** | | | | | |
| 1. | The student contributed good ideas that added value to the project and produced high  quality work. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2. | The student performed their tasks in line with what was expected of them. |  |  |  |  |
| 3. | The student managed their own time well and met deadlines. |  |  |  |  |
| **The student’s work as part of a team (when relevant)** | | | | | |
| 4. | The student accepted responsibility for a fair portion of the tasks and was an  enthusiastic member of my team. |  |  |  |  |
| 5. | The student helped others to be successful and worked well with other members of  the team. |  |  |  |  |
| **WEIGHTING** | | | | | **10 / 2** |
| **TOTAL** | | | | | **/ 5** |

# **Comments: This team member did not attend all staff meetings,lack communication skills,delayed submitting her part of the work on time.When she eventually submitted it was unfinished work.All the other team had to assist her to complete her work**

**……………………………………………………………………………….…………………..………………………………….…………………………………………………………………………………………**

# **NAME: ………………Mosete Cardicia Masemola…………………………….**

# **SIGNATURE: ………………MC Masemola…………………….**

**Paballo Maringa (st10203799)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of student being evaluated: | | Never | Seldom | Frequently | Always |
|  | | **0** | **1/2** | **1** | **2** |
| **The student’s personal work** | | | | | |
| 1. | The student contributed good ideas that added value to the project and produced high  quality work. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2. | The student performed their tasks in line with what was expected of them. |  |  |  |  |
| 3. | The student managed their own time well and met deadlines. |  |  |  |  |
| **The student’s work as part of a team (when relevant)** | | | | | |
| 4. | The student accepted responsibility for a fair portion of the tasks and was an  enthusiastic member of my team. |  |  |  |  |
| 5. | The student helped others to be successful and worked well with other members of  the team. |  |  |  |  |
| **WEIGHTING** | | | | | **10 / 2** |
| **TOTAL** | | | | | **/ 5** |

# **Comments: This team member was hands on and attended all meetings,provided his work to the group on time for evaluation and assisted others where he could**

**…………………………………………………………………………………………………..………………………………….………………………………………………………………………………………………**

# **NAME: ………………………………Mosete Cardicia Masemola…………….**

# **SIGNATURE: ………………………MC masemola…………….**

5.2.

**NGO DONOR CONNECT APP**



**Final Report**

The project of the NGO connect App has given me a valuable opportunity to apply and advance a range of skills in project management.In this report,I will be reflecting on my experience of doing the project as a team.To be more detail,I will be explaining as to how I did research,the planning, interpersonal communication, stakeholder relationships and how I dealt with my weaknesses and strengths.

**Range of skills learnt :**

Industry-specific practices : Throughout the project,I was in charge of media monitoring, taking note of what the customer wanted, ensuring to be better than our competitors and evaluating the impact of our initiatives.I also had to ensure that our app was visible on social media.I ended up having an understanding of the industry standards.

Interpersonal communication skills : This type of skill played a huge role in our project,I was in charge of choosing a project,organising the staff meeting to discuss ideas.I provided a platform where everyone could suggest different point of views and get feedback about the tasks that each member had completed at that time.Overall it taught me the importance of communication inorder to create an effective collaboration.

Management skills : Effective management was a crucial part of the project,I successfully managed my time and completed the project charter on time,I was also involved in managing a crisis of an incompetent team member who failed to complete her work on time,which was completing the work-breakdown-structure of the project.Which also caused a delay of completing the other parts of the project.This experience reinforced my ability to manage multiple tasks efficiently.

**Role in the team :**

I was part of a team consisting of four members,Kgaogelo Makgwale who was in charge of completing the Project activity list,Paballo Maringa who was incharge project chart list and Jabulile Pilane who was incharge of completing the work-breakdown structure and I was incharge of completing the project charter.After completing my part of the project on time,I was able to also help my team when we experienced a slight delay in the WBS.I also arranged the team meetings inorder to gather feedback,I participated in addressing issues and assisting other team members whenever they need help.

**Research, Technology and presentation of the information :**

I was responsible of getting sufficient data regarding how an app is made,the requirements and steps that need to be considered,I found the necessary information online and from the links that were provided on the assignment paper.I also presented the information in a form of slides to my team members,after proper research.Hence the NGO connect app was the project we had selected.

I got information online from the link below :

<https://blog.goodbarber.com/how-to-make-an-app/>

**Personal strengths and weaknesses :**

I excelled in data analysis,project planning and creating a detailed project charter.My strengths was being a problem solver,being attentive to detail and mange team member’s progress.Areas where I faced challenges was learning to be able to take criticism from my team members,whenever they felt like my work was not efficient enough.My issue was that I did not like being corrected,but I have learnt that being told to do better,actually was beneficial to me and the project.Cause in the end I produced better work.

**Stakeholder relationships :**

During the assignment project,I had a positive relationship with my team and we worked well together.As a team we experience some challenges,when one team member did not do her work on time,she caused a delay.Which caused the team to have arguments and be under pressure,Inorder to solve that problem,2 members and I had to chip in and assisted her to do, her part of the work.To avoid delaying the process of doing other tasks of the project.I believe that had Jabulile communicated with the team,that she needed assistance and attended meetings we had scheduled for the project.Then it was less likely for the team to be under pressure and she could have established a better working relationship with the team.Overall we ended up finishing on time

**Impact :**

The impact that I had on the team was positive.And I have contributed effort and hardwork towards the project,I have contributed by scheduling meetings,managing any progress that each team member made,assisted wherever I could.All of that benefited my team cause it created a sense of order and transparency within the team.I feel confident about the impact I have made towards the team and the project.

The assignment project was an enriching and phenomenal experience that enabled me to learn new skills,overcome challenges and take criticism.I also learnt the importance of effective communication and management in the professional field.This project has enriched me to make a valuable influence towards the success of the project.

**Mosete Cardicia Masemola (ST10179192)**

# Reference List

Jack Gido, J. C. B., 2018. *Successful Project management.* Seventh Edition ed. Boston: Cengage Learning.