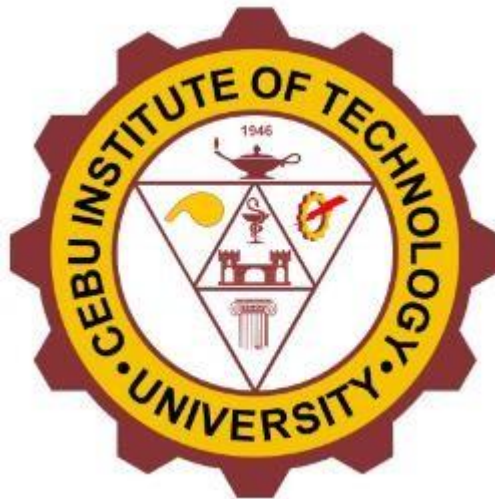


PROJECT RESOURCES MANAGEMENT

IT317 – Project Management for IT



SUBMITTED TO:

Ms. Catherine Herrera

PREPARED BY:

Malagapo, Nathan Rener S.

Project Management Plan: Barangay Desk - Information System

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I. Introduction

The Barangay Desk Information System is a transformative digital solution designed to modernize local government service delivery. By leveraging

contemporary web technologies, this platform aims to revolutionize how barangay residents interact with local government services.

II. **Project Management Approach**

The project will follow an Adaptive Agile approach to accommodate iterative improvements and ensure stakeholder engagement. The Project Manager, Nathan Rener Malagapo, has complete authority to oversee planning, execution, and risk management.

The project team will include:

- **Development Team:** Responsible for coding and API integration.
- **Quality Assurance Team:** Ensures the deliverables meet the defined quality standards.
- **UX/UI Design Team:** Focused on user experience and interface design.
- **QA Specialist:** Testing specialists ensuring deliverables meet defined quality standards
- **Testing and Support Team:** Conducts system testing, integration testing, user acceptance testing, and technical support.
- **Training Team:** Develops training materials and conducts user training sessions

All project resources are provided internally. Budgetary decisions and escalations requiring approval will be managed by the Project Sponsor, Jane Smith, Chief Innovation Officer.

III. **Project Scope**

The Barangay Desk Information System project encompasses:

- Planning, design, development, testing, and deployment of the Barangay Desk Information System platform.
- Analytics dashboards for tracking user metrics and behavior.
- User interface and user experience design for intuitive barangay administration
- Database design and implementation for secure data management
- User acceptance testing and quality assurance processes
- Interactive reporting tools for administrative decision-making

- User manuals, training materials, and technical documentation
- Go-live support and initial system monitoring

The project explicitly excludes customer-specific customizations, post-launch updates, and training outside the defined training aids.

IV. Project Timeline

Milestone	Description	Date
Requirements Gathering	Documentation of project needs and scope.	May 01, 2025
System Design Completion	Architecture and UI/UX design finalized	July 15, 2025
Prototype Completion	Initial working model for internal testing.	October 15, 2025
Alpha Testing Completion	Early user feedback gathered and issues resolved.	January 15, 2026
Beta Testing Completion	Broader audience testing with polished features.	March 15, 2026
Final Launch	Public availability of Barangay Desk Information System.	May 15, 2026

V. Schedule Baseline and Work Breakdown Structure

The Work Breakdown Structure (WBS) divides the project into manageable phases:

1. **Planning (3 months):** Finalize requirements and design architecture.
2. **Development (6 months):** Database development, build APIs, and Frontend UI/UX Design.
3. **Testing (3 months):** Conduct functional, performance, and security tests.
4. **Deployment (2 months):** System deployment, user training, and go-live support

Each phase is further broken down into tasks, with durations assigned in a Gantt chart managed in MS Project.

VI. Change Management Plan

All change requests will follow these steps:

1. **Submission:** A stakeholder submits a Change Request Form to the Project Manager.
2. **Evaluation:** The Project Manager and team assess the impact on scope, budget, and timeline.
3. **Approval:** The Change Control Board (CCB), chaired by the Project Sponsor, decides on approval.
4. **Implementation:** Approved changes are integrated into the project plan and communicated to all stakeholders.

Changes impacting the timeline or cost by more than 15% require sponsor approval.

VII. Communications Management Plan

The communications framework includes:

- **Weekly Updates:** Email updates every Monday detailing progress and risks.
- **Bi-Weekly Meetings:** Stand-up meetings for core team members to discuss challenges and alignment.
- **Monthly Stakeholder Reports:** A summary of earned value metrics and milestones.

VIII. Cost Management Plan

The project's financial performance will be tracked using Earned Value Management (EVM). Key components:

- Variances over 8% trigger a review.
- CPI and SPI metrics will be monitored monthly.
- The cost baseline will include buffer funds for unforeseen risks.

IX. Procurement Management Plan

Procurement activities include sourcing cloud infrastructure and testing tools. The Project Manager is authorized to approve expenditures up to ₱150,000.

Key procurement items:

- Cloud hosting infrastructure (₱180,000 annually)
- Development and testing tools licenses (₱120,000)
- Security and backup services (₱150,000)

X. **Quality Management Plan**

Quality control measures include:

- Unit testing for every module.
- End-to-end testing to ensure system integration.
- Performance testing under expected load conditions
- Beta testing with selected users.
- User acceptance testing with actual barangay staff

Quality assurance logs will document results, and metrics like defect rates and user satisfaction scores will determine success.

XI. **Risk Management Plan**

Identified risks:

1. **Technology Delays:** Mitigation: Build buffer time into the schedule.
2. **Data Migration Issues:** Develop detailed data mapping and conduct pilot migrations
3. **Integration Challenges:** Mitigation: Assign a dedicated API testing team.
4. **User Adoption Issues:** Mitigation: Conduct comprehensive training.

XII. **Resource Management Plan**

The project will operate under a matrix structure. Core team members include:

- **Project Manager:** Nathan Rener Malagapo
- **Lead Developer:** Chris Johnson
- **UI/UX Designer:** John Doe
- **QA Specialist:** Morgan Blake
- **Training Coordinator:** Taylor Lee
- **Database Administrator:** Casey Jordan

XIII. **Resource Calendar**

Phase	Duration	Description
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April – June 2025	3 months	Requirements gathering and system design.
July – December 2025	6 months	Development of APIs and frontend.
January – March 2026	3 months	Testing and debugging.
April – May 2026	2 months	Deployment and post-launching monitoring.

XIV. Cost Baseline

Phase	Budget (₱)	Notes
Planning	500,000	Requirements gathering and architecture design.
Development	2,800,000	Building modules and frontend.
Testing	800,000	Functional, performance, and security testing.
Deployment and Launch	900,000	Training and rollout.
Contingency (15%)	750,000	Risk mitigation and unforeseen costs
TOTAL	₱5,750,000	

XV. Quality Baseline

- **Concurrent Users:** System must support at least 500 simultaneous users without performance degradation
- **Performance:** System uptime of 99.2% during business hours.
- **Document Processing:** 95% successful processing rate for barangay clearances, certificates, and permits
- **Data Entry Accuracy:** 98% accuracy rate for resident information and document processing
- **Usability:** Average user satisfaction rating of 4.0/5.

XVI. Sponsor Acceptance

Approved by the Project Sponsor

Jane Smith

Date: April 10, 2025