Project Plan

**Project Name:** **EDU TRACK - Digital Education Management System**



Prepared By: Pronchuk Daryna - Project Manager

Title: Project Manager

Date: March 3, 2025

**Project Plan Approval Signatures**

Project Name: EDU TRACK - Digital Education Management System

**Project Manager**

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(Signature) (Date)

Pronchuk Daryna - Project Manager

DoIT Project Manager

Division of Information Technology – Systems Engineering and Operations

**Project Sponsor**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Date)

Khryashchevsky Vladislav - Executive Sponsor

Associate CIO

Division of Information Technology – CIO Office

**Document Change Control**

The following is the document control for revisions to this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Version Number | Date of Issue | Author(s) | Brief Description of Change |
| V1.0 | March 2025 | Pronchuk Daryna - Project Manager | Approved version. |
|  |  |  |  |
|  |  |  |  |

**Definition**

The following are definitions of terms, abbreviations and acronyms used in this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| CIO | Chief Information Officer |
| DoIT | Division of Information Technology |

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**1. Project Plan Overview and Critical Assumptions**

The goal of this project is to create a comprehensive digital platform for managing educational processes, including class scheduling, assessment, integration with LMS, and student performance analytics.

Key assumptions:

The project supports the strategic goals of the Ministry of Education and academic institutions.

All participants (administration, teachers, students) are actively involved in the implementation.

The infrastructure provides the required level of data security.

The project is funded and has the necessary human resources.

**2. Project Work Plans**

**2.1 Work Breakdown Structure**

The work breakdown structure identifies the project’s tasks to provide a framework for organizing and managing the work of the project.

|  |  |  |
| --- | --- | --- |
| **Initiate Project**  Develop Project Charter  **Plan Project**  Develop Work Plan  Develop Project Control Plan  Finalize Project Plan and Gain Approvals  Develop Work Breakdown Structure  Develop Project Staffing Plan  Develop  Project Schedule  Develop  Project Budget  Develop Quality Management Plan  Define Scope  Define Requirements  Define High-Level Roles  Define High-Level Budget  Identify High-Level Control Strategies  Finalize Charter  Develop Communication Plan  **Execute and Control Project**  Design Content formats  Build the Framework  Test the Framework  Implement the Framework  **Close the Project**  Design the Framework  Define stages and activities  Design  web Delivery Tool  Write the content  Review content for quality  Build web tool prototype  Test web tool usability  Test content usability  Adjust tool and content based on feedback  Move web tool to production environment  Announce  Tool availability  Conduct post project review  Celebrate |  | **Project Management Initiative  Phase I** |

Main tasks:

Analysis of requirements and development of technical specifications

User interface design

Platform development (backend, frontend, database)

Integration with LMS

Testing of the system

Staff training

Launch and monitoring

**2.2 Staffing Plan**

The purpose of the staffing plan is to make certain the project has sufficient staff with the right skills and experience to ensure a successful project completion.

**Role Requirements**

The following is a detailed breakdown of the roles required to execute the project. It includes: the project role, the project responsibility of the role, skills required, number of staff required to fulfill the role, the estimated start date and the expected duration the staff resource will be needed on the project.UI/UX Designer

|  |
| --- |
| QA Engineers |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **Project Responsibility** | **Skills Required** | **Number of Staff Required** | **Estimated Start Date** | **Duration Required**  **FY05-06** |
| **Project Team** |  |  |  |  |  |
| Project Manager | Lead team, report status | Project Management | 1 | 20/02/2025 | 3months |
| Developers | Backend and frontend development | Technical development | 2 | 10/03/2025 | 1months |
| UI/UX Designer | Interface design | Visual design  Prototyping  Responsive design | 1 | 01/03/2025 | 1months |
| QA Engineers | Testing the application | Automation, testing,analysis | 1 | 06/05/2025 | 2weeks |

**Staff Assigned to Roles**

The following is a detailed breakdown of the actual staff assigned to the project role, the amount of Full Time Equivalent (FTE) requested for the role, the actual FTE acquired, the labor rate and unit of the labor rate for the resource and the source from which the resource is recruited.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Name** | **Requested**  **FTE**  **FY05-06** | **Acquired FTE**  **FY05-06** | **Rate** | **Rate Unit** | **Source** |
| **Project Team** |  |  |  |  |  |  |
| Project Manager | Pronchuk Daryna | 1.5 | 1.00 | $85 | hour | DoIT - Systems Engineering Operations |
| Developer | Vorozhbyt Ruslan | 1 | 0.10 | $70 | hour | DoIT- Network Services |
| Developer | Shklyaruk Nazar | 1 | 0.10 | $70 | hour | DoIT – Enterprise Internet Services |
| UI/UX Designer | Panasevych Kateryna | 1 | 0.10 | $70 | hour | DoIT–Data Resource Management Technologies |
| QA-Engineer | Starostiuk Valeria | 1 | 0.00 | $65 | hour | Academic Technology Solutions |
| **Total** |  | 5.5 | 1.30 |  |  |  |

**Staff Resource Loading Chart**

The following includes the estimated effort in Full Time Equivalent (FTE) days required by month for each staff resource assigned to the project.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Number of Staff Required** | **February** | **March** | **April** | **May** | **Total** |
| Project Manager | 1 | 20.0 | 7.0 | 8.0 | 15.0 | 50.0 |
| Developer | 1 | 5.0 | 15.0 | 5.5 | 4.5 | 30 |
| Developer | 1 | 5.0 | 15.0 | 5.5 | 13.5 | 39 |
| UI/UX Designer | 1 | 8.0 | 15.0 | 8.0 | 3.5 | 34.5 |
| QA-Engineer | 1 | 0.0 | 0.0 | 5.0 | 10.0 | 15.0 |
| **Total** | 5 | 38.0 | 32.0 | 32.0 | 46,5 | 148,5 |

**Training Needs**

The following are the detailed training needs to bring staff to a level of skill required for project execution.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role/Staff Resource** | **Training Need** | **Timeframe Needed** | **Anticipated Cost** | **Suggested Vendor/Method** |
| Pronchuk Daryna (Project Manager) | Project Management | By  20/05/2025 | $2000 | Project Management Training Center |
| Vorozhbyt Ruslan (Developer) | Web Application Development | By 10/04/2025 | $1700 | Online Course "Web Development" |
| Shklyaruk Nazar (Developer) | Mobile Application Development | By 10/04/2025 | $1700 | Online Course "Mobile Development" |
| Panasevych Kateryna (UI/UX Designer) | UI/UX Design for Mobile Applications | By 01/04/2025 | $1700 | Online Course "UI/UX Design" |
| Starostiuk Valeria (QA-Engineer) | Automated Testing | By 19/05/2025 | $1500 | Software Testing Training Center |

**PROJECT ORGANIZATION CHART**

The project organization chart is a graphical picture of the organization and reporting relationships of the project.

**DoIT Management**

**DoIT**

**CIO Office**

**Stakeholder**

Round Table

**Project Sponsor**

Khryashchevsky Vladislav - Project Sponsor

**Stakeholder**

Operations Directors

**Stakeholder**

Tech Directors

**Project Manager**

Volodymyr Bobrovsky - Project Manager

**Stakeholder**

MTeam

**Project Team**

Automated Testing

**Name:**

Starostiuk Valeria

Web Application Development

**Name:**

Vorozhbyt Ruslan

UI/UX Design for Mobile Applications

**Name:**

Panasevych Kateryna

Progect manager

**Name:**

Pronchuk Daryna

Mobile Application Development

**Name:**

Shklyaruk Nazar

**2.3 Project Schedule**

**Project Management Improvement Project – Phase 1**

**Gantt Chart**

The Gantt chart graphically represents a project by showing each task as a horizontal bar whose length is the time needed to complete the task.

**Project Management Improvement Project – Phase 1**

**EDU TRACK Project Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **№** | **Project Stages and Substages** | **February** | **March** | **April** | **May** |
| **1** | **Project Initiation** | ████ |  |  |  |
| 1.1 | Development of project documentation | ████ |  |  |  |
| **2** | **Project Planning** |  | ████ |  |  |
| 2.1 | Development of a work plan |  | ██ |  |  |
| 2.2 | Definition of a control plan |  | ██ |  |  |
| **3** | **Development and Testing** |  |  | ████ |  |
| 3.1 | User interface design |  |  | ██ |  |
| 3.2 | Functionality development |  |  | ████ |  |
| 3.3 | System testing |  |  |  | ██ |
| **4** | **Deployment and Training** |  |  |  | ████ |
| 4.1 | Staff training |  |  |  | ██ |
| 4.2 | System launch and monitoring |  |  |  | ██ |
| **5** | **Project Closure** |  |  |  | ████ |

**Project Schedule**

The project schedule includes milestones, task dependencies, task duration, delivery dates, and staff resources assigned to complete the tasks.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Project Management Improvement Project – Phase 1** | **Effort Estimate in Days** | **Planned Start Date** | **Planned End Date** | **Resource** |
| **1** | **Initiate Project** |  |  |  |  |
| 1.1 | Develop Project Documentation |  |  |  |  |
| 1.1.1 | Define Scope | 4.00 | 20/02/25 | 24/02/25 | Pronchuk Daryna - Project Manager, Core Team |
| 1.1.2 | Define Requirements | 3.00 | 27/02/25 | 01/03/25 | Pronchuk Daryna - Project Manager, Core Team |
| 1.1.3 | Identify Key Roles | 0.25 | 01/03/25 | 01/03/25 | Pronchuk Daryna - Project Manager |
| 1.1.4 | Develop High-Level Budget | 1.00 | 01/03/25 | 02/03/25 | Project Manager |
| 1.1.5 | Identify High-Level Control Strategies | 0.50 | 03/03/25 | 04/03/25 | Project Manager |
| 1.1.6 | Documentation & Approvals | 2.00 | 04/02/25 | 06/02/25 | Project Manager |
|  |  |  |  |  |  |
| **2** | **Plan Project** |  |  |  |  |
| 2.1 | **Develop Work Plan** |  |  |  |  |
| 2.1.1 | Develop Work Breakdown Structure | 2.00 | 06/03/25 | 08/03/25 | Project Manager |
| 2.1.2 | Develop Project Staffing Plan | 2.00 | 08/03/25 | 10/03/25 | Project Manager |
| 2.1.3 | Develop Project Schedule | 3.00 | 10/03/25 | 13/03/25 | Project Manager |
| 2.1.4 | Develop Project Budget | 3.00 | 13/03/25 | 16/03/25 | Project Manager |
| **2.2** | **Develop Project Control Plan** |  |  |  |  |
| 2.2.1 | Develop Communication Plan | 1.50 | 16/03/25 | 18/03/25 | Project Manager |
| 2.2.2 | Develop Quality Management Plan | 1.50 | 18/03/25 | 20/03/25 | Project Manager |
| **2.3** | **Finalize Project Plan and Gain Approvals** | 5.00 | 20/03/25 | 25/03/25 | Project Manager |
| **3** | **Development and Testing** |  |  |  |  |
| 3.1 | **Design Framework** |  |  |  |  |
| 3.1.1 | Define framework stages and activities | 5.00 | 30/03/25 | 03/04/25 | Full Team |
| 3.1.2 | Design framework content formats | 1.00 | 03/04/25 | 04/04/25 | UI/UX designer |
| 3.1.3 | Design web framework delivery tool | 2.00 | 04/04/25 | 06/04/25 | UI/UX designer |
| **3.2** | **Build the Framework** |  |  |  |  |
| 3.2.1 | Develop Web-Based Platform | .2.00 | 06/04/25 | 08/04/25 | Developers |
| 3.2.2 | Develop System Backend | 12.00 | 08/04/25 | 20/04/25 | Backend Developers |
| 3.2.3 | Develop System Frontend | 5.00 | 20/04/25 | 25/04/25 | Frontend Developers |
| **3.3** | **Test the Framework** |  |  |  |  |
| 3.3.1 | Test usability of web tool | 5.00 | 25/04/25 | 30/04/25 | QA Engineer |
| 3.3.2 | Test usability of content | 6.00 | 30/04/25 | 05/05/25 | QA Engineer |
| **4** | **Implementation and Deployment** |  |  |  |  |
| 4.1 | Staff Training | 3.00 | 05/05/25 | 08/05/25 | QA Engineer |
| 4.2 | System Deployment & Launch | 4.00 | 08/05/25 | 12/05/25 | Full Team |
| 4.3 | Monitor & Fix Issues **Project Closure** Celebrate Project Completion | 4.00 | 12/05/25 | 18/05/25 | Developers |
| **5** | **Project Closure** |  |  |  |  |
| 5.1 | Celebrate Project Completion | 1.00 | 18/05/25 | 19/05/25 | Full Team |

**2.4 Project Budget**

The project budget describes cost and budget needed to complete the project tasks. It may include cost and budget for ongoing support after project completion.

System Deployment & Launch

**Budget during the life of the Project**

The budget below provides the detail estimates for labor, material and other items for the duration of the project.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Line Item** | **FY05-06** | | | | **FY06-07** | | | |
|  | Labor | Material | Other | **FY Total** | Labor | Material | Other | **FY Total** |
| Phase I |  |  |  |  |  |  |  |  |
| 1. Initiate Project |  |  |  |  |  |  |  |  |
| 1.1 Develop Project Charter | $5,500 | $0 |  | $4,000 | $0 | $0 | $0 | $0 |
| 2. Plan the Project |  |  |  |  |  |  |  |  |
| 2.1 Develop Work Plan |  |  |  |  |  |  |  |  |
| 2.2 Develop Project Control Plan | $1,000 | $0 |  | $1,000 | 2,000 | $0 | $0 | $2,000 |
| 2.3 Finalize Project Plan | $4,000 | 0 |  | $4,000 | $0 | $0 | $0 | $0 |
| 3. Execute and Control Project |  |  |  |  |  |  |  |  |
| 3.1 Design Framework | $11,000 | $0 |  | $11,000 |  |  |  |  |
| 3.2 Build Framework | $55,000 | $0 | $1000 | $59,000 | 15,000 | $0 | $0 | $15,000 |
| 3.3 Test the Framework | $25,000 | $0 | $0 | $25,000 | 8,000 | $0 | $0 | $8,000 |
| 3.4 Implement the Framework | $0 | $0 | $0 | $0 | $2,500 | $0 | $0 | $2,500 |
| 4. Close the Project | $0 | $0 | $0 | $0 | $10,000 | $0 | $0 | $10,000 |
|  |  |  |  |  |  |  |  |  |
| **Total** | $101,500 | $0 | $1,000 | **$104,600** | $37,500 | $0 | $0 | **$37,500** |
| **Total Project Budget $142,100** |

**On-going Support Budget after Project Completion**

The on-going support budget is the detail estimates for on-going support after project completion.

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item** | **FY05-06** | **FY06-07** | **Total Budget** |
| Support Labor | $15,000 | $7,000 | $22,000 |
| **Total Two-Year Support Budget** | $15,000 | $7,000 | $22,000 |

**Comments**:Support Labor includes an estimate for minimal support provided for case escalation from Help Desk assistance to users of the Project Management Advisor web site and an estimate for a staff resource to make small updates or corrections if problems are found.

**3. Project Control Plans**

Project Control Plans provide the basis to control and monitor the progress of the project.

The Project Control Plan includes the following detail plans that can be found in the Appendixes**:**

**3.1 Communications Plan**

Weekly team meetings, reports to management, communication channels (Slack, email, Trello).

**3.2 Quality Management Plan**

Automated testing, manual testing, version control.

**3.3 Change Management Plan**

Any changes are recorded in the version control system and approved by the project manager.

**3.4 Issue Management Plan**

Tracking issues in Jira, regular review of task statuses.

**3.5 Risk Management Plan**

Possible risks: development delays, integration issues, lack of funding. Mitigating measures: flexible schedule, buffer funds.

**A – Review Team**

**Description:**  
The review team is responsible for conducting an independent analysis of the project's interim results, identifying issues, and providing recommendations for improvement.

**Team Composition:**

* **Project Sponsor** – overall project oversight.
* **Project Manager** – coordination of reviews.
* **QA Engineers** – quality assurance and product verification.
* **External Experts** – invited specialists for compliance evaluation.

**Review Frequency:**

* Monthly progress reviews.
* Detailed evaluation after each project phase.

**B – Communications Plan**

**Description:**  
The communications plan ensures a consistent exchange of information between project team members, stakeholders, and management.

**Key Elements:**

* **Weekly Team Meetings** – discussions on progress, issues, and next steps.
* **Status Reports** – bi-weekly reports submitted to stakeholders.
* **Communication Channels** – Slack for instant messaging, email for formal communications, and Trello for task management.

**Escalation Procedure:**

* Critical issues are reported immediately to the project manager.
* If unresolved within 48 hours, the issue is escalated to the executive sponsor.

**C – Quality Management Plan**

**Description:**  
This plan outlines the processes for ensuring the project meets predefined quality standards.

**Quality Assurance Strategies:**

* **Automated and Manual Testing** – continuous testing throughout the development cycle.
* **Code Reviews** – peer reviews before merging changes.
* **User Acceptance Testing (UAT)** – final testing phase before deployment.

**Success Metrics:**

* Minimum 95% test pass rate before release.
* No critical bugs at the time of deployment.

**D – Change Management Plan**

**Description:**  
The change management plan defines how project modifications are handled to minimize disruptions.

**Change Request Process:**

1. A change request is submitted to the project manager.
2. Impact assessment (cost, time, resources) is conducted.
3. Approval by the change control board.
4. Implementation and monitoring of the change.

**Documentation:**  
All approved changes are recorded in the project management system.

**E – Issue Management Plan**

**Description:**  
The issue management plan provides a structured approach to identifying, tracking, and resolving project issues.

**Issue Tracking Process:**

* Issues are logged in **Jira** with priority levels assigned.
* Weekly review meetings to assess issue resolution progress.
* High-priority issues are escalated directly to senior management.

**F – Risk Management Plan**

**Description:**  
This plan identifies potential risks that may impact the project's success and defines mitigation strategies.

**Risk Categories & Mitigation:**

* **Development Delays** → Implement buffer time in the schedule.
* **Integration Issues** → Conduct early-stage compatibility tests.
* **Budget Overruns** → Regular financial reviews and contingency funds.

**Risk Monitoring:**

* Risk assessments conducted at the start of each project phase.
* A dedicated risk log is maintained with updates on mitigation actions.

Let me know if you need further refinements or additional details! 🚀