Master of Science in Computing and Data Analytics

Project Management

Submitted by:

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Phase 1: Project Initiation

In this phase, the project's objectives and goals are defined. Eligibility and scope is evaluated to determine if the project ideas are feasible. Also, the requirement is then studied to see if the value of the project can be achieved and profit can be generated.

These studies are then documented, namely:

- Business Case: Projects potential is assessed with respect to the expected profit and investment required.
- Feasibility Study: The project objectives are studied with respect to time required and funding available to complete the project. In some cases even teams knowledge is assessed to identify whether the task is feasible.

Phase 2: Project Planning

Next phase after project receives approval is planning phase, in which we mainly focus on:
- Schedule
    - Project broken down and estimates are evaluated against the Project deadline.
- Tasks
    - Project is broken down into tasks, which can be called as deliverables. This tasks are later integrated to finalize project.
- Quality
    - The quality is determined on the evaluation matrix called KPI ie key performance index.
- Resources required
    - Tools to manage and communicate the work. Eg: Jira project management tool.
    - Equipment for achieving project. Eg: Laptops, mouse and keyboard.
    - Staff and their availability is also considered as one of the requirements for the project.
    - Budget required to achieve the tasks.

Phase 3: Project Execution

Once the planning is finalized, the project can be allowed to go through the execution phase. In this phase, the actual plans is executed and there may arise some issues or challenges which wasn't planned.
This task starts with allocating the tasks to the team. Team is expected to monitor their progress regularly. The progress report should be evaluated on a timely basis. Considering an example of scrum methodology, team discusses progress on a daily or weekly basis. This helps team to stay with the project on overall level, as each member is only directly working on part of it (tasks).
Execution phase also deals with some unexpected situations or stoppages in the project which can cause delays and hamper the deliverables. However, such situations is iterative in nature and must be managed separately.

Phase 4: Project Monitoring & Control

This is one of the most important phases of project, as it helps to identify the causes which can delay the deliverables.
The following questions are answered in this phase :
Where we are: With continuous monitoring the deliverables can be measured.
Where we should be: With comparing the present progress with expected progress it is possible to evaluate the project pace, if slower this helps to react and achieve results in a timely manner.
How can we: Implementing right actions to achieve goals.

This is how measurement, correction and evaluation cycle is performed by asking these three simple questions.

Phase 5: Project Closing

This phase deals with appreciating people who worked on it, this is done using performance evaluation done using performance reports. Generally, a meeting is held to discuss the progress.
Project is closed with generating closure documents and contract fulfilment documents.

26.10.2019

Project Charter: **Searching for a Job**

Background

This project aims to understand the 5 phases of Project management, namely initiation, planning, execution, monitoring and controlling, and closing of the project. We will apply these project management phases in our real-life situation of finding a job.

Goals

- · Finding a Job of Interest
- · Updating Resume and Cover letter
- · Applying for the Job

Scope

We expect to close this project once the job is found and application for that job is submitted.

Phase 1: Finding a Job of Interest

There are several ways to approach the search, one is to check on career sites like LinkedIn, Indeed, etc., another is to visit career fares. Understanding the job role is one of the important parts of this phase, however, we do not consider it as a separate phase. We consider this phase as done once we find a job of interest to apply.

Phase 2: Updating Resume and Cover letter.

After the Phase 1 is over, that is a suitable job of interest is found and its requirements are understood, then we can initiate the phase 2, ie updating the relevant documents mainly, resume and cover letter as per the understanding of position requirements. Sometimes, we also need to ask for references from our colleagues and faculty members, we do not consider it as a separate phase, but it can be considered as part of this phase if required. We consider this phase as complete once the documents supporting application is ready.

Phase 3: Applying for the Job.

After documents are ready, we can initiate the application phase by actually posting an application on the recruiters portal or by sending a resume, cover letter and supporting documents via email. While doing this we answer the additional question asked on the website, upload the document on the portal. This phase may require additional documents or answering some questions once the application is done. This phase is considered as done once the application requirements and answers are submitted.

After all three phases are done, we expect the end result to be a decision for that application which can be either an acceptance or rejection.

Key Stakeholders

Client	Fazal Momin
Sponsor	Fazal Momin, Murtajali Momin(Father), Mumtaz Momin(Mother)
Project manager	Fazal Momin
Project team members	Fazal Momin, Career advisor.

Project Milestones

Milestone / Date	Nov 1st 2019	Nov 2nd 2019	Nov 3rd 2019	Nov 4th 2019	Nov 5th 2019
Finding a Job of Interest	🟩				
Updating Resume and Cover letter	🟨	🟩	🟩		
Applying for the Job	🟨	🟨	🟨	🟩	

Green indicates done	🟩
Yellow indicates waiting	🟨

Project Budget

Milestone	Task	Cost	Reason
Finding a Job of Interest	Access to job portals	60 CAD / Month	Unrestricted access for Linkedin.com
Finding a Job of Interest	Improving professional contacts	30 CAD (each meet)	Inviting people for Coffee.
Updating Resume and Cover letter	Resume creation	20 CAD (one time)	Optional. we can save this cost by not purchasing template
Updating Resume and Cover letter	Portfolio website	20 CAD / Month	Creating website and hosting for displaying self progress.
Applying for the Job	Submitting application	0 CAD	Above expenses includes application submission costs.

Constraints, Assumptions, Risks and Dependencies

Constraints	Getting response after applying is something we cannot change, we need to wait until the application is not rejected. However, we can follow up to reduce waiting time. Competition and demand of prefered role can impact project delivery.
Assumptions	We assume employer will post job openings on popular portals like Linkedin.
Risks and Dependencies	Focusing on just one portal may result into opportunity loses which are available into another portals. We cannot rely on just one portal and we should consider checking all popular job portals. However, it is impossible to maintain all job portals.

Approval Signatures

_____   _____   _____
[Name], Project Client   [Name], Project Sponsor   [Name], Project Manager

Reason for Absence on 3rd Oct 2019 workshop : I was out of Canada visiting my home country.