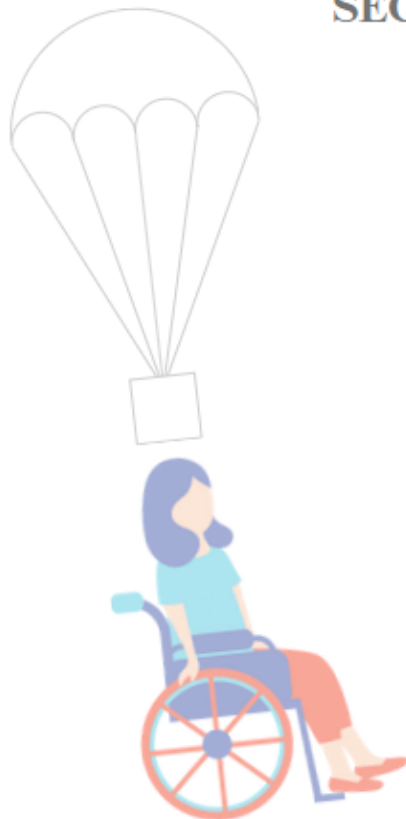




Instructor's Name: Huda Mohammed ALhomoud

**MIS460
PROJECT MANAGMENT IN
IT
SECTION:75750**



**REEMA ALANGARI
441925239**

**FAITMAH ALMUTAIRY
439201242**

**GHAIDA ALOTAIBI
441201484**

**SHAHAD ALOLAIT
441201489**

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Market insight and study

Market Insight of disabilities support platform Hayat Platform Direct Competitor: An electronic platform that helps people with disabilities to get acquainted with the helping societies that help them in their daily lives, and to benefit from specialists.

Portfolio platform for sale and contribute to the addition of configuration publications. DCA Platform Indirect Competitor: Institution provides rehabilitation care to disabled children and age range stems from birth until 12 years old.

Family Hope: it will be a platform that support people with disabilities and their families to find all the service that they need in one click

Criteria of comparison	Hayat Company https://hayat.tawasal.org.sa/	DCA Company https://www.dca.org.sa/	Authority of People with Disability https://apd.gov.sa/	Family Hope
Platform	Only website	Only website	Only website	Both mobile app and website
Clear website structure	Yes	No	No	Yes
Quality of Services	Yes	Yes	No	Yes
Accessibility	Yes	No	No	Yes
Variety of Services	Yes	No	No	Yes
Availability	Yes	No	No	Yes
User-friendly	Yes	No	No	Yes
Transparency	Yes	No	No	Yes
Feedback and Reviews	No	No	No	Yes
Confidentiality	Yes	Yes	Yes	Yes
Collaboration	No	No	No	Yes
Evidence-Based Practices:	No	No	No	Yes

Market insight and study

Accessibility: The platform should be accessible to all families, regardless of their location.

Variety of Services: The platform should provide a many of special services for children, including education, therapy, medical care and best center for the special needs .

Quality of Services: The platform should only work with experts in their fields and provide high-quality services.

Availability: The platform should ensure that services are available when families need them.

User-Friendly: The platform should be user-friendly and easy to navigate for both parents and service providers.

Transparency: The platform should be transparent about the services it provides and the fees associated with those services.

Feedback and Reviews: The platform should allow parents to provide feedback and leave reviews about the services they received, which can help other families make informed decisions.

Confidentiality: The platform should have strict policies in place to protect the confidentiality of families' personal and medical information.

Collaboration: The platform should encourage collaboration between service providers, families, and other stakeholders to ensure that the child's needs are met.

Evidence-Based Practices: The platform should prioritize evidence-based practices and interventions to ensure that children receive the most effective treatments.

Stakeholder Register Family Hope:

Prepared by: Team Members

Date: 4/9/2023.

Name	Position	Internal/ External	Project Role	Contact Information
Reema	Software developer	internal	Team member	Reemaabdezizi11@gmail.com
Fatimah	business analyst	internal	Team member	Fatmalhumaidi@gmail.com
Ghaida	Marketing director	internal	Team member	Ghaidaalotibi@gmail.com
Shahad	Founder	internal	Project manager	Shahadalolit@gmail.com
Abdulaziz	Investor	External	Sponsor	Abdulaziz23@gmail.com
Customer	End user	External	End user	

Stakeholder Management Strategy for Family Hope:

Prepared by: Team Members

Date: 4/9/2023.

Name	Level of Interest	Level of Influence	Potential Management Strategies
-------------	------------------------------	-------------------------------	--

Reema	High	High	Want to get frequents update about the project. She is a very social person. She is organized and always on time.
Noura	High	High	He is willing to a provide a financial commitment to this project. she is a digital marketing specialist.
Amal	High	High	She goal-oriented person and focuses on leading the team and getting feedback
Lulu	High	High	Have management skills. She has experience working with a large company.
Fahad	High	low	He is responsible for setting the team' s vision and ensuring skilled in writing content
Abdulaziz	High	low	he is a very qualified person with a lot of knowledge in different programing language.

Team Contract:

Project Name: Family Hope

Project Team Members Names and Sign-off:

Name	Sign-off on Team Contract
Fatimah Almutairy	<i>Fatima</i>
Ghaida Alotaibi	<i>Ghaida</i>
Reema Alangari	<i>Reema</i>
Shahad Alolait	<i>Shahad</i>
Fahad	<i>fahad</i>
Abdulaziz	<i>Abdulaziz</i>

Code of Conduct: As a project team, we will:

- Work together to complete the project on time
- support each other
- The team should know all the information related to the project.

Participation:

- The project steps are discussed with the work team
- The tasks are distributed equally among the team
- Be accessible to all project activities

Communication:

- Respect opinions
- Online meetings
- Ideas must be communicated clearly and transparently

Problem Solving:

- Conduct meetings to fix the problem.
- Get everyone involved in solving the problems.
- Use pre mortem.

Meeting Guidelines:

- Set goals that we must achieve.
- The meeting will be done via Zoom.
- The meeting will be led by the Project Manager or his/her deputy.

Project Charter:

Project Title: Family Hope

Project Start Date: 4/9/2023.

Projected Finish Date: 5/9/2023.

Budget Information: The dedicated budget for this project is 120,000 SR.

Project Manager:

Name: Shahad Alolait phone: 0509277290 e-mail: shahad aolait@gmail.com

Project Objectives:

- Our goal is to create a platform that will guide families to choose the best associations for their children with special services.
- To help maximize the quality of life of disabled children in Riyadh.

Main Project Success Criteria:

- Meet the expectation for both end-users and sponsor.
- Meet the project scope, time, and cost.
- Meet all our objectives.

Approach:

- Do not exceed our budget target (120,000 riyals)
- Gain Sponsor satisfying and approving.
- Use a project management tools to speed our project.
- Training staff before operating.
- Complete the project before one year.
- Allow employee to work based on their schedule.
- Hire a lawyer to deal with legal stuff.

Roles and Responsibilities

Name and signature	Roles	Organization/x Position	Contact Information
Ghaida	Team member	Marketing director	Ghaidaalotaibi98@gmail.com
Reema	Team member	Software developer	Reemaabdulaziz11@gmail.com

Shahad	Project manager	Founder	shahadalolait@gmail.com
Fatimah	Team member	Business Analyst	Fatmalhumaidi2@gmail.com
Fahad Ahmad	Lawyer	Lawyer	Fahaf2.h@gmail.com
Abdul-Aziz	Sponsor	Investor	Abdulaziz23@gmail.com

Comments.

“Family hope Application will contribute to give a better service for disability children” - Abdul-Aziz.

Financial projection:

Financial Projections for New Business Ventur			
Assumptions/Inputs:	Most likely	Optimistic	Pessimistic
Year 0 investment cost:	100000	80000	120000
Number of customers in month 1	80	100	50
Quarterly customer growth rate	10%	30%	5%
Monthly fee/customer	200	150	120
Fixed monthly salaries	8000	7000	6000
Fixed monthly operating costs	5000	4000	3000
Variable costs/customer/month	100	70	50

Most likely Solution					
Month	No. Customers	Mo. Income	Mo. Expenses	Mo. Income	
1	80	14000	24500	-10500	
2	80	14000	24500	-10500	
3	80	14000	24500	-10500	
4	120	19000	26000	-7000	
5	120	19000	26000	-7000	
6	120	19000	26000	-7000	
7	140	23000	28000	-5000	
8	140	23000	28000	-5000	
9	140	23000	28000	-5000	
10	200	28000	35000	-7000	
11	200	28000	35000	-7000	
12	200	28000	35000	-7000	
13	300	30000	32000	-2000	
14	300	30000	32000	-2000	
15	300	31000	31000	0	
16	400	35000	34000	1000	profit with in second year
17	400	38000	37000	1000	
18	600	40000	36000	4000	
19	600	40000	35000	5000	
20	750	45000	40000	5000	
21	800	48000	40000	8000	
22	800	50000	42000	8000	
23	1000	55000	47000	8000	
24	1100	56000	45000	11000	

pessimistic soulation					
Month	No. Customers	Mo. Income	Mo. Expenses	Cum. Mo. Income	
1	20	7000	25000	-18000	
2	20	7000	25000	-18000	
3	20	7000	25000	-18000	
4	30	7500	25000	-17500	
5	30	7500	26000	-18500	
6	30	7500	26000	-18500	
7	50	8000	26000	-18000	
8	50	8000	27500	-19500	
9	50	8000	27500	-19500	
10	60	8500	27500	-19000	
11	60	8500	27500	-19000	
12	70	8500	28500	-20000	
13	70	9000	28500	-19500	
14	70	9500	28500	-19000	
15	75	9500	28500	-19000	
16	75	10000	28500	-18500	
17	75	10000	29000	-19000	
18	80	10000	29000	-19000	
19	80	11000	29000	-18000	
20	85	11000	29000	-18000	
21	85	11000	29000	-18000	
22	85	12000	30000	-18000	
23	85	12000	30000	-18000	
24	85	12000	30000	-18000	No Profit

optimistic soulation					
Month	No. Customers	Mo. Income	Mo. Expenses	Cum. Mo. Income	
1	100	21000	20000	1000	profit from the first month
2	100	21000	20000	1000	
3	100	22000	20000	2000	
4	150	24000	21000	3000	
5	150	25000	21000	4000	
6	150	26000	22000	4000	
7	200	27000	22000	5000	
8	200	28000	23000	5000	
9	200	30000	23000	7000	
10	250	34000	23000	11000	
11	300	36000	23000	13000	
12	300	38000	24600	13400	
13	400	40000	24600	15400	
14	450	43000	24600	18400	
15	450	46000	25000	21000	
16	450	50000	25000	25000	
17	500	54000	25000	29000	
18	550	58000	25000	33000	
19	600	62000	25000	37000	
20	650	65000	25500	39500	
21	700	69000	25500	43500	
22	750	70000	25500	44500	
23	800	74000	26000	48000	
24	900	77000	26000	51000	

Business Case for Family Hope:

Date: **16/9/2023.**

Prepared by: All Members.

1.0 Introduction/ Background

A platform to serve the community based on serving people that will guide families to choose the best associations for their children with special services. Suitable and possible work will be provided for them. Profit will be provided at the same time and the beneficiary will be served.

2.0 Business Objective

Meet the project scope, time, and cost.

Satisfaction to the beneficiary. Satisfaction to the employee. Satisfaction to the customer. Raising awareness ... Achieving profit

Expanding services and providing better services. Expanding and reaching a larger number of customers

3.0 Current Situation and Problem/Opportunity Statement

4.0 Critical Assumption and Constraints:

Assumptions:

- We assume our application will fill the gap in the market.
- We assume we will get most support and guidance from sponsor.
- We assume we will finish before the deadline.
- We assume we have all the requirements of our App.

Constraints:

- The financial issue (salaries, rent, electronic devices. etc...) since we might generate profits after a while.
- The need to reach the target market.

<p>5.0 Analysis of Option and Recommendation</p> <p>1-Classification of the platform according to disability</p> <p>2-Classification according to the nearest center to the location</p> <p>3- Classification of the platform according to the services available in each center</p> <p>4- We develop a website and an application for our project</p> <p>5-we can only develop an application and focus on building it in an efficient and appealing way on discussion and availability of resources, option "1", "2" and "5" has been chosen.</p>
<p>6.0 Preliminary Project Requirements</p> <p>Time management.</p> <p>Team members.</p> <p>Sufficient funding.</p> <p>Well-trained developer.</p>
<p>7.0 Budget Estimate and Financial Analysis</p> <p>Written in the next page.</p>
<p>8.0 Schedule Estimate:</p> <p>The sponsor prefers to see the final project in six months, but we assume we need more couple months.</p>
<p>9.0 Potential Risks</p>

Lack of clarity from stakeholders.

Not meeting one of the three project constraints: scope, time, and cost.

Inadequate funding.

Not generating enough revenue to cover the costs.

10.0 Exhibits

Exhibit A: Financial Analysis

Business Case Financials:

	A	B	C	D	E	F	G	H
1	Financial Analysis for Project Name							
2	Created by:		Date:					
3	Note: Change the inputs, shown in green below (i.e. interest rate, number of years, costs, and benefits). Be sure to double-check the formulas based on the inputs.							
4								
5	Discount rate	8.00%						
6								
7	Assume the project is completed in Year 0			Year				
8		0	1	2	3	Total		
9	Costs	140,000	40,000	40,000	40,000			
10	Discount factor	1.00	0.93	0.86	0.79			
11	Discounted costs	140,000	37,200	34,400	31,600	243,200		
12								
13	Benefits	0	200,000	200,000	200,000			
14	Discount factor	1.00	0.93	0.86	0.79			
15	Discounted benefits	0	186,000	172,000	158,000	516,000		
16								
17	Discounted benefits - costs	(140,000)	148,800	137,600	126,400	272,800	← NPV	
18	Cumulative benefits - costs	(140,000)	8,800	146,400	272,800			
19								
20	ROI →	112%						
21								
22	Assumptions							
23	Enter assumptions here							
24								
25								

Requirements Matrix for Family Hope

Prepared by: Team Members

Date:5/25

Requirement No.	Name	Category	Source	Status
RQ1	Hire 7 staff member responsible for monitoring	Functional	Project manager	Completed
RQ2	Download new programs for employees	Non-functional	Team member	Completed
RQ3	Rent a work place	Non-functional	Project manager	Completed
RQ4	Security	Technical	Outsourced another technical company	Completed
RQ5	User inter-face	Technical	Outsourced another technical company	Completed
RQ6	Admin inter-face	Technical	Outsourced another technical company	Completed
RQ7	Online payment	Technical	Outsourced another technical company	Completed
RQ8	Update real-time to service	Technical	Outsourced another technical company	Completed
RQ9	Suitable for all kinds of different devices	Technical	Outsourced another technical company	Completed

RQ10	Ease of use and no complication for the user	Technical	Outsourced another technical company	Completed
RQ11	Create revised contracts	Functional	Team member	Completed
RQ12	Software tool for staff member	Non-functional	Team member	Completed
RQ13	Available - accessibility	Technical	Outsourced another technical company	Completed
RQ14	Buy equipment	Non-functional	Team member	Completed
RQ15	Create a motivating environment for employees	Non-functional	Team member	Completed

Scope Statement (Version xx)

Project Title: Family hope
Date: 4/9/2023 Prepared by: Shahad alolait
Project Justification: A platform to serve the community based on serving people that will

<p>guide families to choose the best associations for their children with special services. Suitable and possible work will be provided for them. Profit will be provided at the same time and the beneficiary will be served.</p> <p>.</p>
<p>Product Characteristics and Requirements:</p> <ul style="list-style-type: none"> - Do not exceed our budget target (120,000 riyals) - Gain Sponsor satisfying and approving. - Complete the project before one year. - Hire a lawyer to deal with legal stuff.
<p>Summary of Project Deliverables</p> <p>Project management-related deliverables: business case, charter, team contract, scope statement, WBS, schedule, cost baseline, status reports, final project presentation, final project report, lessons-learned report, and any other documents required to manage the project.</p> <p>Product-related deliverables: research reports, design documents, software code, hardware, etc.</p>
<p>Project Success Criteria:</p> <ul style="list-style-type: none"> • Satisfy the end-users and sponsor. • Meet the project's scope, time, and cost. • Meet the project objective. • Expanding and reaching a larger number of customers.

Work Breakdown Structure Template for Project

Prepared by: Team Members

Date: 26/5/2023

1.0 : Initiating

1.1 Select Manager

1.2 Project Team Form

1.3 Meeting about our Website

- 1.4 Search about potential Stakeholder
 - 1.4.1 Stakeholder register
- 1.5 Team contract
- 1.6 Complete Business Case
 - 1.6.1 Financial Projection
 - 1.6.2 Financial Analysis
- 1.7 Project charter

2.0 : Planning

- 2.1 Develop a requirements traceability matrix.
- 2.2 scope statement
- 2.3 Create a one-page flier and Prototype of our website.
- 2.4 Develop a work breakdown structure (WBS)
- 2.5 milestone list
- 2.6 Create a RACI chart.
- 2.7 communications management plan
- 2.8 Prepare a request for proposal.

3.0: Executing

- 3.1 Develop a cost estimate.
- 3.2 business plan for Family Hope
- 3.3 Research options of Increasing budget.
- 3.4 Application Design
 - 3.4.1 Planning
 - 3.4.2 Design
 - 3.4.3 Development
 - 3.4.4 Test
- 3.5 Application Support
- 3.6 write a list of potential risks and how to conduct it.

4.0 Monitoring and Controlling

- 4.1 Create a Diagram and review it.
- 4.2 meeting to discuss issues and obstacles team face.
- 4.3 Review the Quality.
- 4.4 Update the list of prioritized risks.

5.0: Closing

- 5.1 Prepare a lessons-learned report.
- 5.2 Prepare a final project report.
- 5.3 Document your own list of best practices.
- 5.4 final project presentation

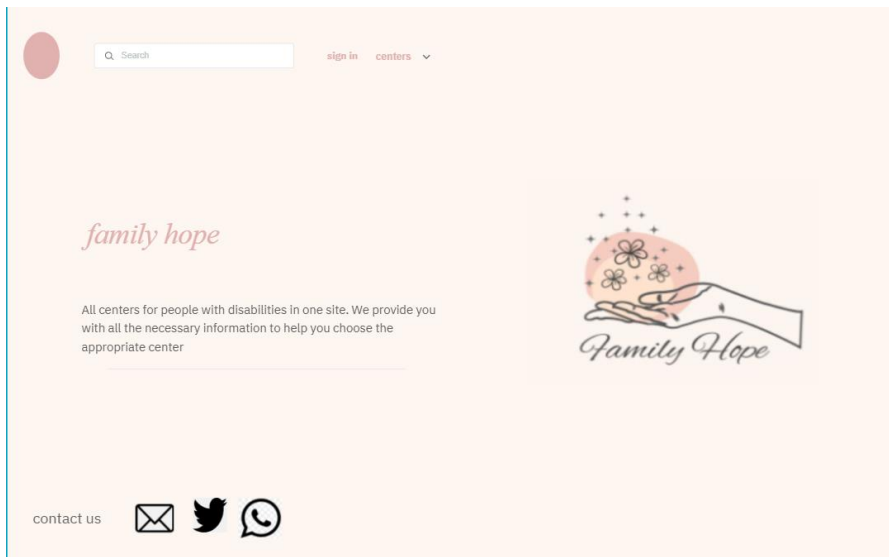
Milestone Report for Family Hope.

Prepared by: Team Members

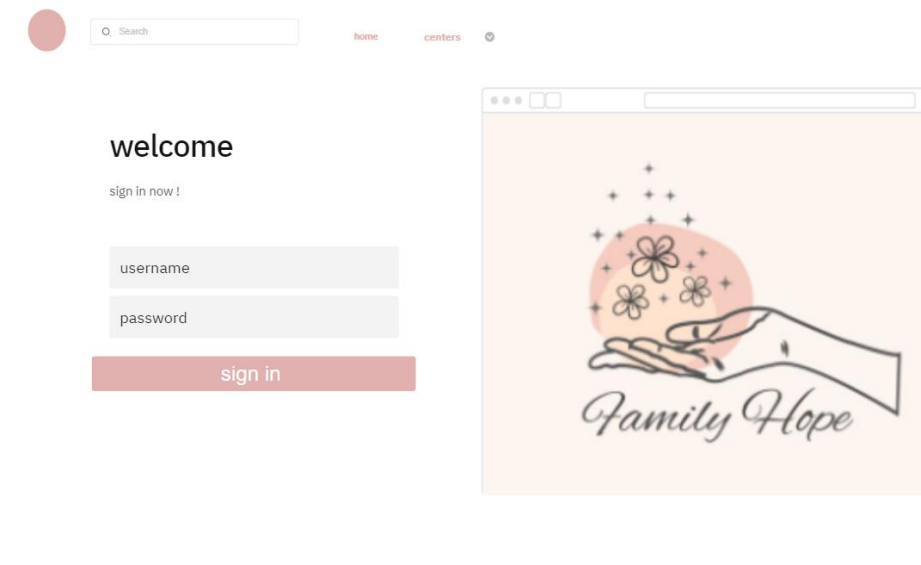
Date: 27/5/2023

Milestone	Date	Status	Responsible	Issues/Comments
<i>initiating</i>	1/3/2023	completed	All team	
Business Case	14/4/2023	completed	All team	
Project charter	16/4/2023	completed	Reema	
Financial projection	22/4/2023	completed	Ghaida	Review with sponsor
<i>planning</i>	15/5/2023	completed	All team	
RT Matrix complete	20/5/2023	completed	Shahad	
Scope statement	22/5/2023	completed	Fatimah	
WBS	25/5/2023	completed	All team	
<i>Executing</i>	1/6/2023	Under-processing		
Application design	2/6/2023	Under-processing		
<i>Monitor and control</i>	7/6/2023	Under-processing		
<i>Close up</i>	8/6/2023	Under-processing		
Final report	10/6/2023	Under-processing		

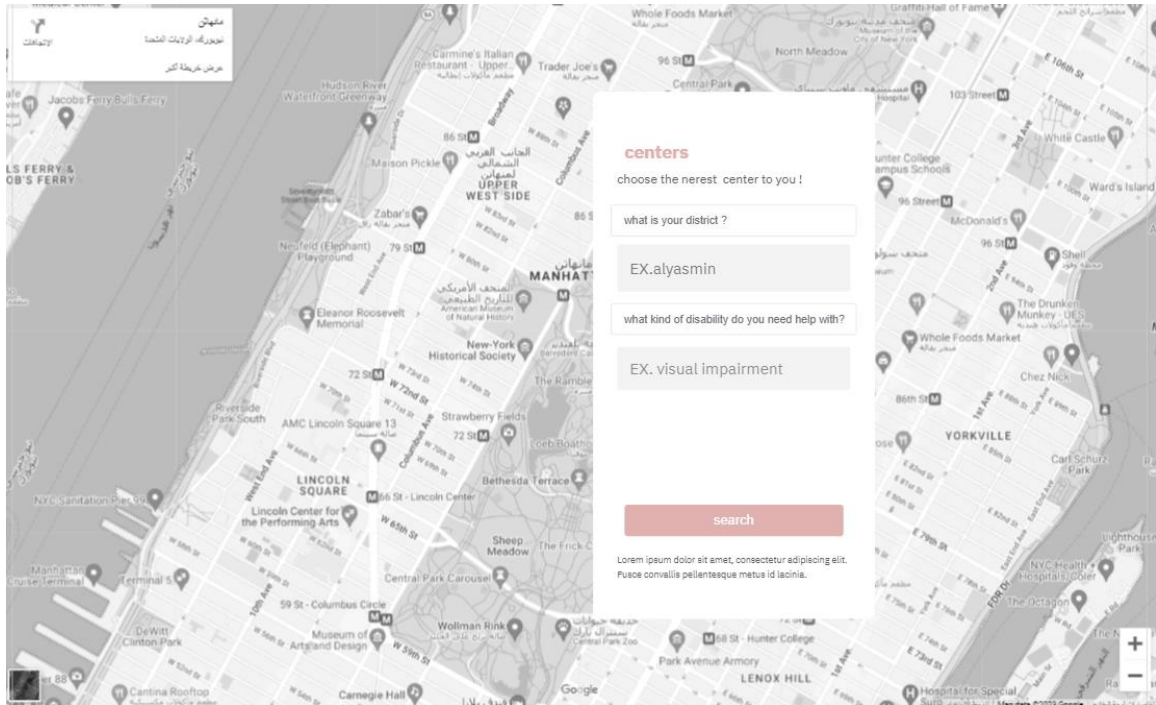
Home page :



Registration page :



Choose the Center page:



Q Search

[home](#) [sign in](#) [centers](#)

the nearest center is

the result of the search will show the nearest centers that provide the selected service



alyasmin center for visual impairment.



alsaahfah center



alrabiea center

See More



select

Communications Management Plan

Prepared by: Members Team

Date: 28/5/2023.

1. Introduction:

Every project benefit from effective communication. This project communication plan is designed to specify what, how, and when the project manager and team members will communicate. By doing this, the likelihood of informational conflict will be reduced, thus enhancing the project's efficiency.

2. Collection and filing structure for gathering and storing project information

Microsoft Word, Microsoft Excel, and Microsoft Project files will each be used to collect, fill out, and store any project-related information. A header that includes the title of the project, the author of the document, and the date is required. The format of the text must be understandable and straightforward. Please use page numbers.

3. Distribution structure (what information goes to whom, when, and how)

Any information that a team member completes for this project must be sent through mail to the project manager, who will then update that information on the project website. Anyone may check the information and progress on this page at any time. The project manager will receive updated information, which will subsequently be uploaded on the communication page.

4. Format, content, and level of detail of key project information

1. The author, date, and project name are included in the header portion.
2. A content component may comprise tables, figures, or a paragraph that summarizes the data. Except for the title, the content portion must be formatted using the same typeface and font size.
3. Content needs to be presented in a clear and easy to understand format.

5. Production schedule and resources for producing key project information

Task Name	Duration	Start	Finish	Product
-----------	----------	-------	--------	---------

Kick Off Meeting	1 day	20/5	20/5	Kick off meeting report
Complete Project Charter	2 days	21/5	22/5	Project charter
Complete Business Case	5 days	22/5	Fri 26/5	Project business case Cost estimate Earned cost
Complete Project Scope Statement	1 day	26/5	26/5	Project scope statement Project schedule
Prepare Resources and Tools	2 days	27/5	29/5	Financial analysis Break even analysis Pay back analysis
Requirements Analysis	4 days	1/6	4/6	Product requirements
Graphic User Interface Design	2 days	5/6	7/6	Product interface
Project report	4 days	8/6	12/6	Project report

6. Technologies, access methods, and frequency of communications

1. The use of Google Blogspot. a free service that offers quick access to articles with project-related information.
2. Access method: Via internet.
3. Communication frequency: more than three times per week.

7. Method for updating the communications management plan

The communications management plan will be updated via phone/email – trusted ways of communication. When a change happens in communication plan, project manager will announce and guide team members via SMS/phone call or Email.

8. Escalation procedures

1. Make a document follow the given format
2. Send it to project manager, wait for comment
3. Project manager check the document, review, then upload to the project blog.
4. Members comment the article.

5. Author update document (follow comments of project manager and team members) then send it to manager again to update

9. Stakeholder communications analysis

Stakeholders	Document Name	Document Format	Contact Person	Due Date
Project manager	Project Charter Project Business case Project Scope statement Project financial analysis Milestone report Communication plan	Soft copy email	Shahadalolait@gmail.com	Follow schedule
Team member	Stakeholder register Stakeholder strategy Statement of works (based on the provided WBS) Team contract	Soft copy email	Fatmalhumaidi2@gmail.com	Follow schedule
Team member	Kick off meeting List of risk Risk register top 10 risk item tracking	Soft copy email	Reema32@gmail.com	Follow schedule
Team member	Project description Earned Value Project chart quality plan	Soft copy email	ghaidaalotaibi@gmail.com	Follow schedule
Comments: All document followed schedule and have good format.				

10. Glossary of terms

Project monthly status report: A project monthly status report is a document that is sent each month that details how the project is progressing and contrasts it with the project plan. state reports are used by project managers to update stakeholders on the state of the project and to track costs, risks, workload, and time.

a project's weekly progress report Weekly status reports are documents that are sent out each week to describe how a project is progressing and to compare it to the project plan. Compared to a monthly status report, the weekly status report is more thorough.

Request for Proposal (RFP) Outline Family Hope.

Prepared by: Members team

Date: 28/5/2023

I. Purpose of RFP

A request for proposal (RFP) is a document that solicits proposals, often made through a bidding or request process, by an agency or company interested in procurement of a commodity, service, or valuable asset, to potential suppliers to submit business proposal.

II. Organization's Background

Hayat Platform An electronic platform that helps people with disabilities to get acquainted with the helping societies that help them in their daily lives, and to benefit from specialists. Portfolio platform for sale and contribute. to the addition of configuration publications.

III. Basic Requirements

To build the program as planned we need a budget of \$

IV. Hardware and Software Environment

In our project, we need an integrated platform between the client and the admin that is easy to use. and also new devices compatible with the programs that will be downloaded

V. Description of RFP Process

RFP process begins with drafting a request for proposal. (sponsor) Bidders review the solicitation and submit suggestions for improvement. After implementing feedback, the final request for proposal is issued. Bidders then submit their proposals.

- VI. Statement of Work and Schedule Information
The exact time for a project, starting in 2023 march and ending within a full year of 2024 march.
- VII. Possible Appendices
 - A. Current System Overview
A complete system with the full requirements needed by the user, easy to use and clear in meaning, the employees know how to deal with the program, the program will contain on the main page the task that the user will use, and the specified time for completion is a full year.
 - B. System Requirements
For high-speed devices and high space, internet is available and some tools like Windows Server 2008
Microsoft Visual C++ 2005 Redistributable Package (x86).
 - C. Volume and Size Data
We will need to medium data and storge like 10GB-1TB
 - D. Required Contents of Vendor's Response to RFP
 - E. Model Contract

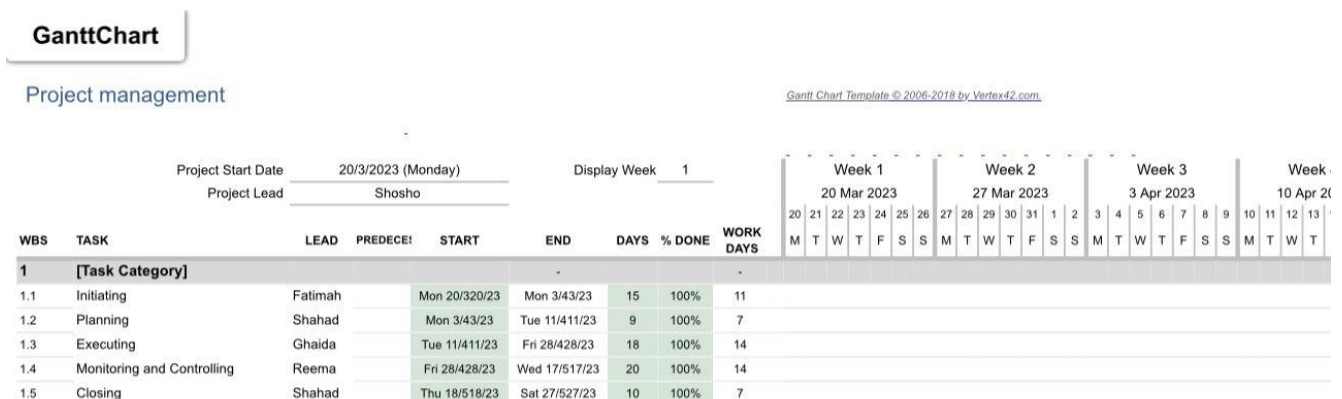
Milestone Report for Family Hope After Completed project.

Prepared by: Team Members

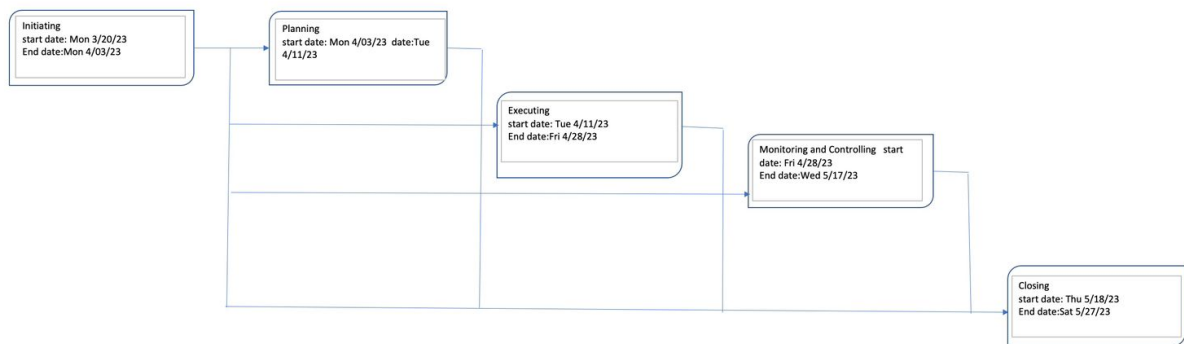
Date: 27/5/2023

Milestone	Date	Status	Responsible	Issues/Comments
<i>initiating</i>	1/3/2023	completed	All team	
Business Case	14/4/2023	completed	All team	
Project charter	16/4/2023	completed	Reema	
Financial projection	22/4/2023	completed	Ghaida	Review with sponsor
<i>planning</i>	15/5/2023	completed	All team	
RT Matrix complete	20/5/2023	completed	Shahad	
Scope statement	22/5/2023	completed	Fatimah	
WBS	25/5/2023	completed	All team	
<i>Executing</i>	1/6/2023	completed		
Application design	2/6/2023	completed		
<i>Monitor and control</i>	7/6/2023	completed		
<i>Close up</i>	8/6/2023	completed		
Final report	10/6/2023	completed		

Gantt chart:



Network Diagram:



Cost Estimate:

WBS Items	units/hrs	cost/unit/hr	subtotals	WBS level 1 totals	% of total						WBS Items
1.Project management				\$ 274,400.00	40%						1 Project Management
1.1 Project manager	960	\$ 100.00	\$ 96,000.00								1.1 Project manager
1.2 Project team members	1920	\$ 70.00	\$ 134,400.00								1.2 Project team members
Contractors (15% of software development and testing)			\$ 44,000.00								contractors 15% of software development and testing
2.Physical place				\$ 8,000.00	3%						2. Physical place
2.1 Find location	1	\$ 8,000.00	\$ 8,000.00								2.1 find location
3.Equipment/supplies											3. Equipment \ supplies
3.1 Printer	5	\$ 1,000.00	\$ 5,000.00	\$ 8,000.00	3%						3.1 Printer
3.2 Stationary supplies	30	\$100.00	\$ 3,000.00								3.2 Stationary \ supplies
4. Hardware/software											4. Hardware/software
4.1 Laptops	5	\$ 3,700.00	\$ 18,500.00	\$ 68,500.00	27%						4.1 Laptops
4.2 Licensed software	100	\$ 200.00	\$ 20,000.00								4.2 License'd software
4.3 Software development			\$ 30,000.00								4.3 Software development
5.Application				\$ 10,000.00	7%						5. Application
5.1 Back end	1	\$ 4,000.00	\$ 4,000.00								5.1 Back end
5.2 Front end	1	\$ 6,000.00	\$ 6,000.00								5.2 Front end
6. Testing and support				\$ 136,400.00	20%						6. Testing and support
6.1 Project team members	1920	\$ 70.00	\$ 134,400.00								6.1 Project team members
6.2 Application modification	1	\$ 2,000.00	\$ 2,000.00								6.2 Application modification
Total project estimate	1			\$ 505,300.00							Total

Business Plan:

Executive Summary

There are many things to consider when choosing the right school for your child, including their strengths and interests, school facilities and the needs of your family. Every child and family are different and the school you choose should meet your child's needs. Family Hope is an intermediary between the customer and service providers with many options of disabilities schools.

We're committed to supporting families with disability children to choose what is best for their child and his special needs, based on services, programs, activities, and teachers' qualification with a reasonable prices and nearest location.

Benchmarking and best practices will be our two main strategies, and our marketing plan is reaching customer at social media and paid ads by estimate the cost of our project, using financial plan Projection and Cost Prediction.

Company description

Family Hope was established to develop education for people with special needs in Riyadh. The project aims to support parents and teachers by providing a reliable site aimed at exchanging information and experiences. We seek to train coaches and parents and give children with special needs the best opportunity for development and success.

Family Hope is a reliable source that provides information about centers and activities in addition to electronic training workshops. We also look forward to being the best site that provides information and training for those interested in educating children with special needs. In addition, we are working on creating a database for courses, schools, centers and Specialists and doctors interested in this field in the region.

Our vision:

To foster an inclusive culture that values disability as a form of diversity while ensuring that all students have fair opportunities.

Our mission:

Making a difference so KSA thrives, through fairness, ensuring accessible and inclusive educational experiences for students with disabilities raising awareness of equitable.

Product and service

We provide Platform that helps people with disabilities to get acquainted with the helping societies that help them in their daily lives and to benefit from specialists. Platform contains information about schools, their education strategy, activities, standards, qualification's, prices, and clients' review. to empower disabilities student and enable them to access their rights, be included in all aspects of life and have the best quality of life as possible.

Marketing Plan:

The first step is creating a website that accurately represents our business to reach as many members of the target audience as possible, the marketing plan will be based on social media platforms (Instagram, Facebook, Twitter, Snapchat). Accounts will be created to distribute awareness and knowledge and respond to questions from users. To achieve our goals which are encourage disability children and their families or representatives to turn to their family hope, highlight the benefits of partnering with local schools to service disabilities children, create awareness about disability children and their rights. At the end, we must update photos, videos, and posts on social media.

Operational plan:

-Accounting & Financing:

Analyze the financial situation.

Customers should be given the service invoice.

Technology:

Electronic platform that enables people with disabilities to access professionals and learn more about the organizations that support them in their everyday life.

Provide 24/7 IT support.

Make chat boxes and other AI services for PLATFORM.

centralized phone line for technical issues.

Marketing:

Perform the marketing activities listed in the section on the marketing plan. establishing the target group, their size, and their selection.

Sales:

Every six months, we want to increase our consumer base by 5%.

Human Resource:

Find the labor demand for to enact the required rules and laws.
After multiple exams and interviews, hire the required personnel.

Production:

Agreement on conduct with service providers.

Contract with a third party for periodic upkeep and program work

Management Strategy:

Benchmarking and best practices will be our two main strategies.

Benchmarking: the practice of comparing goods, services, and procedures to those of businesses that are recognized as industry leaders in one or more operational areas.

best practices: A standard or set of recommendations recognized to result in positive results when followed are referred to as best practices. The best practices relate to the execution or configuration of a task. Strict best practice standards may be established by a governing body or internal to a company.

Management Summary:

Reema, the budget and finance department, which is charge of cost control and supplying sufficient financial resources, is headed by the founder who will oversee the operation of the company.

The project's investor is Fahad. The founder is also in charge of the human resources division, which handles hiring, training, and staff recruitment.

Fatimah is also a team member and a consultant who is charge of offering competent guidance in software development.

Shahad, charge of developing, defining, designing, programming, documenting, testing, and troubleshooting applications, frameworks, or other software components, as well as keeping them up to date.

Ghaida, she oversees a subsidiary marketing department and charge of carrying out marketing operations; She also serves as the director of public relations, where she is charge of answering enquiries from the public, the press, and connected.

Financial Plan:

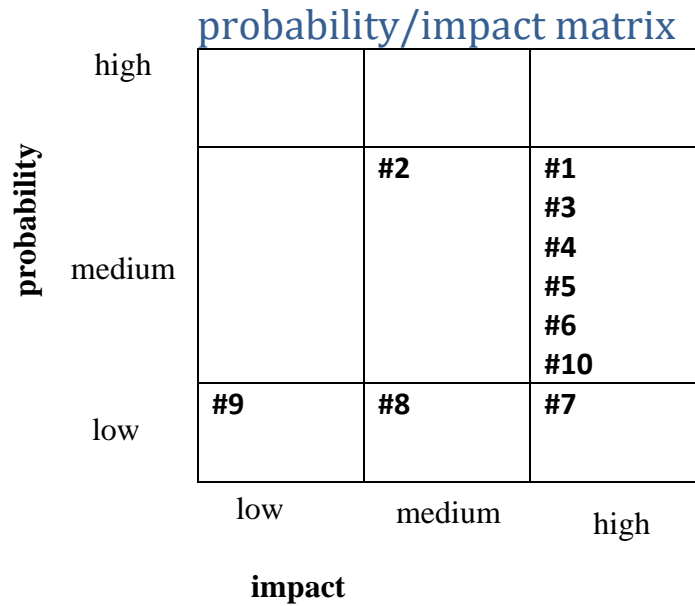
Budgetary Plan To help us estimate the cost of our project, we have created one financial plan, which is as follows: Financial Projection and Cost Prediction.

The financial projection was done in the early stages (initializing phase) .

Probability/impact matrix:

List of prioritized risks for family hope project

#risk	Potential risk	impact	probability	Risk rating
#1	Fail to meet obligations	high	medium	high
#2	Fail to meet the deadline	medium	medium	medium
#3	Fail to cover the costs	high	medium	high
#4	Unable to employ skilled. employees	high	medium	high
#5	Unable to attract audience	high	medium	high
#6	Unable to attract services providers	high	medium	high
#7	Scope changing uncontrollably	high	low	high
#8	Legal issues	medium	low	low
#9	Poor planning causing delays	low	low	low
#10	Overrun cost	high	medium	high



Risk Register:

Risk Register for family hope project											
Prepared by:				Date:							
No.	Rank	Risk	Description	Category	Root Cause	Triggers	Potential Responses	Risk Owner	Probability	Impact	Status
	#1	Major delay in the project	Failure to satisfy the planned responsibilities	people risk	slacking	Having trouble getting information shared among stakeholders	Employ a secretary or assistance to guarantee that Potential Responses stay on schedule.	project manager	medium	high	closed
	#8	Legal issues	failing to address legal problems that have an impact on numerous project aspects	legal risk	unable to determine the legal entity	Poor knowledge in the legal area	Hire competent lawyers to resolve the problems.	project manager	medium	medium	open

Lesson-Learned:

Project Name: Family Hope.

Project Manager: Shahad alolait

Project Dates: from 03/20/2023 until 06//2023

Final Budget: 120,000 SR

1. Did the project meet scope, time, and cost goals"

Yes, the project has met the scope and time, and cost

2. What were the success criteria listed in the project scope statement"

Our goal is to complete the project within time and budget constraints, that is from 10/1/2022 until 10/1/2023 (12 months) and our budget is 120,000 SR. Also, we want to satisfy our customers, get recognized, and have a strong reputation.

3. Reflect on whether or not you met the project success criteria.

The project has successfully met the success criteria listed in the project scope statement in terms of time and scope due to the team's collaboration to deliver a high quality of work. Time has been met by following a schedule of deliverables and tasks assigned with due dates. The scope was met by establishing Me time goals that were assigned earlier. The cost was met through stakeholders' investments and project sponsors.

4. What were the main lessons your team learned from this project"

- Meeting with the team every week is good for understanding and communication.
- Time management is essential and important to meet our goals
- Good professional Project manager with high leadership and communication skills is the key to a successful project.
- Teamwork, we can not finish this project if we do not sublet the work and have members with great teamwork and passion to work.

5. Describe one example of what went right on this project.

Our project sponsor had provided adequate funds for the project. he is the key to the project's success, he helped us meet our project goals on time.

6. Describe one example of what went wrong on this project. At the beginning of the project, we face some difficulty in managing time. We did not estimate activate time as accurately as it is.

for example, some activities need more time to be done and some less.

But when we move over the project we did understand it and estimated time more accurately and precisely.

7. What will you do differently on the next project based on your experience working on this project”

We did learn a lot and gained experience from this project.

In the next project, we will correctly identify the role of stakeholders, taking the time to identify and understand stakeholders to make the process of assigning tasks easier.

Best Practices:

- Clear business plan.
- Continuous communication with stakeholders.
- Conduct regular meetings using zoom.
- Benchmarking.
- Monitor risks.
- Each task has to be documented.
- Emphasize the project's purpose.
- Communication between team members.
- Learn from feedback from the instructor.
- We used notion (pm tool) to keep track of our work.

Minutes of Group Meeting:

Meeting number: 1

Date of meeting: 19/3/2023

Time: 30 minutes

Place of meeting: classroom

Group members present: All.

Purpose of meeting: select manager and team members.

New matters discussed:

Actions: All members understand the project and join to team.

the agreed date, time, and place of next formal meeting: 2/4/2023

Meeting number: 2

Date of meeting: 2/4/2023

Place of meeting: classroom and zoom.

Group members present: All.

Purpose of meeting chose project management software.

New matters discussed: which software should we chose.

Actions: 1-define the software
2- demo on the main parts.

the agreed date, time, and place of next formal meeting 26/4/2023

Meeting number: 3

Date of meeting: 26/4/2023

Place of meeting: zoom
Time: 3 h

Group members present: All

Purpose of meeting: Define scope statement - Estimates for financial projection -Business case

New matters discussed: Our group discussed the company, established the scope, and made an effort to predict financial projections based on the business we selected, by comparing it to other businesses in the same industry, and by laying out the business case.

Actions: Specify the project's parameters and produce a business case and financial projection.

the agreed date, time, and place of next formal meeting: 30/4/2023

Meeting number: 4

Date of meeting: 30/4/2023
Time: 2 h

Place of meeting: zoom

Group members present: All

Purpose of meeting: Prepare business case • Prepare financial projections.

New matters discussed: the group dissected the business and its plan

Actions: Approved Business case. Create first financial projection. • Final Modified of Financial projection

the agreed date, time, and place of next formal meeting: 7/5/2023

Meeting number: 5

Date of meeting: 7/5/2023

Time: 2 h

Place of meeting: zoom

Group members present: All.

Purpose of meeting: Discuss project charter scope statement • Requirements trackability matrix - one-page flier for your new business.

New matters discussed: We discussed the project charter, scope statement and requirements trackability matrix, and one-page flier for your new business.

Actions: a project charter final document that has been authorized. The approved scope statement and approved trackability matrix are also included. Discuss and give your new company's one-page flyer the go-ahead.

the agreed date, time, and place of next formal meeting: 14/5/2023

Meeting number: 6

Date of meeting: 14/5/2023

Time: 3 h

Place of meeting: Zoom and classroom.

Group members present: All.

Purpose of meeting: Define work breakdown structure(WBS). • Milestone list for the project. • Create a Gant chart and network diagram.

New matters discussed: Our group discussed the business and defined a work breakdown structure, a milestone list for this project, and how to create a Gantt chart and network diagram.

Actions: Define work breakdown structure and create a draft of the milestone and the Gant and network diagram

the agreed date, time, and place of next formal meeting: 17/5/2023

Meeting number:7

Date of meeting: 17/5/2023

Time:2 h

Place of meeting: Zoom.

Group members present: All.

Purpose of meeting: Create RACI chart. • Define communications management plan

New matters discussed: the group dissected the business and its requirement. Phase By work breakdown structure (WBS) milestone list for this project Gantt chart and network and RACI chart communications management plan

Actions: approved WBS, milestone and Gant and network diagram. plan a communication management plan. RACI chart.

the agreed date, time, and place of next formal meeting: 21/5/2023

Meeting number: 8

Date of meeting: 21/5/2023

Time: 3 h

Place of meeting: Zoom and classroom.

Group members present: All.

Purpose of meeting: prepared a request for proposal. • Create a google site.

New matters discussed: We discussed the project request for proposal and how to create the google site. By Phase request for proposal Google site

Actions: Approved hiring plan, RACI chart, and communication management plan. work on the google site.

the agreed date, time, and place of next formal meeting: 25/5/2023

Meeting number: 9

Date of meeting: 25/5/2023

Time: 4 h

Place of meeting: zoom

Group members present: All

Purpose of meeting: Develop a cost estimate and cost baseline - Write a business plan - Create a probability/impact matrix and list of prioritized risks

New matters discussed: cost estimate and cost baseline, business plan, Research options for getting small business loans, quality metrics, Create a probability/impact matrix and list of prioritized risks

the agreed date, time, and place of next formal meeting: 27/5/2023

Meeting number: 10

Date of meeting: 27/5/2023

Time: 2h

Place of meeting: Zoom.

Group members present: All.

Purpose of meeting discusses the project's final presentation. Prepare a report detailing the project's lessons learned in steps two and three. 4: Create a list of our own best practices.

Discussion: several issues we face, statement of work to hire someone, Ishikawa diagram, list of prioritized.

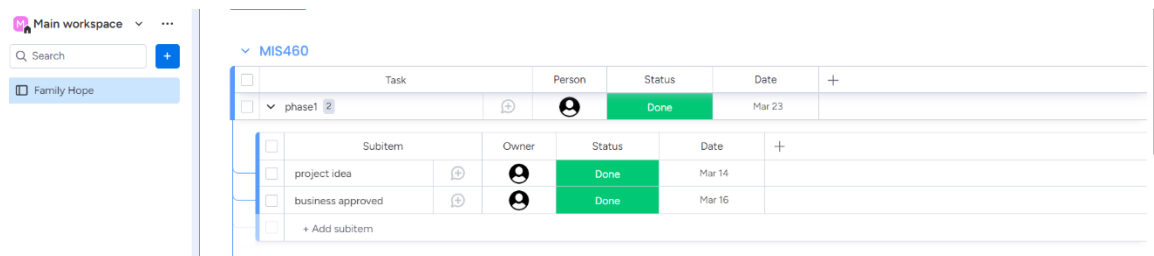
New matters discussed: Include feedback from all stakeholders in your presentation's summary of the project's results, lessons learned, and final project report, and develop your own list of best practices. Phase By the project's final presentation the entire team. Create a report on the project's overall lessons learned. Create the project's final report. Recording a list of our own recommended actions the entire project is reviewed by the entire team members.

Appendix:

Tools:

We used Monday for project management tools, Zoom Support online to meet and discuss about project with face-to-face meeting, and Canva to access the document any time.

We used Monday to assign task for each member and management our project.



The screenshot displays the Monday.com workspace interface. On the left, there's a sidebar with 'Main workspace' and a search bar. The main area shows a project titled 'MIS460' with a table of tasks. The table has columns for Task, Person, Status, Date, and a plus sign for additional actions. The tasks listed are 'phase1' (Status: Done, Date: Mar 23), 'project idea' (Status: Done, Date: Mar 14), and 'business approved' (Status: Done, Date: Mar 16). There is also an option to '+ Add subitem'.

Task	Person	Status	Date	+
phase1	[Avatar]	Done	Mar 23	
Subitem	Owner	Status	Date	+
project idea	[Avatar]	Done	Mar 14	
business approved	[Avatar]	Done	Mar 16	
+ Add subitem				

References:

<https://www.moe.gov.sa/en/education/generaleducation/pages/peoplewithspecialneeds.aspx>

<https://www.dca.org.sa/>

https://www.business-in-a-box.com/docs/?q=business-plan&a=business-plan-template&s=google&c=world&gclid=CjwKCAjwyeyjBhA5EiwA5WD7_Yum5dTJ0OEya5Dgyu92AZd2lvThOvCwzbbpxy_Y7nCH_TxxIgXmchoCDuEQAvD_BwE