



HummingBird Sdn. Bhd.

Project Title: Online Exam Face Detection (OeFD)

Team Members	Role	Matric No
Nurul Aishah binti Mohd Zaini	Project Manager	B031910009
Thanushaini A/P Poobalan	Human Resources Manager	B031910159
Nurul 'Izzah binti Muhammad Zawave	Programming Engineer	B031910128
Siti Kamariah binti Ismail	Finance Analyst	B031910052

Responsibility Assignment Matrix (RAM)

Resource Responsibility				
P - Primary Responsibility A - Approval Authority S - Supporting Responsibility (Contributor or Reviewer) I - Information Only <i>(Select from drop down list)</i>	Project Manager	Financial Analyst	Programming Engineer	Human Resource Manager
Project Funding				
Fund & Budget Estimation	A	P	S	I
Negotiation & Agreement	P	S	I	I
Finance Management	S	P	I	S
Acquisition Planning				
Scope Management Planning	P	I	S	A
Cost Management	A	P	S	I
Project Charter Planning	P	I	S	A
Identify Risks	A	S	S	I
Quality Management	A	S	S	S
Contracting				
Contractual Employment	A	P	S	S
Fund Agreement	A	P	S	S
Design Pattern	A	I	P	S
Intellectual Property	P	A	I	S
Product Licence	P	A	S	S
Requirements Analysis				
System Requirement	S	S	P	A
Stakeholder	A	S	S	P
Business Requirement	A	A	P	P
Functional Requirement	A	S	P	S
Non-Functional Requirement	A	S	P	S
System Design				
Front-End Architecture	A	I	P	S
Database	S	I	P	S
System Interface	S	I	P	S
Back-End Architecture	A	I	P	S
System Development				
Coding Implementation	A	I	P	I
Interface Implementation	A	I	P	S
Testing	S	S	P	I
Debugging	S	S	P	I
Module Integration	S	I	P	I

System Implementation				
Acceptance Testing	A	I	P	S
Error Handling	A	S	P	S
Function Testing	A	I	P	S
Monitoring & Control	S	I	P	S

1.1 Project Office Roles and Responsibilities

Project Manager

An AI Project Manager is primarily responsible for running artificial intelligence-related projects in a company. A project manager's duty is to manage a given project from start to finish, alongside assisting his or her team members in many key project aspects such as:

- I. Planning and establishing the project goals
- II. Set milestones and progress tracking of project
- III. Assisting, assessing and improving glitches or rough patches along the way.
- IV. Determining as well as adhering to the set budget.

Financial Analyst

A financial analyst is responsible for consolidation of economic data, offering creative alternatives to improve the company's financial performance, studying the impact of financial interactions on the company's short and long-term growth, etc. The typical responsibilities of a financial analyst include:

- I. Analyse and verify overall supply chain end to end costs, balancing accounts to identify areas of opportunity and risk
- II. Present consolidated information key stakeholders for approval before preparing system and loading information
- III. Support the annual budgeting, LE, quarterly forecasting and cost of sales process.
- IV. Prepare monthly inventory reconciliations working closely with procurement and external manufacturers

Programming Engineer

The system engineer is the one who will demonstrate technical competency, delivering mission-critical infrastructure and ensuring the highest levels of availability, performance, and security. It also requires a background in IT and computer systems engineering. They play a big role to ensure that the project is delivered successfully without any technical error.

Their responsibilities in ensuring the project are successful is to manage and monitor all installed systems and infrastructure. They also have to install, configure, test, and maintain operating systems, application software, and system management tools. Other than that, they must ensure the highest levels of systems and infrastructure availability. The crucial task that they have to do is to monitor and test application performance for potential bottlenecks, identify possible solutions, and work with developers to implement those fixes. Last but not least, they have to create liaise with vendors and other IT personnel for problem resolution.

Human Resource Manager

Human Resource (HR) Manager are accountable for the regular planning and execution of the high-level strategies of the human resource, set up and develop new enlisting strategies and supervise employees' benefits. They need to be able to quickly recognize team members' talent and potential so that they can provide adequate training to develop their skills. Besides that, HR manager work with other managers from different levels to track and analyse team member performance and be able to provide feedback and guidance to the team member. A key element of HR managers' responsibility is to facilitate and moderate the team member relationship. HR managers need to guarantee both the physical and psychological safety of team members. They need to be able to identify and address any potential issues related to team member' safety before they turn into problems. HR managers handle conflicts that face by team members in order to resolve and deescalate them and take disciplinary action whenever necessary.