Use this document to complete **Revision activity 1** in **Revision task 1, Unit 3**. A copy of this document also appears in your Workbook.

Project Initiation Document

Project details

|  |  |
| --- | --- |
| Project title | Control system for SIS pet food production plant |
| Project sponsor name | Brenda (owner of SIS) |
| Client name | Haroon (Plant manager) |
| Project manager name | Husnain Ahmed |
| Start date | 12/02/18 |
| Completion date | 13/04/18 |
| Estimated cost | £18,900 |

Document details

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| --- | --- | --- | --- |
| Version | Modifications | Author | Date |
| 1 |  | Husnain Ahmed (project manager) |  |
| 2 |  | Husnain Ahmed (project manager) |  |
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Document approvals

This document requires the following approvals:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Role | Signature | Date | Version |
| Brenda | Project sponsor | Brenda | 7/02/18 |  |
| Haroon | Client | Haroon | 7/02/18 |  |

Document distribution

This document has been distributed to:

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| Name | Role | Date of issue | Version |
| Brenda | Project sponsor | 7/02/18 |  |
| Haroon | Client | 7/02/18 |  |
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Purpose of the Project Initiation Document

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| **Project aims:** To produce a control system for the pet food production plant that will make managing it easier and will reduce labour costs due to the jobs being automated and not requiring human employees. |
| **Project management and control:**  ISO / IEC 25010 / 2011 will be sued as testing standards for the development of the system.  Acceptance testing.  Identify quality assurance and control. |

Background to the proposed work

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| The company wants to be more competitive and efficient in the way that it does work. It will do this by getting a system to manage the production lines instead of human employees. This will save labour costs and be more accurate in monitoring as there is no room for human error. |

Objectives

|  |  |  |
| --- | --- | --- |
| SMART Objective | Achieved? | Date and comments |
| Reduction in labour costs. |  |  |
| Increase in sales. |  |  |
| Let the company be more competitive in the pet food business by being more flexible with the costs of its products. |  |  |
| Improve the accuracy of monitoring production lines with automation. |  |  |
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Scope

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| The managements system for the pet food production will reduce labour costs and monitor/control the production lines of the factory. |

Business case

The business case was prepared by the Finance Director.

The current system will not support the training resource system requirements.

There are two options:

1. buy a ready-made product and install and maintain it using existing internal staff
2. design and build a system using external skilled staff and subcontract support to an external computer system support company

It has been agreed that option 2 is the preferred method.

The expected business benefit of the project is a measurable improvement in course sales, customer satisfaction and an integrated system that will reduce errors.

The new system is expected to:

* increase course occupancy to at least 95 per cent within the first six months
* improve client satisfaction to 90 per cent
* reduce administrative costs by 10 per cent within the next three months
* improve accuracy as a result of automated processes
* improve the Training Manager’s reporting on course occupancy
* show Trainer/Assessors’ availability in the electronic diary.

**Timescale:** The project should begin on 1 August and launch on 1 September when the training company re-opens for business.

On 29 August, the direct system implementation will begin for the Training Recording System.

The allocated budget for this project is £80 000 and the Finance Director expects a return of at least £1500 at the end of one year and an increase in course sales revenue of at least 20 per cent.

The Finance Director has identified the following major risks:

* retraining of staff to enable them to use the new integrated system efficiently
* lack of in-house technical expertise to maintain the system
* legal issues relating to security of Trainer/Assessor and client data
* budget constraints
* current hardware not capable of processing all of the data
* the lack of a contingency plan
* ongoing support costs.

Assumptions

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| --- | --- | --- | --- |
| Assumption | Validated by | Status | Comments |
| Budget is sufficient. | Brenda | open | Check with the cost report |
| The device that the system will run on can handle it without problems. | Jenny / testing team | open | Test if the hardware is sufficient to handle the system |
| Staff that will use the system in their managerial role will know how to use it or will be trained to do so. | Husnain | confirmed | Ensure the staff is trained |
| Costs will not increase throughout the project lifecycle. | Brenda | open | Don’t increase the costs |
| The scope of the project will not change. | Haroon | open | Don’t add more to the project |

Constraints

|  |  |  |  |
| --- | --- | --- | --- |
| Constraint | Validated  by | Status | Comments |
| budget constraints | Project sponsor, brenda | critical | A set amount of money to spend |
| ongoing support costs. | Project sponsor, brenda | critical | Pay enough to finish the project |
| lack of in-house technical expertise to maintain the system | Project manager, husnain | critical | Train people to be capable of doing their job |
| ISO 25010 and IEC 2011 are used to test the software's standards | Systems integrator, jenny | marginal | This is used to make sure that the quality of the system is good |
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Risk management strategy

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| --- | --- | --- | --- | --- |
| Risk | Probability | Impact | Severity | Contingency plan |
| the lack of a contingency plan | low | high | critical | Make a contingency plan |
| If employees are ill and cannot do their work | mid | high | critical | Locate a replacement asap |
| If any work equipment fails | low | high | critical | Have backup equipment to use or have it fixed quickly |
| Deadlines not being met by the project team | low | high | critical | Work harder and faster |
| Going over the budget limitations and not being able to pay for the project | low | high | critical | Don’t do it |
|  |  |  |  |  |

Deliverables

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| Item | Components | Description |
| Control system for the pet food production plant | system | This will manage the production lines for the factory |
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Project quality strategy

Stakeholders

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| --- | --- |
| Stakeholder | Responsibility |
| Brenda | Control of finance, maintains priority of project in the company, provides authority and guidance |
| Husnain | Responsible for planning, defining, controlling and leadership |
| Haroon | Client who provides product requirements and project finance |
| Erik | Responsible for following company policies and coding the program |
| Jenny | Integrates and implements the system and ensures that there is no problems with it |
| Robert | Same as jenny but to a lower degree |

Project management team structure



Communication plan

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| --- | --- | --- | --- |
| Stakeholder(s) | Frequency | Type | Purpose |
| Brenda | Weekly | Risk assessments Project checkpoint Work tolerance report  Email reports | Keep her informed of progress to date |
| Husnain | Daily | Delivery schedule updates  Testing process update  Email updates | Keep him informed of progress of the testing process and updates with the program pertaining to his role |
| Haroon | Weekly | Email informing them of the status of the project | Keep him informed of progress to date |
| Erik | Daily | Delivery schedule updates  Testing process update  Email updates | Keep him informed of progress of the testing process and updates with the program pertaining to his role |
| Jenny | Daily | Delivery schedule updates  Testing process update  Email updates | Keep him informed of progress of the testing process and updates with the program pertaining to her role |
| Robert | Daily | Delivery schedule updates  Testing process update  Email updates | Keep him informed of progress of the testing process and updates with the program pertaining to his role |