BUSINESS CASE
TRACKING ACTIVITY PROJECT MANAGEMENT

GROUP ABYSS

2023

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1. EXECUTIVE SUMMARY

The Tracking Activity Project Management project aims to address common issues and problems in project management by using tools and techniques to track progress and manage tasks. By implementing tracking activity project management tools, project managers can gain better visibility into project status and identify potential bottlenecks or delays. This allows them to act and adjust to ensure the project stays on track.

In addition to tracking progress, project management tools can provide many other benefits, including improved communication between team members, better alignment of project objectives with overall business goals, and more effective prioritization of tasks. Successful implementation of tracking activity project management tools can lead to improved project outcomes and greater efficiency and productivity for the organization.

Overall, the Tracking Activity Project Management project represents a valuable initiative to improve project outcomes and increase efficiency in project management. By implementing these tools and techniques, organizations can improve their project management practices and achieve better outcomes.

1.1. Issue

The Project Development Office of Asia Pacific is having difficulty monitoring the status of the school's internal and external projects promptly. This includes the lack of visibility into project status, potential bottlenecks or delays, poor communication among team members, and difficulty aligning project objectives with overall business goals. These issues often result in missed deadlines, cost overruns, and poor-quality outcomes.

1.2. Anticipated Outcomes

The implementation of Tracking Activity Project Management can lead to improved project outcomes, including meeting project timelines, staying within budget, delivering quality products or services, improved communication among team members, better alignment of project objectives with overall business goals, and more effective prioritization of tasks. In which case, it should benefit the stakeholders in increased efficiency and productivity for the organization and better utilization of resources.

1.3. Recommendation

Implementing a system which will solve the problem based on lack of supervision, as such, a tool that will be used in improving project management practices and achieve better

outcomes. Hence, the name Tracking Activity Project Management, will be a system that will provide real-time updates, task assignment, and progress tracking.

1.4. Justification

By implementing the Tracking Activity Project Management system, we will be focused on the need to meet market demands, improve project outcomes, and stay competitive in the marketplace. In addition, this system can help optimize resource allocation, enhance team collaboration, and increase efficiency, resulting in cost savings and improved IT security. By implementing these tools, organizations can establish best practices for project management and improve their overall efficiency and productivity.

2. BUSINESS CASE ANALYSIS TEAM

Noreen Keziah Sioco

Project Manager: responsible for managing the entire business case analysis procedure, making sure the project is finished on schedule and under budget. Furthermore, they could oversee organizing team meetings, distributing tasks, and interacting with stakeholders.

Mark Gerald Giba and Bea Angeline Cruz

Business Analyst: responsible for compiling and analyzing information about issues or opportunities and creating potential solutions.

Jose Norberto Verde and Joseph Adrian Lebag

Operations Specialist: responsible for examining the operational needs of the suggested solution and creating an implementation strategy. They can oversee the resources required to put the solution into practice, creating an implementation schedule, and identifying potential risks and problems.

3. PROBLEM DEFINITION

3.1. Problem Statement

There are current Tracking Activity and Project Management processes that are inefficient and time-consuming, resulting in misunderstandings, missed deadlines, and delays in project completion.

3.2. Organizational Impact

- Increased Efficiency: A well designed and effective Tracking Activity and Project Management system can be used to optimize resource use, avoid duplication of work, and improve project workflows.

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- Better Communication and Collaboration: A Tracking Activity and Project Management system can provide an organized platform for team members to communicate and work together, facilitating more efficient teamwork better decision-making, and better problem solving.
- Increased Accountability: A Tracking Activity and Project Management system can provide insights into project performance and progress, which makes it simpler to hold team members accountable for their responsibilities.

3.3. Technology Migration
This are the technology migration for the Project Tracking Activity Management:

- Assess the current technology stack: The first step in migrating to any system is to assess the current technology stack. This involves identifying the current software, hardware, and infrastructure that are in place. You will need to determine the strengths and weaknesses of the current system and identify areas that require improvement.

- Define the target technology stack: Once you have assessed the current technology stack, you need to define the target technology stack. This involves identifying the technologies and platforms that will be used to build the new system. You will need to consider factors such as scalability, security, and user experience when selecting modern technologies.

- Plan the migration strategy: With the current and target technology stacks identified, you need to plan the migration strategy. This involves determining the steps required to move from the current system to the new system. You will need to consider factors such as data migration, testing, and deployment when planning the migration strategy.

- Execute the migration: Once the migration strategy has been defined, you can begin to execute the migration. This involves implementing modern technologies, migrating data from the old system to the new system, and testing the new system to ensure it meets the requirements.

- Train the users: After the new system has been deployed, you will need to train the users in how to use the new system. This involves providing documentation,

training sessions, and support to ensure the users are comfortable with the new system.

- Monitor and maintain the new system: Finally, you will need to monitor and maintain the new system to ensure it continues to meet the requirements. This involves monitoring the system for issues, performing regular maintenance, and making updates, as necessary.

4. PROJECT OVERVIEW

The project aims to develop a website/system that will help the Asia Pacific College's Project Development Office monitor the progress of their internal and external projects promptly. The system will provide a platform that can enhance the PDO's capacity to track projects and generate reports efficiently.

The project group will develop the system with the following intentions:

- Design and deploy software during PBL1 that can assist the PDO in tracking projects and generating reports in a timely manner. The software should be user-friendly and easily accessible with the PDO.

- Develop a collaboration space that can facilitate the dissemination of files, ideas, and information between student groups and faculty members. The collaboration space should be well-suited for project-based learning, allowing students and faculty to work together efficiently and effectively.

- The system should have the capacity to monitor the status of projects under PBL2. It should provide real-time updates on the progress of the projects and allow the PDO to manage expectations for industry partners.

The project group will follow a project management framework that includes the following phases:

- Initiation: In this phase, the project group will define the project's scope and objectives, identify stakeholders, and establish the project team.

- Planning: The project group will develop a project plan that includes the project timeline, budget, and resources required. The group will also define the system requirements and specifications during this phase.

- Execution: The project group will implement the project plan by designing and developing the system. The group will also conduct tests and quality assurance during this phase.

- Monitoring and Controlling: In this phase, the project group will monitor the project's progress and make any necessary changes to ensure it is on track.

- Closure: The project group will deliver the completed system to the PDO and conduct a post-implementation review to ensure that the project objectives have been met.

4.1. Project Description

The Asia Pacific College's Project Development Office is facing difficulties in monitoring the status of their internal and external projects efficiently. The lack of a reliable system to track project progress and generate reports promptly has caused delays in project delivery and unmet expectations for industry partners.

To address these issues, the project group will develop a website/system that can assist the PDO in monitoring the progress of their projects. The system will have the capacity to provide real-time updates on the status of projects under PBL2 and allow the PDO to manage project expectations efficiently.

The system will be developed with the following features:

- User-friendly interface: The system should be easy to use and accessible with the PDO. The system interface should be intuitive and provide a clear overview of the project's progress.

- Tracking and reporting: The system should be able to track project progress and generate reports promptly. The system should provide real-time updates on the status of projects under PBL2.

- Collaboration space: The system should provide a collaboration space for student groups and faculty members to disseminate files, ideas, and information. The collaboration space should be well-suited for project-based learning, allowing students and faculty to work together efficiently and effectively.

- Security: The system should have a robust security mechanism to ensure the confidentiality of project information.

The project group will follow a project management framework to ensure that the project is completed within the given timeline and budget. The project plan will include the project scope, objectives, timeline, budget, and resources required.

Upon completion of the project, the system will be delivered to the PDO, and the project group will conduct a post-implementation review to ensure that the system has met the project's objectives. The system will be expected to enhance the PDO's capacity to track project progress and generate reports in a timely manner, resulting in improved project delivery and industry partner satisfaction.

Goals:

- Enhance the Project Development Office's capacity to track project progress and generate reports in a timely manner.
- Improve project delivery and industry partner satisfaction through timely project completion.
- Provide a collaboration space for student groups and faculty members to disseminate files, ideas, and information.
- Develop a system that can monitor the status of projects under PBL2 and allow the PDO to manage project expectations efficiently.
- Ensure the confidentiality of project information through a robust security mechanism.

Objectives:

- Design and deploy software during PBL1 that can assist the PDO in tracking projects and generating reports in a timely manner.
- Develop a collaboration space that can facilitate the dissemination of files, ideas, and information between student groups and faculty members.
- Develop a system that can provide real-time updates on the progress of projects under PBL2 and allow the PDO to manage project expectations efficiently.
- Ensure that the system is user-friendly and easily accessible with the PDO.
- Ensure that the system has a robust security mechanism to protect the confidentiality of project information.
- Complete the project within the given timeline and budget.
- Deliver the completed system to the PDO and conduct a post-implementation review to ensure that the project objectives have been met.

4.2. Goals and Objectives

The listed goals and objectives below are designed to achieve the project's goals, which are to enhance the Project Development Office's capacity to track project progress and

generate reports in a timely manner, improve project delivery and industry partner satisfaction, provide a collaboration space for student groups and faculty members, develop a system that can monitor the status of projects under PBL2 and allow the PDO to manage project expectations efficiently, and ensure the confidentiality of project information through a robust security mechanism.

4.3. Project Performance

This section describes the measures that will be used to gauge the project's performance and outcomes as they relate to key resources, processes, or services.

4.4. Project Assumptions

This section lists the preliminary assumptions for the proposed project. As the project is selected and moves into detailed project planning, the list of assumptions will most likely grow as the project plan is developed. However, for the business case there should be at least a preliminary list from which to build.

4.5. Project Constraints

The following constraints must be considered to ensure the project is completed successfully and meets the PDO's requirements and expectations.

- Time: The project must be completed within the given timeline, as specified in the project plan. Any delays in the project timeline may affect the project's objectives and deliverables.

- Budget: The project must be completed within the allocated budget, as specified in the project plan. Any overspending may affect the project's financial viability and sustainability.

- Resources: The project team must work with the resources available, such as personnel, equipment, and software, to complete the project. The availability of resources may affect the project's scope and quality.

- Technology: The project must be developed using technology that is compatible with the PDO's existing technology infrastructure. Any compatibility issues may affect the system's performance and reliability.

- User Acceptance: The system must be designed and developed in collaboration with the PDO, ensuring that the system's features and functionalities meet the PDO's requirements and expectations.

- Security: The system must have a robust security mechanism to ensure the confidentiality of project information. Any security breaches may affect the system's credibility and trustworthiness.

- Testing and Quality Assurance: The system must be tested and undergoes quality assurance to ensure that it is free from defects and errors. Any defects or errors in the system may affect the system's performance and reliability.

- Legal and Regulatory Compliance: The system must comply with legal and regulatory requirements, such as data protection and privacy laws. Any non-compliance may affect the system's credibility and trustworthiness.

4.6. Major Project Milestones

The specific timeline and milestones for each phase of the project will depend on the project scope, complexity, and resource availability. By breaking down the project into these major milestones, you can track progress and ensure that the project stays on schedule and within budget.

Here are some possible major project milestones for the development and deployment of the tracking activity project management:

- Project Planning: This involves defining the project scope, objectives, requirements, and constraints, and creating a project plan outlining the project timeline, budget, and resource allocation.

- System Design: This involves designing the system architecture, interface, functionality, and security mechanisms, and creating detailed system specifications and wireframes.

- System Development: This involves coding, testing, and debugging the system's front-end and back-end components, as well as integrating the system with the PDO's existing technology infrastructure.

- System Testing: This involves testing the system's functionality, performance, usability, and security, as well as conducting user acceptance testing with the PDO and other stakeholders.

- System Deployment: This involves deploying the system on the PDO's servers or on a cloud-based platform, as well as configuring the system's settings, access permissions, and security protocols.

- User Training: This involves providing user training and documentation to the PDO's staff, faculty, and students, as well as conducting system demonstrations and providing ongoing technical support.

- System Maintenance: This involves monitoring the system's performance, troubleshooting issues, applying software updates and security patches, and ensuring the system's ongoing reliability and security.

5. STRATEGIC ALIGNMENT

The project aligns with the goals and vision of the faculty, teachers and PDO which includes the needs to provide efficiency, enhancement of academic performance and simple to use application for tracking progress, task completion, display project information and monitoring projects being managed. Also, this project will be useful in taking on projects like PBL2, which many projects are based on.

The range of this project will mostly impact the Faculty, PDO, teachers, and students. The project team will conduct a stakeholder analysis to understand and meet the needs and expectations of the users who will be involved in the project, which will be included in the project plan. The team will also conduct a risk analysis to detect the potential problems that may hinder the project progress.

The project will be conducted with the guidance of the advisors, teachers, client, and the students assigned will work on the project with intensive research, documentation, and enough programming skills to ensure the project meet the requirements of the stakeholders. Lastly, to measure the project's success is if it has reached the approval of the panelist, also, the project team will analyze the efficiency and impact the project has on the participants or users.

6. COST BENEFIT ANALYSIS

The project will mostly include the cost of developing the software, how to use our instruction for the applications, and the server that will be used. The benefit side of this project, upon forming the analysis it can improve the delivery of the project, increasing the satisfaction of

the client, increasing efficiency, and saving the time on project tracking and reporting. Other benefits include better collaboration and communication with student groups and faculty/teachers, and security and privacy of project information.

7. ALTERNATIVES ANALYSIS

These are some of the alternatives that the project team considered:

Original 1: Develop a web-based project management system.

Pros:
- It can be accessed remotely and updated in real-time.
- Provides a centralized platform for monitoring project status and progress.
- Easy to use and can be customized to suit the needs of the PDO.
- It can be integrated with other existing systems.
- It can provide automatic alerts and notifications for project updates.

Cons:
- Requires significant development and implementation costs.
- May require additional training for users.

Alternative 2: Implement project management software.

Pros:
- It can be used for multiple projects and can be customized to suit the needs of the PDO.
- Provides a centralized platform for monitoring project status and progress.
- Provides tools for task tracking and reporting.
- It can be integrated with other existing systems.

Cons:
- May require significant licensing costs and additional maintenance fees.
- May not be customizable to meet the specific needs of the PDO.

Upon analysis of the project, the project team determined that web-based system was the most viable solution that we observed to follow through as it is more efficient and meets the specific needs of the PDO and faculty teachers.

8. APPROVALS

We, the client, and advisor, acknowledge that we have reviewed and approved this business case. We agree that the project described herein is consistent with our strategic goals and objectives, and that the expected benefits are justified by the estimated costs and risks.

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Date: 4/21/2023