

# **Software Tracking Database Project Plan**

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## **Introduction**

According to the project management handbook provided, there are 6 phases of project management that can be utilized to ensure a project's success: initiation, definition, design, development, implementation, and follow-up. Given the case study of a university creating a database to track its software usage, the 6 phases will be utilized to ensure this hypothetical project's success.

## **Initiation phase**

The initiation phase is the initial phase of project management in which, "the idea for the project is explored and elaborated. The goal of this phase is to examine the feasibility of the project." (p. 5) The initiation phase is important to understand the scope of the idea and if implementation is even possible. For this case study, the initiation phase should verify that the database can track all of the necessary information such as type of software, the developer of the software, the versions of the software, the types of licensing agreements for each type of software, what departments use the software and the computers in the departments on which the software is installed, the installation dates of the software, etc. The scope of the project including exactly what data is to be stored in the database should be defined in this phase.

## **Definition phase**

The definition phase is the phase in which requirements are identified. This can include various industry standards such as, "legislation, working-condition regulation and approval requirements."(p. 7) These are in place to discourage the unknown use of

things like international child labor. For this project, the database will be utilized by the school's IT department to track software used throughout the institution. The scope of user access to data should be defined in this phase. An issue that could arise in this phase is web browser incompatibility. If the developers choose to develop for Microsoft Edge and do not consider users from Google Chrome, the user experience may suffer, or the website may not even function.

### **Design phase**

In the design phase, many designs for the product are created such as, "dioramas, sketches, flow charts, site trees, HTML screen designs, prototypes, photo impressions and UML schemas." (p. 8). This phase is an iterative process where designs are refined until a final one is decided on. Once the design is chosen, the development process begins. For this case, the database design should be refined and approved before beginning the development phase.

### **Development phase**

The development phase is the phase in which how the product will be built is established. "During the development phase, everything that will be needed to implement the project is arranged." (p. 9). In this case, if the school is building the database internally, they would allocate a budget and employees for the project. If outside help is required, subcontractors can be hired. The key for the development phase is establishing goals, budgets, and deadlines.

**Implementation phase**

The implementation phase, “involves the construction of the actual project result.” (p. 9). In this case, the employees and possible outside contractors would begin working on building the database and establishing the data pipelines.

**Follow-up phase**

The follow-up phase is an important final phase for ensuring the final product transitions smoothly into the users hands. Things included in this phase are the following: “writing handbooks, providing instruction and training for users, setting up a help desk, maintaining the result, evaluating the project itself, writing the project report, holding a party to celebrate the result that has been achieved, transferring to the directors and dismantling the project team.” (p. 10). In this case, the follow-up phase could include constructing a project report detailing the accomplishments of the project as well as a handbook to guide users and future developers. Also, employees of the project would be moved to a new project and outside contractors would say goodbye upon project completion.

**Conclusion**

In conclusion, this project like any other technical build can be successfully developed alongside these project management phases. The project management phases help guide the process of development.

## References

Baars, W. (2006). Project Management Handbook (1.1st ed.). The Hague.