Application Portal PROJECT IMPLEMENTATION PLAN

Chartered Institute of Personnel Management of Nigeria

February 3, 2023

Version 1.1

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1.0 Revision History

Name	Date	Reason For Changes	Version
Benny Abuah	2023-Feb-3	initial draft	1.0
Benny Abuah	2023-Feb-3	Revised document	1.1

Table: 1. Document History

2.0 Document Reference

This document references the following documents:

- Program Plan – this is document is the master sheet containing the series of projects of which the current Application Portal is one - reference number is #CYB-PRR-0001.
- Business Requirement Document – Online Application Portal for CIPM with reference #CYB-BA-0002

3.0 Statement of Purpose

The purpose of this document is to briefly highlight the project implementation plan for the first module (i.e., Application Portal) in a series of seven linked projects already described in the Program Plan shared earlier. The Application Portal to which this project refers will be used to onboard prospective members into the Chartered Institute of Personnel Management (CIPM) Membership. The various route for each member type has been outlined a in Business Requirement Document (BRD) referenced in section 2.0 above. The remaining part of this document includes the following:

(a) General information about the Application

(b) The Scope of Work and what is out of scope

(c) The Project Stakeholders

(d) The Project Deliverables

(e) Project Acceptance Criteria

(f) The Work Breakdown Structure and The Project Schedule

(g) The Responsibility Matrix

(h) The Project Risk and Critical Success Factor

(i) The Communication Matrix

(j) Authorization and/or Signatories

4.0 Project General Information

4.1 Project Information

Project Start Date:	Estimated to start February 13, 2023
Actual Start Date:	February 6, 2023
Project End Date:	April 26, 2023
Project Manager:	Benny Abuah
Project Sponsor:	Laurel Onumonu
Project Champion:	Evans Okosodo

4.2 Stakeholders List

The following list contains the stakeholders (or its representatives) who directly or indirectly affects (or are affected by) the project.

Project Manager:	Benny Abuah
Project Sponsor:	Laurel Onumonu
Project Champion:	Evans Okosodo
Project Customer:	CIPM Nigeria

4.3 Change Control Board

The Change Control Board (CCB) are the stakeholders that observe, track, and evaluate changes in the project with a view to managing variations caused by possible scope changes. Managing here implies that a change in scope may affect project schedule and cost. Whatever is approved by the CCB is communicated to the members of the Steering Committee for

approval before adoption and implementation. Members of the CCB consists of representatives from both parties (Cybercloud and CIPM). They include:

SRN	Name	Designation	Email	Phone	Represents
1	Godwin Agbon	DCSA	agbons.godwinn@cyberspace.net.ng	09076555029	Cybercloud
2	Benny Abuah	PM	benny.abuah@cyberspace.net.ng	09076555041	Cybercloud
3	Olutayo Olawale	Director, Membership & Market Development	olutayoolawale@cipmnigeria.org	09065609134	CIPM
4	Bode Badiru	Technology Consultant	techconsultant@cipmnigeria.org	08039504886	CIPM

Table: 2. The list of CCB Members

4.4 Project Steering Committee

The Steering Committee members are the Stakeholders that will make changes to the schedule and cost of the entire project.

SRN	Name	Designation	Email	Phone	Represents
1	Evans Okosodo	CSA	evans.okosodo@cyberspace.net.ng	09070033961	Cybercloud
2	Laurel Onumonu	Business Manager	laurel.onumonu@cybercloud.net.ng	07025001115	Cybercloud

| 3 | Oluwatoyin Naiwo | Registrar/Chief Executive | registrar@cipmnigeria.org | 091 39350967 | CIPM |
| 4 | Yomi Fawehinmi | Chairman, ICT Steering Committee | afawehinmi2@gmail.com | +2348034880498 | CIPM |

Table: 3. The list of Steering Committee Members

5.0 Statement of Work (SOW)/Scope

This project is being undertaking to deliver a web-based (online) Application Portal for CIPM. Requirement gathering which involved a detailed elicitation has been carried our earlier and a BRD has been produced and signed by both parties. The project plan covers the planning, execution, control of major tasks involved in the process of delivering the Application Portal and its associated deliverables. These major tasks include: the System Design, the design of the presentation layer (UI/UX), the database design, the business logic design, the production of the architectural blueprint or System Requirement Specification (SRS), and actual implementation and testing of the system before deployment. A training will be delivered to end users and a User Acceptance Test (UAT) will be jointly conducted by delegated members. The completed work will be deployed to the cloud platform for use. The cloud platform will be provisioned and configured into the Development, Staging, and Production (or environment) in line with modern Continuous Integration/Continuous Development (CI/CD) DevOps culture.

6.0 Project Deliverables

When this project is undertaken using commercially reasonable effort, it will lead to the following deliverables:

(a) An Application Portal that is accessible via the Web (internet). This portal will be suitable for onboarding potential members into CIPM in line with the referenced BRD.

(b) An Admin Portal – a subsystem that complements the Application Portal by which authorized employees of CIPM will manage the onboarding process and view reports relevant to the onboarding activities.

(c) A Technical Configuration Document – consisting the initial super-admin login details.

(d) The User Manual that will be made available during training.

A job completion document which contains a list of all projects in the series will be provided to CIPM stakeholders. The relevant session that contains the above deliverables will be jointly signed by parties as evidence that deliverables have been successfully provided.

7.0 Project Overview

This project will deliver an Application Portal, an information systems platform, that is expected to facilitate the process onboarding potential members into CIPM according to the prima defined in the BRD referenced. When delivered to scope, the following deliverables in section #6 above are expected to be product to scope, schedule, and to budget using best practices and industry standard.

8.0 Work Breakdown Structure

NB: This diagram will be provided in due course in a A3 Sized document suitable a wall paper.

9.0 Project Implementation Schedule

PROJECT CODE & TASK	Duration	RESOURCE	Remark
1. **Initiation Tasks**			
1.1. Project Scoping		PM & Architect	Done
1.2. Development of Project Plan		PM & Architect	Done
1.3. Development Kick-off meeting		PM & Stakeholders	Done
1.4. Introduction of Stakeholders		PM	Done
1.5. Team Creation and Building		PM	Done

1.6. Reviewing Development goals		PM & Stakeholders	Done
1.7. Reviewing Project Plan document		PM & Customer	Done
1.8. Project Plan adoption and Sign-off		PM & Customer	Done
2. Planning Tasks			
2.1. Stakeholders' Planning Meeting		BA, Tech & Customer	Done
2.2. Requirement Gathering and Elicitation		BA & Customer	Done
2.3. Requirement Documentation		BA & Customer	Done
2.4. Requirement Analysis and Evaluation		BA & Tech Team	Done
2.5. Consolidation of Requirement		BA	Done
2.6. Requirement Review and Amendment		BA & Customer	Done
2.7. BRD Sign-off		BA & Customer	Done
3. Design and Architecture Tasks			
3.1. Creating Design Document		Architect & Developers	Done
3.2. Reviewing Design Document		Architect & Developers	Done
3.3. Joint Application Development (JAD)		BA & Architect & UI/UX	Done
3.3.1. SPRINT 1	10 days	BA & Architect & UI/UX	Pending
a. Landing Page (Applicant)	UI / UX 2days	BA & Architect & UI/UX	Pending
b. Signup Users (Applicant)		BA & Architect & UI/UX	Pending
c. Applicant Login (Applicant)	Front End & Back End Coding 5days	BA & Architect & UI/UX	Pending
d. Applicant Dashboard (Applicant)		BA & Architect & UI/UX	Pending
e. Admin Dashboard (Admin)		BA & Architect & UI/UX	Pending
f. Route Setup (Admin)	Testing 2days	BA & Architect & UI/UX	Pending
g. Route Payment Setup (Admin)		BA & Architect & UI/UX	Pending
h. Update Profile (Applicant)		BA & Architect & UI/UX	Pending
i. Sprint 1 Review	1 Day	Cyberspace & CIPM	Pending

3.3.2. SPRINT 2	10 Days		
a. Application Form/payment (Applicant)	UI / UX 2days Front End & Back End Coding 5days Testing 2days	BA & Architect & UI/UX	Pending
b. Score type Setup (Admin)		BA & Architect & UI/UX	Pending
c. Setup Qualification (Admin)		BA & Architect & UI/UX	Pending
d. Setup Specialization (Admin)		BA & Architect & UI/UX	Pending
e. Setup Role/Assignment (Admin)		BA & Architect & UI/UX	Pending
f. Upload of applicants (student) (Admin)		BA & Architect & UI/UX	Pending
g. Payment re-query (Admin)		BA & Architect & UI/UX	Pending
h. Alert System / Notification Engine (Applicant)		BA & Architect & UI/UX	Pending
i. Sprint 2 Review	1 Day	Cyberspace & CIPM	Pending
3.3.3. SPRINT 3	10 Days		
a. Admin Login (Admin)	UI / UX 2days Front End & Back End Coding 5days Testing 2days	BA & Architect & UI/UX	Pending
b. Admin user setup / upload (Admin)		BA & Architect & UI/UX	Pending
c. Approve Application (Admin)		BA & Architect & UI/UX	Pending
d. Setup Approval Config (Admin)		BA & Architect & UI/UX	Pending
e. Configure Scores (Type) (Admin)		BA & Architect & UI/UX	Pending
f. Email Smtp setup (Admin)		BA & Architect & UI/UX	Pending
g. Approval type (Admin)		BA & Architect & UI/UX	Pending
h. Email actions setup<Application, Induction, Training (Admin)		BA & Architect & UI/UX	Pending
i. Sprint 3 Review	1 Day	Cyberspace & CIPM	Pending
3.3.4. SPRINT 4	10 days		
a. Acceptance and payment (Applicant)		BA & Architect & UI/UX	Pending
b. Training and payment (Applicant)		BA & Architect & UI/UX	Pending
c. Induction and Payment (Applicant)	UI / UX	BA & Architect & UI/UX	Pending

d. Upload/View Applicant Training (Admin)	2days	BA & Architect & UI/UX	Pending
e. Email Template setup (Admin)	Front End & Back End Coding 5days Testing 2days	BA & Architect & UI/UX	Pending
f. View/download trained applicants (Admin)		BA & Architect & UI/UX	Pending
g. Invite for induction (Admin)		BA & Architect & UI/UX	Pending
h. Upload trained participants (Admin)		BA & Architect & UI/UX	Pending
i. View Payments <based on rout and Payment Tag (Admin)		BA & Architect & UI/UX	Pending
j. Print certificate with QR code (Admin)		BA & Architect & UI/UX	Pending
k. QR code verification for certificate		BA & Architect & UI/UX	Pending
l. Sprint 4 Review	1 Day	Cyberspace & CIPM	Pending
3.4. Logical, Security and Physical Design		Architect	Pending
3.5. User Experience and Usability Design		Architect & UI/UX	WIP
3.6. Navigation Flow Design		Architect & BA	Pending
3.7. Using Figma tool & UML tool to design the flow		UI/UX Developers	Pending
3.8. Designed Flow (UI/UX) Review & Amendment		Customer & UI/UX Dev	Pending
3.9. Gathering API Contract Interfaces		Architect & Developers	Pending
3.10. Provisioning of SDDC on CyberCloud:			Pending
Staging: -Deployment Application server (OS Installation and IIS installation) - Deployment Database server (OS Installation, MSSQL installation) **Production:** -Deployment Application server (OS Installation and IIS installation) -Deployment Database server (OS Installation, MSSQL installation)	4 Days		Pending

DevOps Configuration **Staging:** -Configuration/Building of CI -Configuration/Release to Staging and production **Production:** -Configuration/Building of CI -Configuration/Release to Staging and production			Pending
Payment Integration: -Setting up of merchant with payment gateway -Integration to payment gateway (2)			Pending
3.11. Database Design		Architect & Developers	Pending
3.12. Building the Clean Architecture		Architect & Developers	Pending
3.13. Design Analysis and Evaluation (Review)		Architect & Developers	Pending
3.14. Design Adoption and sign-off		Cyberspace & CIPM	Pending
4. Software Development Tasks			
4.1. Developing the Database Schema (Models)		Developers	Pending
4.2. Developing the Business Components (Classes)		Developers	Pending
4.3. Developing The Web Application & Web API		Developers	Pending
4.4. Developing the configurable interfaces & Endpoints	2 Days	Developers	Pending
4.5. Integrating & registering the components		Developers	Pending
4.6. Building Web Application [Instrumentation, Connection To database, Security, Audit Trail]		Developers	Pending
4.7. Create Database		Developers	Pending
4.8. Creating Test Environment		Developers	Pending

4.9. Configure Test Web Server	3 Days	Developers	Pending
4.10. Debugging in test environment		Developers	Pending
4.11. Creating Coding Document and Review documented processes; migrate systems to site		Developers	Pending
4.12. Fine-tuning codes		Developers	Pending
4.13. Development Sign-off		Cyberspace	Pending
5. Systems Testing and Deployment			
5.1. Collect Data from relevant sources		QA & Developers	Pending
5.2. Creating Test Plan		QA & Developers	Pending
5.3. Creating test cases and test scenarios		QA & Developers	Pending
5.4. Unit Testing		QA & Developers	Pending
5.5. Testing Features	4 Days	QA & Developers	Pending
5.6. Test Integrated System		QA & Developers	Pending
5.7. Regression Testing		QA & Developers	Pending
5.8. Load and Stress Testing (Using Automation Tools)		QA & Architects	Pending
5.9. Testing and Deployment sign-off		QA, PM, Developers	Pending
6. Training and Users Acceptance Test			
6.1. Building and Reviewing User Manuals		Application Support	Pending
6.2. Producing User Manual		Application Support	Pending
6.3. Training of authorized personnel		Application Support	Pending
6.4. Creating UAT check list	5 Days	QA	Pending
6.5. Deploying dummy data for UAT		QA	Pending
6.6. Holding UAT planning meeting		QA PM & Customer	Pending
6.7. Conducting UAT Test		QA, PM & Customer	Pending

6.8. Reviewing the rest results based on acceptance criteria		QA & Developers	Pending
6.9. Acting on the test result		Developers	Pending
6.10. Finalizing UAT		QA PM & Customer	Pending
6.11. UAT signoff	1 Day	QA PM & Customer	Pending
7. Closing			
7.1. Pilot		Systems Personnel	Pending
7.2. Stakeholders go-live meeting	1 Day	PM & Stakeholders	Pending
7.3. Go-Live		PM & Stakeholders	Pending
7.4. Lessons learnt report		PM	Pending
7.5. PIER Review	1 Day	PM	Pending
7.6. Project sign-off, retire resource		PM	Pending

Table: 4. Project Implementation Plan

10.0 Project Risk

This The project implementation may not go as planned if any or some of the following happened and are not managed.

(a) The risk of communication and its potential of severe impact on the project and project timelines.

(b) The risk of ambiguity of requirement, lack of clarity in requirement, and/or delay in communicating requirements.

Mitigation and Risk Management strategy:

(a) Client should make sure communication is swift, clear, and seamless. Project stakeholders to establish a Change Control Board (CCB) to track requirement changes (should it arise).

(b) Any ambiguity discovered in the required before or after sign-off must be reported to the CCB for consideration and clarification.

(c) The CCB team, comprising representatives from both parties, will review and approve/disapprove of a change. If a change is accepted, the team will initiate a change request which will determine the required adjustment in scope and schedule, and budget.

(d) All relevant documents to be sign-off by both parties where required.

(e) Periodic Joint Review meetings to be conducted at reasonable intervals to communicate progress. By default, this will be biweekly from the signed-off of project plan.

(f) All parties are expected to abide by the signed Service Level Agreement (SLA).

(g) All parties must resist the urge to goldplate the deliverables or increase the scope of work without evaluation and approval by the CCB. Where additional scope may be allowed, all parties must agree to vary the corresponding critical elements of the project such as schedule and cost.

(h) All parties must communicate changes to the constituted members (or team) involved in the project. Reasonable effort must be made by the affected party so that there is overall zero-sum effect on project quality, scope, schedule, and cost.

(i) A proactive mitigation plan must be provided for all envisaged risks. However, there must be an emergency plan in place by both parties to respond to unexpected incidences and emergencies.

11.0   Communication Matrix

The project grid below shows the expected communication plan for the project:

SN	Name	Role	Position	Contact Information	Phone	Information Type
1	Laurel Onumonu	Project Sponsor	Bus. Manager	Laurel.onumonu@cyberspace.net.ng	07025001115	Mile Stones & Budget

2	Evans Okosodo	Project Owner	CSA	Evans.Okosodo@cyberspace.net.ng	09070033961	Milestones + Resource needs
3	Benny Abuah	Project Manager	Assistant Manager	Benny.abuah@cyberspace.net.ng	09076555041	Progress Report and Project Details
4	Godwin Agbon	Software Architect	DSSA	Godwin.agbon@cyberspace.net.ng	09076555029	Technical Progress
5	Nnenna Joy Onuh	Business Analyst	BA	nnenna.onuh@cyberspace.net.ng	09076555214	Technical Progress
6	Felix Mbibi	Web API	Architect	Felix.Mbibi@cyberspace.net.ng	08035371751	Technical Progress
7	Gbenga Adaramodu	Processor (Console)	Architect	gbenga.adaramodu@cyberspace.net.ng	08159384243	Technical Progress
8	Olushola Ajibade	Testing	QA	olusola.ajibade@cyberspace.net.ng	08029422091	Technical Progress
9	Chisom Chianumba	UI/UX	Designer	Jacinta.chianumba@cyberspace.net.ng	07039619632	Technical Progress
10	Adana Anyawun	UI/UX	Designer	Adana.anyawun@cyberspace.net.ng	07049215647	Technical Progress
11	Jude Nwafor	Lead Frontend	Developer	Jude.nwafor@cyberspace.net.ng	07067583501	Technical Progress
12	OlaBisi Olaoye	Frontend	Developer	Olabisi.olaoye@cyberspace.net.ng		Technical Progress
13	Obiora Igwilo	Frontend	Developer	Obiora.Igwilo@cyberspace.net.ng		Technical Progress
14	Precious Mabunmi	Trainer	App Support	precious.mabunmi@cyberspace.net.ng	07037949661	Technical Progress
15	CCB Team	Evaluator	Senior Team	As listed in the Stakeholder list above	As listed in the Stakeholder list above	Change Requests & Milestones
16	Steering Committee	Approval	Top Management	As listed in the Stakeholder list above	As listed in the Stakeholder list above	High Level Milestones

Table: 5. Communication Matrix

Channel of communication is expected to be by any of the following methods: email, joint review meeting, zoom/theme/google-meet, WhatsApp group, Skype Group, and use of any other social medial platform including, but not limited to, phone calls, use of standard project

management tool, calendar, and/or project task orchestration tool. Any stakeholder is free to suggest his/her choice of communication channel.

12.0   Plan Modification Rule

Modification to this document shall only be made after reaching a consensus in the stakeholders meeting.

13.0   Approval & Authorization Signatures

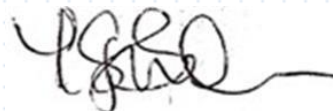As stakeholder, I agree and endorse the content of this document.

Cyberspace	CIPM
Benny Abuah (Project Manager)	Oluwatoyin Naiwo (Project Customer)
Sign:	Sign:
Date:	Date: February 3, 2023