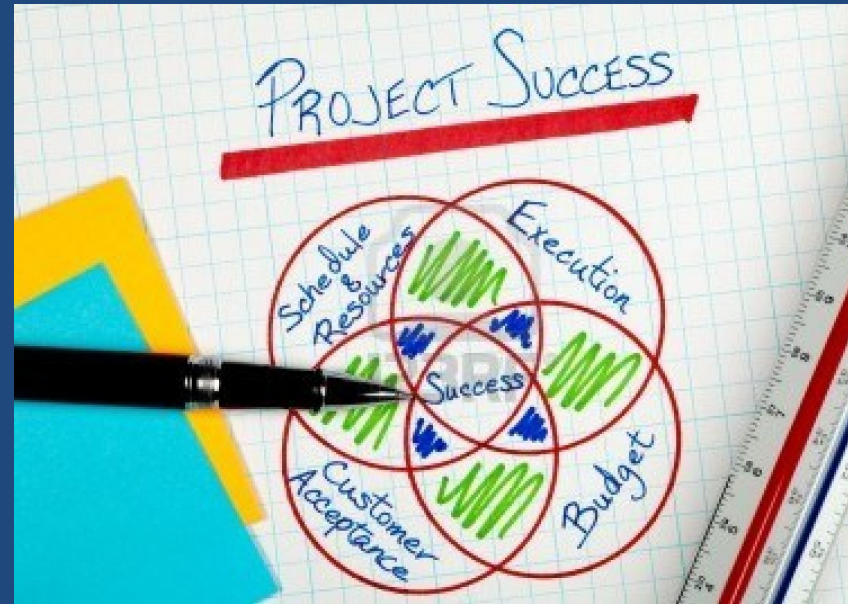# Section 1

?What is a project

- **A project is a planned series of related activities for achieving a specific business objective.**

? What is a successful project

- **Customer is satisfied or delighted**

- **On time**

- **Within the budget**

- **Org. has benefited from lessons learned**

- **Team have increased skills and knowledge**

Important Elements for Project Success (Forgotten Elements)

- Documentation.

- Training to ensure that end users are comfortable with the new system and fully understand its potential uses.

:Information systems projects includes

- **The development of new information systems.**

:Information systems projects includes

- **Enhancement of existing systems.**
  - ❑ **Demand for more efficient operation**
  - ❑ **Change in customer demands**
  - ❑ **Industry changes**
  - ❑ **Intense competition**

:Information systems projects includes

- **Upgrade or replacement of the firm's information technology (IT) infrastructure.**

?What is Project Management

- **Project management is <u>the process of the application of knowledge, skills, tools, and techniques to project activities </u> to:**
  - ❖ **meet project requirements (stakeholder needs).**
  - ❖**achieve specific targets within specified budget and time constraints.**

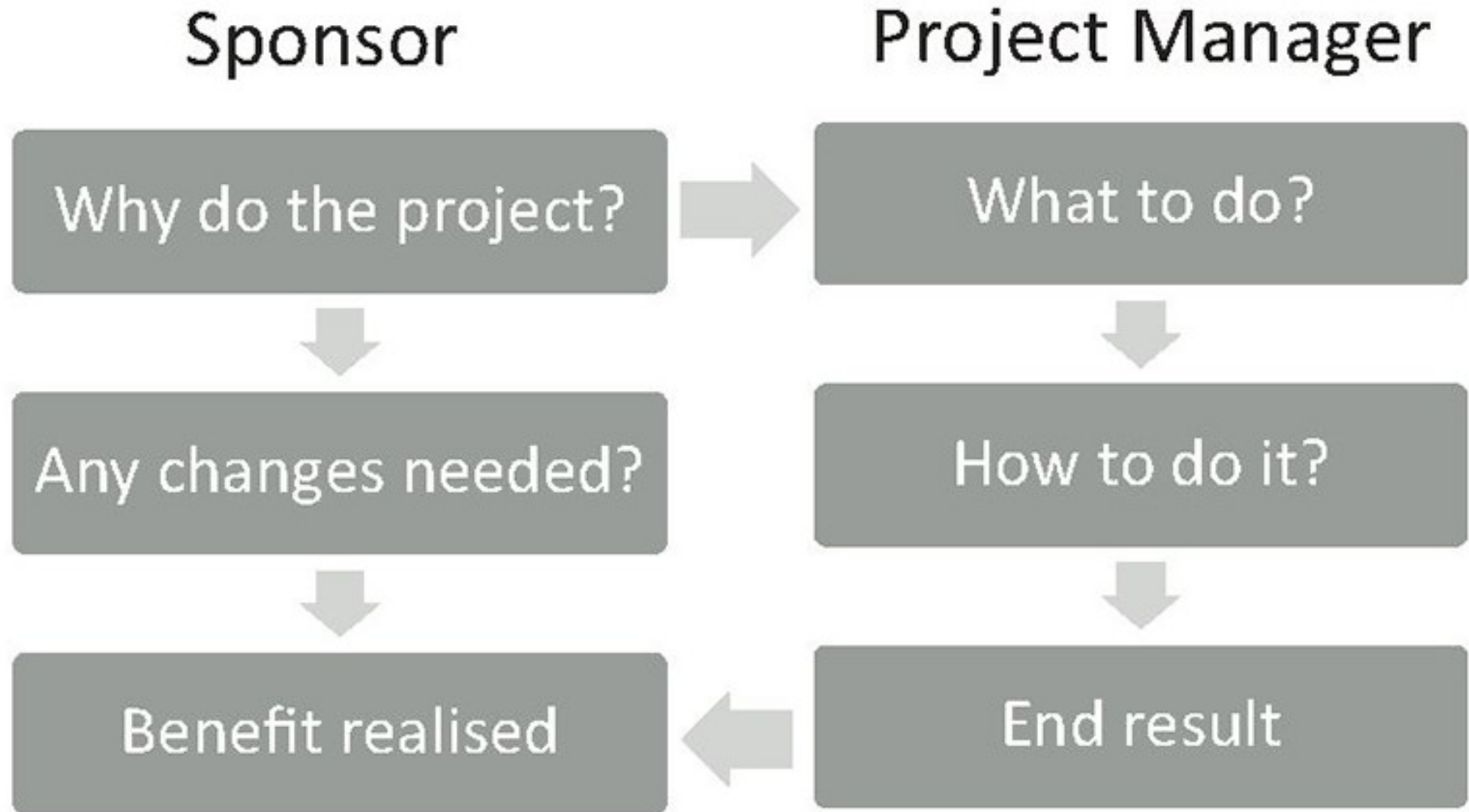# Project Life Cycle

Project Manager

- **Project manager: The Person in an organization who is Responsible for the work performance of one or more persons.**

Project Sponsor/Owner

- The project owner or sponsor should be **a higher-level member of the department** <u>who is:</u>

- The largest stakeholder in the project   <u>or</u>

- Who will receive the greatest benefit by the project's successful completion.

Project sponsor & Project manger

Sponsor

- Why do the project?
- Any changes needed?
- Benefit realised

Project Manager

- What to do?
- How to do it?
- End result

Stakeholders

- Stakekholders are those people or organizations who have a vested interest in the outcome of the project.
- They have something to either gain or lose as a result of the project.
- They have the ability to influence project results.

Stakeholders

Internal Stakeholders: Employees, Management, Shareholders

External Stakeholders: Suppliers, Candidates for Employment, Customer/Interested Parties, Partners, Competitors

Identify Stakeholders Process

identifying and documenting:

- all the stakeholders on the project.

- their interests,

- their interdependencies,

- their potential impacts on the project (+,-).

Human Resources

- Staffing the project with the right skills, at the right place, and at the right time is an important responsibility of the project management team.

Project Team Members

The project team members are responsible for:

- ensuring that their group's responsibilities are identified and accurately planned.

- resources are available to support the budget and schedule.

- accurate information is provided for project status.

RACI Matrix/Chart

- RACI makes it easier for you to have the right conversation with the right people. In turn, saving everyone time

- **Responsible:**   Who is completing the task?

- **Accountable:** Who is making decisions and taking actions on the task(s).

- **Consulted:**   Who will be communicated with regarding decisions and tasks?

- **Informed:**   Who will be updated on decisions and actions during the project.

Creating a RACI Matrix

Step	Project Initiation	Project Executive	Project Manager	Business Analyst	Technical Architect	Application Developers
1	Task 1	C	A/R	C	I	I
2	Task 2	A	I	R	C	I
3	Task 3	A	I	R	C	I
4	Task 4	C	A	I	R	I

Project Management Hierarchy

- A project management hierarchy is <u>the hierarchy of roles in a project (based on leadership).</u>

- By looking at the project management hierarchy, one can understand <u>who reports to who and who has authority over who in the project.</u>

   - Project Sponsor
      -- Project Manager
         --- Team Leader
            ---- Database Architect
            ---- Programmer
            ---- Designer
            ---- HTML Developer