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| EMAIL | |
| **From** | Mohammed Mahin Ibnay Mamun (Project Manager) |
| **To** | Mr. Ward (Client) |
| **Subject** | manage the project to install hardware, software and configure the new system. |
| Dear Mr. Ward,  I would like to start by thanking you for the opportunity. I am happy to report that, as the project manager, the project was completed on schedule, within the allotted budget, and in accordance with the requirements. The system that was asked for would be able to:   * reduce record keeping errors * reduce check-in times * allow passengers to check in using a smartphone app * collect gate and flight data * store flight schedules * support 24 hours per day operation.   You believe the new system will:   * improve efficiency of passenger movement by at least 30% * decrease the time aircraft are at the airport * allow more flights in and out of the airport.   My team has developed a system that requests what you asked for:   * a relational database * a customized smartphone app (check-in system) * network infrastructure and server * a customized database interfaces * upgraded check-in desks * training for staff * two additional servers to provide redundancy for every system.   I began this project by creating a pid document, the use of the pid document was so I can see all the deliverables, assumptions, constraints, objectives and risk which would affect the overall work on this task. By completing this document and distributing copies out to the team, every will have a good understanding of the task and what flaws may occur.  In my pid document, I also made a communication plan which I followed throughout this project. The communication plan clearly shows when and how I will communicate with the staff. An example of this is the project manager will meet the database administrator every week 1 to 1 to check on him and how he is progressing with his assigned tasks.  I created a risk table which shows all the possible risks which can occur and the best way for us to act, and how this can affect our budget or deadline. for example, some tasks may have a risk causing us to redo or test again which can cost an extra day. Another example which Is highly likely is lack of equipment, if it is delivered late or not deliver, we will have to reorder it costing us both time and money. We can then issue a refund. Lucky this problem did not happen however we as a team were ready to act by making sure we can finish the task before the due date.    I then made a document to calculate all my costs. I found out how many functions it takes to complete the task and multiplied it by how many it needs. I then divided the amount by 7.5 to show the 7 and a half days of work. Then i got a day which I can use for my Gantt chart and show how long it will take to complete this task.  The estimated overall cost of this project is £150,000, which will cover all necessary results. It is anticipated that some of these funds will be required for the purchase and installation of system hardware. This budget includes paying the salaries of all team members, including project manager, senior software developers, junior software developers, senior network engineers, junior network engineers, and database administrators in addition to creating the software and application.    I used the table you so kindly provided to compare the costs of each task to the employees' salaries. By finding out how many hours the person needed to do the task, I was able to compute this. After figuring out their hours, I multiplied the total by the hourly rate.  My "resource list and cost" document contains the results of all the calculations. To examine each payment individually, you can access the document using the link I have provided below. The title of the task and its associated cost are recorded in the document and on the Gannt chart, respectively. Additionally, the cost of all the required tools has been increased. I was able to construct this and determine how much of the budget, or a total of £104,479.80, I needed to complete the mission.  The project's overall cost was projected to be £150,000, but after I calculated the price of the essential supplies and labour costs, I learned that the real expense was just £104,479.80 . This demonstrates that the actual cost is less than the anticipated budget. If you have questions, please see the Gantt chart attached below this email. The Gannt chart was developed to display the days that will be dedicated to each task. I made the Gannt chart compatible for five days of the week, as was mentioned in your brief. The weekend will therefore be off for the staff.  I was successful in overseeing the database administrators, senior network engineers, junior network engineers, senior software developers, and junior software developers. We completed the project by monitoring their performance on their assigned tasks and interacting with their subordinate staff.  I then created a checkpoint document which I hope you have also received which clearly shows how I have been checking up on the team and if there were any flaws that occurred during this task.  I hope you receive this email and the other supporting documentation for this project as soon as possible. If there is ever a misunderstanding, do not be afraid to contact me again. If you are pleased with my work, I would be happy to accept other assignments in the future.  Your sincerely: Mohammed Mahin Ibnay Mamun | |
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