**Project Initiation Document**

**Project Details**

|  |  |
| --- | --- |
| **Project Title:** | manage the project to install hardware, software and configure the new system. |
| **Project Sponsor Name:** | Civil aviation northeast |
| **Project Client Name:** | Mr Ward |
| **Project Manager Name:** | Mohammed Mahin Ibnay Mamun |
| **Start Date:** | 03/02/2020 |
| **Completion Date:** | 03/04/2022 |
| **Estimated Cost:** | £145,000 (labour + equipment) |

**Document Details**

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| **Version** | **Modifications** | **Author** | **Date** |
| 1 | Approvals | Mohammed Mahin Ibnay Mamun | 03/02/2022 |
| 2 | distributions | Mohammed Mahin Ibnay Mamun | 03/02/2022 |
| 3 | Project aims | Mohammed Mahin Ibnay Mamun | 03/02/2022 |
| 4 | Project management and controls | Mohammed Mahin Ibnay Mamun | 03/02/2022 |
| 5 | requirements | Mohammed Mahin Ibnay Mamun | 03/02/2022 |
| 6 | Purpose of the Project Initiation Document | Mohammed Mahin Ibnay Mamun | 03/02/2022 |
| 7 | responsibilities | Mohammed Mahin Ibnay Mamun | 03/02/2022 |
| 8 | objectives | Mohammed Mahin Ibnay Mamun | 03/02/2022 |
| 9 | Scope + Business Case | Mohammed Mahin Ibnay Mamun | 03/02/2022 |

**Approvals**

This document requires the following approvals:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** | **Version** |
| Director of Operations | Mr ward | Mr. Ward | 03 / 02 / 22 | 1 |
| Director of IT | Mrs Evans | Mr. Evans | 03 / 02 / 22 | 1 |
| Project Manager | Mohammed mahin ibnay Mamun | m.mahin | 03 / 02 / 22 | 1 |

**Distribution**

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Date of Issue** | **Version** |
| Project Manager | Mohammed mahin ibnay Mamun | 03/02/22 | 1 |
| Director of Operations | Mr ward | 03/02/22 | 1 |
| Director of IT | Mrs Evans | 03/02/22 | 1 |
| Senior Software Engineer | Mr Carson | 05/02/22 | 1 |
| Senior Network Engineer | Mr Ahmed | 05/02/22 | 1 |

**Purpose of the Project Initiation Document**

Tracking progress and finishing a project assignment prior to the deadline are the goals of having a project initiation document. You will complete your acquired assignment more successfully if you adhere to a project initiation document. A project start document is used to outline how you and your team will proceed with your project within the client's allotted period and address any potential problems.

Employees, stakeholders, and anybody else working on the project need this paper so they can understand what we are working on, when, and how. An illustration would be the timeliness and milestone accuracy of the project. It has been demonstrated that depending on a project initiation document will help you meet your deadlines and manage your project successfully overall.

The following are the negative effects of not using a pid document:

* missing targets and deadlines
* exceed the allocated budge

Project Aims:

* 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.

Mr Ward feels 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.

The system to be developed will require:

* 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.

**Project Management and Control:**

This document is excellent for managing throughout the process as well as for planning in advance. We can see our objectives, specifications, goals, and milestones in this paper. Anyone who is interested in this project is welcome to use this document as a guide. This document contains assumptions and issues that all parties participating in the project, including managers, staff members, stakeholders, developers, engineers, and members, can utilise to prepare a plan for how to make the project successful. A table in this paper lists a few potential risk management techniques along with their level of efficacy and impact on our project. Along with the risk, we have also included a backup plan that we can use if necessary.

**Background to the Proposed Work:**

The North East is best known to be the fastest growing Aswell as involved Uk airport. The airport's second phase of Civil Aviation's expansion has now begun. Mr Ward, who is the airport's director of operations, has got in touch with MT Solutions for assistance. It is now our responsibility to oversee the project to install the new system's hardware, software, and configuration.

**Purpose of the project:**

This project's purpose is to manage the project of configuring, installing hardware and software for a new system which can be used at an airport. This system will be for civil aviation, the second phase of expansion. For my team to fulfill this we need to work on:

* 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.

**Responsibilities:**

I, the project manager, will be accountable for the supplies and any additional resources required. If we need to go beyond our limit, I will also oversee budgeting. Each employee will be responsible for carrying out their own duties.

The Junior Network Engineers will work on:

• installing check-in terminals

• installing network infrastructure

• hardware testing

• security testing.

**The Junior Software Engineers will work on:**

• developing the smartphone app

• creating customized interface

• server software testing

• smartphone app testing

• planning and delivering training for staff

• software testing.

**The Senior Network Engineer will work on:**

• installing network infrastructure

• building and connecting servers

• hardware testing.

**The Senior Software Engineer will work on:**

• developing the relational database

• integrating the smartphone app and relational database

• installing and configuring server software

• software testing

• planning and delivering training for staff.

**The Database Administrator will work on:**

• server software testing for each server

• software and security testing

• plan and deliver training for staff

**Materials:**

The company North East has assigned a budget of £150,000. This budget will be used in numerous ways.

* Buying equipment
* Paying staff
* Software costs
* Hardware costs
* Cost of servers
* Network infrastructure
* Check in terminals

The total cost that we can complete this project in is £150,000. However, we will try our absolute best to keep below this budget

**Objectives**

|  |  |  |
| --- | --- | --- |
| **SMART objective** | **Achieved?** | **Date and Comments** |
| Does everyone understand their roles and what they are expected to accomplish for this project? |  | 07/02/22 – Everyone on the team is familiar with their roles by this time. |
| Is the budget allotted sufficient to finish this project? |  | 03/02/2022 – Yes, the budget covers all costs, including labour and equipment. |
| Is it possible to finish the project? Have similar tasks been successfully handled in the past? |  | 03/02/2022 – yes, the company has succeeded in similar task |
| Is the overall target/aim reasonable? |  | 03/02/2022- yes |
| Is there enough time dedicated to this project? Will the project be completed by the deadline? Will timestamps and milestones be reached? |  | 03/02/2022 – sure, using this pid document as a reference. Gant charts will make it more successful once we have them. |

**Scope**

Only if the team adheres to the timeframes and milestones specified will the team reach the business's scope. All project participants will be fully aware of their roles and what they are each accountable for finishing after they have received this project initiation document. As the project moves forward, a Gant chart will be developed. The managing director or the project manager can use this to monitor the project's progress and determine whether it will be finished by the designated deadline. Each employee will understand exactly how much work needs to be done and when if they develop or receive a Gant chart. With a Gantt chart in their possession, the team members can use it to demonstrate whether they are working at a good pace.

**Business Case**

The north east want to make a new system to install software, hardware, and configuration. The new system needs to:

* 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.

The company has also required:

* 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.

**Assumptions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assumption** | **Validated by** | **Status** | **Comments** |
| 2 major faults in testing | Mohammed Mahin Ibnay Mamun & Mr Ward | Low risk | This will cause an extra few day (2-4) |
| 3 minor faults in testing | Mohammed Mahin Ibnay Mamun & Mr Ward | Low risk | This problem can be fixed within a day or two |

**Constraints**

|  |  |  |  |
| --- | --- | --- | --- |
| **Constraint** | **Validated by** | **Status** | **Comments** |
| Testing time and any testing failures or issues | Mohammed Mahin Ibnay Mamun & Mr Ward | medium  risk | This can lead to areas not being tested, therefore than can still be errors overall |
| Price and budget for computer hardware | Mohammed Mahin Ibnay Mamun & Mr Ward | medium  risk | There may not be enough budget to complete the project |
| Limit of space | Mohammed Mahin Ibnay Mamun & Mr Ward | medium  risk | This can lead to not being able to install all the required equipment |
| Connection and accessibility to each device individually | Mohammed Mahin Ibnay Mamun & Mr Ward | medium  risk |  |

**Risk Management Strategy**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Probability** | **Impact** | **Severity** | **Contingency Plan** |
| Testing takes longer than planned | Medium  risk | high  risk | high  risk | Time elsewhere in the project will need to be cut to accommodate this. |
| a project client changes something | medium  risk | medium  risk | medium  risk | PM will discuss whether it is possible to proceed and request an extension of the deadline. |
| Hardware damaged or stolen | medium  risk | High  risk | high  risk | Project will carry on when new equipment arrives |
| Too much or too less equipment | medium  risk | medium  risk | medium  risk | Refund if too much. Buy more if needed. May cost a day or so. |
| staff is away off sick | medium  risk | medium  risk | medium  risk | If the employee has free time, they can try working from home, or someone else will have to take over. |

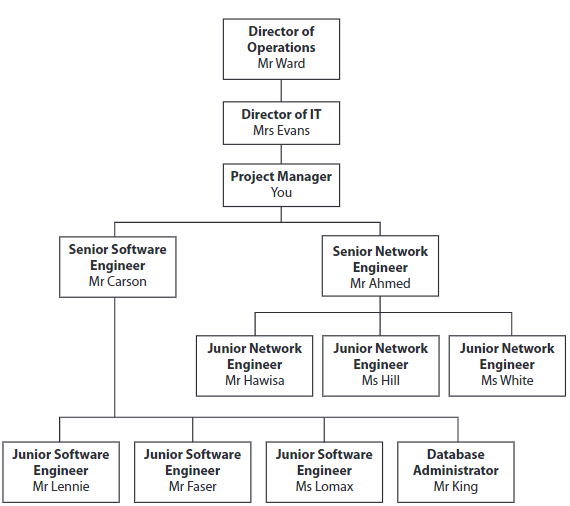
**Deliverables**

|  |  |  |
| --- | --- | --- |
| **Item** | **Components** | **Description** |
| server | Network  Storage | This storage component can be used to maintain data saved for employee use. |
| Server software licence | Network  Storage | This is a licence which is paid either full or monthly which works like a subscription |
| Network Infrastructure | Network connection | Will be used by employees for the project and accessing internet and software's |
| Check-in terminals | Equipment  Hardware | Hardware equipment bought and installed for customers to walk through |

**Stakeholders**

|  |  |
| --- | --- |
| **Stakeholder** | **Responsibility** |
| Director of operation / mr ward | Will give orders to other employees on which areas they need to work on. |
| Project Manager / Mohammed mahin ibnay Mamun | Will giver order to rest of employees including:   * Senior Software Engineer * Senior Network Engineer * Junior Network Engineer * Junior Software Engineer * Database Administrator |
| Senior Software engineer / mr Carson | The senior software developer is responsible for controlling and watching over the system and application made by the junior software engineers and database admin.  • developing the relational database  • integrating the smartphone app and relational database  • installing and configuring server software  • software testing  • planning and delivering training for staff. |
| Senior Network Engineer / Mr Ahmed | • installing network infrastructure  • building and connecting servers  • hardware testing. |
| Junior Network Engineer/ Mr Hawisa + Ms Hill + Ms White | • installing check-in terminals  • installing network infrastructure  • hardware testing  • security testing. |
| Junior Software Engineer / Mr Lennie + Mr Faser + Ms Lamox | * developing the smartphone app * creating customised interface * server software testing * smartphone app testing * planning and delivering training for staff * software testing. |
| Database Administrator / Mr King | • server software testing for each server  • software and security testing  • plan and deliver training for staff |

**Project Management Team Structure/Organisational chart**



**Communication Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder(s)** | **Frequency** | **Type** | **Purpose** |
| Client and the project manager | From beginning until complete | 1 to 1 meeting | To talk about the project for example budget. |
| The Senior software engineer and Senior network engineer | Staring at the implementation stage | Through online calls and 1 to 1 | For device testing |
| Project manager, both senior and junior network engineers. | weekly | Meeting in the office | Learn about and monitor the integration of the hardware and software, as well as any issues. |
| -Project manager  -Team | Per week or 2 | Meeting | Tracking the progress what and needs to be done and if not good enough. |