**Project Initiation Document**

**Project Details**

|  |  |
| --- | --- |
| **Project Title:** | Upgrade the infrastructure and software at one region office |
| **Project Sponsor Name:** | KJ ELearning ltd |
| **Project Client Name:** | Mr Elves |
| **Project Manager Name:** | Mohammed Mahin Ibnay Mamun |
| **Start Date:** | 01 / 06 / 2022 |
| **Completion Date:** | 19 / 08 / 2022 |
| **Estimated Cost:** | £130,000 (labour + equiptment) |

**Document Details**

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| --- | --- | --- | --- |
| **Version** | **Modifications** | **Author** | **Date** |
| 1 | Approvals | Mohammed Mahin Ibnay Mamun | 01 / 06 / 2022 |
| 2 | distributions | Mohammed Mahin Ibnay Mamun | 01 / 06 / 2022 |
| 3 | Project aims | Mohammed Mahin Ibnay Mamun | 01 / 06 / 2022 |
| 4 | Project management and controls | Mohammed Mahin Ibnay Mamun | 01 / 06 / 2022 |
| 5 | requirements | Mohammed Mahin Ibnay Mamun | 01 / 06 / 2022 |

**Approvals**

This document requires the following approvals:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** | **Version** |
| Managing director | Mr Elves | Mr.Elves | 1 / 6 / 22 | 1 |
| Project Manager | Mohammed mahin ibnay mamun | m.mahin | 1 / 6 / 22 | 1 |
| Senior Software developer | Steven taylor | s.taylor | 1 / 6 / 22 | 1 |
| Senior network developer | Israel shodeinde | I.shodeinde | 1 / 6 / 22 | 1 |
| Software developer | Charlotte brooks | c.brooks | 1 / 6 / 22 | 1 |
| Software developer | Verity Liddle | V.little | 1 / 6 / 22 | 1 |
| Cloud engineer | Mrugagya Mulay | M.mulay | 1 / 6 / 22 | 1 |
| Junior cloud engineer | Cameron Middleton | c.middleton | 1 / 6 / 22 | 1 |
| Junior network engineer | Harry Scott | H.scott | 1 / 6 / 22 | 1 |

**Distribution**

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Date of Issue** | **Version** |
| Project Manager | Mohammed mahin ibnay mamun | 1 / 6 / 22 | 1 |
| Managing Director | Mr Elves | 1 / 6 / 22 | 1 |
| Senior Software Developer | Steven taylor | 3/6/22 | 1 |
| Senior Network Engineer | Israel shodeinde | 3/6/22 | 1 |
| Cloud Engineer | Mrugagya Mulay | 4/6/22 | 1 |

**Purpose of the Project Initiation Document**

The purpose of having a project initiation document is to track progress and complete a project task before a deadline. By following a project initiation document, you will be more successful in performing your acquired task. The use of a project initiation document is to show how you will work through your project with your team through the given time by the client and testing areas which may occur.

The need for this document is for employees, stakeholders and anyone else involved in the project so they know what we are working on, when and how. An example would be, how accurately the project is running with the timestamps and milestone. It is shown that relying on a project initiation document will lead to succeeding your deadlines as well as overall success in managing.

The disadvantages of not using a pid document lead to:

* missing deadlines / milestones
* exceeding given budget

**Project Aims:**

* monitor deployed e-learning solutions
* support development of its learning platforms
* integrate with the company’s central systems
* enable remote and collaborative working for developers

Mr elves feels the new system will:

* provide quicker access during peak times
* minimise security risks
* improve customer support
* allow more effective support and maintenance for deployed solutions
* provide improved development, testing and integration tools for developers

The system to be developed will require:

* a customised development, testing and integration system
* customer management and support system
* the installation and configuration of a local server
* the installation of network infrastructure
* deployment and configuration of a cloud server
* new equipment and training for staff

**Project Management and Control:**

one great use of this document is for planning beforehand as well as managing throughout. In this document, we can see our: goals, requirements, targets and milestones. Anybody who has an interest towards this project can use this document for guidance. All involved in the project such as the: managers, employees, stakeholders, developers, engineers and members all will also find in this document assumptions and issues which they can use to plan ahead of how to make this project successful. This document also has a table which shows a few possible risk management strategies, along with how effective they are and how affecting to our project. As well as the risk we have also added a contingency plan which we can follow if necessary.

**Background to the Proposed Work:**

The company KJ Elearning Ltd works to provide e-learning solutions and server/ software support for individuals and students. KJ Elearning is a growing company which consists of 800 employees across 5 reginal offices. Until this point, the company has 10,000 external users, however they are willing to continue upgrading their systems.

**Purpose of the project:**

The company has reached out to us to be their project manager to help upgrade the software and infrastructure at one office. Our aim is to only work on upgrading the system of one office. However, the company has also said if we are successful, they may want us to work on other regional offices. For this project our aim Is to upgrade the system. In order to do that we need to consider the request given to us by the managing director:

* monitor deployed e-learning solutions
* support development of its learning platforms
* integrate with the company’s central systems
* enable remote and collaborative working for developers

**Responsibilities:**

I as the Project managers will be responsible for the materials and any extra resources needed. I will also be are responsible for budgeting when if we need to go above our limit. Each employee will have their own responsibilities which they need to carry out.

The senior software developers are responsible for the following:

* creating the customer support and management system
* creating the customised development, testing and integration system
* setting up backend for support and development systems
* integration with the company’s central system
* software testing

In this task, software developers are in charge of:

* creating the customer support and management system
* creating the customised development, testing and integration system
* software testing.

Senior network engineers are responsible for:

* installing and configuring local server
* configuring security protocols
* installing network infrastructure
* installing and configuring hardware
* stress testing
* hardware testing

The responsibilities for the junior network engineer are:

* installing and configuring local server
* installing network infrastructure
* installing and configuring hardware
* hardware testing.

Cloud engineers will be responsible for the following:

* creating the customer support and management system
* creating the customised development, testing and integration system
* setting up backend for support and development systems
* integration with the company’s central systems
* setting up and configuring cloud server
* stress testing

The junior cloud engineer has responsibility for:

* creating the customer support and management system
* creating the customised development, testing and integration system

**Materials:**

the company KJ E-learning has assigned a budget of £145,000. This budget will be used in numerous ways.

* Buying equipment
* Paying staff
* Purchasing software’s
* Cost of servers
* Infrastructures
* maintenance
* Office computer

The total cost that we can complete this project in is £130,000

**objectives**

|  |  |  |
| --- | --- | --- |
| **SMART objective** | **Achieved?** | **Date and Comments** |
| Does everyone specifically know their roles and what they are responsible for doing in this project? |  | 4/6/22 – by this date everyone on the team knows their role. |
| Is the allocated budget enough to complete this project? |  | 1/6/22 – yes, all the cost including labour and equipment’s cover the budget |
| Is it a possibe project to complete? Have other completed projects like this in the past? |  | 1/6/22 – yes, the company has succeeded in similar task |
| Is the overall target/aim reasonable? |  | 1/6/22- yes |
| Is there enough time dedicated to this project? Will the project be completed by the deadline? Will timestamps and milestones be reached? |  | 1/6/22 – using this pid document as a guidance, yes. Once we have a Gant chart it will be more successful |

**Scope**

The scope of the business will only be reached if the team follow the given timestamps and milestones. Once all employees who are working on this project receive this project initiation document, they will clearly know what their roles are and what they each have responsibly for completing. One the project proceeds, a Gant chart will be created, this can be used by the managing director or the project manager to track where the project is and if it will be completed by the allocated deadline. If each employee creates or receives a Gant chart, they will know exactly how much work needs to be completed and when. With the team members owning a Gant chart, it also will be useful to show weather they are working too slow or fast.

**Business Case**

the company has already made regional offices to E- learning. They want their system to be upgraded so it can:

• minimise security risks

• improve customer support

• allow more effective support and maintenance for deployed solutions

• provide improved development, testing and integration tools for developers

monitor deployed e-learning solutions

• support development of its learning platforms

• integrate with the company’s central systems

• enable remote and collaborative working for developers

The company has also required:

a customised development, testing and integration system

• customer management and support system

• the installation and configuration of a local server

• the installation of network infrastructure

• deployment and configuration of a cloud server

• new equipment and training for staff

**Assumptions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assumption** | **Validated by** | **Status** | **Comments** |
| 2 major faults in hardware testing | Mohammed Mahin Ibnay Mamun & Mr Elves |  |  |
| 4 minor faults in hardware testing | Mohammed Mahin Ibnay Mamun & Mr Elves |  |  |
| 3 major faults in software testing | Mohammed Mahin Ibnay Mamun & Mr Elves |  |  |
| 8 minor faults in software testing | Mohammed Mahin Ibnay Mamun & Mr Elves |  |  |

**Constraints**

|  |  |  |  |
| --- | --- | --- | --- |
| **Constraint** | **Validated by** | **Status** | **Comments** |
| Time for testing and any errors or problems with testing | Mohammed Mahin Ibnay Mamun & Mr Elves |  |  |
| Budget and price for pc and other hardware | Mohammed Mahin Ibnay Mamun & Mr Elves |  |  |
| Limit of space | Mohammed Mahin Ibnay Mamun & Mr Elves |  |  |
| Connection and accessibility to each device individually | Mohammed Mahin Ibnay Mamun & Mr Elves |  |  |
|  |  |  |  |

**Risk Management Strategy**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Probability** | **Impact** | **Severity** | **Contingency Plan** |
| Testing time runs over allocated time |  |  |  | Will need to reduce time elsewhere in the project to cover this |
| Project client makes a change |  |  |  | PM will discuss if its possible to carry on and ask for an extended deadline |
| Damage or theft to hardware |  |  |  | Project will carry on when new equipment arrives |
| Too much or too less equipment |  |  |  | Refund if too much. Buy more if needed. May cost a day or so. |
| Member of staff becomes sick or takes of |  |  |  | Employee can try do the work from home or someone else will have to take over if they have free time. |

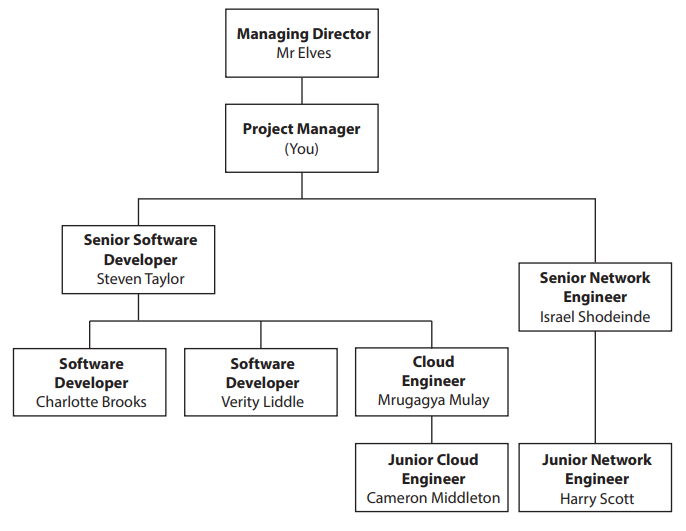
**Deliverables**

|  |  |  |
| --- | --- | --- |
| **Item** | **Components** | **Description** |
| Cloud server | Network  Storage | This is storage component which can be used to keep data saved used by employee |
| Local server | Network  Storage | This is storage component which can be used to keep data saved used by employee |
| Infrastructure | Network connection | Will be used by employees for the project |
| Maintenance costs | Equiptment  Hardware | Will be paid of by PM |
| Office computers | Equiptment  Devices  hardware | Will be used by employees |

**Stakeholders**

|  |  |
| --- | --- |
| **Stakeholder** | **Responsibility** |
| Managing Director/ Mr Elves | Will give orders to other employees on which areas they need to work on. |
| Project Manager / mohammed mahin ibnay mamun |  |
| Senior Software Developer / Steven Taylor | The senior software developer is responsible for controlling and watching over the system and application made by the software developers.   * creating the customer support and management system * creating the customised development, testing and integration system * setting up backend for support and development systems * integration with the company’s central system * software testing |
| Senior Network Engineer / Israel Shodeinde | • installing and configuring local server  • configuring security protocols  • installing network infrastructure  • installing and configuring hardware  • stress testing  • hardware testing |
| Software Developer / Charlotte Brooks & Verity Liddle | • creating the customer support and management system  • creating the customised development, testing and integration system  • software testing. |
| Cloud Engineer / Mrugagya Mulay | • creating the customer support and management system  • creating the customised development, testing and integration system  • setting up backend for support and development systems  • integration with the company’s central systems  • setting up and configuring cloud server  • stress testing |
| Junior Cloud Engineer/ Cameron Middleton | • creating the customer support and management system  • creating the customised development, testing and integration system |
| Junior Network Engineer / Harry Scott | • installing and configuring local server  • installing network infrastructure  • installing and configuring hardware  • hardware testing. |

**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 | Beginning from the implementation stage | Through online calls and 1 to 1 | To test the devices |
| The Project manager, Developers, Junior and senior software engineers | Per week | In office Meeting | Talk about deadlines and discuss the work being done and what needs doing |
| 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. |