# Organizational structure and infrastructure

The purpose of this section is to provide details for the Organizational structure of the project as well as the details for the infrastructure used.

## Organizational structure

The following section describes the organizational structure of the Finance Portal 2.0 team and their responsibilities. The team will be organized with matrix structure and people supporting from various internal divisions. Staffing will be internal, and the Project Sponsor is from the management team. Staffing requirements for the Finance Portal 2.0 include the following:

Project Manager (1 position) – responsible for all management activities for the Finance Portal 2.0 project. The Project Manager is responsible for planning, creating, and/or managing all work activities, variances, tracking, reporting, communication, performance evaluations, staffing, and internal coordination with functional managers. Works closely with the Project Sponsor and the team in order to achieve successful deliveries. John Green will act as Project Manager and he will be responsible for executing the project plan.

Technical coordinators (2 positions) - senior developers who are responsible for oversight of all coding and programming tasks for the Finance Portal 2.0 project as well as ensuring functionality is compliant with quality standards. There are two positions for Technical Coordinators, and it is expected that one of them is proficient in frontend technologies, while the other one is proficient in the backend technologies. The Technical Coordinators are responsible for working with the Project Manager to create work packages, manage risk, manage schedule, identify requirements, and create reports. Additionally, the Technical Coordinators are responsible for coaching the Developers. The Technical coordinators will be managed by the Project Manager who will provide performance feedback to the functional manager.

Developer (4 positions) – responsible for coding and programming for the Finance Portal 2.0 project. All coding and programming tasks will be reviewed by the technical coordinators prior to implementation. Responsibilities also include assisting with risk identification, determining impacts of change requests, and status reporting. The Developers will be managed by the Technical Coordinators and feedback will be provided to the functional manager for performance evaluations by the Project Manager and Technical Coordinators.

Quality Assurance Specialist (2 positions) – responsible for assisting the Project Manager in creating and tracking quality control and assurance standards. The Quality Assurance Specialists will create tests plans and manage manual and automated testing. The Quality Specialists will be managed by the Project Manager and the Technical coordinators who will provide feedback to the functional manager for performance evaluations.

Business Analyst (1 position) – responsible for helping the team to fulfill the requirements expected from the business. The Business Analyst has deep insight of the business area and the main task will be to specify and clarify requirements for the system based on the insights from the Project Sponsor. The Business Analyst will work closely with the development team and the Project Manager. The Project Manager will be responsible for managing the Business Analyst and providing feedback to the functional manager for performance evaluations.

Project Sponsor (1 position) – expert of the field who is responsible for defining the requirements and features for the system. The Project sponsor works closely with the Project Manager and the Business Analyst to plan, manage and organize the requirements as well to monitor the development of the features.

The Project Manager will negotiate with all necessary divisional functional managers in order to identify and assign resources for the Finance Portal 2.0 Project. All resources must be approved by the appropriate functional manager before the resource may begin any project work. The project team will not be co-located for this project and all resources will remain in their current workspace.

## Equipment and infrastructure

Every stakeholder will be provided with working station for the duration of the project. The station consists of laptop, two monitors, keyboard, mouse and docking station. The laptops which will be provided are rented from external company and each of the stakeholders can between Lenovo P1 (Windows OS) and MacBook Pro (macOS).

Existing file server will be used for document tracking and storing. Licenses for software managing tool will be provided.

Development servers and database will be provided. IDE licenses for the development team will be provided.

For the quality assurance activities, test server and database setup will be provided.

TODO – Add these as expenses

## Project responsibilities

This section describes the responsibilities in detail for each of the project team members. The responsible team member should create the corresponding document and add it to the project file system.

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| Activity / Document | Phase | Responsible |
| Chatter document | System concept phase | Project Manager, Project Sponsor |
| Feasibility study | System concept phase | Project Manager |
| Software Project Management Plan | Planning | Project Manager |
| Software Requirements Specification | Planning | Business Analyst |
| Software Design Document | Execute and monitor | Technical Coordinators |
| Code | Execute and monitor | Technical coordinators and Developers |
| Test plans and Quality Control | Execute and monitor | Quality Assurance Specialists |
| Artefacts and deployments | Execute and monitor | Technical Coordinators |
| Approvals | Execute and monitor | Business Analyst, Project Sponsor, Project Manager |
| Software Production Release | Closing | Project Manager and Technical Coordinators |
| User Manual | Closing | Project Manager and Business Analyst |
| Software Documentation | Closing | Technical coordinators |

Table 2 Project team members responsibilities