Al Imam Mohammad Ibn Saud Islamic University
College of Computer and Information Sciences
Information Systems Department

Course Title:	IS Project Management
Course Code:	IS 336
Course Instructor:	Dr. Majed A. Albraithen
Evaluation Type:	Course Project (Presentation + Report)
Semester:	First Semester 2022
Date:	Sunday / 13th of November 2022
Duration:	Open
Marks:	20 Marks
Privileges:	☐ Open Book ☐ Open Notes ☐ Calculator Permitted ☐ Laptop Permitted

Students Names (in English):	Nawaf Khalid Almane
	Abdulmalik Abdulaziz Almonif
	Meshari Abdulhadi Alqahtani
	Abdullah abdulaziz almousa
Students IDs:	441017320
	441013517
	441014545
	440014567
Section No.:	171

Official Use Only		
Question	**Student Marks**	**Question Marks**
Presentation — S1		5
Presentation — S2		
Presentation — S3		
Report		15
Total — S1		20
Total — S2		
Total — S3		

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Course Project Presentation Evaluation Sheet

Criteria No.	Major Criteria Category	Criteria Wight	Students Grades	
1	Presentation Design (content presentation effectiveness)	10	1	
			2	
			3	
2	Organized presentation logically (coherence)	10	1	
			2	
			3	
3	Student behaviour (eye contact with audiences)	10	1	
			2	
			3	
4	Speaking skills (spook loudly enough, slowly and clearly)	10	1	
			2	
			3	
5	Did not read presentation	10	1	
			2	
			3	
6	Balance between speakers & strength of speakers transitions	10	1	
			2	
			3	
7	Presentation topic understanding	20	1	
			2	
			3	
8	Presentation time management (Timeliness)	10	1	
			2	
			3	
9	Question responsiveness (ability to answer questions)	10	1	
			2	
			3	
	Total Out of 100	100	1	
			2	
			3	
	Net Total Out of 5	5	1	
			2	
			3	

Course Project Report Evaluation Sheet

Criteria No.	Major Criteria Category	Sub-Category	Criteria Wight	Criteria Status C: Completed I: Incomplete U: Unavailable	Student Grade
1	Project Scope Management	1.1 Requirement – 1	4	(C) (I) (U)	
		1.2 Requirement – 2	2	(C) (I) (U)	
		1.3 Requirement – 3	2	(C) (I) (U)	
		1.4 Requirement – 4	2	(C) (I) (U)	
		1.5 Requirement – 5	2	(C) (I) (U)	
		1.6 Requirement – 6	2	(C) (I) (U)	
		1.7 Requirement – 7	2	(C) (I) (U)	
		1.8 Requirement – 8	2	(C) (I) (U)	
		1.9 Requirement – 9	2	(C) (I) (U)	
		1.10 Requirement – 10	2	(C) (I) (U)	
		1.11 Requirement – 11	2	(C) (I) (U)	
		1.12 Requirement – 12	2	(C) (I) (U)	
		1.13 Requirement – 13	2	(C) (I) (U)	
2	Project Time Management	2.1 Requirement – 1	4	(C) (I) (U)	
		2.2 Requirement – 2	4	(C) (I) (U)	
		2.3 Requirement – 3	4	(C) (I) (U)	
		2.4 Requirement – 4	4	(C) (I) (U)	
3	Project Cost Management	3.1 Requirement – 1	2	(C) (I) (U)	
		3.2 Requirement – 2	2	(C) (I) (U)	
		3.3 Requirement – 3	2	(C) (I) (U)	
		3.4 Requirement – 4	2	(C) (I) (U)	

4	Project Human Resource Management	4.1 Requirement – 1	2	(C) (I) (U)	
		4.2 Requirement – 2	1	(C) (I) (U)	
		4.3 Requirement – 3	1	(C) (I) (U)	
5	Project Communications Management	5.1 Requirement – 1	2	(C) (I) (U)	
		5.2 Requirement – 2	1	(C) (I) (U)	
		5.3 Requirement – 3	1	(C) (I) (U)	
6	Report finishing	6.1 Requirement – 1	15	(C) (I) (U)	
7	Report formatting	7.1 Requirement – 1	15	(C) (I) (U)	
8	Students project understanding	8.1 Requirement – 1	10	(C) (I) (U)	
Total Out of 100			**100**		
Net Total Out of 15			**15**		

1. Project Scope Management

1.1- Create a WBS for this project and enter the tasks in MS Project as well as create the necessary milestones and summary tasks.

	ⓘ	Task Mode	Task Name	Duration
0			▲ **Software Training project V2.0**	**158 days**
1		📌	▲ **1.1 Review off the shelf trainnig materials**	**9 days**
2	📅		1.1.1 Gather information aboute three vendor	4 days
3	📅		1.1.2 review and decide which vendor	5 days
4	📅		**1.2 Negotiate a contract with the selected vendor to its materials**	**1 day**
5			▲ **1.3 Develop communications information and Disseminate the information**	**8 days**
6	📅		1.3.1 Develop Communication plan	8 days
7	📅		1.3.2 Disseminate the program information	0 days
8			▲ **1.4 Survey**	**2 days**
9	📅		1.4.1 Create survey	2 days
10	📅		1.4.2 Publish survey	0 days
11	📅		**1.5 Administer the survey**	7 days
12			**1.6 Solicit qualified volunteers to teach the courses.**	5 days
13			▲ **1.7 develop a list of preferred instructors**	**13 days**
14	📅		1.7.1 Review resumes	3 days
15	📅		1.7.2 interview candidates	10 days
16			1.7.3 develop a list of preferred instructors	0 days
17			▲ **1.8 Coordinate with the Facilities department to build three classrooms**	**19 days**
18	📅		1.8.1 Searching for PCs, teacher and projector provider	7 days
19	📅		1.8.2 coordinate the classroom	12 days
20	📅		**1.9 Schedule courses**	5 days
21			**1.10 Develop a fair system to signing up for classes.**	8 days
22			**1.11 Develop a course evaluation**	2 days
23	📅		**1.12 Offer classes**	90 days

2. Project Time Management

2.1- Enter realistic durations for each task and then link appropriate tasks. Be sure that all tasks are linked in some fashion to the start and end of the project. Assume that you have six months to complete the entire project.

		Task Mode	Task Name	Duration	Start	Finish
0			◢ **Software Training project V2.0**	**158 days**	**Tue 11/15/22**	**Fri 6/23/23**
1		📌	◢ **1.1 Review off the shelf trainnig materials**	**9 days**	**Tue 11/15/22**	**Sun 11/27/22**
2	📅		1.1.1 Gather information aboute three vendor	4 days	Tue 11/15/22	Sun 11/20/22
3	📅		1.1.2 review and decide which vendor	5 days	Mon 11/21/22	Sun 11/27/22
4	📅		**1.2 Negotiate a contract with the selected vendor to its materials**	1 day	Tue 11/29/22	Tue 11/29/22
5			◢ **1.3 Develop communications information and Disseminate the information**	**8 days**	**Mon 1/2/23**	**Wed 1/11/23**
6	📅		1.3.1 Develop Communication plan	8 days	Mon 1/2/23	Wed 1/11/23
7	📅		1.3.2 Disseminate the program information	0 days	Wed 1/11/23	Wed 1/11/23
8			◢ **1.4 Survey**	**2 days**	**Thu 1/12/23**	**Sun 1/15/23**
9	📅		1.4.1 Create survey	2 days	Thu 1/12/23	Sun 1/15/23
10	📅		1.4.2 Publish survey	0 days	Sun 1/15/23	Sun 1/15/23
11	📅		**1.5 Administer the survey**	7 days	Mon 1/16/23	Tue 1/24/23
12			**1.6 Solicit qualified volunteers to teach the courses.**	5 days	Wed 1/25/23	Tue 1/31/23
13			◢ **1.7 develop a list of preferred instructors**	**13 days**	**Wed 2/1/23**	**Sun 2/19/23**
14	📅		1.7.1 Review resumes	3 days	Wed 2/1/23	Fri 2/3/23
15	📅		1.7.2 interview candidates	10 days	Mon 2/6/23	Sun 2/19/23
16			1.7.3 develop a list of preferred instructors	0 days	Sun 2/19/23	Sun 2/19/23
17			◢ **1.8 Coordinate with the Facilities department to build three classrooms**	**19 days**	**Mon 11/28/22**	**Thu 12/22/22**
18	📅		1.8.1 Searching for PCs, teacher and projector provider	7 days	Mon 11/28/22	Tue 12/6/22
19	📅		1.8.2 coordinate the classroom	12 days	Wed 12/7/22	Thu 12/22/22
20	📅		**1.9 Schedule courses**	5 days	Wed 12/14/22	Wed 12/28/22
21			**1.10 Develop a fair system to signing up for classes.**	8 days	Thu 12/29/22	Mon 1/9/23
22			**1.11 Develop a course evaluation**	2 days	Tue 1/10/23	Wed 1/11/23
23	📅		**1.12 Offer classes**	90 days	Mon 2/20/23	Fri 6/23/23

2.2- Print the Gantt chart view for the project.

2.3- Print Network Diagram view for the project.

- Print the Schedule table to see key dates and slack times for each task.

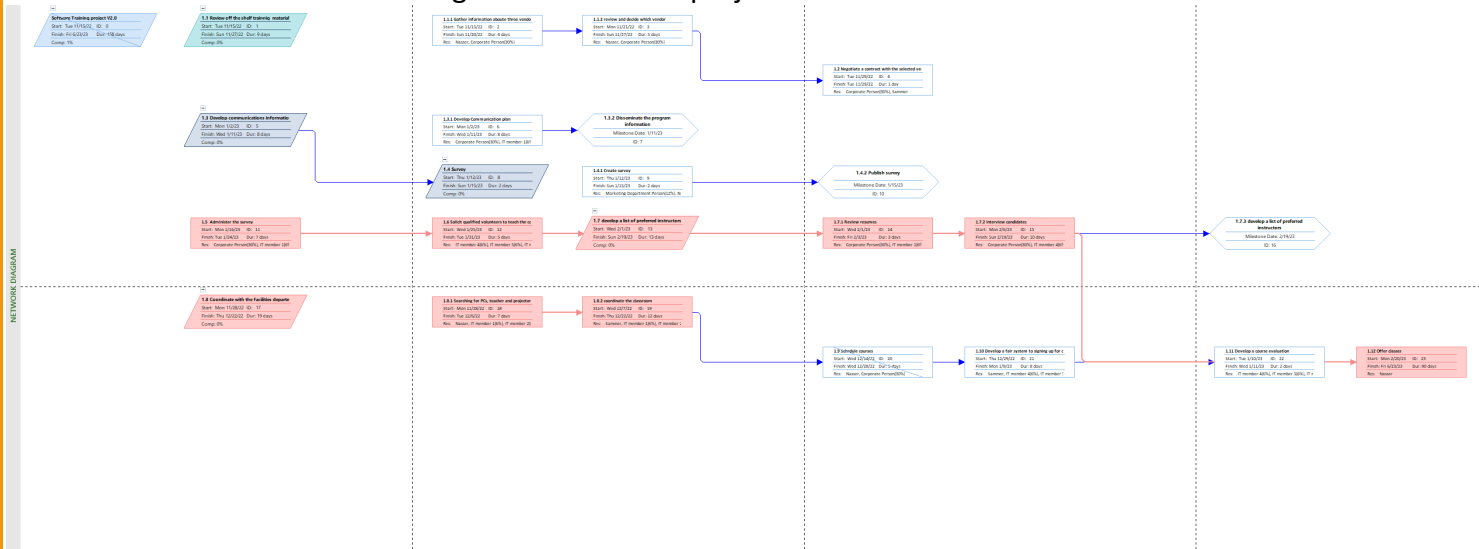| #	Task Name	Start	Finish	Late Start	Late Finish	Free Slack	Total Slack
0	Software Training project V2.0	Tue 11/15/22	Fri 6/23/23	Tue 11/15/22	Fri 6/23/23	0 days	0 days
1	1.1 Review off the shelf trainnig materials	Tue 11/15/22	Sun 11/27/22	Mon 6/12/23	Thu 6/22/23	149 days	149 days
2	1.1.1 Gather information aboute three vendor	Tue 11/15/22	Sun 11/20/22	Mon 6/12/23	Thu 6/15/23	0 days	149 days
3	1.1.2 review and decide which vendor	Mon 11/21/22	Sun 11/27/22	Fri 6/16/23	Thu 6/22/23	1 day	149 days
4	1.2 Negotiate a contract with the selected vendor to its materials	Tue 11/29/22	Tue 11/29/22	Fri 6/23/23	Fri 6/23/23	147 days	147 days
5	1.3 Develop communications information and Disseminate the information	Mon 1/2/23	Wed 1/11/23	Mon 6/12/23	Thu 6/22/23	0 days	115 days
6	1.3.1 Develop Communication plan	Mon 1/2/23	Wed 1/11/23	Mon 6/12/23	Wed 6/21/23	0 days	115 days
7	1.3.2 Disseminate the program information	Wed 1/11/23	Wed 1/11/23	Thu 6/22/23	Thu 6/22/23	115 days	115 days
8	1.4 Survey	Thu 1/12/23	Sun 1/15/23	Thu 6/22/23	Fri 6/23/23	114 days	114 days
9	1.4.1 Create survey	Thu 1/12/23	Sun 1/15/23	Thu 6/22/23	Fri 6/23/23	0 days	114 days
10	1.4.2 Publish survey	Sun 1/15/23	Sun 1/15/23	Fri 6/23/23	Fri 6/23/23	114 days	114 days
11	1.5 Administer the survey	Mon 1/16/23	Tue 1/24/23	Mon 1/16/23	Tue 1/24/23	0 days	0 days
12	1.6 Solicit qualified volunteers to teach the courses.	Wed 1/25/23	Tue 1/31/23	Wed 1/25/23	Tue 1/31/23	0 days	0 days
13	1.7 develop a list of preferred instructors	Wed 2/1/23	Sun 2/19/23	Wed 2/1/23	Fri 6/23/23	0 days	0 days
14	1.7.1 Review resumes	Wed 2/1/23	Fri 2/3/23	Wed 2/1/23	Fri 2/3/23	0 days	0 days
15	1.7.2 interview candidates	Mon 2/6/23	Sun 2/19/23	Mon 2/6/23	Mon 2/20/23	0 days	0 days
16	1.7.3 develop a list of preferred instructors	Sun 2/19/23	Sun 2/19/23	Fri 6/23/23	Fri 6/23/23	89 days	89 days
17	1.8 Coordinate with the Facilities department to build three classrooms	Mon 11/28/22	Thu 12/22/22	Mon 11/28/22	Thu 12/22/22	0 days	0 days
18	1.8.1 Searching for PCs, teacher and projector provider	Mon 11/28/22	Tue 12/6/22	Mon 11/28/22	Tue 12/6/22	0 days	0 days
19	1.8.2 coordinate the classroom	Wed 12/7/22	Thu 12/22/22	Wed 12/7/22	Thu 12/22/22	0 days	0 days
20	1.9 Schedule courses	Wed 12/14/22	Wed 12/28/22	Wed 12/14/22	Fri 2/3/23	0 days	26 days
21	1.10 Develop a fair system to signing up for classes.	Thu 12/29/22	Mon 1/9/23	Mon 2/6/23	Wed 2/15/23	0 days	27 days
22	1.11 Develop a course evaluation	Tue 1/10/23	Wed 1/11/23	Thu 2/16/23	Fri 2/17/23	26 days	26 days
23	1.12 Offer classes	Mon 2/20/23	Fri 6/23/23	Mon 2/20/23	Fri 6/23/23	0 days	0 days

3. Project Cost Management

3.1- Assume that you have **6** people from various departments available part time to support the fulltime Human Resources person, **Sammer**, on the project. Assume that **Nasser's** hourly rate is **$30**. *Six people* from the IT department will each spend up to **5.5%** of their time supporting the project. Their hourly rate is **$36.5**. One person from the Marketing department is available **11.75%** of the time at **$21** per hour and one person from corporate is available **30%** of the time at **$27.75** per hour. Enter this information about time and hourly wages into the Resource Sheet. Assume that the cost to build the classrooms will be **$735,000**, and enter it as a fixed cost.

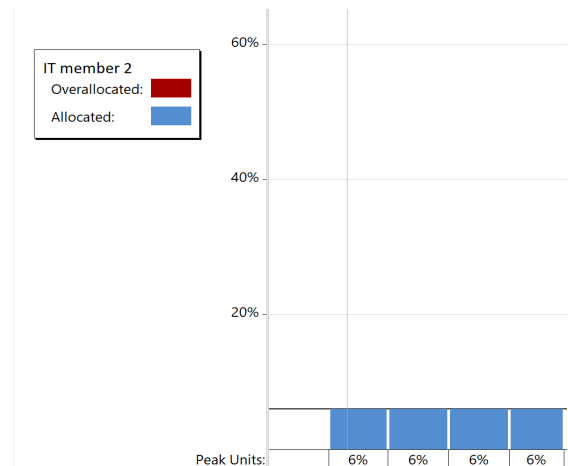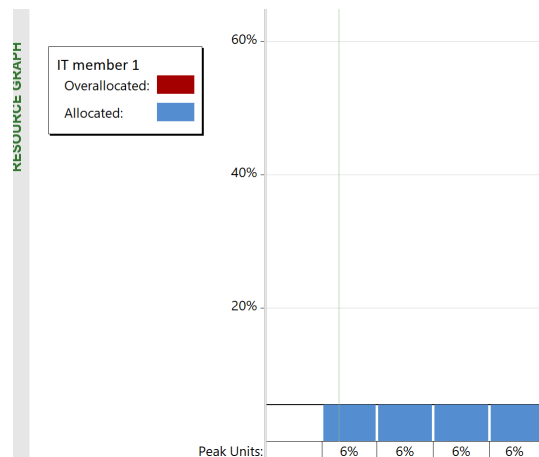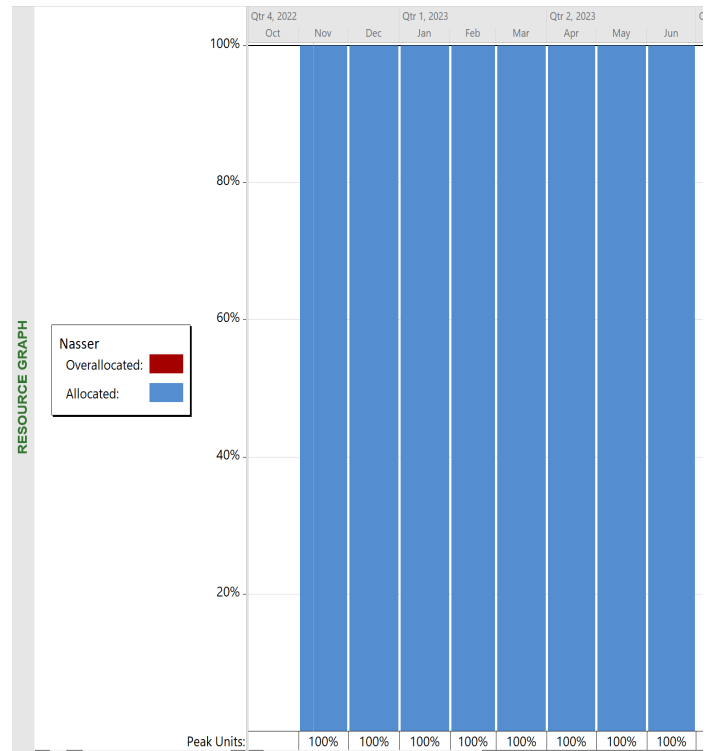|	i	Resource Name	Type	Material	Initials	Group	Max.	Std. Rate	Ovt.	Cost/Use	Accrue	Base
1		Sammer	Work		S		100%	$30.00/hr	$0.00/hr	$0.00	Prorated	Standard
2		Nasser	Work		N		100%	$30.00/hr	$0.00/hr	$0.00	Prorated	Standard
3		IT member 1	Work		I		6%	$36.50/hr	$0.00/hr	$0.00	Prorated	Standard
4		IT member 2	Work		I2		6%	$36.50/hr	$0.00/hr	$0.00	Prorated	Standard
5		IT member 3	Work		I3		6%	$36.50/hr	$0.00/hr	$0.00	Prorated	Standard
6		IT member 4	Work		I4		6%	$36.50/hr	$0.00/hr	$0.00	Prorated	Standard
7		IT member 5	Work		I		6%	$36.50/hr	$0.00/hr	$0.00	Prorated	Standard
8		IT member 6	Work		I5		6%	$36.50/hr	$0.00/hr	$0.00	Prorated	Standard
9		Marketing Department Person	Work		M		12%	$21.00/hr	$0.00/hr	$0.00	Prorated	Standard
10		Corporate Person	Work		C		30%	$27.75/hr	$0.00/hr	$0.00	Prorated	Standard
11		Build classrooms	Cost		B						Prorated	
		preferred instructors										
17		◢ 1.8 Coordinate with the Facilities department to build three classrooms	19 days		Mon 11/28/22	Thu 12/22/22				Build classrooms[$735,000.00]		

3.2- Using your best judgment, assign resources to the tasks.

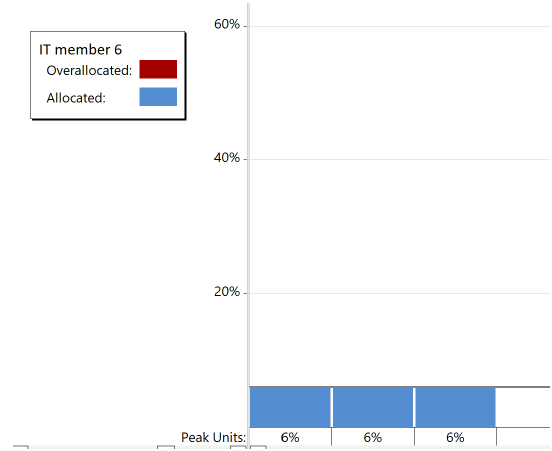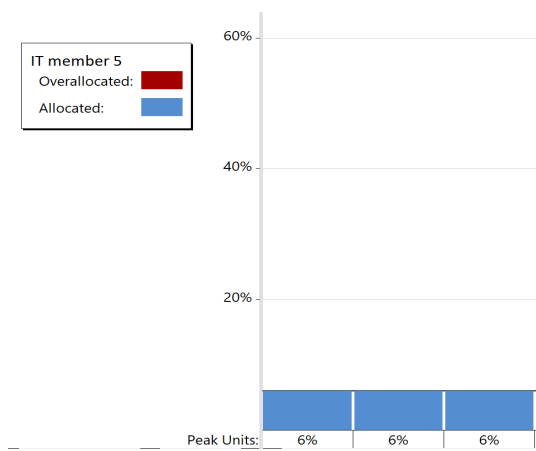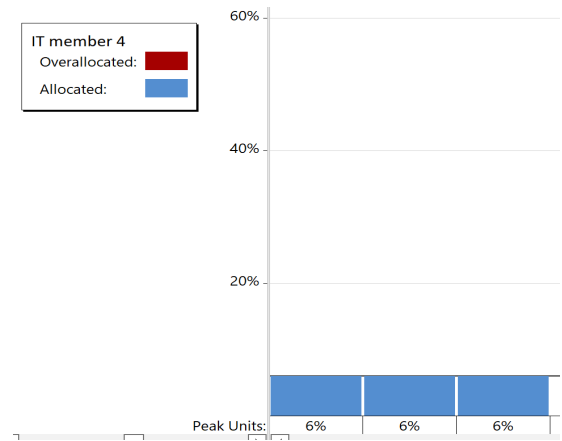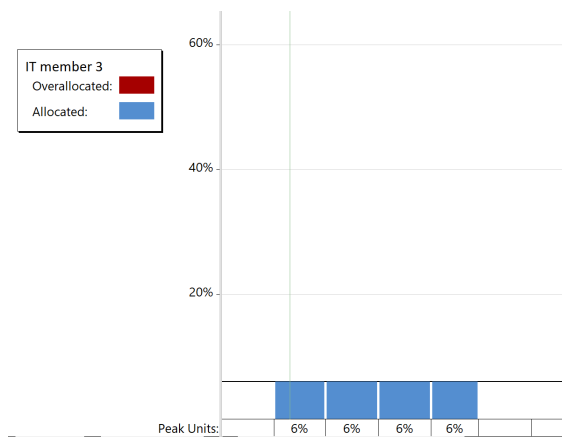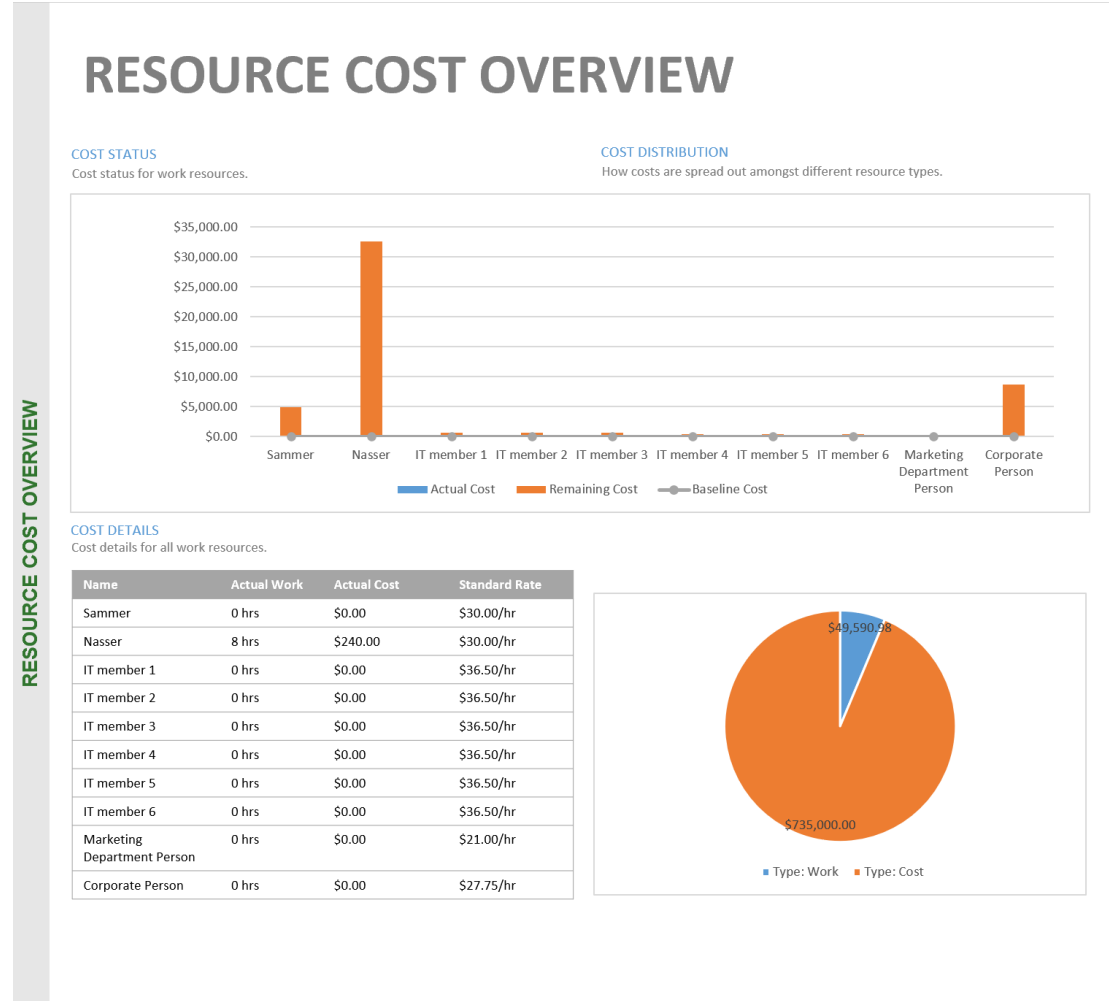|	ℹ	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
0			⊿ Software Training project V2.0	158 days	Tue 11/15/22	Fri 6/23/23		
1		📌	⊿ 1.1 Review off the shelf trainnig materials	9 days	Tue 11/15/22	Sun 11/27/22		
2	📅		1.1.1 Gather information aboute three vendor	4 days	Tue 11/15/22	Sun 11/20/22		Nasser,Corporate Person[30%]
3	📅		1.1.2 review and decide which vendor	5 days	Mon 11/21/22	Sun 11/27/22	2	Nasser,Corporate Person[30%]
4	📅		1.2 Negotiate a contract with the selected vendor to its materials	1 day	Tue 11/29/22	Tue 11/29/22	3	**Corporate Person[30%], Sammer**
5			⊿ 1.3 Develop communications information and Disseminate the information	8 days	Mon 1/2/23	Wed 1/11/23		
6	📅		1.3.1 Develop Communication plan	8 days	Mon 1/2/23	Wed 1/11/23		Corporate Person[30%],IT member 1[6%],IT member 2[6%], IT member 3[6%],Nasser
7	📅		1.3.2 Disseminate the program information	0 days	Wed 1/11/23	Wed 1/11/23	6	
8			⊿ 1.4 Survey	2 days	Thu 1/12/23	Sun 1/15/23	5	
9	📅		1.4.1 Create survey	2 days	Thu 1/12/23	Sun 1/15/23		Marketing Department Person[12%],Nasser,IT member 1[6%],IT mer
10	📅		1.4.2 Publish survey	0 days	Sun 1/15/23	Sun 1/15/23	9	Corporate Person[30%],IT member 1[6%],IT member 2[6%],Marketin
11	📅		1.5 Administer the survey	7 days	Mon 1/16/23	Tue 1/24/23		Corporate Person[30%],IT member 1[6%],IT member 2[6%], IT member 3[6%],Sammer
12			1.6 Solicit qualified volunteers to teach the courses.	5 days	Wed 1/25/23	Tue 1/31/23	11	IT member 4[6%],IT member 5[6%],IT member 6[6%],Nasser
13			⊿ 1.7 develop a list of preferred instructors	13 days	Wed 2/1/23	Sun 2/19/23	12	
14	📅		1.7.1 Review resumes	3 days	Wed 2/1/23	Fri 2/3/23	12	Corporate Person[30%],IT member 1[6%],IT member 2[6%],IT mem
15	📅		1.7.2 interview candidates	10 days	Mon 2/6/23	Sun 2/19/23	14	Corporate Person[30%],IT member 4[6%],IT member 5[6%], IT member 6[6%],Nasser
16			1.7.3 develop a list of preferred instructors	0 days	Sun 2/19/23	Sun 2/19/23	15	
17			⊿ 1.8 Coordinate with the Facilities department to build three classrooms	19 days	Mon 11/28/22	Thu 12/22/22		**Build classrooms[$735,000.00]**
18	📅		1.8.1 Searching for PCs, teacher and projector provider	7 days	Mon 11/28/22	Tue 12/6/22		Nasser,IT member 1[6%],IT member 2[6%],IT member 3[6%]
19	📅		1.8.2 coordinate the classroom	12 days	Wed 12/7/22	Thu 12/22/22	18	Sammer,IT member 1[6%],IT member 2[6%],IT member 3[6%]
20	📅		1.9 Schedule courses	5 days	Wed 12/14/22	Wed 12/28/22	19	Nasser,Corporate Person[30%]
21			1.10 Develop a fair system to signing up for classes.	8 days	Thu 12/29/22	Mon 1/9/23	20	Sammer,IT member 4[6%],IT member 5[6%],IT member 6[6%]
22			1.11 Develop a course evaluation	2 days	Tue 1/10/23	Wed 1/11/23	21	IT member 4[6%],IT member 5[6%],IT member 6[6%],Sammer
23	📅		1.12 Offer classes	90 days	Mon 2/20/23	Fri 6/23/23	22,15	Nasser,Corporate Person[30%]

3.3- View the Resource Graphs for each person. If anyone is over allocated, make Adjustments:

IT member 3
Overallocated:
Allocated:

Peak Units: 6% 6% 6% 6%

IT member 4
Overallocated:
Allocated:

Peak Units: 6% 6% 6%

IT member 5
Overallocated:
Allocated:

Peak Units: 6% 6% 6%

IT member 6
Overallocated:
Allocated:

Peak Units: 6% 6% 6%

Corporate Person
Overallocated:
Allocated:

Peak Units: 30% 30% 30% 30% 30% 30% 30% 30%

Marketing Department P
Overallocated:
Allocated:

Peak Units: 12%
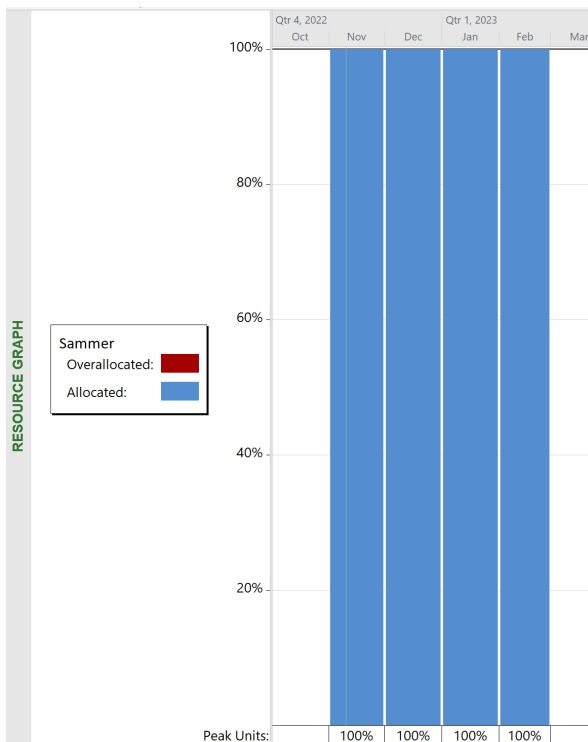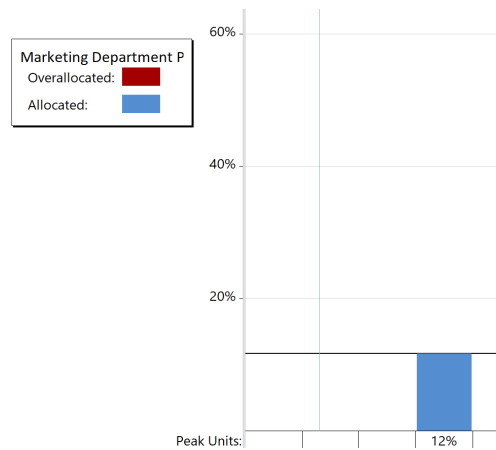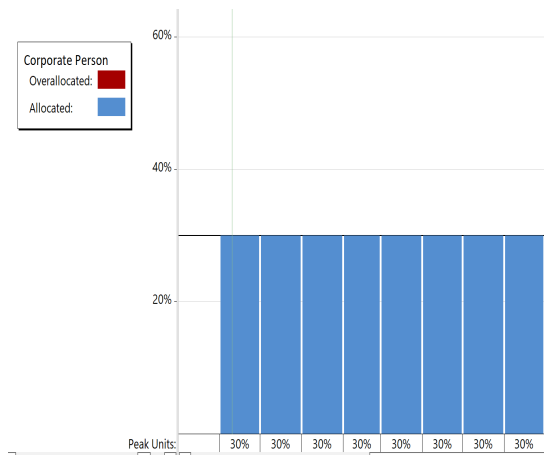
3.4- Print the budget report for the project:

RESOURCE COST OVERVIEW

COST STATUS
Cost status for work resources.

COST DISTRIBUTION
How costs are spread out amongst different resource types.

Actual Cost · Remaining Cost · Baseline Cost

COST DETAILS
Cost details for all work resources.

Name	Actual Work	Actual Cost	Standard Rate
Sammer	0 hrs	$0.00	$30.00/hr
Nasser	8 hrs	$240.00	$30.00/hr
IT member 1	0 hrs	$0.00	$36.50/hr
IT member 2	0 hrs	$0.00	$36.50/hr
IT member 3	0 hrs	$0.00	$36.50/hr
IT member 4	0 hrs	$0.00	$36.50/hr
IT member 5	0 hrs	$0.00	$36.50/hr
IT member 6	0 hrs	$0.00	$36.50/hr
Marketing Department Person	0 hrs	$0.00	$21.00/hr
Corporate Person	0 hrs	$0.00	$27.75/hr

$49,590.98

$735,000.00

Type: Work · Type: Cost

4. Project Human Resource Management

4.1- Assume that the Marketing person **Sammer** be unavailable for **THREE** weeks and then one months into the project. Make adjustments to accommodate this unavailability, so the schedule does not slip and costs do not change. Document the changes from the original plan and the new plan.

Change Working Time

Resource calendar for 'Sammer':

Base calendar: [Standard ⌄]

Legend:

☐	Working
▨	Nonworking
31	Edited working hours

On this calendar:

31	Exception day
31	Nondefault work week

Click on a day to see its working times:

March 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	**16**	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Working times for March 16, 2023:

- 8:00 AM to 12:00 PM
- 1:00 PM to 5:00 PM

Based on:
Default work week on calendar 'Standard'.

Exceptions | Work Weeks

	Name	Start	Finish
1	unavailable	2/21/2023	3/14/2023
2	unavailable	3/19/2023	4/19/2023

[Details...]
[Delete]

[Help]   [OK]   [Cancel]

4.2- Add to each resource **12.5%** raise that starts three months into the project. Print a new budget report:

RESOURCE COST OVERVIEW

COST STATUS
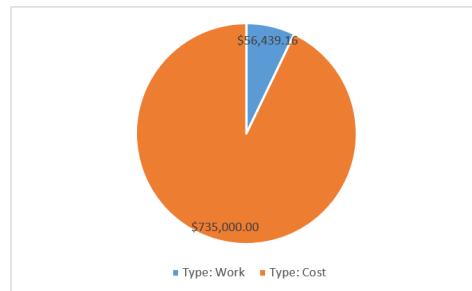Cost status for work resources.

COST DISTRIBUTION
How costs are spread out amongst different resource types.

Legend: Actual Cost — Remaining Cost — Baseline Cost

COST DETAILS
Cost details for all work resources.

Name	Actual Work	Actual Cost	Standard Rate
Sammer	0 hrs	$0.00	$30.00/hr
Nasser	8 hrs	$240.00	$30.00/hr
IT member 1	0 hrs	$0.00	$36.50/hr
IT member 2	0 hrs	$0.00	$36.50/hr
IT member 3	0 hrs	$0.00	$36.50/hr
IT member 4	0 hrs	$0.00	$36.50/hr
IT member 5	0 hrs	$0.00	$36.50/hr
IT member 6	0 hrs	$0.00	$36.50/hr
Marketing Department Person	0 hrs	$0.00	$21.00/hr
Corporate Person	0 hrs	$0.00	$27.75/hr

Pie chart: $56,439.16, $735,000.00
Legend: ■ Type: Work ■ Type: Cost

4.3- Use the Resource Usage View to see each person's work each month. Print a copy:

	Resource Name	Work	Add New Column	Details	Qtr 3, 2022 Jul	Aug	Sep	Qtr 4, 2022 Oct	Nov	Dec	Qtr 1, 2023 Jan	Feb	Mar	Qtr 2, 2023 Apr	May	Jun	Qtr 3, 2023 Jul	Aug	Sep	Qtr 4, 2023 Oct	Nov
1	▷ Sammer	240 hrs		Work					8h	112h	96h	24h									
2	▷ Nasser	1,088 hrs		Work					96h	72h	120h	136h	184h	160h	184h	136h					
3	▷ IT member 1	17.16 hrs		Work					1.32h	7.04h	7.48h	1.32h									
4	▷ IT member 2	18.72 hrs		Work					1.44h	7.68h	8.16h	1.44h									
5	▷ IT member 3	18.72 hrs		Work					1.44h	7.68h	8.16h	1.44h									
6	▷ IT member 4	12 hrs		Work						0.96h	6.24h	4.8h									
7	▷ IT member 5	12 hrs		Work						0.96h	6.24h	4.8h									
8	▷ IT member 6	12 hrs		Work						0.96h	6.24h	4.8h									
9	▷ Marketing Department Person	1.88 hrs		Work							1.88h										
10	▷ Corporate Person	98.4 hrs		Work					24h	9.6h	33.6h	31.2h									
11	▷ Build classrooms			Work																	
				Work																	
				Work																	
				Work																	
				Work																	
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				Work																	

5. Project Communications Management

5.1- Print a Gantt chart for this project Use a timescale that enables the chart to fit on one page. Then copy a picture of the same Gantt chart in PowerPoint and print out the slide.

5.2- Print a "To-do-List" report for each team member: