1. **PROJECT MANAGEMENT**
   1. **Project Initiation**
      1. **Business Case**

This business case describes the project's benefits, how it will solve present business challenges, and the suggestions and reasons for the initiative. The business case also covers in-depth project objectives, performance indicators, presumptions, limitations, and alternative solutions.

* + - 1. **Executive Summary**

This business case will describe the proposed project's approach to resolving the ongoing issue of managing and monitoring the status of newly hired personnel. The suggested method would be innovative and provide a chance to enhance the hospital's human resources division. In-depth project goals, performance metrics, assumptions, restrictions, and alternative solutions are also covered in the business case.

* + - * 1. **Issue**

Managing the human resource department is a great challenge for every business or institution, especially in health care/ hospitals. Below are the issues found in the industry and existing system:

* Choosing the most suitable candidates.
  + Any company must struggle to find the proper candidates. Hiring is, by all accounts, a very challenging process. According to the job site Glassdoor, hiring a new employee takes approximately 23 days. Some positions require considerably more time to fill. According to Leadership IQ, the worst thing is that even filling the post doesn't ensure success; over half (46%) of all new recruits fail to perform after 18 months. This figure demonstrates that recruiting quality recruits is challenging for all companies, not just you. Even some of the most well-known businesses in the world have yet to figure out how to make a great hire.
* Security issues.
* Tracking the new employee’s status and performance.
* Existing system is not reliable for the users.
* Fake Documents.
  + Hiring managers place great weight on the information they learn about their prospects when trying to identify the ideal employee. Job seekers have several opportunities to present themselves how they like to be viewed by potential employers through cover letters, resumes, and interviews. The issue is that candidates' true identities and how they display themselves are frequently at odds. According to a 2015 CareerBuilder poll, 56% of hiring managers had discovered candidates who lied on their applications. These resume fabrications ranged from people exaggerating their expertise and abilities to others fabricating whole work or educational histories. Fortunately, by confirming a candidate's employment history, education, and professional licenses or certificates, companies may utilize criminal background checks to safeguard themselves in this situation. To determine what candidates are capable of doing and how effectively they can do it, think about implementing skills tests or sample work assignments as part of your candidate screening process.
    - * 1. **Anticipated Outcomes**

This proposed project will benefit the hospital - human resources by providing an accurate, fast, and simplified process to accomplish the human resource transaction of the employees. The proposed system aims to solve conditions in the present scenario. It will also produce timely documents and reports, provide minimal problem-solving information, and data may become accessible anytime and anywhere. This will also help the HR manager to recognize or monitor the employee’s performance. This system is also targeted to make it easy to track and check employees’ statuses and view them. This system allows staff to review and follow the employee’s status faster than the existing system.

* + - * 1. **Recommendations**

#### The project teams will be analyzed thoroughly to provide alternatives and various options, then determine the most effective way to address the current problems and improve the hospital management system, human source – 1. The proposed project will migrate the previews data to a new cloud-based system of human resource – 1 to maintain confidentiality from the applicant to employees of the hospital. By moving forward, below are some desirable results of the proposed project:

* To assess user approval of the proposed system.
* To evaluate the proposed system in terms of data security.
* To evaluate the proposed system's efficiency in saving time, exerting effort, and deducting the burden of the users.
* The HR manager will inform the employees of their application status, and the employee will be tracked or monitored skillfully.
  + - 1. **Business Case Analysis Team**

The business case analysis team is made up of the people listed below. These people are in charge and control of the overall hospital management – human resource one project business analysis and creation.

| **Role** | **Description** | **Name/Title** |
| --- | --- | --- |
| Project Manager | Manages the business case and project team. | Ariane Balomaga |
| Document Analyst | Checking the whole business case document ensures that the entire project document is being monitored. | Jerwin Saldivia |
| Software Support/ Programmer | Provides all software support for the project, ensuring everything runs smoothly. | James Philip Gomera |
| System Analyst | Responsible for implementing, maintaining, and supporting the team to meet the business needs of clients or institutions. | Lorenzo Adriane Celis |
| Business Analyst | Determining the company's functional and technological requirements and ranking them in importance. | Mark Lester Reas |

* + - 1. **Problem Definition** 
         1. **Problem Statement**
         2. **Organizational Impact**
         3. **Technology Migration**

A method implemented by the Hospital Management System Human Resource is effectively knowing the applicants' background using the web-based system. To determine immediately whether the applicant qualifies for the requirements or doesn't. Hospital Management System Human Resources part 1 will also enhance the web-based system feature to lessen the employees withdrawing their applicant's form.

**Phase I:**  The Hospital Management System Human Resources will purchase the software to develop the web-based system fully.

**Phase II:**  The Hospital Management System Human Resource will enhance the Online tracking of the web-based system.

**Phase III:**   All applicants' information will be entered into the Hospital Management System Human Resources database once they use the web-based system.

**Phase IV:**   The admin will track those applicants who meet the required requirements and received a seminar

**Phase V:**   The applicant who qualifies in the assessment and evaluation will be given a particular position.

* + - 1. **Project Overview**

The Hospital Management System Human Resource part 1 is a web-based service that assists applicants to have the opportunity to work in a safe environment and allows the human resource department to attract and deploy the right people that will contribute to the institution's growth. The system aims to protect users' information from threats and secure their data.

* + - * 1. **Goals and Objectives**

The hospital management system human resource part 1 supports the following business goals and objectives, along with information on how it does so, in the following table:

| **Business Goal/Objective** | **Description** |
| --- | --- |
| To know about applicants’ backgrounds | The Hospital Management System Human Resource part 1 allows the admin to know the achievement of applicants. |
| Develop the online tracking capability of a web-based system | To track the applicants if they meet the required requirements. |
| To lessen the applicant’s withdrawal. | Listen to applicants' issues to avoid difficulties. |
| User Friendly and interactive | Establish a system that is easy to manage and Designed with a focus on the changing GUI of the program. |

* + - * 1. **Project Performance**

The table below shows the significant resources, processes, or services and their expected business outputs in measuring project performance. These performance indicators will be calculated and specified further in the project plan.

|  | **Performance Measure** |
| --- | --- |
| **Opportunities** | The Hospital Management System Human resource part 1 will target unemployed people looking for employment that matches their abilities and capabilities. |
| **Online Tracking System** | Informing the new employee of their application status on the Hospital Management System. |
| **Staff** | To reduce the cost of the applicants' efforts by providing them with a job that will fit their skills and assess their career records. |
| **Service Outcome** | Acquire System Admin rights by filtering applicant inquiries from the system that is supposed to develop a productive unemployed to a successful worker. |

* + - * 1. **Project Assumption**

The following assumptions apply to the Hospital Management System Human Resource 1. They will be added as additional assumptions are identified, and more project planning is completed.

● On the new web-based system, all new applicants will receive the appropriate training in their specific data status and reporting activities.

● All cluster leaders will offer the assistance required for the project's successful conclusion.

● Executive support and efforts are put into the project.

● All the staff won't necessarily need a lot of time training for using this interface, for it can be provided with manageable and basic design.

● Innovation and development will complement this project's objective.

* + - * 1. **Project Constraints**

The following constraints apply to the Hospital Management System Human Resource 1. They will be added as project planning progresses and further restrictions are recognized.

• There are limited data for the process of Human Resource because of the pandemic

• There is a limited budget to support our sub-system

• There is limited time for the project because it affects the system's quality.

* + - * 1. **Major Project Milestones**

The current list of significant project milestones includes the following. The milestones and target completion dates will be modified, adjusted, and finalized as needed to establish the baseline schedule as the project planning progresses and the program is developed.

| **Milestones/Deliverables** | **Target Date** |
| --- | --- |
| Project Charter | 09/29/2022 |
| Project Plan Review and Completion | 09/26/2022 |
| Project Kickoff | 10/1/2022 |
| Phase I Complete | 10/11/2022 |
| Phase II Complete | 10/20/2022 |
| Phase III Complete | 10/27/2022 |
| Closeout/Project Completion | 11/5/2022 |

* + - 1. **Strategic Alignment**

### This project will help the organization reach the next stage of maturity while directly supporting these strategic efforts to grow our client’s business.

| **Plan** | **Goals/Objectives** | **Relationship to Project** |
| --- | --- | --- |
| 2022 Strategic Plan for Employee Information Management | Provide a more secure process for uploading employees' information. | Information may be easily uploaded to the system, and it supports bulk uploads from different parts so that it is always up to date with the most recent data and assurance that information that is uploaded is secured. |
| 2022 Strategic Plan for Recruitment & On-boarding | Improve processing speed on recruitment and onboarding. | A simple and quick post-hiring procedure for newly hired employees. |

* + - 1. **Cost-benefit Analysis**

The table below summarizes the cost and savings activities related to this Project, their descriptions, and the expenses or savings associated with them during the first year. The net savings for the Project's first year are shown at the bottom of the figure.

| **Action** | **Action Type** | **Description** | **First year costs (- indicates anticipated savings)** |
| --- | --- | --- | --- |
| Purchase Web-based products and licenses. (Domain hosting and SSL Certificate) | Cost | Initial investment for this project | ₱ 828.00 |
| Software installation and training | Cost | Cost for IT group to install new software and for the training group to train all employees | $100,000.00 |
| System maintenance required every 6 months instead of monthly | Savings | Less frequent use of IT resources working on non-value added tasks results in approximately $42,000 savings per year. | -$42,000 |
| Reduce employee turnover by 10% | Savings | Savings in cost to out-process exiting employee and recruit, hire, and train new employees is approximately $50,000 in the first year. | -$50,000 |
| **Net First Year Savings** |  |  | **$247,239.00** |

Based on the cost-benefit analysis above, we see that by authorizing the WP Project, Smith Consulting will save **$247,239.00** in the first year alone. This represents a significant improvement in our operating costs and clearly indicates the benefit this project will have on the company.

* + - 1. **Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approver Name** | **Title** | **Signature** | **Date** |
| Rommel Constantino |  |  |  |
| Jorge Lucero |  |  |  |
| \*Client |  |  |  |

The signatures of the persons listed below indicate that they understand the purpose and content of this agreement. By signing this document, you signal that you approve of the proposed project presented in this business case and that the following actions to construct a formal project under the specifications stated herein may be taken.

* + 1. **Project Charter**

**1.1.2.1 Executive Summary**  
 The human resource part 1 in the hospital management system has various responsibilities; one of these is handling the candidates and monitoring them until it becomes new employee that may contribute to the firm’s productivity. But, managing human resource part 1 is a great challenge for every business and the people in charge. The HR manager and staff encounter incidents and problems regarding the project. Several issues come up while working in human resources part 1. For example, difficulties in choosing suitable candidates for the position also because of poor security measures, securing the password and authentication resulting in data loss of the employees and applicants. However, regarding this matter, our proposed system is responsible for addressing and correcting these security issues and preventing further loss due to the stated problems. The proposed project will help the people in hospital – human resource 1 to improve the process of recruiting the right staff to manage and monitor the performance of the employees furthermore will integrate improved technology solutions with our current platform to establish a more secure and reliable scheme for the users.

### 1.1.2.2 Project Purpose/ Justification

##### The Hospital management system human resource part 1 is migrating into a new cloud-based system that will address current project concerns and can be more beneficial when managing human resource – 1. The project team assures that the problems with the business and project mentioned above will be addressed. Provide an opportunity to maintain confidentiality, privacy, and integrity in users' information. Improve the project's updating process to become more efficient for the users and institutions.

##### **1.1.2.3.1 Business Need/Case** The proposed project has been created to improve and increase the security features of the project due to poor security issues, thus preventing further damage to hospital management system human resources part 1 operation day by day, resulting in financial points and creating problems for the user while using the project as the project becomes successful when the implementation of security and other concerns of the project are met, expected that the cost will be reduced to fill the previous damage. The proposed system is established to improve not only the security issues but also the process regarding recruiting, managing the employee’s performance, and other methods in human resources that may benefit and have an extraordinary impact on the users.

##### **1.1.2.3.2 Business Objectives**

The project's business goals directly contribute to our (company) strategic plan's goals of enhancing information security during the uploading and accelerating the hiring and onboarding processes.

- Improving the security for processing information by storing it in the cloud.

##### **1.1.2.4 Project Description**

**1.1.4.1 Project Objectives and Success Criteria**

##### **1.1.4.2 Requirements**

For this Hospital Management System Human Resources project to be successful, the following conditions must be accomplished.

• The project team needs to test the web tracking system to improve the web-based tracking process and quality. Based on the results of these tests, our developer will make responsible modifications as needed to develop the web tracking system effectively and to run smoothly.

• If the web-based tracking system has an issue or has bugs, the developer and the project team will find a solution immediately to fix that as soon as possible.

As the project moves forward, additional requirements could be added; these need to be approved by the project manager.

##### **1.1.4.3 Constraints**

The following constraints pertain to the Hospital Management System Human Resources:

• Although there are many applicants, there are not enough qualified candidates.

• There are instances when an applicant has excellent credentials, but no positions are open that suit them.

• Due to the incredible number of applicants using the system, our web-based system might slow.

**1.1.4.4 Assumptions**

The list of assumptions is as follows: All parties acknowledge that the assumptions made are correct and proper upon agreement and signature of this document.

• The project sponsor, stakeholders, and all departments fully support this project.

• Through communicating with our partners, hospital agencies can support each other more effectively. This project seeks to provide people with the easiest way of using our web-based system to apply for their specific job position.

• When more resources are required, the team and the project manager will provide them.

##### **1.1.4.5 Preliminary Scope Statement**

Hospital Management System Human Resources part 1 with online tracking is an online job tool that strives to make it convenient for people to find relevant work that is ideal for them. Old recruitment styles or job fairs consume more time and energy. The typical recruiting strategy, in particular, entails stacks of candidate resumes. Both sides may find this type of procedure inconvenient. This is why our project team is pushing to create a web-based system with an online tracker to make it easier for applicants to apply for jobs that fit their skills. This strategy ensures that the applicant saves their time and energy and, if they are qualified, they will be hired and deployed based on their abilities. The applicant can also see their status on our web-based system.

##### **1.1.2.5 Risks**

The following risks for the HOSPITAL MANAGEMENT SYSTEM HUMAN RESOURCE PART 1 project have been identified. The project manager will choose and use the proper risk mitigation and avoidance methods to reduce the possibility of these risks.

- There may be interruptions and malfunctions with the applicant data.

- Incapability to use new approaches in web-based platforms due to lack of knowledge.

**1.1.2.6 Project Deliverables**

### The following deliverables must be met upon completing the HOSPITAL MANAGEMENT SYSTEM HUMAN RESOURCE PART 1 project. These deliverables cannot be altered without the project sponsor's consent.

### 

### - A fully functional and user-friendly interface for applicants.

### - The tracking status for the applicant is functional.

### - Convenient web-based system for Hospital Human resources.

### 1.1.2.7 Summary Milestone Schedule

The milestone schedule for the project summary is shown below. This schedule may change as requirements become more specified. The project manager will discuss any modifications through project status meetings.

|  |  |
| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)** |
| * Project Start | 09/12/2022 |
| * Complete planning process | 09/25/2022 |
| * Complete system design | 10/5/2022 |
| * Complete system prototype | 10/20/2022 |
| * Complete Solution Simulation and Testing | 11/1/2022 |
| * Complete build and coding for system | 11/30/2022 |
| * complete system functional | 12/20/2022 |
| * complete fixing bugs and errors | 1/20/2023 |
| * complete testing to the system | 2/12/2023 |
| * Project Complete | 2/20/2023 |

**1.1.2.8 Summary Budget**

A summary budget based on the estimated expenses involved to complete the project and planned cost components successfully is presented in the table below.

|  |  |
| --- | --- |
| **Summary Budget – List component project costs** | |
| **Project Component** | **Component Cost** |
| * Expenses for gathering data | ₱1000 |
| * Grammarly Checker for documentation | ₱1000 |
| * Software and Licensing (Domain hosting and SSL Certificate) | ₱828 |
| **Total** | **₱2828** |

### 1.1.2.9 Project Approval Requirements

This project will be successful when a thoroughly tested Human Resources Part 1 system and all technical documentation are fully deployed throughout the company within the time and cost constraints specified in this charter. Mr. Jorge Lucero, the Project Sponsor, will determine success and authorize the project's completion.

### 1.1.2.10 Project Manager

For the course of this project, Ariane Mae V. Balomaga will serve as the project manager. In addition to being accountable for the overall project scope, the project team and resources, the project budget, and the success or failure of the project, Ms. Balomaga is also responsible for managing all project tasks, scheduling, and communication. Ms. Balomaga will coordinate all resource requirements through the HR Department Manager (NAME NG HR MANAGER). Ms. Balomaga is authorized to approve all budget expenditures, including the allocated budget amounts. Any additional funding must be requested through the Project Sponsor, Mr. Jorge Lucero. Ms. Balomaga will provide weekly updates to the Project Sponsor.

### 1.1.2.11 Authorization

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

* + 1. **Stakeholder Strategy**
       1. **Introduction**

The Stakeholder Strategy for Hospital management system – human resource 1 Project will define and measure the stakeholder's capability, intention, consistency, and ability to withhold the necessities that this project holds. This strategy will also serve as a cycle tracker in which it can identify where the stakeholders can be involved in an inevitable process. This strategy will come up with decisive planning, such as building a relationship with the responsible incorporates and engaging approaches towards the project's goal.

As identified above, this paper aims to provide a vivid explanation and understanding regarding the type of arrangement that we must have between each stakeholder to detach any implications or threats and bind all the possible opportunities ahead.

However, providing several capable stakeholders does not mean it will contribute a positive and effective improvement to the system. A Hospital management system – human resource part 1 is a dynamic type of project, which indicates that this system needs a regular update to define its integrity and reliability. Therefore, the team will acknowledge a lot of support and understanding from stakeholders, and the exchange of communication must be held beforehand to secure that the project's objective will be met.

* + - 1. **Identify Stakeholders**

To identify potential stakeholders for the project, the project team collaborates with the project manager to conduct a brainstorming session and compile a list of individuals or organizations that the project may affect. As the list is completed, the stakeholders will categorize into two; Internal and external stakeholders. The people within the company will become internal stakeholders. the Administrator, the IT personnel, or any other employee within the company that might be affected by the project. The applicants or other individuals who will not be part of the company but may be affected by the project become the external stakeholders.

To gain a better understanding of the individuals/Organization who may be considered before becoming stakeholders, we established the following criteria to determine whether or not they will be included as stakeholders in the project:

1. 1.Does the person know who will be impacted (both positively and negatively) by the project?
2. 2.Does the individual or their organization hold a position from which they can influence the project's outcome?
3. Does the person identify the current plans for the project?
4. 4.Does this person provide the benefits of project approvals and system operation?
5. 5.Is this person with specific skills that could assist the project team in completing the project?
6. 6.Regarding external stakeholders, is this person qualified to develop more innovative ideas to improve the project's tracking system capabilities?
7. 7.If so, is the individual or organization willing to put forth all of its resources in terms of willingness and support before and after the project's completion?

Stakeholders are anyone who meets one or more of the criteria listed above.

* + - 1. **Key Stakeholder**

The most critical stakeholder in this project is the one who has the most significant influence or stands to be the most negatively impacted by it. The project's key stakeholder is adamantly opposed to the transformation represented by the project. As with the stakeholder mentioned above, the project team will also identify the key stakeholder for this project once they have identified who those stakeholders are. The project manager will devise a strategy for obtaining their input on the level of participation they desire, the frequency and type of communication they prefer, and any concerns or competing interests they may have. The project manager determined the communication strategy to be used, as well as the expectations of the stakeholders for the project's outcome. With the help of constant communication with key stakeholders, the project manager ensures that all reports and concerns are raised during the development process to meet or exceed clients' expectations.

* + - 1. **Stakeholder Analyst**

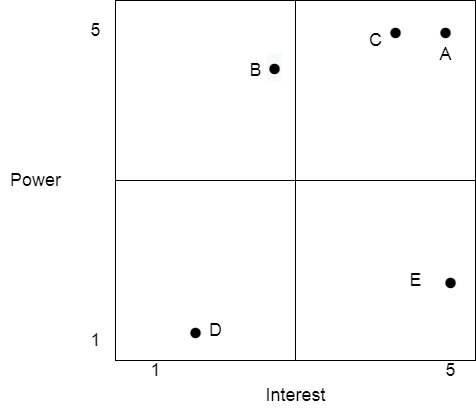
The project team will categorize and evaluate each stakeholder after they have all been recognized as stakeholders. Decide the level of power or influence each stakeholder has over the project, establish the management strategy for each stakeholder, and determine the acceptable levels of communication and participation for each stakeholder.

The project team will group stakeholders according to their department or organization. The project team will use a power/interest matrix to show each stakeholder's possible impact on the project once all stakeholders have been categorized.

The chart below will be used to establish stakeholders and their levels of power and interest for use on the power/interest chart as part of the stakeholder analysis.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key | Organization | Name | Power (1-5) | Interest (1-5) |
| A | Project Manager | A. Balomaga | 5 | 5 |
| B | Project Sponsor | J. Lucero | 4 | 3 |
| C | Project Sponsor | R. Constantino | 5 | 4 |
| D | Supplier | Z.com Philippines | 1 | 2 |
| E | Client |  | 2 | 5 |

Below is the power/interest chart for this Project stakeholders. Each letter represents a stakeholder following the key in the chart above.



Based on the preceding power and interest analysis and chart, stakeholder D will require minimal management effort as it resides in the lower left quadrant of the matrix. Stakeholder B, in the upper left quadrant, must be satisfied by addressing concerns and questions adequately. Stakeholder E must be informed through frequent communication on project status and progress in the lower right quadrant. Stakeholders A and C are key players in the upper right quadrant and must be involved in all project planning and change management levels.

Furthermore, stakeholders B and E should attend all project status meetings, gate reviews, and ad hoc meetings as needed.

Using the power/interest matrix and the stakeholder analysis discussed above, the stakeholder analysis matrix will be used to record the issues, level of engagement, and management approach of the stakeholders. The stakeholder analysis matrix will be examined and modified during the project to reflect any concerns or developments in stakeholder management tactics.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key | Organization | Name | Power (1-5) | Interest (1-5) |
| A | Project Manager | A. Balomaga | 5 | 5 |
| B | Project Sponsor | J. Lucero | 4 | 3 |
| C | Project Sponsor | R. Constantino | 5 | 4 |
| D | Supplier | Z.com Philippines | 1 | 2 |
| E | Client |  | 2 | 5 |

* 1. **Project Planning**
     1. **Project Management Plan**
        1. **Introduction**

**Hospital Management System:** Human Resource 1 is a web-based system that provides an online platform that handles the organization's applicants' and employees' performance, functions, and status. This project will manage the version of human resource – 1 In Hospital management system activities such as recruiting, hiring, and deploying the employee. As the project proceeds forward, this project improved the security to provide a safe and secure environment for the user. This helps the Human Resources staff choose suitable candidates, quickly inform their employees about the status, and prevent creating a varier to the user while using the project.

* + - 1. **Project Management Approach**

The project manager for this project is Ms. Ariane Balomaga; she is responsible for managing and executing this project according to the Project Plan and working with the budgets and schedules. The project team will consist of a Project manager, Programmer, Business Analyst, System Analyst, and testing team. The project manager will coordinate with the business analyst regarding all the resource requirements for the project planning and provide various reports to the project sponsor. The project sponsor will review and approve all the support and guides and help with the additional funding and project planning. Any approval authority given to the project manager should be delegated in writing and signed by both the project sponsor and the project manager.

* + - 1. **Project Scope**
      2. **Milestone List**
      3. **Schedule Baseline and WBS**
      4. **Change Management Plan**

The following are the hospital management system human resources change control processes and will be utilized for the whole duration of the project:

**Step #1: Perform Stakeholder Assessment (Project Manager)**

 The Project Manager must assess stakeholders and their needs for the project to move forward.

**Step #2: Project Status Update (Project Team, Requestor)**

 The Project Manager will provide an update for the whole duration of the project. Also, check if the tracking system runs smoothly and if there are no bugs.

**Step #3: Evaluate communication methods and policies for the Change Control Process (Project Manager)**

 The Project Manager will conduct an evaluation for the Project Team in addressing the project's change control process.

**Step #4: Updating Project Documentation (Project Team)**

 The team must provide updated documentation for every change on the project.

**Step #5: Change Control Status**

 The Project manager will approve or decline every proposed change regarding the project's progress.

**Step #6: Implement Change (Project Manager)**

 The Project Manager will update the project's documentation for all the changes applied to the project.

Submitting a change request for the project is open to any team members and involved stakeholders. The Project Sponsor must approve changes to Hospital Management System Human Resources.

* + - 1. **Communication Management Plan**
      2. **Cost Management Plan**
      3. **Procurement Management Plan**

The project manager will manage this procurement strategy. This plan is designed to secure and monitor expenditures, resource management, and effective surveillance that must be completed from the very beginning.

The project manager will supervise and manage all procurement operations associated with this project. Since the sponsors and other responsible project providers will significantly impact the costs and their terms for the provisions and handling treatment, the Project Manager is empowered to approve all procurement actions up to a minimum of **2,828 pesos**. However, any procurement actions that exceed this amount require the Project Sponsor's approval.

To deal with facility and service risks that the project team can accommodate for an effective and efficient means of carrying out this plan, all activities to be conducted in this plan will be under the Project Manager's supervision. All actions and commotions related to the project's completion will be attributed to the team leader by the project manager's coordination.

* + - 1. **Project Scope Management Plan**

The Project Manager will be solely in charge of managing the project's scope. The Work Breakdown Structure (WBS), WBS Dictionary, and Scope Statement all help to describe the project's scope. The project manager, sponsor, and stakeholders will establish and approve checklists for the quality of the deliverables and measurements of work performance.

The project manager, stakeholders, or other team members may start a proposed scope adjustment. The Project Manager will receive all change requests and review each before deciding whether to make the required scope adjustment. As soon as the scope modification request is approved, the project manager will submit it to the Change Control Board and the project sponsor for approval. When scope adjustments are approved by the Change Control Board and the project sponsor, the project manager updates all project documentation and notifies all stakeholders of the change. The project sponsor must approve the final project deliverables and scope based on suggestions and feedback from the project manager and stakeholders.

The project sponsor must explicitly accept the final output of the project. The decision to approve the project will be made after a review of all project documentation, testing results, beta trial results, completion of all tasks and work packages, and a review of the product functionality.

* + - 1. **Schedule Management Plan**

The deliverables listed in the project's Work Breakdown Structure(WBS) will serve as the starting point for the creation of project schedules for this project using Microsoft Office Excel 2007. The activity specification will identify the special task packages that must be carried out to complete each deliverable. Activity sequencing will be used to assign links between project activities and decide the order of work packages. Activity duration estimation will determine the number of workers' times necessary to finish work packages. To complete schedule development, resource estimates will be utilized to allocate resources to work packages.

The project team and any resources provisionally assigned to project tasks will assess the preliminary schedule once it has been created. The project team and the available resources must approve the suggested work package assignments, durations, and timetable. The schedule will be updated after the project sponsor reviews and approves it.

All project timelines will include the following milestones:

· Scope statement and WBS/WBS Dictionary completion.

· Defining activities, sequences, and required resources for this project.

· Baseline project schedule.

· Approval for the project budget.

· Assigning the responsible.

· Requirement approval.

· Establishing project intervals.

· Tracking and reporting the development of project-related activities.

· Providing tools and techniques for this project.

· Project Completion.

· Reporting.

· Implementing of Project.

The following are the roles and duties involved in developing a schedule:

The project manager will assist the project team with work package definition, sequencing, and resource and duration estimation. Additionally, the project manager will use Microsoft Office Excel 2007 to construct the project schedule and confirm it with the project team, stakeholders, and the project sponsor. The Project Manager will baseline the schedule after receiving the project sponsor's approval.

The project team is responsible for the definition, ordering, timing, and resource estimation of each work package. Once the proposed schedule has been accepted, the project team will execute its assigned tasks after reviewing and validating it.

Before the final plan is baselined, the project sponsor will take part in evaluations of the proposed timetable and will provide his approval.

The project stakeholders will be involved in reviewing and validating the proposed schedule.

* + - 1. **Quality Management Plan**

The quality management of this project will involve all team members. The team must ensure that all deliverables, from individual work packages to the final project deliverable, are done at sufficient quality. The quality roles and duties for this project are as follows:

The Project Manager is in charge of quality control throughout the project. To create acceptable quality standards, the Project Manager will cooperate with the project's quality specialists. Furthermore, the Project Manager is responsible for communicating and tracking all quality standards to the project team and stakeholders. The Project manager will oversee all tracking and lead everyone until the quality goal is met.

The project sponsor is in charge of approving all quality requirements. The project sponsor will examine all project tasks and deliverables to ensure they adhere to specified and agreed-upon quality standards. The final acceptance of the project deliverable will also receive the Project Sponsor's approval.

The Project Manager and the Quality Specialists are responsible for creating and carrying out the Quality Management Plan. The tools, procedures, and standards for measuring quality and setting acceptable quality thresholds will be suggested by quality specialists. The quality specialists will establish and keep up with Quality Control and Assurance Logs throughout the project.

The remaining project team members and the stakeholders will be in charge of helping the project manager, and quality specialists set acceptable quality standards. Additionally, they will try to verify that all quality requirements are met and will let the Project Manager know if they have any quality-related concerns.

Tools and procedures will be used for this project's quality control to ensure all deliverables adhere to authorized quality standards. We must establish a formal procedure where quality standards are evaluated and acknowledged to fulfill the demands and expectations for deliverables. The project manager will ensure that all quality standards and quality control procedures are followed throughout the project. The Project Manager will work with the Quality Specialists to ensure that each deliverable satisfies all quality requirements. The project manager is in charge of informing the project team of any changes suggested and accepted by the project sponsor and CCB and updating all project plans and documents.

* + - 1. **Risk Management Plan**
      2. **Risk Register**
      3. **Staffing Management Plan**
      4. **Cost Baseline**

The Hospital Management System Human Resource Part 1 project's cost baseline covers all expenses planned for the project's successful conclusion.

|  |  |  |
| --- | --- | --- |
| **Project Phase** | **Budgeted Total** | **Comments** |
| Planning | ₱10,000 | Includes the time spent by each member of the project team gathering requirements and preparing the project. |
| Design | ₱15,000 | Includes the hours each project team member worked designing for Hospital Management System Human Resource Part 1. |
| Implementation | ₱25,000 | Includes all the time spent coding Hospital Management System Human Resource Part 1. |
| Testing | ₱10,000 | All time spent testing the Hospital Management System Human Resource Part 1 includes unit, integrated, and user acceptance testing. |
| Transition and Closeout | ₱10,000 | Includes all hours put in for project completion and the start of operations. |

* + - 1. **Quality Baseline**

The quality standards specified in the quality baseline must be met by the Hospital Management System Human Resource Project. The quality baseline is the foundation for the Hospital Management System Human Resource Project's approved quality levels. For the Web-based system to be successful, the quality baseline values must be met or exceeded.

|  |  |  |
| --- | --- | --- |
| **Item** | **Acceptable Level** | **Comments** |
| Employee Tracking status | At least 97% accurate and correct, with 3% or fewer errors in the text | Using easy to use user interface |
| Compatibility | No errors associated with running Web-based with stable internet connections | Using stable internet |
| Supporting Documentation | Testing new users' ability to conduct setup and execute functionality had a failure rate of under 5%. |  |

* + 1. **Risk Management Plan**
       1. **Introduction**
       2. **Top Three Risk**
       3. **Risk Management Approach**

The methodical approach through which the project team evaluated the various risks was part of the technique we used to manage risks for this project. To ensure that the assigned risk managers execute the needed actions to implement the mitigation approach at the exact time during the schedule, the most expected and high-impact risks were added to the project schedule. Risk managers will report status updates on their assigned risks in the weekly project team meetings. When the project is finished, the project manager will evaluate each risk and the risk management method. The project manager will determine any improvements that can be made to the risk management procedure for the future.

* + - 1. **Risk Identification**

The project team utilized risk identification as a tool during the initial project risk assessment meeting for this project. The project manager attended the risk assessment meeting, gave each team member a file, and gave them 30 minutes to list as many risks as possible.

**Professional Interview**

Two Professional Interviews were held for this project. The project plan was altered after the interviews identified several risks that needed to be eliminated. The Risk Register contains the remaining risks.

**Risk Assessment Meeting**

Key team members and stakeholders attended a meeting to discuss risk. The hazards raised in this conversation have now been included in the project plan and risk assessment.

**Historical Review of Similar Projects**

The project team has looked at the history of related projects to identify the most common risks and the procedures followed to reduce those risks.

* + - 1. **Risk Qualification and Prioritization**
      2. **Risk Monitoring**
      3. **Risk Mitigation and Avoidance**

Each risk identified has been managed by the project team while working under the direction of the project manager. The team will categorize new hazards as they're found and develop avoidance and mitigation strategies. These hazards will be noted on the danger Register and within the project to ensure proper monitoring and management.

Within your time, scope, and money constraints, the risks for this project are handled and controlled. All identified risks are assessed to determine how they impact this triple limitation. The project manager will choose the acceptable course of action for every risk to ensure adherence to those restrictions with the assistance of the project team.

In severe circumstances, it may be essential to relinquish one amongst the project's limits some leeway. Only 1 of the project's limitations allows for last-ditch flexibility. Additional funds could be allocated if needed to attain the project's time (schedule) and scope limits. Time and scope are rigid restrictions that do not allow you to be flexible. Once more, the value limitation is barely adjustable within the most severe circumstances, when no other risk avoidance or reduction method will be effective.

* + - 1. **Risk Register**
    1. **Scope Management Plan**
       1. **Introduction**
       2. **Scope Management Approach**
       3. **Roles and Responsibilities**

In managing the project's scope, the project manager, sponsor, and team will all play significant roles. To ensure that work on the project is done within the agreed scope for the duration of the project, the project sponsor, manager, and team members must be aware of their obligations. The roles and duties for this project's scope management are listed in the table below.

| **Name** | **Role** | **Responsibilities** |
| --- | --- | --- |
| Jorge Lucero | Project Sponsor | * As required, approve or reject requests for scope changes. * Evaluate the need for scope change requests * Accept project deliverables |
| Ariane Balomaga | Project Manager | * Evaluate the project scope    Facilitate requests for scope changes.   * Facilitate impact assessments of scope change requests * Plan and lead scheduled meetings for change control * Discuss the outcomes of scope change requests * Update project documents upon approval of all scope changes |
| James Philip | Programmer | * Measure and verify project scope * Validate scope change requests * Participate in scope change request impact evaluations * Inform the team of the results of scope change requests. * Facilitate team-level change review process |
| Lorenzo Adriane Celis | Team Member | - Participate in developing resolutions for change.  - Determine whether scope revisions are necessary and inform the project manager as appropriate. |
| Jerwin Sarvida | Team Member | - Participate in developing resolutions for change.  - Determine whether scope revisions are necessary and inform the project manager as appropriate. |
| Marklester Reas | Team Member | - Participate in developing resolutions for change.  - Determine whether scope revisions are necessary and inform the project manager as appropriate. |

* + - 1. **Scope Definition**

A detailed requirements collection procedure was used to establish the project's scope. The company's current web-based system was thoroughly examined for a user and employee feedback. The project team used this information to develop the requirements management strategy, requirements traceability matrix, and project requirements documentation for the tasks the web-based system must do.

* The project description and deliverables were developed based on the requirements gathering process and suggestions from subject matter experts in web design, technical support, programming, and business applications. This expert judgment process gave recommendations on the best approaches to fulfill the initial criteria of supplying a new web-based platform from which the business can enhance its internal financial activities and financial tracking.
  + - 1. **Project Scope Statement**
      2. **WBS**
      3. **Scope Verification**
      4. **Scope Control**
  1. **Project Execution Plan**
     1. **Implementation and Migration Plan**
        1. **Purpose**
        2. **Description of Implementation**
        3. **Points of Contact**
        4. **Major Task**
        5. **Implementation Schedule**
        6. **Security**
        7. **Implementation Support**
        8. **Listing of hardware, software, and facilities**
        9. **Performance Monitoring**
        10. **Back Out Plan**
        11. **Implementation Requirements (Hardware/Software/Personnel/Facilities/other capital investment)**
        12. **Post Implementation Verification**
  2. **Project Closure**
     1. **Transition-out Plan**
        1. **Executive Summary**
        2. **Transition Approach**
        3. **Transition Team Organization**
        4. **Work Transition**
        5. **Work Execution during Transition**
        6. **Property Transition**
           1. **Intellectual Property**
           2. **User Accounts and Passwords**
        7. **Knowledge Transfer**
        8. **Schedule**
        9. **Handover and Acceptance**
     2. **Post Project Review**
        1. **Project Summary**
           1. **Project Team and Staffing**
           2. **Project Deliverable**
           3. **Transition to Operations**
        2. **Project Costs**
        3. **Project Schedule**
        4. **Recommendations**
  3. **Technical Solution Design**
     1. **Project Information**
     2. **Executive Summary**
     3. **Requirement Definition**
     4. **Solution Description**
        1. **Logical Architecture**
        2. **High-level Architecture**
        3. **Process Flow**
     5. **Implementation Timeline**
  4. **System Architecture**
     1. **Business Process Architecture**
     2. **Application Architecture**
     3. **Technology Architecture**

1. **Product Backlog**
   1. **Product Backlog (user stories)**
   2. **Product Backlog for EIS Information Security**
   3. **Product Backlog for EIS Standards**
      1. **UI/UX (Icons, Color, etc.)**
   4. **Product Backlog for Integration**
   5. **Product Backlog for Analytics**
      1. **Application System Analytics**
      2. **EIS Analytics**
2. **Sprint Backlog**
   1. **Sprint Backlog Table**
      1. **User Stories**
      2. **Information Security**
      3. **EIS Standard**
      4. **EIS Integration**
      5. **Analytics**
   2. **Sprint Burndown Chart (Signed by Product Owner)**
      1. **User Stories**
      2. **Information Security**
      3. **EIS Standard**
      4. **EIS Integration**
      5. **Analytic**

**Appendices:**

**Appendix A Detailed System Architecture / Reference Requirements**

**A.1 Business Process Architecture (Business Process Model)**

**A.2 Application Architecture**

**A.2.1 UML - Use Case Diagram**

**A.2.2 UML - Detailed Diagrams**

**A.2.3 UI Navigation Diagram**

**A.2.4 UIs (Design Layout)**

**A.3 Data Architecture**

**A.3.1 ERD**

**A.3.2 Class Diagram**

**A.3.3 Data Dictionary**

**A.4 Technology Architecture**

**Appendix B Deployment Diagram**

**Appendix C Sprint Burndown Charts (per sprint) Signed by the adviser**

**Appendix C.1 Individual Burndown charts per member**

**Appendix D Requirements Traceability Matrix (PB, Test Scenarios, status)**

**Appendix E Panel Evaluation and Signature (Plus photo ops during defense)**

**Appendix F Pilot Companies Background with proofs of interviews**

**Appendix G IMRAD Format Summary**

**Appendix H Comparison of the EIS to existing EIS’s (5 pages)**

**Appendix I Operation Manual (10 Pages max, 5 pages min)**

**Appendix J Resume**