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**Project Monitoring Plan**

**The Virtual Job Fair**

**Nova Scotia Community College**

**Prepared By**

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# Introduction

The report contains the project’s monitoring criteria in terms of planned schedule, estimated costs, and set quality. The Virtual Job Fair (VJF) project will be monitored and evaluated regularly to meet its objectives within define constraints. This monitoring process will ensure that the project team is efficient and the defined objectives are achieved.

# Schedule Monitoring

One of the major constraints of the VJF project is the timeline. NSCC’s IT Job Fair will be held on March 3, 2020. The VJF app must be completed as per the planned schedule. To monitor the progress of the project work, every week the project work will be evaluated in terms of its scheduled milestones. In order to get the actual progress, the Gantt chart will be reviewed in addition to the Milestones table. The Gantt chart of the VJF project is attached as an appendix.

| **Milestones/Deliverables** | **Target Date** | **Date of Completion** | **Schedule Variance** | **Schedule Variance Index** |
| --- | --- | --- | --- | --- |
| Project Charter | 10/03/2020 |  |  |  |
| Project Kickoff | 10/06/2020 |  |  |  |
| Requirements gathering completed | 10/19/2020 |  |  |  |
| Requirements analysis and final requirements | 10/27/2020 |  |  |  |
| Test Plan | 11/20/2020 |  |  |  |
| Integration design of text, live chat, and video features to the app | 11/23/2020 |  |  |  |
| Final integration design | 12/01/2020 |  |  |  |
| Integration completed | 01/14/2021 |  |  |  |
| Refactoring of code development | 01/26/2021 |  |  |  |
| Load testing | 09/02/2021 |  |  |  |
| Initial deployment | 02/17/2021 |  |  |  |
| Final deployment | 02/23/2021 |  |  |  |

# Change Monitoring

The project’s change monitoring how the project changes have been managed. The changes may be in schedule, budget, or scope. As per the change management plan, any changes must be approved by the change control board and the change must be communicated to all stakeholders.

Change monitoring process will evaluate all the documents against the charter and project goals. The change monitoring also evaluates the change control process.

**The VJF Change Control Process**

**Diagram

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# Quality Monitoring

In order to make sure the success of the project, the quality of the project will be evaluated. Every deliverable must be tested rigorously with both positive test cases and also negative test cases.

For testing the software, manual as well as automation testing tools will be used. Every deliverable must be tested by functional testing, unit testing, integration testing, and acceptance testing. In addition, a regression test should be conducted at the end of every sprint. Before the web-hosting, a performance test must be done.

# Cost Monitoring

The VJF project will be evaluated in terms of its expenditures. Any additional expenses must be approved by the project sponsor. In every phase, the project costs will be evaluated in comparison to its estimated costs.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Phases** | **Description of Work** | **Start Date** | **End Date** | **Estimated Costs** | **Actual Costs** | **Costs Variance** | **Cost Variance Index** |
| Requirement gathering and Analysis | On-site meetings, discussion with stakeholders, survey about desire features to students and companies, analysis of requirements. | 10/06/2020 | 27/10/2020 | $2,000 |  |  |  |
| Design | Interface design, software design, database design, text, live chat, and video features integration design. | 11/03/2020 | 12/01/2020 | $8,000 |  |  |  |
| Development | Develop interface module, develop the system module, complete integration, unit-testing | 12/08/2020 | 01/26/2021 | $20,000 |  |  |  |
| Testing | System testing, integration testing, Bug fixation, documentation | 12/01/2021 | 02/09/2021 | $10,000 |  |  |  |
| Deployment | Portal web hosting | 02/16/2021 | 02/23/2021 | $20,000 |  |  |  |
|  |  | **Total** |  | **$60,000** |  |  |  |

# KPI

The VJF project will be monitored and controlled by the set KPIs. The KPI are measurable values that demonstrate how effectively the project is achieving business objectives. The following KPIs will be evaluated for the project.

**Schedule** - Project is Ahead of/Behind Schedule

Schedule Variance (SV):

Schedule Performance Index (SPI):

**Cost** - Project is Over/Under Budget

Cost Variance (CV):

Cost Performance Index (CPI):

**Quality** – To evaluate project quality

Number of bugs per deliverables:

Total open bugs per sprint:

# Conclusion

The project monitoring plan would help to get the project status at any given point and directs the team’s work towards the goals of the project. By implementing the monitoring plan the project will meet project goals within planned budget and timeframe.

# Reference

Klipfolio (n.d). KPI Examples and Templates. Retrieved November 04, 2020, from <https://www.klipfolio.com/resources/kpi-examples>

# Appendix

* Gantt Chart