

International Technical Institute   
(01-8270)

**International Technical Institute**

# **Project Guidelines**

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| **International Technical Institute: Project Timeline** | | |
| The estimated project timeline | 6.5 months |  |
| The anticipated start date | 14/2/xx | For students starting this subject in February xx is the current year |
| 23/7/xx | For students starting this subject in July  xx is the current year |
| Working Days |  | Monday to Friday  Project begins on Monday of the week |

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| **International Technical Institute: Project Team & Responsibilities** | | |
| **Project Team** |  |  |
| * Project Manager | 1 | Project Management |
| * ICT Supervisor | 1 | Implementation of the Project |
| * IT Technician | 3 | One of the technicians is YOU. You are responsible for attending meetings, reporting to the ICT Supervisor and for training  Other Technicians – research, select cloud services and create documentation |
| * Network Administrator | 1 | Create documentation, Purchasing of hardware and network responsibilities |
| CEO - Organisation Representative | 1 | Stakeholder. Initiate Project, define goals and objectives and Final Approval |
| Cloud Service Provider Reps | 2 | Migrate to Cloud |

**Resource Availability**

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| Software | Other Components |
| Microsoft Outlook (Email for Project initiation and Reporting) | Internet |
| Skype for Business (Meetings) | Policies and Procedures |
|  | Standard document: ISO 270001 |
| Microsoft Word (Create documents) | Templates (e.g. For Policies and Procedures, etc.) |
| Microsoft PowerPoint (Training) |  |
| Microsoft Excel (WBS) |  |
| OneNote (Note taking) |  |