<ASEC DEPLOYMENT>

project Management plan

Version <1.0>

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# Introduction

## Purpose of Project Management Plan

The project plan of ASEC clearly defines the application of Information systems technology to create efficiency, effectiveness and reliability of the AUN Security Department activities in AUN (American University of Nigeria). Wherefore using this system will improve their work activities on daily basics*.*

The intended audience of the *ASEC* Project Management Plan is all project stakeholders including the AUN Security Department, Dr. Lionel Rawlins, and the project team.

Project Team Details;

* Dr. Charles Nche - Lead Project Manager
* Mr. Neberi Prince Emmanuel - Project Manager, System Analyst & Designer.
* Mr. Ubong Essien Essien - Project Manager, System Analyst & Designer
* Mr. Ezinwa Okpoechi - Lead Software Designer
* Mr. Chizzy Alaedu - Software Developer.
* Mr. Hamza Abdulmajid - Lead Computer Scientist

# Executive Summary of Project Charter

The ASEC Project Charter tends to identify in general Membership Roles of the Project development team, The Team purpose, the System Development that deals with the Background details such as Problem Statement, Proposed Solution to problem, Scope, Work Duration and Time Commitment, Members, Supporting Resources, Reporting Plan and Deliverables.

## Assumptions/Constraints

The effective and proper use of system to input data by security officials or personnel might be challenging for a while, the proper understanding of system functionalities by staffs and also amount of daily information gotten which needs to be logged will be extensive.

# Scope Management

The scope of this project will be managed by the project manager to ensure the project team do not go out of scope so that it does not affect the project’s estimated cost and schedule. The definitive scope of the entire system will be based on keeping of staffs records, student case files, scheduling data, application details, visitor’s data, validation processes, validation data, etc. and other records that will be stored electronically. The stored data will be accessed on the system and can also be printed out.

## Work Breakdown Structure

This is a separate document. Find attached in mail.

## Deployment Plan

The project involves deploying an application to the AUN Security Department. This deployment process will involve the waterfall development approach of each module. As the system modules are been designed, the users of the system will be allowed to keep testing for updates and also relevant changes that affect them in general. This approach will involve the AUN Security department staffs using it for each module of daily work, Furthermore the system will try to cover all their functional units of work which is now IT based. They will keep testing the system and updates will be made for better efficiency. However in course of this deployment the updates will be done by the project team and any other inputs after it will be duly discussed. The hardware used for this deployment will be provided by the American University of Nigeria IT Department, which involves server’s space, domain access, and other system needs.

## Change Control Management

The information contained within the Project Plan will likely change as the project progresses. While change is both certain and required, it is important to note that any changes to the Project Plan will impact at least one of three critical success factors: Available Time, Available Resources and Project Quality. The decision by which to make modifications to the Project Plan should be coordinated using the following process:

**Step 1:** As soon as a change which impacts project scope, schedule, or spending is identified, the Project Manager will document the issue.

**Step 2:** The Project Manager will review the change and determine the associated impact to the project and will forward the issue, along with a recommendation, to team members for review and decision.

**Step 3:** When the team has received and has not reached a consensus agreement, on whether to approve, modify or reject the request, the issue would be forwarded to the Project Sponsor for ultimate solution.

**Step 4:** The Project Sponsor shall review the issue(s) and a final decision on the approval or denial of a change.

**Step 5:** Following an approval or denial, the Project Manager will notify team members on the final decision taken.

# Schedule/Time Management

The project’s schedule can be determined based upon the tasks and time estimates in the Work Breakdown Structure. The schedule will also depend on how the activities required to reach certain milestones are scheduled. Iterations may be necessary. Schedule/time management of this project will be done using a Gantt chart where a baseline line will be establish each week with the project manager monitoring the progress of the project against the baseline on a daily basis. The project manager will also be charged with the responsibility of ensuring the project schedule is updated with the latest information and never more than two working days.

## Milestones

The table below lists the milestones for this project, along with their estimated completion timeframe.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones** | **Estimated Completion Timeframe** | **Estimated Start Date** | **Estimated End Date** | **Predecessors** |
| Planning and Analysis | Nine (9) days. | Thu 6/4/15 | Mon 6/15/15 | ----------- |
| System Redesign | Seventeen (17) days. | Fri 6/5/15 | Fri 6/26/15 | ----------- |
| Unit Testing | Fifteen (15) days. This milestone is estimated to end the same day as the System Redesign. | Mon 6/8/15 | Fri 6/26/15 | ----------- |
| System Integration | Two (2) days after completion of Unit Testing. | Fri 6/27/15 | Sun 6/28/15 | Unit Testing |
| System Testing | Two (2) days after completion of Unit Testing. This milestone is estimated to end the same day as the System Integration. | Fri 6/27/15 | Sun 6/28/15 | Unit Testing |
| System implementation | Twelve (12) days after System Integration and Testing. | Mon 6/29/15 | Fri 7/10/15 | System integration and System Testing |

## 

## Project Schedule

This is a separate document. Find attached in mail. This document can be viewed using Microsoft Project Management.

# Cost/Budget Management

Every requirement needed for the successful deployment of the ASEC system will be provided internally by the school through the help of the security department. There will not be any outsourcing of resources needed for the successful deployment of the ASEC system, therefore minimizing cost. The 50,000 naira budget of the project due to miscellaneous expenses will be managed by the project manager under the supervision of the project supervisor.

# Communications Management

All external communications from the team to the project sponsors will be done and managed by the project manager. The project manager being the face of the project team will communicate the progress of the project after achieving each deliverable to the project supervisor and project sponsor.

Internal communications will also be managed by the project manager. The project manager will be in charge of relating all information from the project supervisor to the project team as well as setting urgent meetings if the need arises aside the fixed scheduled meeting time for the team.

## 

## Communication Matrix

PROJECT SPONSORS/OWNERS

PROJECT SUPERVISOR

Project Manager/System Analyst

(Ubong Essien)

Software Developer

(Chizzy Alaedu)

Assistant Project Manager/System Analyst (Emmanuel Neberi)

Lead Software Developer (Ezinwa Okpoechi)

Computer Scientist

(Hamza Abdulmajid)

# Risk Management

All risks attached to the successful execution of the project will be collectively managed by all stakeholders, the project supervisor, the project manager and the rest of the project team.

# Issue Management

Conflict Issues

In the duration of this project, any internal conflict issues within the project team will be well handled and resolved by the project manager as well as the project supervisor.

Financial Issues

Any financial issues such as costs of any inputs into the project will be directed to and handled by the stakeholders such as the security department.

Technical Issues

Any technical issues regarding the system in the course of the project will be directed to the project team.

The project supervisor will be in charge of settling/handling any issues arising from the access to the school databases as well as any technological requirement needed for the successful execution of this project.

# Procurement Management

The project team members will be using their laptops for carrying out this project. However, other resources that will be used for testing and implementing the system such as domain access, server space as well as access to various databases of the school will be procured from the school. The project managers will be in charge of meeting the relevant authority or personnel of the school that will grant the team access to these resources. Outsourcing in this project will not be necessary and may not be carried out.

# IMPLEMENTATION PLAN

The project team will be using the “direct cutover approach” in implementing this software system for the security department. The departments’ operations using done manually will be replaced completely by this new system.

**Appendix A: Project Management Plan Approval**

The undersigned acknowledge that we have reviewed the ASEC **Project Management Plan** and agree with the approach it presents. Changes to this **Project Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Name: | Lionel Rawlins |  |  |
| Title: | Dr. |  |  |
| Role: | Project Sponsor |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Name: | Charles Nche |  |  |
| Title: | Dr. |  |  |
| Role: | Project Supervisor |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Name: | Ubong Essien |  |  |
| Title: | Mr. |  |  |
| Role: | Project Manager |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Name: | Emmanuel Neberi |  |  |
| Title: | Mr. |  |  |
| Role: | Assistant Project Manager |  |  |

**APPENDIX B: REFERENCES**

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Description** | **Location** |
| Work Breakdown Structure | It entails the project phases (milestones), deliverables and the tasks of each deliverables as well as its duration and resources attached | C:\Users\ubong.essien\Desktop\ASEC Deployment.  OR  Attached in Mail/See Google Docs/GitHub. |
| Project Schedule | All these milestones, deliverables and tasks are scheduled using Gantt Chart. | C:\Users\ubong.essien\Desktop\ASEC Deployment.  OR  Attached in Mail/See Google Docs/GitHub. |