

Internet Of Things

” Implementing IOT In the Workplace”

- Employee Wellness System -

Project Team Members Name's and ID's :

PROJECT GROUP NUMBER "A" (IN BLACKBOARD): I	
ID	NAME
2210004542	Darah Al-Qahtani (Leader)
2220004295	Raghd Lisloum
2220005834	Albandari Alnassar
2220006486	Reef Alwarthan
2210002650	Rana Alaqeel

CIS 414 - IT project managment 2024/2025

Instructor: Dr. Albandari Alamer

Submission Date: October 9th

Milestone - I

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Stakeholder Register for IOT Employee Wellness System On the 5th of October 2024

Prepared by : Rana Alaqeel

Name	Position	Internal / External	Project Role	Contact Information
Darah Al-Qahtani	Project Leader	Internal	Project oversight	2210004542 @iau.edu.sa
Raghd Lisloum	IoT Technology Expert	Internal	Technical advisor	2220004295@iau.edu.sa
Albandari Alnassar	Systems Integration Lead	Internal	Integration manager	2220005834@iau.edu.sa
Reef Alwarthan	Stakeholder Relations Lead	Internal	Vendor liaison	2220006486@iau.edu.sa
Rana Alaqeel	Compliance Officer	Internal	Documentation	2210002650@iau.edu.sa

Table 1

Stakeholder Management Strategy for IOT Employee Wellness System on the 7th of October 2024

Prepared by : Reef Alwarthan.

Name	Level of Interest	Level of Influence	Potential management strategies
Darah Al-Qahtani	High	High	As the project leader, Darah will drive the project's vision and direction, ensuring alignment with organizational goals. Utilizing her strong leadership skills, she will facilitate collaboration across departments and maintain stakeholder engagement throughout the project lifecycle.
Raghd Lisloum	High	High	Raghd will leverage her expertise in IoT technologies to advise on technical decisions and innovations. Her role includes aligning the technological deployment with the project requirements and providing technical support to the team.
Albandari Alnassar	High	Medium	Albandari will focus on the integration of IoT devices within the existing systems, ensuring seamless interaction between new and old technologies. Her responsibilities include managing the technical challenges that arise and optimizing the system for better performance.
Reef Alwarthan	Medium	High	Reef will engage with internal and external stakeholders to gather requirements and feedback. Her strong communication skills will be crucial in negotiating with vendors and managing customer expectations.
Rana Alaqeel	Medium	Medium	Rana will handle the documentation and ensure compliance with regulations. She will also monitor the project's progress against milestones and prepare reports for stakeholders to keep them informed of the project's status and developments.

Table 2

Kick - Off Meeting

October 5th , 2024

Prepared by : Darah Al-Qahtani

Project name: Implementing IOT in the workplace for the employee wellness system

Meetings Objective's : Effectively Kick off the project by introducing key stakeholders, reviewing project objectives, and outlining future plans.

Agenda:

- Introduction of attendees.
- Review the primary goals of the IoT wellness project.
- Review the project background.
- Determain the Stakeholders of the IOT wellness system.
- Review of project-related documents (i.e. business case, project charter).
- Discussion of project scope, time, and cost goals .
- Discussion of other important topics.
- List of action items from meetings:

Action Item	Assigned To	Due Date
Collect the requirements.	All team Member	6/10/2024
Preparing initialization Documents.	Raghd Lisloum	6/10/2024
Defining the scope for the project and estimate the cost.	Albandari Alnassar Rana Alaqeel Raghd Lisloum	7/10/2024
Review the project.	Darah Al-Qahtani Reef Alwarthan	7/10/2024
Submit the project.	Darah Al-Qahtani	9/10/2024

Table 3

Date and time of next meeting:

Next meeting will be held on Monday 8/10/2024 at 5:00 PM.

Team Contract

Prepared by : Darah Al-Qahtani

These are the terms of group conduct and cooperation that we agree on as a team.

Participation: We agree to...

- Open your mind to all ideas and opinions proposed by members of the team.
- Encourage diversity in teamwork.
- Divide the work among the team members evenly.

Communication: We agree to...

- Communicate primarily through Zoom or another application.
- Be sure to stay in touch with each other and respond as soon as possible.
- Maintain consistent communication and discussion about the project's progress.

Meetings: We agree to....

- Check the progress of the work on a regular basis by holding regular meetings.
- Meetings must begin and end on time.
- Summarize the progress each meeting by highlighting the key ideas.

Conduct: We agree to...

- Do our best effort on the project.
- Cooperate and share the responsibility of the work.
- Review work regularly till the final milestone.

Conflict: We agree to...

- we agree to respect each other's differences in work styles and methods.
- we agree to find a common solution to the problems faced with respect of all point of views.
- we agree to separate our personal problems (if we have any) from our project so that it doesn't affect our work.

Names and signatures of project team members:

Name	Signature
Darah Al-Qahtani	<i>Darah</i>
Raghd Lisloum	<i>Raghd</i>
Albandari Alnassar	<i>Albandari</i>
Reef Alwarthan	<i>Reef</i>
Rana Alaqeel	<i>Rana</i>

Trello Snapshot

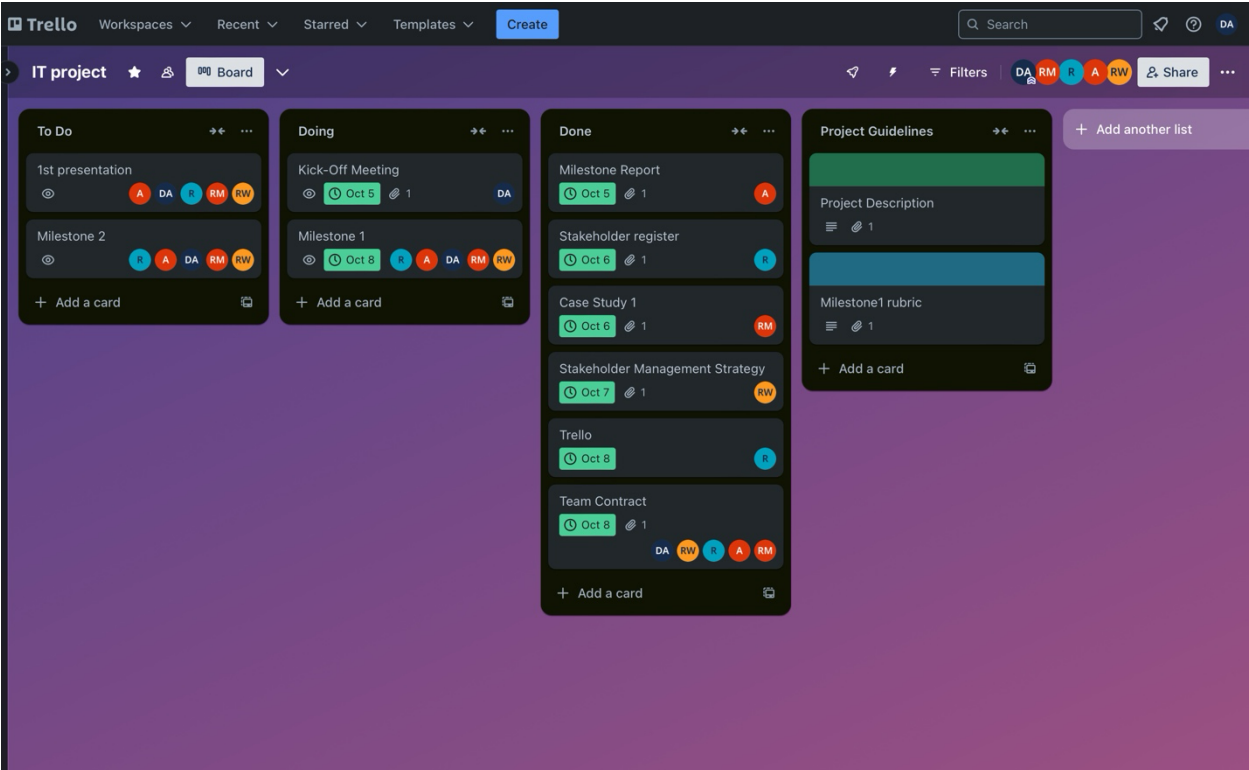


Figure 1

Project Milestone Report for IOT Wellness System on the 8th of October 2024

Prepared by : Albandari Alnassar

Milestone	Date	Status	Responsible	Issues/Comments
Project Idea	7-9-2024	Completed	Rana-Reef-Darah-Albandari-Raghd	for the project idea first not all of the group members were agreeing on it but then darah gave us a brief intro and real-life examples which made the project idea so interesting to all of the group members.
Stakeholder register	6-10-2024	Completed	Rana	registering wasn't easy because we needed each member's email, and this info wasn't available for all users.
Stakeholder management strategy	7-10-2024	Completed	Reef	-
Kick-off meeting	8-10-2024	Completed	Darah	the meeting has eased the project process
Team contract	8-9-2024	Completed	Rana-Reef-Darah-Albandari-Raghd	it was easy to do the project with the team contract so everybody can be hold responsible to their tasks.
Trello	8-10-2024	Completed	Rana	at the beginning we had troubles dealing with the app because it was the first time for us using it but then we have watched tutorial videos on YouTube which made it easy to us.
Milestone report 1	5-10-2024	Completed	Albandari	-
Case study 1	6-10-2024	Completed	Raghd	It took time at first to analyze the case study but at the end it went well.

Table 4

Case Study 3: The Overambitious IT Project

Prepared by : Raghed Lisloum

A large healthcare organization wanted to develop a comprehensive electronic medical records (EMR) system to streamline patient data management and improve overall operational efficiency. The project was spearheaded by the CIO, who had ambitious goals for the system's capabilities and functionality.

The project team faced several challenges:

1. **Unrealistic timeline:** The CIO set an unrealistic deadline for the project, pressuring the team to deliver the system within a tight timeframe.
2. **Scope creep:** The team constantly added new features and requirements to the system, causing the project to become increasingly complex and unwieldy.
3. **Lack of user engagement:** The healthcare providers and administrative staff were not adequately involved in the project, leading to a disconnect between the system's capabilities and the users' needs.
4. **Inadequate project management:** The team lacked the necessary skills and experience to effectively manage a project of this scale, leading to poor planning, coordination, and decision-making.

As a result, the project fell significantly behind schedule, exceeded the budget, and failed to meet the organization's expectations. The system was ultimately released in a partially functional state, causing frustration among the users and negatively impacting patient care.

Questions:

1. What were the primary factors that contributed to the failure of this IT project?

The reasons that caused this failure are:

- a. **Unrealistic timeline**, it is too tight for the complexity of the project which was not enough to satisfy the goal of the organization and deliver a quality product .
- b. **The scope creep**, the team kept on adding more and more features to the system and that made it hard to control and manage and made it even more complicated.
- c. **stakeholders' involvement**, such as the users and administrative staff were not involved in the project progress, and this caused a lot of issues since they made a system that did not add utility to the user.
- d. The team and leaders especially **lacked very important skills** as leaders and as project managers. Such as poor communication weather with each other or with the users.

2. How could the project team have better managed the scope, timeline, and user engagement to ensure the project's success?

To make sure the project's success, the members could have:

- a. They should've put **a realistic timeline**, and added clear milestones to the schedule to ensure that they finish part of the work every other week.
 - b. **Defining a clear scope**, from the very beginning to minimize the scope creep, and the features and the requirements should be chosen based on the user needs and the organizational goals.
 - c. **Engaged Users Throughout the Process**, involving stakeholders, the end-users, during the planning and development phases of the project would ensure that the system meets their needs. As will be giving them feedback which will help to adjust the program to achieve the goals.
 - d. **Improve their management skills**, investing in training their employees to get workshops in management skills or hiring people who have good foundation of those skills.
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3. What lessons can be learned from this case study to avoid similar pitfalls in future IT projects?
 - a. **Set a realistic goal**, doing this will ensure that you achieve the project requirements and goals.
 - b. **Make the stakeholders involved at every stage.**
 - c. **Often check your project Progress**, so they can give you their feedback to adjust it and will be as what they need.