



Al Imam Mohammad Ibn Saud Islamic University
College of Computer and Information Sciences
Information Technology Department

Course Title:	Project Management
Course Code:	IT 301
Course Instructor:	
Project:	Phase 1
Semester:	
Date:	
Marks:	4

Group Members Name	Group Members ID
Renad Alzahrani	442012701
Asma Alhalwan	442012863
Lama Alsubaie	442011824
Refal Altamimi	442012945
Section Number	

Instructions:

1. Each group consist of **3 to 4 students**.
2. This phase will be due on **Sunday, 16 April**.
3. You should only submit a softcopy using blackboard.
4. Only one member of the group has to submit this phase.



Phase 1: Project Charter

With your team, you will work together to develop a project charter “Project Proposal”. The best charters will clearly describe the required elements, so reduce the “filler information” and go only into enough detail to be understood. You have to use a project charter template illustrated below that includes the following elements:

1. Problem statement.
2. Project description.
3. Project objectives.
4. Main project success criteria.
5. Project estimated budget.
6. Project estimated time.
7. Major project milestones.
8. Project Stakeholders (role, name, email ,position).



Project Charter:

Project title: day-care project

Project Start Date: 30-5-2023

Project Finish Date: 30-10-2023

Problem Statement: nannies have free time in the daycare, mothers want a specific nanny in a specific time, and they can't bring their babies to the daycare, so they need the nanny in another place.

Description: the project will develop a new application that provides nannies service from the daycare so, they can increase the daycare expenses, the mothers can ask for any specific nanny that their babies need, they can also set the time and place.

Objectives:

- Increase the day-care benefit.
- Develop a new efficient application.
- Ease the search for mothers.
- mothers can find professional nannies from a trusted environment.
- Maintain the confidentiality.
- Ensure to finish the project on time.
- Meet the standards to be thoroughly tested against the criteria.
- Boosting the efficiency of services.

Project Scope:

Our major scope is to meet the project objectives within 4 months, satisfy the stakeholders and to provide nannies service per hour and maintain confidence, good communication with our customers and trusted environment.

Constraints:

The constraints that we maybe face is that the required nanny is not available or can't work on the selected hours.

Assumptions:

We assume that the mothers will be bothered if the specified nanny they chose is not available so we will suggest a trusted nanny that will be available immediately.

Project Estimated Budget:

Budgeted 67.000 for hardware and software and 99.400 for labour costs.

Project Estimated Time:

Estimated duration for the whole project based on knowledge and the experience of the team members will be four months.

Major project milestones:

- 1- complete project plan.
- 2- Meeting with owner, sponsor and team to define the requirements.
- 3- Complete resource analysis.
- 4- Meeting stakeholders with application designers.
- 5- Complete system design.
- 6- System implementation completed.
- 7- Testing the system and Update project documents.
- 8- Launch the application.

Project Stakeholders

























Name	Role	Contact information	Position
Asma	Testing & planning	lamaals@gmail.com	sponsor
Lama	Analysing	renadlz@gmail.com	Team member
Refal	Web developer	refalalt@gmail.com	Team member
Lama	Testing	anoudalh@gmail.com	Team member
Renad	planner	asmaalh@gmail.com	Manager

Sign-Off: (signatures of all the above stakeholders)



Task list (WBS):

GANTT CHART

		Task Mode	WBS	Task Name	Duration	Start	Finish
1			1	Day-Care project	110 days	Tue 5/30/23	Mon 10/30/23
2			1.1	Initiating	9 days	Tue 5/30/23	Fri 6/9/23
3			1.1.1	Develop project charter	2 days	Tue 5/30/23	Wed 5/31/23
4			1.1.1.1	Identifying requirements	2 days		
5			1.1.1.2	Identifying team members	2 days		
6			1.1.1.3	Identifying stakeholders	2 days		
7			1.1.1.4	Predict cost	1 day		
8			1.2	Planning	15 days	Tue 5/30/23	Mon 6/19/23
9			1.2.1	Project management plan	5 days		
10			1.2.2	Collect requirements	5 days	Tue 5/30/23	Mon 6/5/23
11			1.2.2.1	Define scope statement	2 days		
12			1.2.2.2	Calculate cost analysis	1 day		
13			1.2.2.3	Create WBS	1 day	Tue 5/30/23	Tue 5/30/23
14			1.2.2.4	Risk planning	1 day		
15			1.2.2.5	Meeting the stakeholders	1 day		
16			1.2.2.6	Users questionnaire	1 day		
17			1.2.2.7	Market analysis	1 day		
36			1.5	Closing	10 days	Tue 5/30/23	Mon 6/12/23
37			1.5.1	Gain formal acceptance	2 days		
38			1.5.2	Complete final report	2 days		
39			1.5.3	Final presentation	3 days		
40			1.5.4	Launch system	1 day		
41			1.5.5	Lessons learned	2 days		

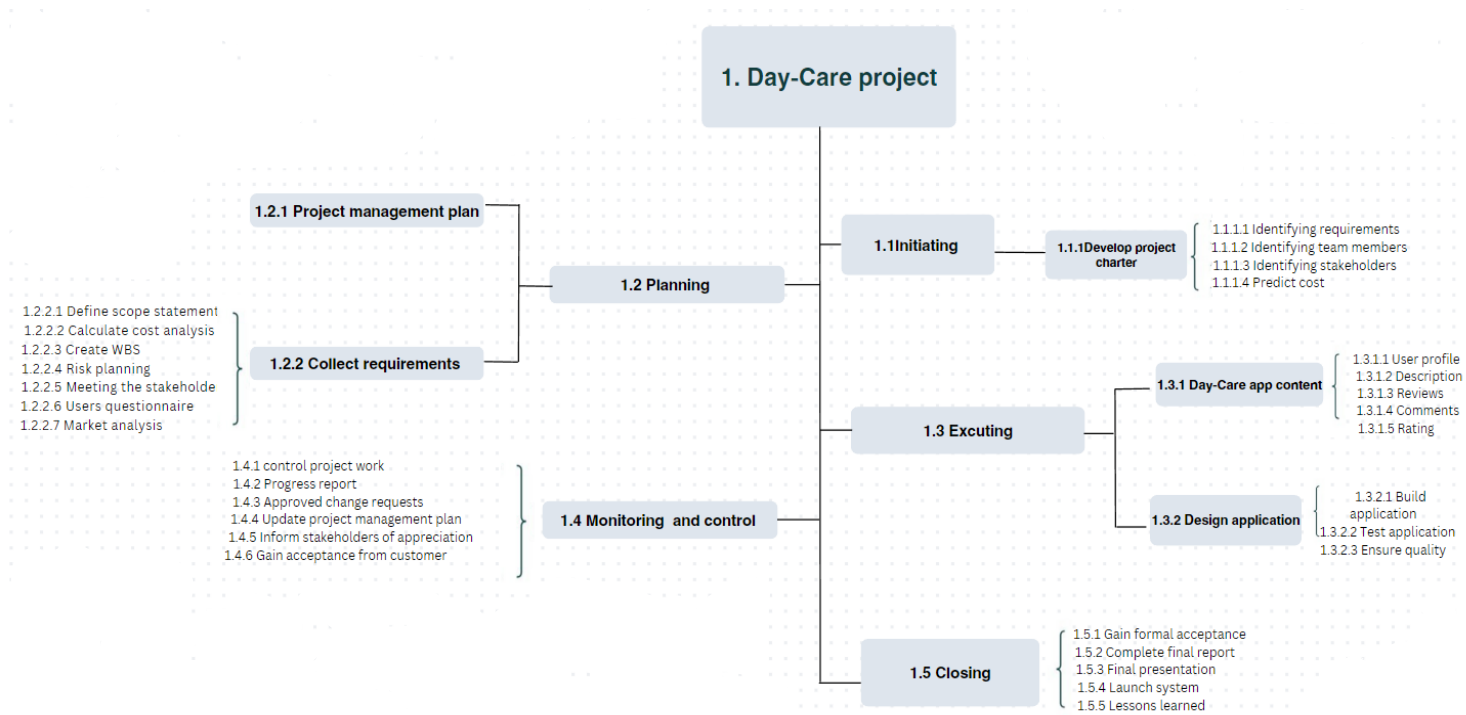
GANTT CHART

18		1.3	· Executing	55 days	Tue 5/30/23	Mon 8/14/23
19		1.3.1	· Day-Care app content	1 wk	Tue 5/30/23	Mon 6/5/23
20		1.3.1.1	User profile	1 day		
21		1.3.1.2	Description	1 day		
22		1.3.1.3	Reviews	1 day		
23		1.3.1.4	Comments	1 day		
24		1.3.1.5	Rating	1 day		
25		1.3.2	· Design application	10 days	Tue 5/30/23	Mon 6/12/23
26		1.3.2.1	Build application	5 days		
27		1.3.2.2	Test application	1 day		
28		1.3.2.3	Ensure quality	1 day		
29		1.4	· Monitoring and control	12 days	Tue 5/30/23	Wed 6/14/23
30		1.4.1	control project work	2 days		
31		1.4.2	Progress report	2 days		
32		1.4.3	Approved change requests	1 day		
33		1.4.4	Update project management plan	2 days		
34		1.4.5	Inform stakeholders of appreciation	1 day		
35		1.4.6	Gain acceptance from customer	1 day		

The approach:

The selecting approach to develop WBS is **top-down** approach, by starting with a simplified version of the task then adding new features until we have solved the entire problem.

WBS chart:



WBS Dictionary:

1.

Project title: Day-Care project

WBS Item Number: 1.1.1

WBS Item Name: Develop project charter

Description: the purpose of developing a project charter for the Day-Care project is first to identify the project vision include the layout for implementation plan, carried what the objectives are, how it will be out, and how are the stakeholders. It is an important ingredient in planning the Day-Care project because it is used throughout the project lifecycle.

2.

Project title: Day-Care project

WBS Item Number: 1.2.2.7

WBS Item Name: Market analysis

Description: Define major themes for the project with building a website optimized for search and great performance, improving the SEO (search engine optimization) with building a friendly aesthetic interface for the website and increasing security and protection

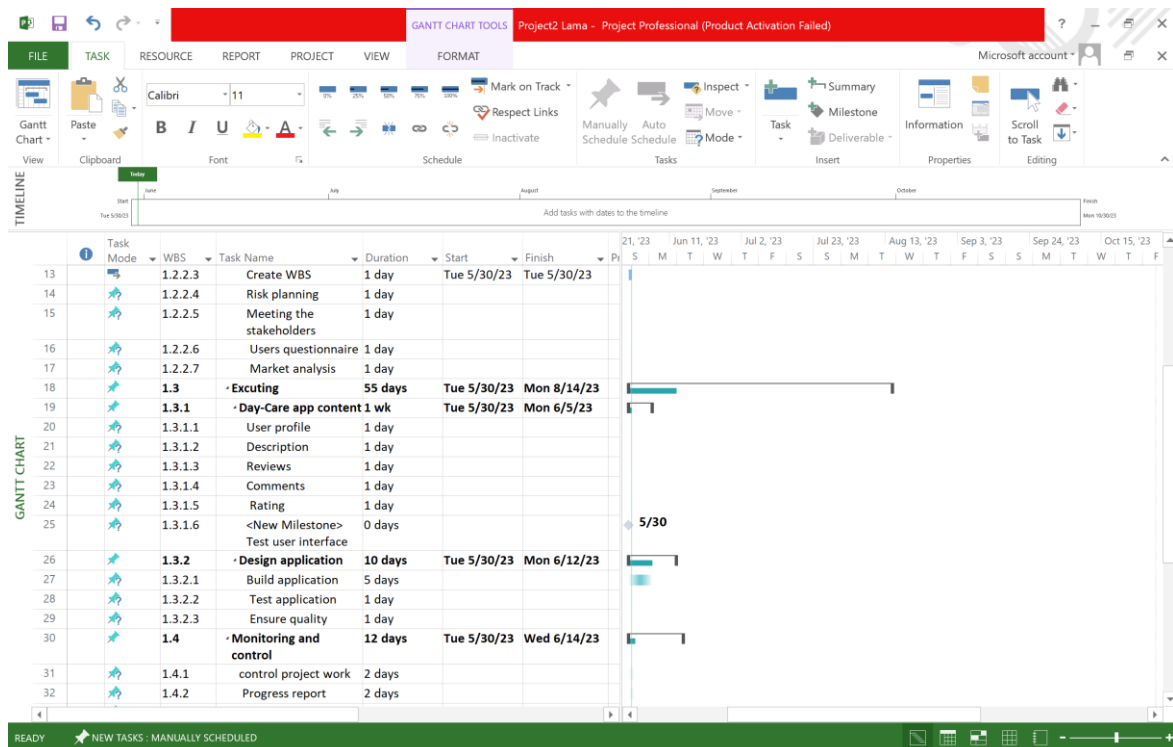
1. Use Requirement Traceability Matrix (RTM) to specify the project Requirement and their status.

Requirement No.	Name	Category	status
R1	Daycare management system	software requirements	In progress
R2	User account (Login \ Logout)	software requirements	In progress
R3	Database software	software requirements	Completed
R4	Comments section	functional requirements	developed
R5	Training nannies to use the system	Training requirements.	In progress
R6	Easy user Interface	non-functional requirements	In progress
R7	Allow multiple requests.	functional requirements	In progress
R8	Laptop	hardware requirements	completed
R9	Status for the nannies available or busy	functional requirements	In progress

R10	Payment methods	functional requirements	In progress
-----	-----------------	-------------------------	-------------

1- Define the milestones (follow the guidelines for defining the milestones).

- Insert print screen that shows milestones on time line into your project document.



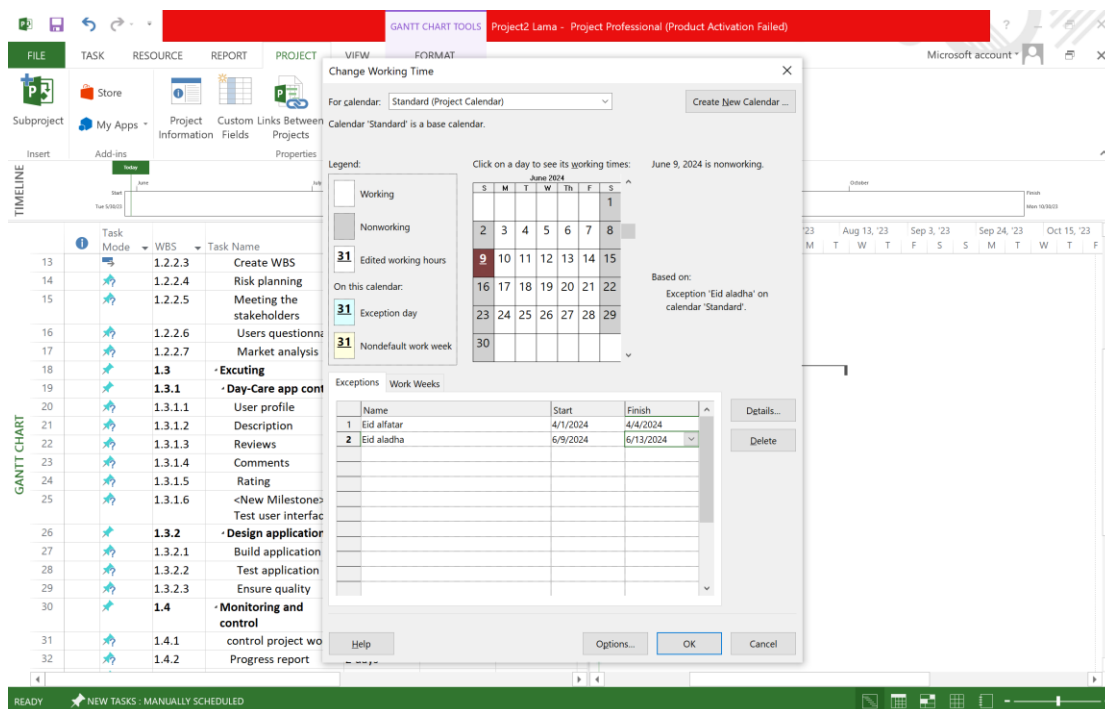


2- Define expected duration and start/stop dates of each task.

Start	Finish
Tue 5/30/23	Mon 10/30/23
Tue 5/30/23	Fri 6/9/23
Tue 5/30/23	Wed 5/31/23
Tue 5/30/23	Wed 5/31/23
Thu 6/1/23	<u>Fri 6/2/23</u>
Mon 6/5/23	<u>Tue 6/6/23</u>
Wed 6/7/23	<u>Wed 6/7/23</u>
Tue 5/30/23	Mon 6/19/23
Tue 5/30/23	Mon 6/5/23
Tue 5/30/23	Mon 6/5/23
Tue 5/30/23	Wed 5/31/23
Thu 6/1/23	Thu 6/1/23
Mon 6/5/23	Mon 6/5/23
Mon 6/5/23	<u>Mon 6/5/23</u>
Tue 6/6/23	<u>Tue 6/6/23</u>
Wed 6/7/23	<u>Wed 6/7/23</u>
Thu 6/8/23	Thu 6/8/23
Wed 6/7/23	<u>Wed 6/7/23</u>
Thu 6/8/23	<u>Thu 6/8/23</u>
Tue 5/30/23	Mon 8/14/23
Tue 5/30/23	Mon 6/5/23
Tue 5/30/23	Tue 5/30/23
Wed 5/31/23	Wed 5/31/23
Thu 6/1/23	Thu 6/1/23
Fri 6/2/23	Fri 6/2/23
Mon 6/5/23	Mon 6/5/23
Tue 6/6/23	<u>Tue 6/6/23</u>
Tue 5/30/23	Mon 6/12/23
Tue 5/30/23	Mon 6/5/23
Tue 6/6/23	Tue 6/6/23
Wed 6/7/23	Wed 6/7/23
Tue 5/30/23	Wed 6/14/23
Tue 5/30/23	Wed 5/31/23
Fri 6/2/23	Mon 6/5/23

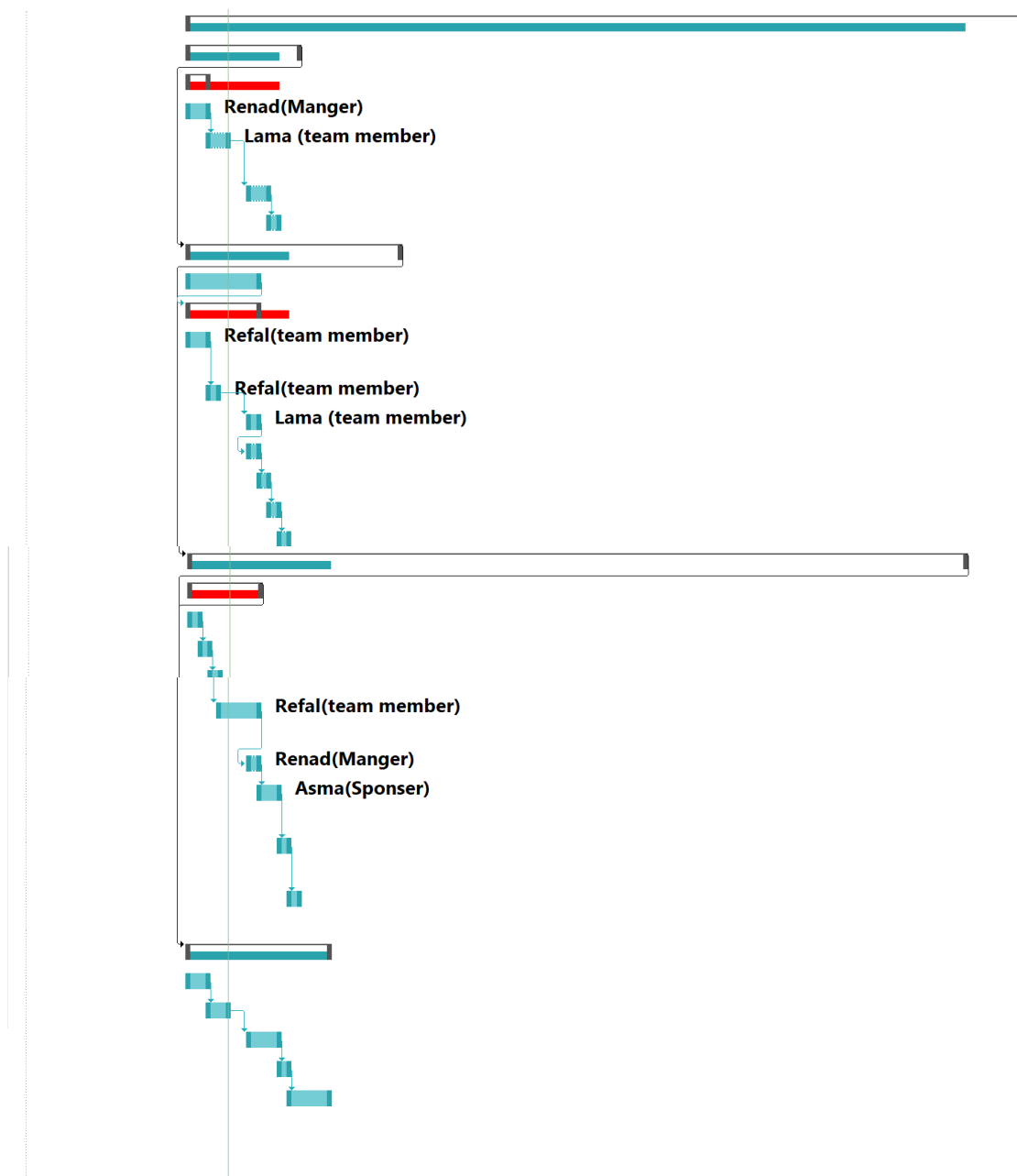
Fri 6/2/23	Mon 6/5/23
Mon 6/5/23	Mon 6/5/23
Tue 6/6/23	Wed 6/7/23
Thu 6/8/23	Thu 6/8/23
Fri 6/9/23	Fri 6/9/23
Tue 5/30/23	Mon 6/12/23
Tue 5/30/23	Wed 5/31/23
Thu 6/1/23	Fri 6/2/23
Mon 6/5/23	Wed 6/7/23
Thu 6/8/23	Thu 6/8/23
Fri 6/9/23	Mon 6/12/23

3- Create a working time exception in the project calendar.



4- Create task dependencies by linking the tasks.

- Insert print screen that shows Gantt chart view after linking the tasks.

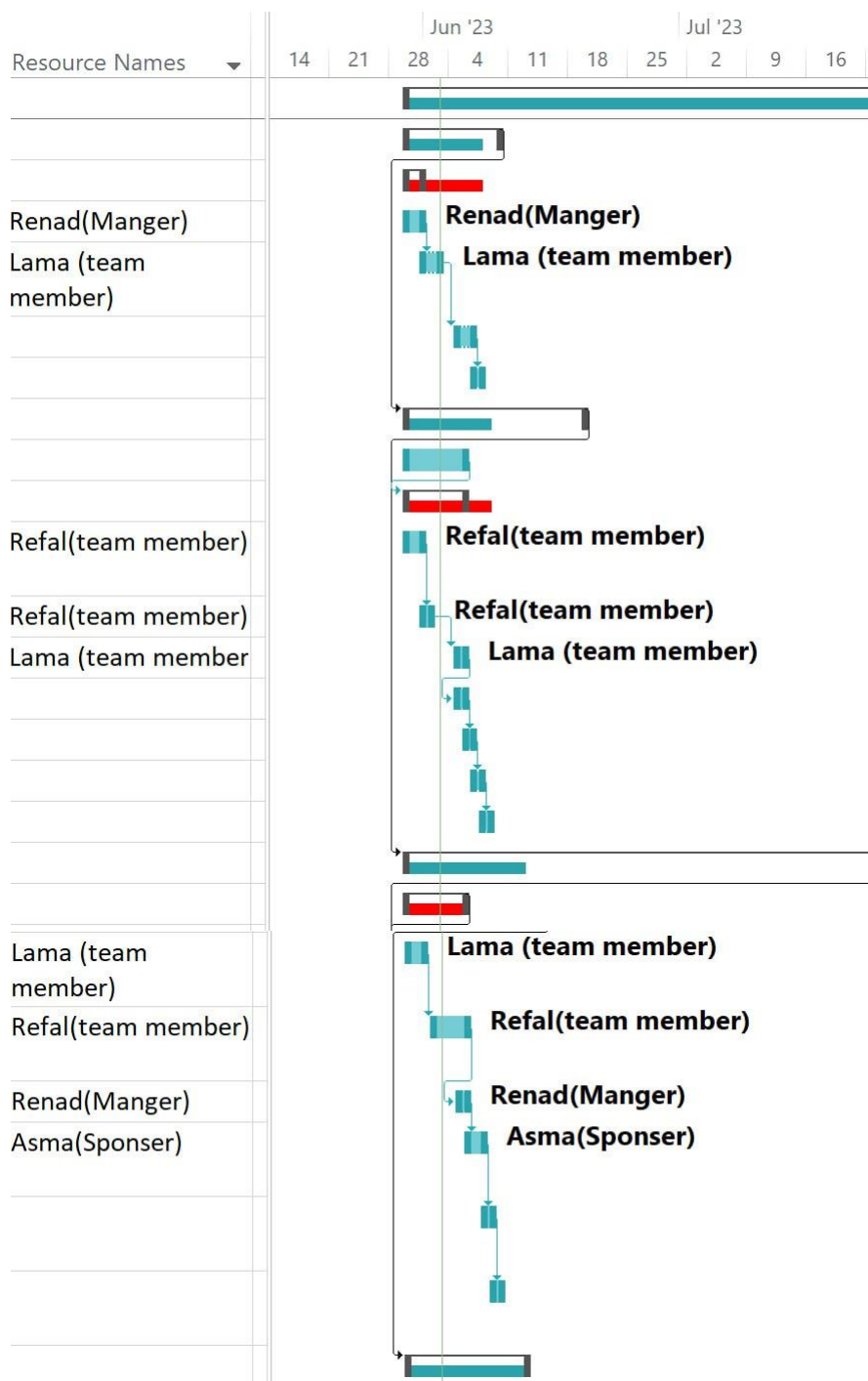




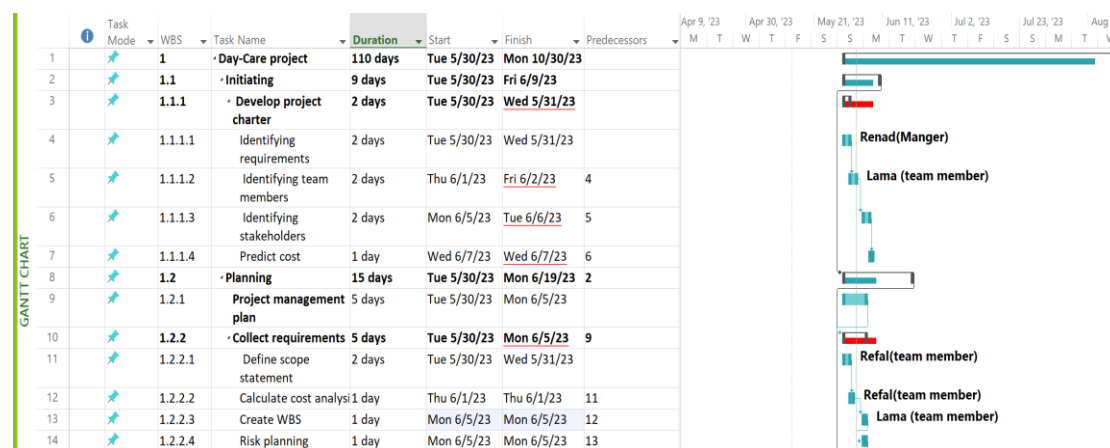
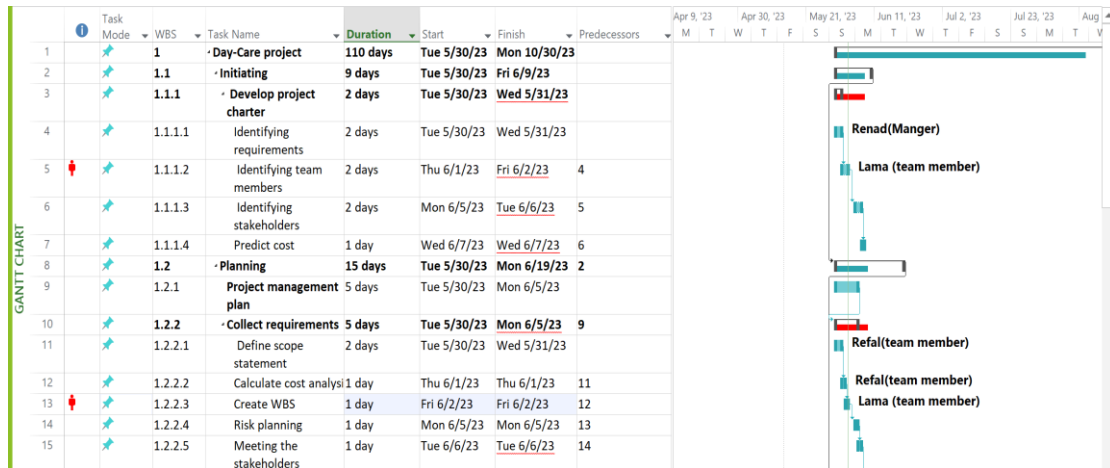
- Insert print screen\copy that shows the resource sheet into your project document.

RESOURCE SHEET

- ## Assign resources to tasks

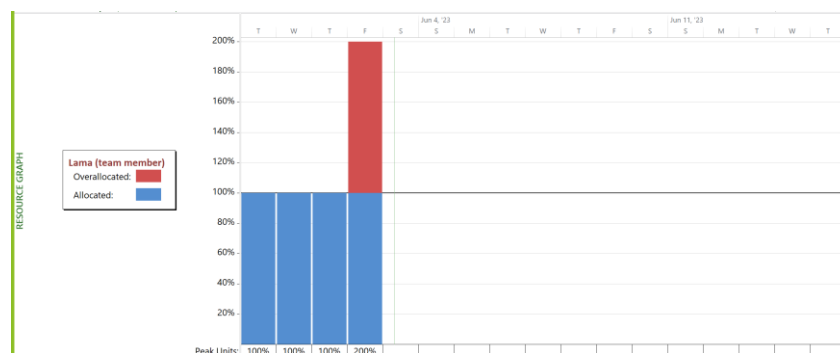


7- Suppose that there are overallocation, solve it and show the leveling Gantt view.

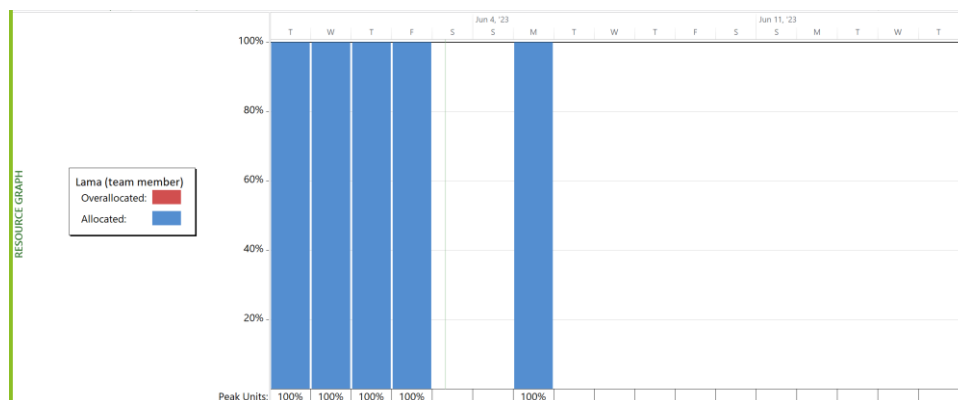


8- Insert print screen for Resource Graph before and after overallocation.

Before:



After:



9- Insert print screen for Activity Network.

