ADVANCED MICROSOFT WORD PROJECT PLAN

Final Project Dependency Free Information System

VERSION HISTORY

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Pramana Yoga Saputra, S.Kom., M.MT.	21 – 9 – 2024	Creation of project plan version 1	• Agna Putra Prawira / 2341720065 • Fahreiza Taura M. / 2341720207 • Mikaila Kafka A. / 2341720223 • M. Tegar Hibatulloh / 2341720221 • Ridho Anfa'al / 2341720222
2	Pramana Yoga Saputra, S.Kom., M.MT.	13 – 9 - 2024	Improving the contents of the project charter to match the pre-existing system	• Agna Putra Prawira / 2341720065 • Fahreiza Taura M. / 2341720207 • Mikaila Kafka A. / 2341720223 • M. Tegar Hibatulloh / 2341720221 • Ridho Anfa'al / 2341720222

PREPARED BY	TITLE	DATE

APPROVED BY	TITLE	DATE

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1. EXECUTIVE SUMMARY

SIBATTA (Sistem Informasi Bebas Tanggungan Tugas Akhir) This project aims to implement a system where final-year students (D3, D4, and S2) of Politeknik Negeri Malang (Polinema) can upload their final project reports (Laporan Akhir, Skripsi, Tesis) to the Polinema Library website. The system should automate the submission process, validate file completeness, verify student debt obligations (such as book loans), and issue a "Surat Keterangan Bebas Tanggungan" (Clearance Letter) once all requirements are fulfilled. This will enable the student to obtain their diploma, transcripts, and SKPI (Surat Keterangan Pendamping Ijazah).

2. PROJECT MANAGEMENT APPROACH AND GOVERNANCE

The management approach for the "Final Project Dependency Free Information System" will follow an Agile methodology, which emphasizes flexibility, iterative development, and stakeholder collaboration. Key elements of the Agile approach include:

- Iterative Development: The project will be divided into manageable iterations.
- Daily Stand-ups: Short daily meetings will be held to discuss progress, challenges, and plans for the day.
- Collaboration with Stakeholders: Regular communication with stakeholders will ensure that their feedback is incorporated into the development process.

The governance structure outlines the roles, responsibilities, and decision-making processes within the project. It includes:

- Project Manager: Oversees project execution, manages resources, schedules, and budgets. Acts as the primary point of contact for stakeholders.

- Development Team: Composed of developers responsible for coding, integrating, and testing the information system. They will work closely with the project manager to ensure alignment with project goals.

2.1 PROJECT SCOPE

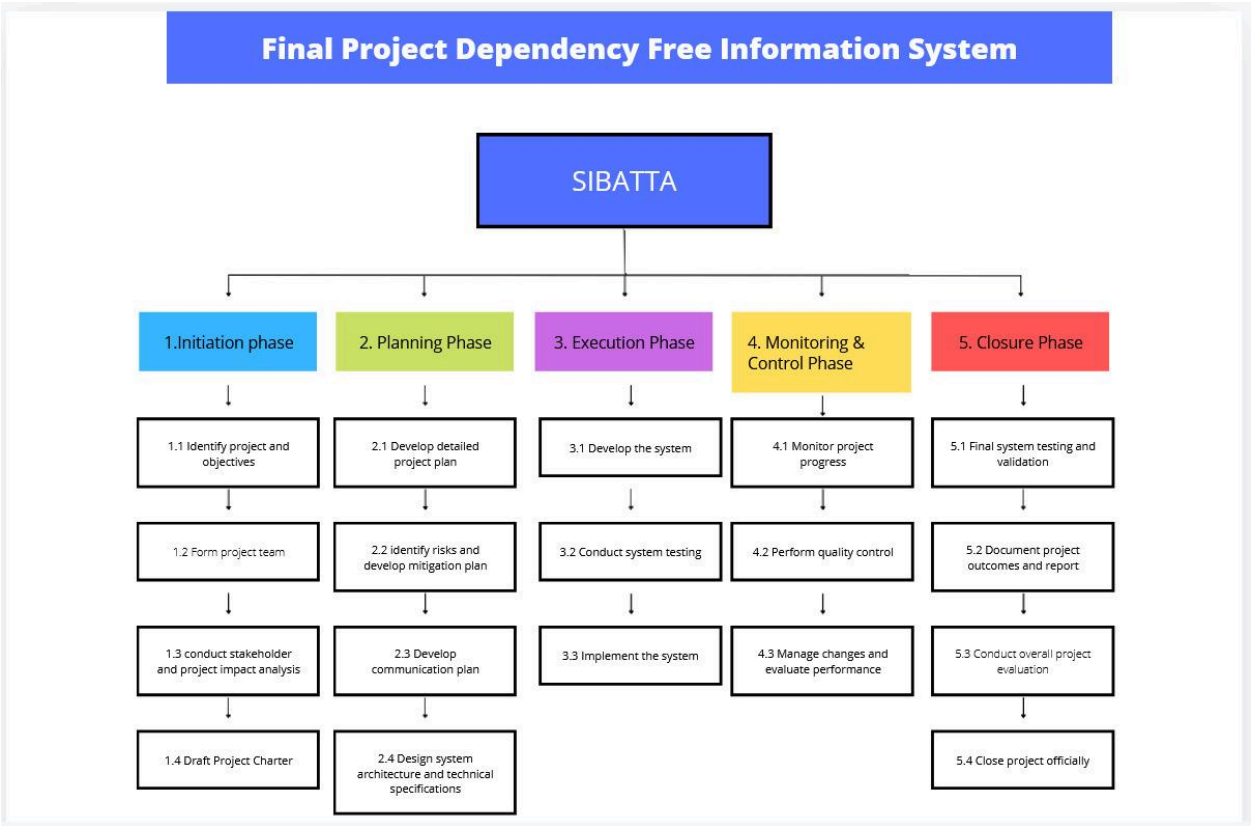
The project will develop and implement an online system for students to submit final project documents, verify their obligations, and receive an automated clearance letter. Key scope items include:

- File upload functionality
- Verification processes for debt clearance
- Notification features for upload status and clearance
- Administrative interface for library staff

2.2 DELIVERABLES

1. Project Charter : foundational document that outlines the project's objectives, scope, stakeholders, and overall vision.
2. Requirements Specification Document : This document details all functional and non-functional requirements for the information system. It serves as a guide for developers and stakeholders to ensure that all needs are met.
3. System Design Document : The System Design Document provides a comprehensive blueprint for how the information system will be built.
4. Developed Information System : the actual software product that meets all specified requirements.
5. Testing Report : documents all testing activities conducted to ensure the system meets its requirements.
6. User Document : is essential for guiding end-users in effectively utilizing the information system.

2.3 WORK BREAKDOWN STRUCTURE (WBS)



2.4 STAKEHOLDER ANALYSIS

Internal Stakeholders: These are individuals or groups directly involved in the project from within the organization, who influence or are influenced by the project.

1. Library Staff (UPT Perpustakaan)
    - Role: The primary users of the system who verify uploaded files, check student clearances, and issue the Bebas Tanggungan certificate.
    - Engagement: High involvement during the system execution and monitoring phases, as they perform daily operational tasks using the system.

2. Academic Administration (Akademik & Kemahasiswaan)
    - Role: Handles validation of academic-related tasks and ensures all academic requirements are fulfilled before a student can graduate.
    - Engagement: Involved in initial project planning and system design to ensure alignment with academic policies.

3. IT Department / System Developers
    - Role: Develop and maintain the system, ensuring functionality, security, and system performance.
    - Engagement: Fully engaged during all phases, from development, execution, testing, and system maintenance.

4. Project Manager
    - Role: Oversees the overall execution of the project, ensures timelines are met, and handles stakeholder communication.
    - Engagement: Highly involved in all stages of the project, from initiation to closure.

External Stakeholders: These are individuals or groups outside the organization that the project will impact or interact with indirectly.

1. Students
    - Role: The end users of the system who will upload their final projects, receive validation, and obtain the Bebas Tanggungan certificate.
    - Engagement: Engaged during the planning phase to understand system usability and ensure it meets their needs. They also provide feedback during the testing phase and use the system during the execution phase.

2. Government/Accreditation Bodies
    - Role: May require reports or documentation about the system's performance for academic audits or evaluations.
    - Engagement: Mostly involved during post-project evaluations or audits.

3. External Auditors
    - Role: May evaluate the system's compliance with legal or academic regulations.
    - Engagement: Only involved during auditing processes.

2.5 SCHEDULE BASELINE

Start Date: 2024-09-13

Expected End Date: 2024-16-12

2.6 MILESTONE LIST

MILESTONE	DESCRIPTION	DATE
Project charter approved	Formal approval of the Project Charter, which outlines the project's objectives, scope, stakeholders, and overall vision.	
System Design	Marks the end of the design phase, where detailed specifications for the information system are developed.	
System Development	Indicates that the actual coding and implementation of the information system have been completed.	
System testing and launch	Encompasses both testing and deployment activities. The system undergoes rigorous testing to identify and resolve any defects or issues before launch.	
Project closure	Signifies the formal completion of the project and ensuring that all deliverables have been met satisfactorily.	

2.7 CHANGE MANAGEMENT PLAN

Any project scope, budget, or timeline adjustments require a change request form and approval from the project sponsor. This ensures controlled updates based on impact assessment.

2.8 PROJECT SCOPE MANAGEMENT PLAN

Scope will be maintained by the Project Manager, with periodic reviews in each phase to ensure all deliverables meet requirements. Any changes will be evaluated through the Change Management Plan.

3. COMMUNICATION MANAGEMENT PLAN

NAME	TITLE	EMAIL
M. Hasyim Ratsanjani, S.Kom., M.Kom.	Lecture Pemograman Berbasis Objek	hsy@polinema.ac.id
Wilda Imama Sabilla, S.Kom., M.Kom.	Lecture Desain dan Pemograman Web	wildaimama@polinema.ac.id
Pramana Yoga Saputra, S.Kom., M.MT.	Lecture Manajemen Proyek	pramana.yoga@polinema.ac.id
Yoppy Yunhasnawa, S.ST., M.Sc.	Lecture Advanced Database	

COMMUNICATION TYPE	DESCRIPTION	FREQUENCY	MESSAGE DISTRIBUTION	DELIVERABLE	DELIVERABLE OWNER
Project Kick-off Meeting	Initial meeting to introduce the project, discuss objectives, and outline roles.	Once at project start	All stakeholders and team members	Meeting minutes and action items	Project Manager
Daily Stand-ups	Short meetings to discuss daily progress, challenges, and plans.	Daily	Development team	Daily progress updates	Project Manager
Weekly Progress Reports	Summarizes project status, milestones achieved, and upcoming tasks.	Weekly	Stakeholders and project team	Progress report document	Project Manager
Stakeholder Updates	Formal updates to keep stakeholders informed about project status and changes.	Bi-weekly or as needed	All stakeholders	Update email or report	Project Manager
Final Project Presentation	Presentation of the completed system to stakeholders, showcasing features and functionality.	Once at project closure	All stakeholders	Presentation slides	Project Manager

4. RESOURCE MANAGEMENT PLAN

Tools and technologies :

- Software : Vscode, HTML, CSS, JavaScript, PHP, SQL Server.
- Hardware : Laptop

5. HUMAN RESOURCES MANAGEMENT PLAN

1. Project Manager

   Responsibilities : Overall project oversight

2. System Developer

   Responsibilities : System development and integration

3. Library Staff

   Responsibilities : Validation and clearance processing

4. IT Support

   Responsibilities : Infrastructure and deployment support

5. Student Coordinator

   Responsibilities : Conducts feedback sessions with student users

5.1 PROJECT STAFF LIST

NAME	TITLE	EMAIL	PHONE
Agna Putra Prawira	Project Manager	Agna@gmail.com	
Fahreiza Taura M.	System Developer	Rey@gmail.com	
Mikaila Kafka A.	Project Manager	Kaf@gmail.com	

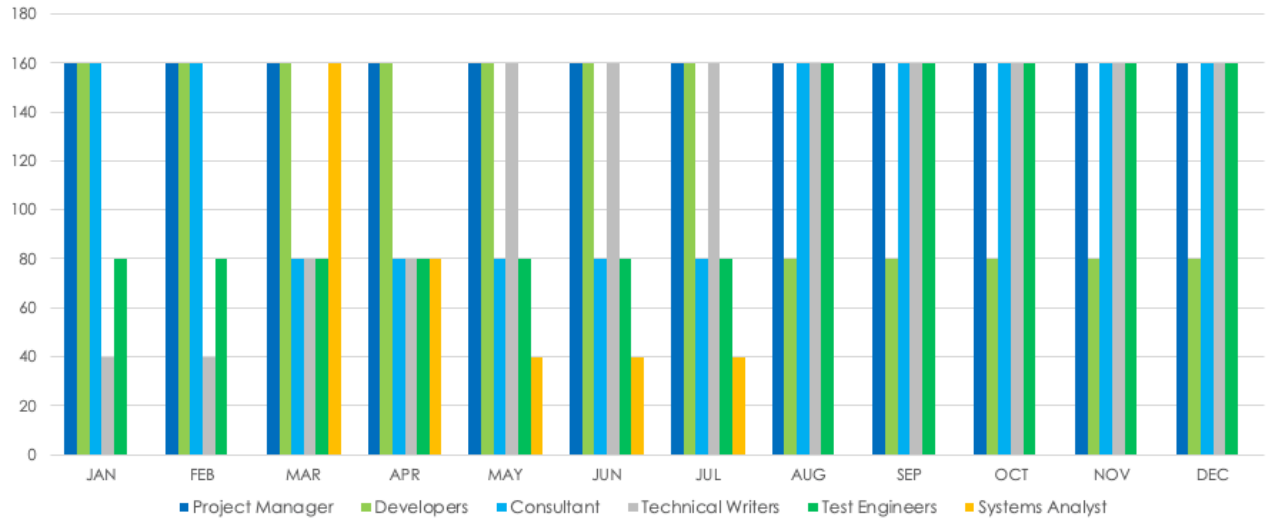
M. Tegar Hibatulloh	Project Manager	Tegar@gmail.com	
Ridho Anfa'al	System Developer	Ridho@gmail.com	

5.2 RESOURCE REQUIREMENT CALENDAR

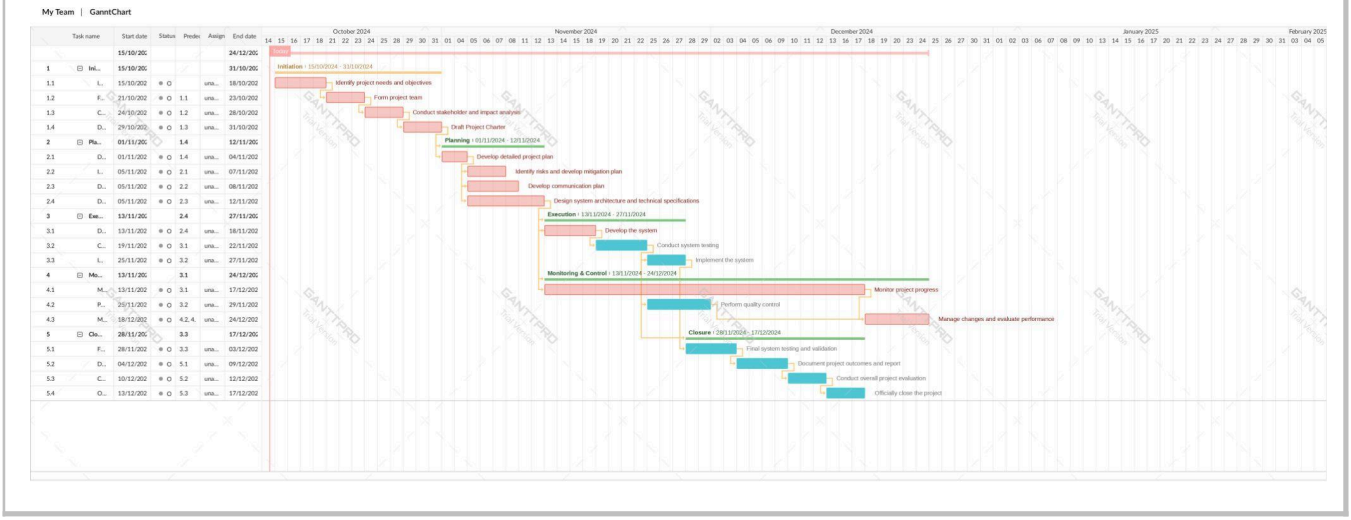
- Development: Weeks 4-16
- Testing: Week 17
- Deployment: Week 18

HOURS PER MONTH

ROLE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Project Manager	160	160	160	160	160	160	160	160	160	160	160	160
Developers	160	160	160	160	160	160	160	80	80	80	80	80
Consultant	160	160	80	80	80	80	80	160	160	160	160	160
Technical Writers	40	40	80	80	160	160	160	160	160	160	160	160
Test Engineers	80	80	80	80	80	80	80	160	160	160	160	160
Systems Analyst			160	80	40	40	40					



6. SCHEDULE MANAGEMENT PLAN



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7. QUALITY MANAGEMENT PLAN

The Quality Management Plan for the SIBATTA project focuses on delivering a reliable, efficient, and user-friendly system. Key elements include:

1. Quality Objectives:

   - 99.9% system uptime, <1% error rates, and 85% or higher student satisfaction.

2. Assurance Processes:

   - Comprehensive testing: Unit, integration, system, and user acceptance testing.

   - Continuous monitoring of system performance and verification accuracy.

3. Key Metrics:

   - Uptime, error rate, verification accuracy, and student satisfaction.

4. Roles and Responsibilities:

   - IT Department: Technical testing, monitoring, and issue resolution.

   - Library Staff: Manual verification and reporting discrepancies.

- Project Manager: Overseeing quality assurance and feedback collection.

5. Feedback and Improvement:

- Collect student feedback post-launch.

- Address issues based on prioritized severity.

- Regular updates and training to ensure continuous quality improvements.

This plan ensures that all stakeholders benefit from a high-quality system that meets functional and operational standards

8. RISK MANAGEMENT PLAN

Briefly describe how you plan to identify, analyze, and prioritize project risks. Also, describe the methods used for tracking risks. Describe contingency plans.

8.1 RISK LOG

ID	Description	Impact	Mitigation Strategy	Risk level
1	System downtime	System unavailability will delay student submissions and create backlog for library staff, potentially delaying graduations.	Regular maintenance	High

2	Data breach	Compromised student data or unauthorized access can result in compliance violations, affecting trust and delaying rollout.	Data encryption	High
3	Bugs and technical error	Technical issues or bugs can disrupt the user experience, leading to dissatisfaction and potential delays in project milestones.	Implement thorough testing before launch, create a rapid response team for issue resolution post-launch.	High
4	Poor communication among stakeholders	Miscommunication or delayed updates can lead to missed deadlines and potential conflicts over scope or resources.	Develop a detailed communication plan with regular updates, use centralized project management tools.	Medium
5	Integration issues with existing systems	Difficulty integrating with current Polinema systems could lead to delays in deployment and increased costs.	Conduct a system compatibility assessment, create an integration testing plan, and allocate time for troubleshooting.	High

6	Poor system performance under high load	Heavy usage during peak times could slow the system, frustrating users and delaying submissions.	Conduct performance testing, implement load balancing, and monitor system performance closely post-launch.	High

9. COST BASELINE

PROJECT PHASE	BUDGETED TOTAL	COMMENTS
Project initiation	$500	Covers initial project setup and stakeholder meetings.
Planning	$1000	Includes developing the project plan and requirements
Design system	$1500	Encompasses system architecture and UI/UX design.
Development	$3000	Covers actual coding, integration, and development efforts.
Testing	$1500	Involves various testing types including unit acceptance (UAT) and quality assurance (QA).
Deployment	$800	Includes deployment to production environment and user training sessions.

10. QUALITY BASELINE

ITEM	ACCEPTABLE LEVEL	COMMENTS
Code Quality	90% or higher unit test coverage	Code must be well-documented, adhere to coding standards, and pass all unit tests.
System Performance	Response time under 2 seconds	The system should handle up to 100 concurrent users without degradation in performance.
User Interface Usability	Usability score of 85% or higher	User interface should be intuitive and user-friendly, validated through usability testing.
Documentation Completeness	100% completion of required documents	All documentation (user manuals, technical documentation) must be complete and reviewed.
Deployment Success Rate	100% successful deployments	All deployments must be executed without critical issues or rollback requirements.

User Satisfaction	Minimum satisfaction rating of 4/5	User feedback collected post-launch should indicate satisfaction levels with the system.

11. APPENDICES

ATTACHMENT NAME	LOCATION / LINK
Project charter document	https://drive.google.com/file/d/1HQC_CLGh-fi4FwLuaK0io25J-jymeODR/view?usp=sharing
WBS	https://drive.google.com/file/d/1TFZ65OiS5XUAGG5PWX7ui0ts_qb_S1rK/view?usp=sharing

12. AUTHORIZATION SIGNATURES

PREPARED BY

Name and Title (Printed)

Signature *Date*

RECOMMENDED BY

Name and Title (Printed)

Signature *Date*

APPROVED BY

Project Sponsor Name and Title (Printed)

Project Sponsor Signature *Date*