**Development of a World-Class Network Infrastructure for uThukela District Hospital**

**Group Project Plan**

**LEHLOGONOLO TSHEHLA-LEADER**

**FAHIMA PATEL-SECRETARY**

**ROFHIWA MONTJANE**

**Feint Soviet**

**Polokwane, Limpopo**

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# **Introduction**

**Purpose:**

This project plan outlines the framework for how the group, consisting of Lehlogonolo Tshehla, Rofhiwa Montjane, and Fahima Patel, will work together to design, develop, and implement the network infrastructure project. It defines roles, responsibilities, timelines, and the communication strategy to ensure the group operates efficiently, meets deadlines, and delivers a high-quality project outcome.

**Group Members:**

1. Lehlogonolo Tshehla (Project Manager)

2. Rofhiwa Montjane (Lead Analyst & Technical Coordinator)

3. Fahima Patel (Quality Assurance & Documentation Specialist)

# **2. Roles and Responsibilities**

2.1 Lehlogonolo Tshehla (Project Manager)

• Responsibilities:

• Overseeing overall project progress and timelines.

• Scheduling and chairing weekly meetings.

• Assigning tasks and ensuring resources are available.

• Liaising with external stakeholders and sponsors.

• Facilitating conflict resolution within the group.

• Ensuring that the group adheres to the project scope and objectives.

2.2 Rofhiwa Montjane (Lead Analyst & Technical Coordinator)

• Responsibilities:

• Conducting a detailed analysis of the current IT and network infrastructure.

• Leading the design of the new network architecture.

• Coordinating technical aspects of the project, including hardware and software procurement.

• Overseeing the implementation and installation phases.

• Compiling technical documentation and ensuring compliance with technical standards.

2.3 Fahima Patel (Quality Assurance & Documentation Specialist)

• Responsibilities:

• Leading the testing and quality assurance phases of the project.

• Developing test cases and ensuring thorough testing of the network infrastructure.

• Compiling all project documentation, including progress reports and final deliverables.

• Assisting in the preparation of the project closure report.

• Managing version control of project documents and ensuring all are properly stored and shared.

# **Communication Plan**

• Weekly Meetings:

• Every Friday at 10 AM, a one-hour meeting will be held to review progress, address challenges, and set upcoming tasks.

• Lehlogonolo will create an agenda 24 hours before the meeting and send it to the group members for input.

• Meeting notes will be documented and shared by Fahima after each meeting.

• Communication Tools:

• WhatsApp for daily communication, quick updates, and queries.

• Google Drive for sharing documents, project files, and collaboration on group tasks.

• Microsoft Teams for video conferencing, especially for meetings with external stakeholders.

• Emergency Communication:

• In case of urgent issues, members can contact one another via phone.

• All members are expected to respond to messages within 24 hours unless otherwise stated.

• Decision-Making:

• Decisions will be made by consensus during meetings. In cases where a decision cannot be reached, the Project Manager (Lehlogonolo) will make the final decision after consulting with the group.

# **4. Project Tasks & Responsibilities Breakdown**

4.1 Phase 1: Planning (Week 1-4)

• Task 1.1: Project Kickoff (Week 1)

• All members participate in a discussion to set the project objectives and scope.

• Task 1.2: Requirement Gathering (Week 2-4)

• Led by Rofhiwa. Conduct research to identify the hospital’s needs and current infrastructure challenges.

• Gather input from stakeholders such as IT staff, medical staff, and suppliers.

• Fahima will document findings and Lehlogonolo will ensure deadlines are met.

4.2 Phase 2: Design (Week 5-10)

• Task 2.1: Network Architecture Design (Week 5-7)

• Rofhiwa will draft the new network architecture. The design must focus on scalability, security, and performance improvements.

• Lehlogonolo and Fahima will review and provide feedback.

• Task 2.2: Design Review and Approval (Week 8-10)

• Submit the network design to stakeholders for approval.

• Fahima will document the approval process and ensure design standards are met.

4.3 Phase 3: Implementation (Week 11-20)

• Task 3.1: Procurement of Hardware and Software (Week 11-12)

• Rofhiwa will manage the procurement process, ensuring the necessary equipment is sourced within budget.

• Lehlogonolo will handle logistics and vendor communications.

• Task 3.2: System Installation (Week 13-17)

• Installation of network hardware (routers, switches, servers, etc.) and software.

• Rofhiwa will lead the installation, with support from external vendors if needed.

• Task 3.3: Network Configuration (Week 18-20)

• Network configuration and setup by Rofhiwa and the IT team.

4.4 Phase 4: Testing & Quality Assurance (Week 21-26)

• Task 4.1: Conduct System Testing (Week 21-23)

• Fahima will lead the testing phase, including network performance, security, and functionality testing.

• Lehlogonolo and Rofhiwa will assist in troubleshooting any issues.

• Task 4.2: User Acceptance Testing (UAT) (Week 24-26)

• Final UAT to ensure all system requirements are met before going live.

• Fahima will document all results and feedback.

4.5 Phase 5: Project Closure (Week 27-30)

• Task 5.1: Final Review and Handover (Week 27-28)

• All members will participate in the final review with stakeholders.

• Documentation of the handover process by Fahima.

• Task 5.2: Documentation and Closure Report (Week 29-30)

• Fahima will compile the final project report, including technical documentation, testing reports, and stakeholder feedback.

# **Milestones and deadlines**

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| --- | --- | --- |
| **Milestone** | **Task** | **Deadline** |
| Completion of requirement analysis | Task 1.2 | End of week 4 |
| Network Architecture design finalised | Task 2.1 | End of week 7 |
| Stakeholder Approval of Design | Task 2.2 | End of week 10 |
| Hardware and software procured | Task 3.1 | End of week 12 |
| Network Configuration completed | Task 3.3 | End of week 20 |
| System Testing completed | Task 4.1 | End of week 23 |
| User acceptance testing completed | Task 4.2 | End of week 26 |
| Project Handover completed | Task 5.1 | End of week 28 |
| Project closed and finalised report submitted | Task 5.2 | End of week 30 |

# **Risk Management**

**Identified Risks:**

• Delay in Procurement: Lead times for hardware may cause delays.

• Technical Issues During Installation: Network configuration could encounter unforeseen difficulties.

• Conflicting Schedules: Team members might face challenges in aligning their availability.

• Mitigation Strategies:

• Build buffer times into the procurement and installation phases to account for delays.

• Establish a clear contingency plan for technical issues, including access to external vendors for support.

• Use a shared team calendar and ensure open communication to handle scheduling conflicts.

# **7. Resource Management**

• Hardware: Rofhiwa will be responsible for ensuring all hardware (servers, routers, switches, etc.) is obtained, tested, and installed on time.

• Software: Any network management software required for monitoring or security purposes will be sourced and tested by Rofhiwa and Lehlogonolo.

• Documentation: Fahima will manage all documentation, including progress reports, meeting minutes, and final deliverables.

# **8. Conclusion**

This project plan provides a structured approach to how the group will collaborate to achieve the successful design and implementation of the new network infrastructure. By assigning clear roles and responsibilities, setting realistic deadlines, and expecting risks, the group will work cohesively to deliver the project on time and within scope. Each member is committed to their roles and responsibilities, and open communication will be key to resolving any challenges that arise.