**2.2 Write an Executive Report which describes one of the following strategies applicable to your project. • Project Governance Strategy (Covid App)**

Ronan Behan 19141815 HDSDEV\_SEPOL\_YR1

Covid 19 (CV-19) pandemic has posed a serious problem to our nation. We note that South Korea has done an excellent job of keeping the CV-19 under control. One reason is that the Korean Health Authorities have a Mobile App for those who must self-quarantine.

The Health Service Executive (HSE) has given us the prestigious opportunity of creating a similar app.

This application is simple. There are certain criteria we must fill for our App, if we are to have the success of Korea. They are:

* A simple UI.
* It tracks the location of the patient. If they step outside their quarantine area an Alarm must go off which alerts the patient and f the alarm goes on long enough it will alert a HSE employee, and they will contact the patient.
* The patient must input their symptoms twice a day. If they don’t, it will send an alert to the HSE and then they will try and contact them immediately.

Our goal is to create this simple application within a very short period of time. We should have everything up by May 9th. Then updates and monitoring until the end of May. Speed and quality must be our motto. The health of our most vulnerable depends on this App!

We can extend the project a few weeks but I would prefer not to, due to its importance.

As the Project Manager, I must ensure that we have a good Project Governance Strategy. (PGS)

There are 6 principals of PGS we must follow.

1. Accountability for the project. The Project Manager has full control of the project. I must make sure of the project requirements, its end day and the budget. If the project fails, it falls on the PM.

To do this I must set direction and ensure our end goals are understood by the team.

1. I must make the right decisions without strict oversight of my company.

This is to avoid too many decision makers and to allow fluidity in a project. I have been picked for my competency and I must prove it again. Effective projects should have limiter oversight from people outside the project.

1. The stakeholder (HSE) must only have limited input.

This person must tell us what they need. They must not be involved in the final decision making process and make sure that they give their feedback at the right time.

1. Define the organisational structure of our Project Team.

The hierarchy of the project must be clearly defined. Everyone should know their task.

1. We must monitor our team’s progress.

This must be done diligently and regularly to ensure that we achieve our goal.

1. Focus on delivering the App to the market.

I must make sure that this process runs as according to plan as possible and that we meet our sprint deadlines.

To achieve our goals we must work hard in an organised way to accommodate our ambitious sprints.

There will be two sprints. The first will begin in April and finish on May first, the second sprint will be for all of May. The second involves less work so if we are held up on the first sprint we can give more time to certain backlogs from the second sprint.

The project will start on the first of April. That first day will involve discussions, and allocation of resources and general HR issues. This day is to give the staff the inspiration for the project.

Stage one begins the next day. We can be fast here, we will use the Korean Quarantine App as inspiration. So during this stage we will research, gather requirements, have meetings and meet with HSE stakeholder. We must get all the info out of the HSE member here, as he has limited input. Then we will create a plan and seek approval.

My company has given me full authority. In stage one. I will define everyone’s role and make sure we are all aware of our duties.

Stage two, the Design phase. Our team will decide how the whole system and will build a skeleton of the system and make sure it has the criteria we require for the app to be as the HSE has outlined. We need to figure out how to communicate with third parties and understand the different types of technologies to be implemented such as location tracking.

Throughout these phases I will seek regular reports on how the project is going forward. KPIs, backlog and I will have regular meetings with the teams and the team leaders for coordination.

The third stage is where we will do all the coding and create our application.

The fourth stage is the start of the second phase. We will need to make sure backlog is taken care of. Here we will conduct extensive testing for quality assurance.

Next; the deployment phase. Here the HSE will have a say again. Once the software runs well with no problems and that has the stakeholder’s requirements it will be distributed to the market.

Finally; the sixth stage and the end of Sprint 2. This is for maintenance and updates.

Our Project is to create an application for those who must self-quarantine. I will employ a decent Project Governance Strategy to make sure that our project is carried out on time, and that we obey the HSE’s wishes for an App that strongly resembles Korea’s self-quarantine app. I do this on the authority given to me over the project by my company. I am responsible for the project. All accountability falls on me. I will make sure all know their task and I will monitor their progress. I have outlines the sprints and the phases of the project in great detail. I will take input from the HSE at certain points in the project and from my team seniors at regular intervals. If all runs well we will have the project finished and ready for the public by the end of May.