DEFINITION OF SCOPE

INTRODUCTION

The overall purpose of this project is to increase the distinction passes of the G.C.E A/L students along with the persuasion of using ICT in their day to day chores. Ms Ellen Watson who wanted to carry out this project to increase the interest of the G.C.E A/L students and to attract them to study the subject. That was her fervent hope. Four hundred copies of DVD disk drives will be distributed to the G.C.E A/L students during the General Information Technology Seminars on the School Main Hall. The DVD disk drives will contain well-developed eBook alongside its user guide. The ebook is a revision guide which contains interactive and interesting videos, short notes, and questions & answers.

BENEFITS TO THE ORGANIZATION

The school logo contains in the distributed DVD. Therefore, it will promote the name of the school. Teachers and students coming from other friendly schools will get the chance of knowing the teaching methods and the standard of the school. Thus they will have a good image about the school learning system and resources they use in learning process. If many number of students pass with A's, it will be a chance to promote the educational standards of the school.

OBJECTIVE OF THE PROJECT

The main objective is to encourage students to the General Information Technology (GIT) and increase number of distinction passes because this is a common subject for students in all streams of G.C.E Advanced Level (Sri Lanka). Therefore, everyone should study it. DVD disk drive is going to be printed with school's logo. All the resource materials from the seminars will contain there and it would be a memento.

Discussed and agreed items at meeting 1 are indicated below.

The Development Criteria:

- ❖ The Product is aimed for every G.C.E Advanced Level student in all streams.

- ❖ The students are encouraged aiming to use ICT knowledge in their daily work by enabling students to best fit into the challenging society.

- ❖ It should be a multimedia product that keeps running in Flash Player.

- ❖ Throughout the project consistency should be maintained.

- ❖ There should have a user-friendly and interactive navigation system in the product.

- ❖ Easy to learn contents and attractive animations should be included in the product.

The Product Should Provide:

- ❖ Multiple Choice Questions and Short Notes on below topics

- ❖ Classification of computers
- ❖ Basic Components of a computer system.

- ❖ Attractive and Interactive videos

- ❖ Answers of the given questions

- ❖ The School Logo and school Colours

- ❖ Help/Guide

The Project Should Deliver:

- ❖ 400 copies of multimedia product will be distributed alongside a Read-Me (pdf) document file in the DVD disk drive.

COSTS

The expenses of the project are evaluated as follows:

Type Of Expense	Incorporates	Assessed Figures (SRI LANKAN RUPEES/RS)
Analyzing	Fee of Analyzing	RS. 8,100
Designing	Fee of Designing	RS. 84,000
Development	Fee of Development	RS. 52,000
Electricity	Fee of Electricity	RS. 10,000
Reproducing	Cost of 400 blank DVD disk drives	RS. 384,000
Transportation	Total Cost of Transportation	RS. 16,800
ESTIMATED COST		RS. 554,900

According to the details above 554,900 has been estimated as the overall cost of the project.

KEY SUCCESS CRITERIA

We can decide whether our completed multimedia product is successful or not by going through the key success criteria. We can come to a conclusion whether we have achieved the targeted points. If the targeted points are achieved, it is a successful product or then again else it will end up being a failure.

- ❖ By the 19th October 2018, the multimedia product should be finished and published.

- ❖ By the 30th October 2018, 400 copies of multimedia product made and handed over.

- ❖ The aim is to increase the number of distinction passes of the students at least by 10%

- ❖ Number of participants to the seminar from friendly schools should be increased at least by 30% compared to the previous year.

CONSTRAINTS

Any biased or false information are included in this multimedia product; the reputation of the school definitely be deteriorated. The computer fraternity of the school also will be affected. If false information's are there in the product the students will write those facts at the examination and it would discourage the students and will lose their grades and interest.

Therefore, it is the duty of us to include all the correct relevant facts. The other constraint is overall budget should not exceed more than Rs. 554,900.

AREAS OF RISKS

In the project proposal there are potential areas of risks. I expect to discuss them once again.

There are no adverse effects to any devices from the DVD disk drives. If the DVD disk drives are affected, the image of the college will be ruined. Therefore, all the DVD disk drives should be thoroughly scanned for antivirus scans before they are conveyed to the school.

As the multimedia product is relied by students, it should have reliable, accurate and up-to-date information's. In case any wrong information found on the electronic book, it will definitely damage the reputation of the school. To minimize this problem, the information's should be provided impartial and accurately.

Other essential thing is, as seminars to be held in held in the first week of the November 2018, these eBooks should be delivered at the seminars. So they must be available at the correct time. As they have promised to supply multimedia products to students and if they are not available in time the students will be disappointed. If the products cannot be delivered in time it will lead to waste money, time and effort. To get rid of this problem the only solution is to use a project management software such as Microsoft project 2016, by using such software it will help to minimize the time for each task from beginning to the end. Then the project can be finalized earlier than expected.

As a whole the potential risks are remedied and take measure nothing goes wrong during the project work in progress. So we can be sure that the project will not be a failure, but a successful one.

PROJECT ROADMAP

The key tasks of the project were distinguished and a surmised date was set for each. These dates are conditional and are liable to change contingent upon the situation in the future. Nevertheless, the two initial tasks have been finished already. During this project, we should take note of that project reviews will be done at different stages.

Task	Beginning Date
Presentation of Project Proposal	7th August 2018
Presentation of Definition of Scope	14th August 2018
Presentation of Proposed Initial Designs	17th August 2018
Prototyping	27th August 2018
Final Development	19th September 2018
Refinements	13th October 2018
Reproducing Copies	21st October 2018
Handover	30th October 2018

PROJECT RESOURCES

Eventually the project resources were discussed earlier, I have listed them once again.

Material Resources

- A high quality processor (minimum 2.0Ghz), High storage capacity (minimum 256Gb) and a high performance dedicated graphics card (minimum 512Mb) are included in a laptop as it is a portable device and everyone prefers to work with it.
- A printer with 3-in one facilities which can use to print, copy, scan all the required documents.
- High speed mobile internet device that can be accessed even without Wi-Fi facilities.

Software Resources

- Adobe Flash Professional CC 2015 –For Development and Prototyping of the multimedia product.
- Adobe Flash player- To watch SWF File formats through a web browser.
- Microsoft word 2016- To edit and make changes to the Documents.
- Adobe Photoshop CC 2015- To edit and export images in appropriate file formats.
- Microsoft Project 2016- To manage the project and produce Gantt charts for every task.
- Foxit Reader- To convert and make documents files in PDF format.
- Any Video converter- To convert and edit videos in appropriate formats.
- YouTube Video Downloader – To download videos from the YouTube in various resolutions.

Project Resources

- Head of School Advanced Level Section –Mr. Steve Jhonson

- Client- Ms. Ellen Watson

- Team members- Mr. Bryan Ferdinendz & Mr. Jhonethon Misso

- Peer Reviewer – Mr. Michel Faraday

- Supplier- Mr. Jhonny Anderson

Other Resources

- My Energy and Time (Project Manager)

PROJECT STAKEHOLDERS

Even though the discussion had taken place earlier of different stakeholders in this project, once again I have explained them below.

Mr. Sadeesha Jayaweera – Project Manager

Mr. Sadeesha Jayaweera is Presently studying at St Anthony's College Kandy, Sri lanka as a 2nd Year Physical Science student and Also doing Edexcel international Advanced Level as a privet Candidate. On behalf of school he has been asked to undertake the project. Some of the tasks he has been entrusted as a project manager are managing the overall project ensuring that it meets the requirements of the clients, getting the approval from the senior management, assigning tasks to his team members and arranging for supplies from the supplier and receiving criticism from the peer reviewer.

Mr. Steve Jhonson – Head of Advanced Level Section

The present Head of the Advanced Level section of the school Mr. Steve Jhonson has been working at high positions in most prestigious schools in Asia. Thereby he has about 15 years' experience in the field. In this project he contributes his duties as a senior advisor and counselor.

Ms. Ellen Watson – Client

Ms. Watson is a senior teacher of the ICT fraternity; school she also holds the post Event coordinator for seminars. In November 2018, during the General Information Technology seminar sessions, she requested for eBook to be created to promote and increase the distinction passes of the General Information Technology subject.

Mr. Bryan Ferdinendz & Mr. Jhonethon Misso – Team Members

All the tasks that will be given to them on behalf of the project manager, Mr. Sadeesha Jayaweera are done by these two team members. They have agreed to give their fullest cooperation toward the project.

Mr. Michel Faraday – Peer Reviewer

Mr. Michel Faraday is an advanced level teacher, school, who will work as the peer reviewer of our project work. From university of Cambridge uk he has got his masters in computer science. He is the absolute best individual to provide helpful criticism and comment on our multimedia product. He is the most suitable person for this role as he has 10 years of working experience in the relevant field.

Mr. Jhonny Anderson – Supplier

Our project stationaries and printing documents etc. are supplied by our main supplier Mr. Jhonny Anderson. At the most needed time he has promised us to supply all the stationery facilities.

TEMPORARY REVIEW POINTS

During various positons of this project, a few tasks will be reviewed as follows:

- Designing
- Prototyping
- Development
- Handover to the Client

All the reviews will be made at the meetings. So all the stakeholders will be informed. To participate the meetings. At these meetings, the progress of this project will be the main topic. Thereby the efficiency of this project can be enhanced.

Integrating a multimedia Product into a DVD disk drive, this project can be tackled.

TARGET COMPLETION DATE

Three months since the commencement of this project have been given as the estimated duration. 30th October 2018 was the final deadline for this project. By the above mentioned deadline about 400 copies of the product have to be produced, the DVD Disk Drives which contain the multimedia product and its user guide to be delivered before the given deadline.