IS333: Project Management
Assignment 2

Group 1: Intelligence System for Symptom and Cure Checker at MOH

Contents

Project Overview

1.1 Purpose, Scope and Objectives, and Business Case

Introduction

The Ministry of Health is one of the agencies that receives hundreds of queries every day. People are barred from coming forward to ask fundamental questions during a pandemic, thus the only option left is to use technology. Fiji's Ministry of Health is one of the country's largest and most industrious agencies. Because digital advancement is unavoidable in the twenty-first century, the Ministry of Health must likewise upgrade its system in order to boost efficiency and productivity.

This project's development will validate the information learned from the PMBOK in order to enhance and create a solid foundation in terms of scope management, human resource management, time and risk management, quality and communication management, and financial management. Because the system is being created in a limited way, where money, resources, and time must be steadily managed to assure project success, all project-related information will be directly transmitted to the designated project manager.

1.1.1 Purpose

The Goal of this project is to prepare an AI-based symptom and cure checker for the Ministry of Health that listens to a patient's symptoms and health problems before directing that patient to the appropriate therapy depending on the diagnosis. As a result, the symptom checker can evaluate a wide range of patient complaints based on severity level, removing the guesswork from the process. Furthermore, any unusual enquiry will be routed to an expert via the system.

1.1.2 Scope

The scope statement includes tasks that must be accomplished and excludes tasks that are not necessary and are left unspecified. Furthermore, the major purpose of the project scope is to provide detailed and complete explanations of the project's assumptions, constraints, success criteria, and deliverables.

The creation of the automated artificial intelligence comprises phases such as planning, designing, development, testing, and implementation; however, future advancements and maintenance are not included in the project.

The government IT team will be asked consent to help in the development of the portal, while the estimated number of days that will take to complete the project will be 107 days with the estimated cost of **$176,400.**

1.1.3 Objective

To develop an intelligence system that can provide streamline interactions between people and the Ministry of health. Meanwhile, deliver the benefits of greater activity by communicating queries and providing them with what kind of sickness they have without having to leave the comfort of their home.

1.1.4 Business Case

The establishment of an Intelligent Symptom Checker for the Ministry of Health is a step forward for a country like Fiji in the sophisticated and digital world. To do this work, smart gadgets and apps such as modern computers and servers will be needed. The completion of this initiative will benefit both the Department of Health and the entire country. It will lower the number of individuals needed to do the desired task and redirect them to other pursuits that benefits them.

1.2 Project Deliverables

Our project's goals are to first evaluate the diagnostic and sort performance of symptom checkers, then to analyze their potential influence on healthcare utilization, and finally to look for differences in performance amongst systems.

★	Create an online interface for the public to get rapid responses for their medical issues
★	Provide a forum for a variety of solutions to be considered for patient use.
★	To accurately assess the clinical vignettes that's been entered.
★	provide reliable answers
★	Installation and testing of new hardware and software
★	Server installation
★	construct a database of difficulties (often asked questions) and solutions for future reference (database development)
★	Provide a well-functioning piece of software.

1..2.1 Project Organization

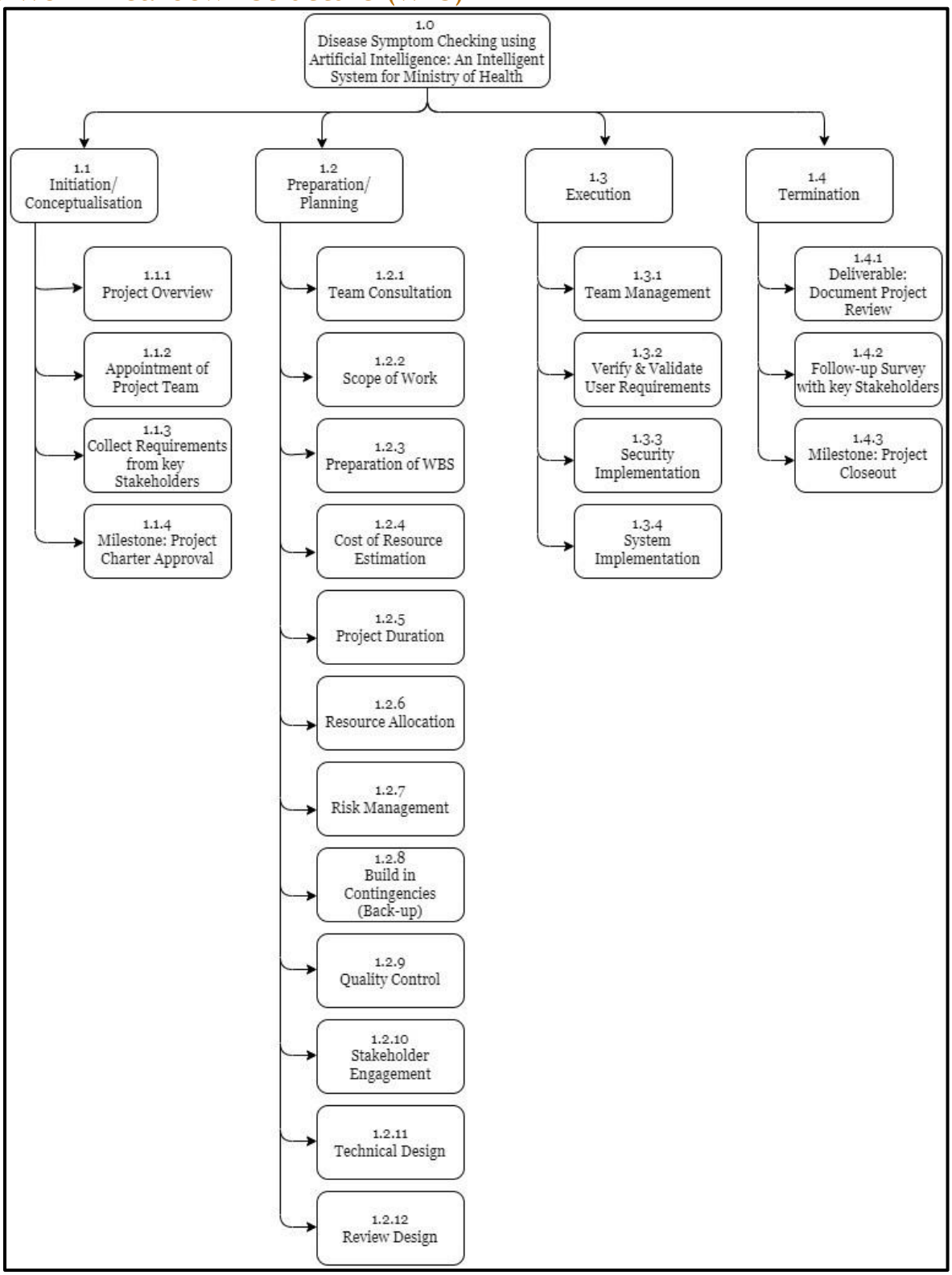
1.2.2 Staff Assignment

Task Name	Tomasi Junior (Project Manager)	Vishal Kumar (Systems Engineer, Systems Programmer)	Onesimus Pasikali (Systems Analyst)	Kartik Nand (Database Designer)
Initiation/Conceptualization				
Project Overview	★	★	★	★
Appointment of Project Team	★			
Collect Requirements from Key Stakeholders	★		★	
Milestone: Project Charter Approval	★			
Preparations/Planning				
Team Consultation	★	★	★	★
Scope of Work	★	★	★	★
Preparation of WBS				★
Cost and Resource Estimation	★			★
Project Duration	★			
Resource Allocation	★			
Risk Management	★	★	★	
Build-In Contingencies (Backup)	★	★	★	★
Quality Control	★			
Stakeholder Engagement Plan	★			★
Execution				
Team Management	★			
Verify and Validate User Requirements		★	★	★

Security Implementation		★		★
System Implementation		★		
Termination				
Document Project Review	★			
Follow-Up Survey with Key Stakeholders	★			

Key: ★ = Task accomplished by team member

1.3 Work Breakdown Structure (WBS)



1.3.1 Work Breakdown Structure Dictionary (WBS)

Level	WBS Code	Element/Activity Name	Definition
1	**1**	**Disease Symptom Checker using Artificial Intelligence**	**A new project is identified that checks the patients disease symptoms using AI**
2	**1.1**	**Initiation**	**Preliminary works are carried out to initiate the project**
3	1.1.1	Project Overview	A project overview statement (POS) is developed by the project team that outlines the importance of implementing this project and its potential value on the health system.
3	1.1.2	Appointment of Project Team	A project team is selected by the project manager and assigns the resources
3	1.1.3	Collect Requirements from Key Stakeholders	Key requirements from the main Stakeholders are collected by the project team for the hospital's AI symptom checker
3	1.1.4	Project Charter Approval	The project charter is reviewed in this activity and approved by the sponsor. The project manager commences with the planning phase
2	**1.2**	**Planning**	**A project plan is developed by the manager and the team**
3	1.2.1	Team Consultation	A project team meeting is conducted to start the project
3	1.2.2	Scope of Work	A scope of work is developed by the project manager that includes details such as the project's objectives
3	1.2.3	Preparation of WBS	A WBS is developed to identify all the activities that needs to be carried out for this project
3	1.2.4	Cost & Resource Estimation	The cost of the projects are identified and resources that will be used
3	1.2.5	Project Duration	Duration of the project is identified and allocated to the respective activities
3	1.2.6	Resource Allocation	Resources such as labour, cost and materials are allocated to continue the project
3	1.2.7	Risk Management	Potential risks are identified and a mitigation strategy is developed
3	1.2.8	Build in Contingencies (Backup Plan)	A contingency plan is developed by the project team to backup data
3	1.2.9	Quality Control	A control process is developed by the project team to manage the project
3	1.2.10	Stakeholder Engagement Plan	A plan to include and engage the stakeholders are identified such as suppliers, clients, doctors and patients
3	1.2.11	Technical Design	A technical design of the Artificial Intelligence is developed and how it should work

3	1.2.12	Review Design	All designs are reviewed and approved for the programmer to work on
2	**1.3**	**Execution**	**The actual work for the project is commenced**
3	1.3.1	Team Management	The performance of each team member is monitored through a performance monitoring system
3	1.3.2	Verify & Validate User Requirements	Involves verifying the end-user requirements such as data entry
3	1.3.3	Security Implementation	Security features such as access, authentication and virus detection and firewalls are installed
3	1.3.4	System Implementation	The team installs the hardware and software for the hospital
2	**1.4**	**Termination**	**The project ending is commenced**
3	1.4.1	Document Project Review	The manager and the team documents the entire process followed for the project, identifies and documents anomalies
3	1.4.2	Follow Up Survey with Key Stakeholders	Once the project is implemented, the features are tested and followed-up to identify roadblocks
3	1.4.3	Milestone: Project Closeout	The project is officially closed

1.3.2 Responsibility Assignment Matrix (RAM)

	ACTIVITIES	STAFF			
		Tomasi Junior ***Project Manager***	Vishal Kumar ***Systems Engineer/Systems Programmer***	Onesimus Pasikali ***Systems Analysts***	Kartik Nand ***Database Designer***
INITIATION/ CONCEPTUALSATIO N	Project Overview	R			
	Appointment of Project Team				
	Collect Requirements from Key Stakeholders	A		R	
	Milestone: Project Charter Approval	R	G	S	
PREPARATION/PLANNING	Team Consultation	C	R		
	Scope of Work	A	R		
	Preparation of WBS	N		C	R
	Cost of Resource Estimation	A		R	
	Project Duration	A		R	
	Resource Allocation	A	C	R	
	Risk Management	R	S	C	
	Build-In Contingencies (Back-Ups)	N			R
	Quality Control	N	C		R
	Stakeholder Engagement	R	G	N	
	Technical Design	A		C	R
	Review Design	A	C		R

EXECUTION	Team Management	R	A	N	
	Verify and Validate User Requirements	A	R	N	G
	Security Implementation	A	R		N
	System Implementation		R	N	C
TERMINATION	Deliverable: Document Project Review	A		R	
	Follow-Up Survey with Key Stakeholders	R		G	
	Milestone: Project Closure	R	S		

Key: R = Responsible, S = Support Required, C = Must be consulted, A = Approval Required, G = Gate Reviewer

Chang Request Form (Template)

Change Description		
Project Name:	Change Name:	Number:
Requested By:	Contact:	Date:
Description of Change:		
Reason for Change:		
Priority [Circle One]: 1. High 2. Medium 3. Low		
Impact on Deliverables:		
Impact of Not Responding to Change (and Reason Why):		
Date Needed:	Approval of Request:	Date:

Change Impact
Tasks/Scope Affected:
Cost Evaluation:
Risk Evaluation:
Quality Evaluation:
Additional Resources:
Duration:
Additional Effort:
Impact on Deadline:
Alternative and Recommendations:
Comments:

For Office Use Only	
[Circle One]: 1. Accepted 2. Deferred 3. Rejected 4. More Info Requested	
Comments:	
Project Manager Signature:	Date:
Decision Maker Signature:	Date:

1.3.3. Project/Team Charter

Background

The Ministry of Health (MOH) seeks an artificial intelligence (AI) system capable of managing all of their patient records. They recruited us to come up with a solution to their dilemma, and the team opted to create an AI Symptom and Cure Checker for MOH. A four-person team was formed, with each member possessing abilities and experience in a unique subject that would allow the team to develop the AI Symptom and Cure Checker rapidly. During the Covid-19 problem, many individuals are phoning for information and are afraid to appear in public while waiting for their examinations. As a result, the MOH will benefit from our AI Symptom and Cure Checker by using Artificial Intelligence to answer queries for them and provide the individuals with their results. Their very own home doctor.

Ethical behaviours Expected by the Team

The moral code of conduct regulates the behavior of team members in a workplace in discerning between right and wrong in terms of conduct and decision making, which is referred to as ethics.

Every team member must be truthful to their teammates and to their task. In order to give the correct product to MOH, the team must be honest. While workers should be truthful about their positions on the team. They should offer their all while remaining focused.

Every member of the team must be accountable for the responsibilities allocated to them. Team members must be responsible for executing given duties on schedule and with professionalism. Every team member must establish himself or herself as an useful employee and trustworthy coworker by being accountable at work.

Risk Assessment

2.1 Risk Identification

Project risk analysis is significant because it assists project managers in identifying the project's shortcomings, strengths, and potential opportunities during or after completion. To successfully assess risks, one must first learn about and become acquainted with the potential difficulties or "high risk" threats that might jeopardize the smooth functioning of a scheduled project. To prevent or reduce losses, it is critical to document any unforeseen occurrences that may disrupt the procedures, resources, and technology of an ongoing project.

Top 3 Risks for this Project

1. **Technology Risk -** Because new and sophisticated technologies are always being developed, the technological side of conducting a project is a complicated task. The technological side of a project provides a significant risk to data security, organizational services, compliance, and information security. Technology-related risks are more difficult to manage since installing new IT systems frequently necessitates additional staff training and software procurement.
2. **Cost Risk -** A lack of or mishandling of project funding as a consequence of an inflated budget or other limitations jeopardizes the project's completion. When the project cost exceeds the anticipated finances, the risk may be transferred to other operations and labour divisions.
3. **Operational Risk -** If vital operations and fundamental procedures, such as manufacturing or procurement, are not implemented properly, a project may stagnate or fail. The risks might result in a direct or indirect loss as a result of inadequate or failed qualitative, quantitative, or strategic measures. Depending on the type of project, operational risks include:
    - IT system vulnerability
    - Direct implementation risk is posed by both humans and processes.
    - Indirect implementation risk posed by humans and processes
    - Financial Capability Danger

2.1.1 Assessment of Probability and Consequence (Qualitative)

Risk identification was conducted in the initial project risk assessment meeting. The project manager chaired the risk assessment meeting and distributed notepads to each member of the team and allowed 10 minutes for all team members to record as many risks as possible.

Expert Interview

Two Expert Interviews were held for this project. The interviews revealed several risks which were then mitigated by making changes to the project plan. The remaining risks are included in the Risk Register.

Risk Assessment Meeting

A risk assessment meeting was held with key team members and stakeholders. The risks identified during this meeting were added to the project plan and Risk Register.

Historical Review of Similar Projects

The project team reviewed the history of similar projects in order to determine the most common risks and the strategies used to mitigate those risks.

Risk Type	Risk Category
Data Sourcing and Privacy Violations	Security
Lack of AI/IS Implementation Traceability (We can track, analyse, prioritize, and control AI risks by using a risk universe.)	Security
Estimating and/or Scheduling Errors	Legal and Financial
Unclear Legal Responsibility. If an AI/IS system is designed with fuzzy algorithms, and machine learning allows the decision-making to refine itself, then who is legally responsible for the outcome?	Legal and Financial
There is a lack of communication, which leads to a lack of clarity and uncertainty.	Technical
Stakeholder denies or delays approval of deliverables/milestones, placing pressure on project manager	Technical
Workload or time requirements increased as a result of a new direction, policy, or statute	Execution

2.1.2. Assessment of Probability and Consequence (Quantitative)

To identify the prospective risks and the risks associated with each action, the assumption analysis approach was utilized. The team members identified and recorded all project assumptions based on uncertainty. The risks are proportionate to their influence on the project's length and goals. As a result, the project team gathered knowledge from prior similar projects to make hopefully consistent assumptions.

Activity	Risk %
A	2
B	10
C	5
D	6
E	8
F	4
G	6
H	10
I	4
J	9
K	10
L	3
M	7
N	10
O	4
P	4
Q	8
R	9
S	9
T	10
U	5
V	7
W	1

Key:

Low	**1 % - 4%**
Moderate	5% - 7%
High	8% - 10%

2.1.3. Mitigation Strategies

Risk avoidance is the development of an alternate method to complete a job. To avoid any possible hazards, team members, for example, are subjected to drug testing.

Risk sharing is collaborating with other groups to share the risks associated with completing an activity. Outsourcing a certain work, for example, would allow the team to share the risk.

Risk transfer is a means of moving a project's risk from one partner to another. One example is the purchase of insurance, which permits risk to be transferred from the project team to the insurance provider.

2.1.4. Ethical Issues (and How the Team will deal with Them)

In project management, there are several ethical borders that might be crossed. The larger the project, the more possibilities there are for people or businesses to violate their ethics in order to complete the project on time and on budget.

Here are some issues we have looked at as a Team and how we have solved them:

- **Health and Safety Concerns:** The risks are great for major corporate initiatives, as is the urgency to complete the work. Unfortunately, this pressure can cause stakeholders to ignore or even hide concerns that could compromise the health and safety of project team members or the general public. So we have reduced complexity and added more control/quality to the project.
- **Accountability:** When things go wrong, it's human nature to try to dodge the repercussions by blaming others. This not only jeopardizes jobs and reputations, but it also causes further project challenges by obscuring the true root of the problem. So we have Maximized our Team Efficiency by not overloading too much work on one person.

Project Schedule

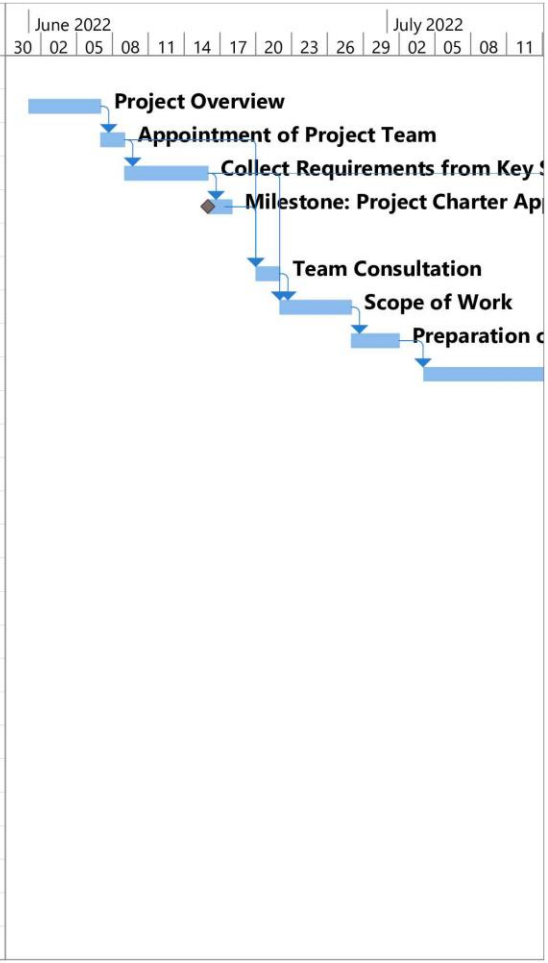
2.2. Activity Duration Estimates

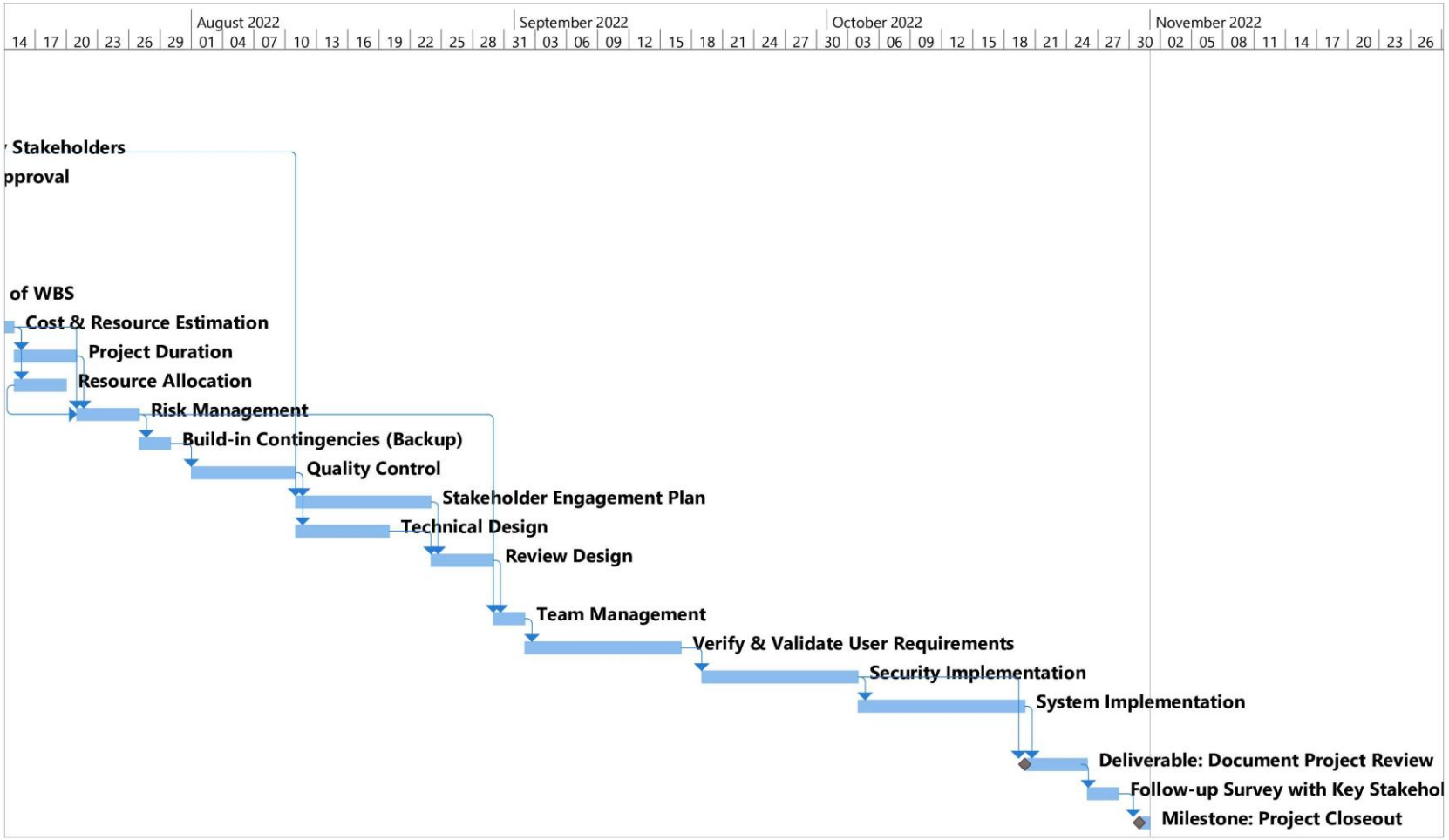
Task No.	Task ID	Task Name	Optimistic	Likely	Pessimistic	Duration	Predecessors
Initiation							
1	A	Project Overview	2	4	5	**4**	-
2	B	Appointment of Project Team	1	2	3	**2**	A
3	C	Collect Requirements from Key Stakeholders	4	5	6	**5**	B
4	D	Project Charter Approval	1	2	4	**2**	C
Preparation/Planning							
5	E	Team Consultation	1	2	3	**2**	B,D
6	F	Scope of Work	3	4	6	**4**	E,C
7	G	Preparation of WBS	2	4	5	**4**	F
8	H	Cost & Resource Estimation	4	9	10	**9**	G
9	I	Project Duration	2	4	5	**4**	H
10	J	Resource Allocation	1	3	4	**3**	H
11	K	Risk Management	3	4	6	**4**	I,J(SS),H
12	L	Build in Contingencies (Backup Plan)	2	3	5	**3**	K
13	M	Quality Control	7	8	12	**8**	L
14	N	Stakeholder Engagement Plan	7	9	14	**9**	M,C
15	O	Technical Design	6	7	10	**7**	M
16	P	Review Design	3	4	6	**4**	N,O
Execution							
17	Q	Team Management	2	3	4	**3**	K,P
18	R	Verify & Validate User Requirements	8	10	17	**10**	Q
19	S	Security Implementation	10	11	15	**11**	R

20	T	System Implementation	10	11	15	**11**	S
Termination							
21	U	Document Project Review	3	5	6	**4**	S,T
22	V	Follow Up Survey with Key Stakeholders	2	3	4	**3**	U
23	W	Milestone: Project Closeout	2	1	3	**1**	V

2.2.1. Gantt Chart

ID	Task Mode	Task Name	Duration	Start	Finish
1		**Initiation/Conceptualisation**			
2		Project Overview	4 days	Wed 01/06/22	Mon 06/06/22
3		Appointment of Project Team	2 days	Tue 07/06/22	Wed 08/06/22
4		Collect Requirements from Key Stakeholders	5 days	Thu 09/06/22	Wed 15/06/22
5		Milestone: Project Charter Approval	2 days	Thu 16/06/22	Fri 17/06/22
6		**Preparations/Planning**			
7		Team Consultation	2 days	Mon 20/06/22	Tue 21/06/22
8		Scope of Work	4 days	Wed 22/06/22	Mon 27/06/22
9		Preparation of WBS	4 days	Tue 28/06/22	Fri 01/07/22
10		Cost & Resource Estimation	9 days	Mon 04/07/22	Thu 14/07/22
11		Project Duration	4 days	Fri 15/07/22	Wed 20/07/22
12		Resource Allocation	3 days	Fri 15/07/22	Tue 19/07/22
13		Risk Management	4 days	Thu 21/07/22	Tue 26/07/22
14		Build-in Contingencies (Backup)	3 days	Wed 27/07/22	Fri 29/07/22
15		Quality Control	8 days	Mon 01/08/22	Wed 10/08/22
16		Stakeholder Engagement Plan	9 days	Thu 11/08/22	Tue 23/08/22
17		Technical Design	7 days	Thu 11/08/22	Fri 19/08/22
18		Review Design	4 days	Wed 24/08/22	Mon 29/08/22
19		**Execution**			
20		Team Management	3 days	Tue 30/08/22	Thu 01/09/22
21		Verify & Validate User Requirements	10 days	Fri 02/09/22	Fri 16/09/22
22		Security Implementation	11 days	Mon 19/09/22	Mon 03/10/22
23		System Implementation	11 days	Tue 04/10/22	Wed 19/10/22
24		**Termination**			
25		Deliverable: Document Project Review	4 days	Thu 20/10/22	Tue 25/10/22
26		Follow-up Survey with Key Stakeholders	3 days	Wed 26/10/22	Fri 28/10/22
27		Milestone: Project Closeout	1 day	Mon 31/10/22	Mon 31/10/22

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Cost & Resource Estimation
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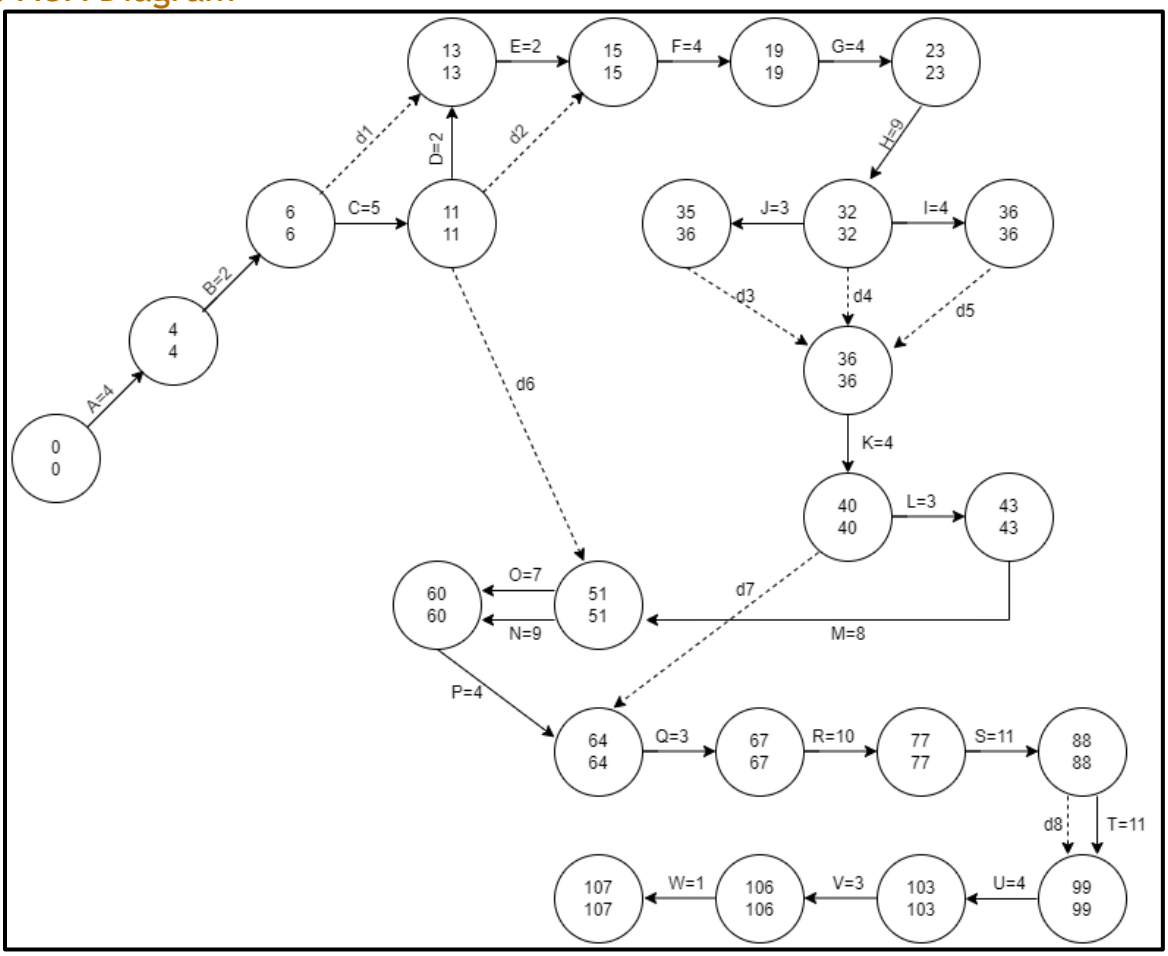
Risk Management
Build-in Contingencies (Backup)
Quality Control
Stakeholder Engagement Plan
Technical Design
Review Design
Team Management
Verify & Validate User Requirements
Security Implementation
System Implementation
Deliverable: Document Project Review
Follow-up Survey with Key Stakehol
Milestone: Project Closeout

Project Duration Dates

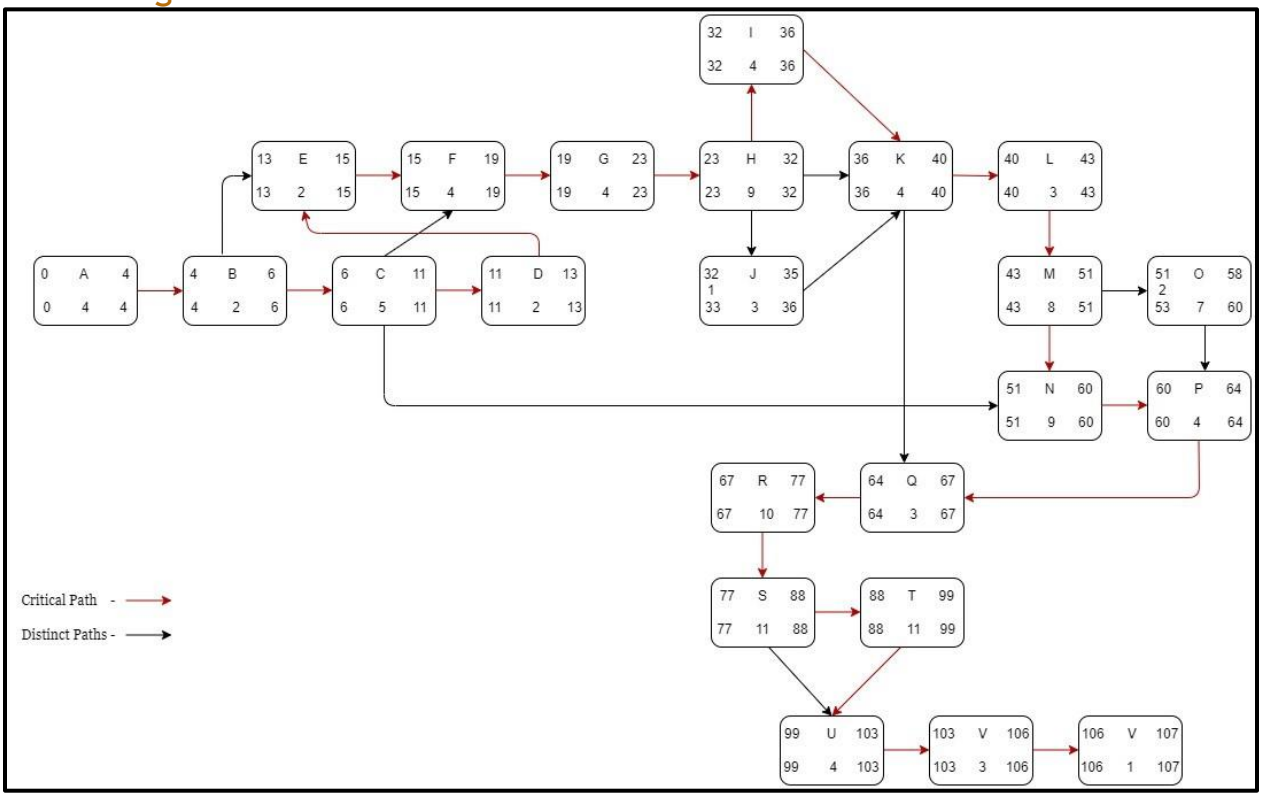
- Conceptualisation and Initiation = 13 days
- Planning = 61 days
- Execution = 35 days
- Termination = 7 days
- Total duration = 116 days
- End date = 31st October 2022

Activity Network

2.2.2. AOA Diagram



2.2.3. AON Diagram



Project Budget

3.1. Project Resources

3.1.1. Human Resource Costing

Staff Name	Title	Hourly Rate	Total Hours Worked	Total Labour Cost
1. Tomasi Junior	Project Manager	$40.00	390 hours	$15, 600
1. Vishal Kumar	Systems Engineer, Systems Programmer	$45.00	450 hours	$20, 250
1. Onesimus Pasikali	Systems Analyst	$37.00	350 hours	$12, 950
1. Kartik Nand	Database Designer	$37.00	390 hours	$14, 430
Total			1, 580 hours	**$63, 230**

3.1.2. Non-Human Costing

Resources	Average Price/Unit
Technical Equipment	**$55,000**
Software	**$25,000**
Total	**$80,000**

- Our Project Team Is looking into creating a Custom AI/IS Solution that ranges from **$6000 to $300,000.** This Price Tag includes development and rollout.
- Ongoing AI/IS Solution Service, like ***consulting***, will generally cost less. Our consultation charge will be around **$170 to $250** per hour.

3.1.3. Cost Estimates

3.1.4. Cost Per Activity

Activity	Cost	Total
Initiation/Conceptualization		**$2,330**
Project Overview	$510.00	
Appointment of Project Team	$510.00	
Collect Requirements from Key Stakeholders	$550.00	
Milestone: Project Charter Approval	$760.00	
Preparation/Planning		***$13,090***
Team Consultation	$550.00	
Scope of Work	$760.00	
Preparation of WBS	$1800.00	
Cost of Resource Estimation	$760.00	
Project Duration	$1800.00	
Resource Allocation	$760.00	
Risk Management	$2420.00	
Build-In Contingencies (Back-Up)	$760.00	
Quality Control	$760.00	
Stakeholder Engagement	$1200.00	
Technical Design	$760.00	
Review Design	$760.00	
Execution		***$15,100***
Team Management	$2400.00	
Verify and Validate User Requirements	$3100.00	

Security Implementation	$3100.00	
System Implementation	$3100.00	
Cost & Resource Estimation	$3400.00	
Termination		***$2560***
Deliverable: Document Project Review	$560.00	
Follow-Up Survey with Key Stakeholder	$1000.00	
Milestone: Project Closeout	$1000.00	

3.1.5. Budget summary

Task	**Cost**
Initiation	**$2,330**
Preparation / Planning	***$13,090***
Execution	***$15,100***
Termination	***$2560***
Non-human resource costing	**$80,000**
Human resource	**$63,320**
Total	**$176,400**

Lessons Learnt

PROJECT TITLE		
IT Project Management Documentation (AI Symptom Checker)		
MODERATOR	**DATE PREPARED**	
Tomasi Junior (Team Project Manager)	3rd February 2022	

PROJECT OVERVIEW

What were the original goals and objectives of the project?

The Goal of this project is to prepare an AI-based symptom and cure checker for the Ministry of Health that listens to a patient's symptoms and health problems before directing that patient to the appropriate therapy depending on the diagnosis. To also create a structured documentation to meet the project financial goals.

What was the original criteria for project success?

- **Demonstrate the standard techniques for resolving resource conflicts during project execution.**
- **Create a comprehensive project management plan.**

Was the project completed according to the original expectation?

The project experienced some slack days as predicted by our Network Diagrams, so yes the project completed as originally planned.

Additional Comments

Thanks to the project team we were able to meet the deadline of our Project and took care of all possible risks that could be associated with the Project.

PROJECT HIGHLIGHTS

What were the major accomplishments?

- ***All risks were listed and taken care of at the early phase of the Project***
- ***All stakeholders' requirements were met***
- ***The project was delivered on time***

What methods worked well?

The checklist model was what we used to help us manage our work load. It Saved time and Brain Power and helped us get more work done.

Additional Comments

No Comments.

POST-PROJECT TASKS / FUTURE CONSIDERATIONS

List any continuing development and maintenance objectives.

- Consultation**: aid those who are new to the system.**
- Update of new Software**: Implement new system requirements when the time comes.**

What actions still need to be completed, and who is responsible for completing them?

- **Identifying the necessary resources needed for the Project for Future uses. This Responsibility lies on the Project Manager and Systems Programmer.**

Additional Comments
As time passes by, new technology will be developed with new and updated versions. So it's very important for the MOH to update their system and don't get left behind. Therefor additional charges for the Project Teams Consultation has been added in the Project Budget Summary Report.

PLANNING PHASE

LESSON LEARNED	ACHIEVED?	COMMENTS
Project Plans and Scheduling were well documented, with adequate structure and detail.	▲	-
Project Schedule contained all elements of the project.	▲	-
Tasks were clearly defined.	▲	-
Stakeholders had adequate input in the planning process.	▲	-
Requirements were gathered and clearly documented.	▲	-
Criteria were clear for all phases of the project.	□	Original Criteria has changed during the execution of the project as the team faced some problems along the way.
Keys:		
▲ = Achieved **□ = Partially**		

EXECUTION

LESSON LEARNED	ACHIEVED?	COMMENTS
Project reached its original goals.	▲	
Unexpected changes that occurred were of manageable frequency and intensity.	▲	
Project baselines (i.e., time, scope, cost) were thoughtfully managed.	▲	
Fundamental project management processes (i.e., risk and issue management) were efficient.	▲	
Project progress was tracked and reported in an accurate, organized manner.	▲	
Keys:		
▲ = Achieved **□ = Partially**		

HUMAN FACTORS

LESSON LEARNED	ACHIEVED?	COMMENTS
Project Manager reported to the appropriate parties.	▲	
Project Management was effective.	▲	
Project Team was organized and adequately staffed.	▲	
Project Manager and team received proper training.	▲	
There was efficient communication among project team members.	▲	
Functional areas collaborated effectively.	▲	
Conflicting goals did not cause interdepartmental problems.	▲	
Keys:		

▲ = Achieved **□ = Partially**

OVERALL

LESSON LEARNED	ACHIEVED?	COMMENTS
Original cost and schedule projections were accurate.	▲	
Deliverables were presented on time within amended schedule.	▲	
Project was concluded within the amended budget.	▲	
Change Control was constructive.	▲	
External dependencies were known and handled effectively.	▲	
Needs of the customer were met.	▲	
Objectives of the project were met.	▲	
Objectives of the business were met.	▲	
Keys:		
▲ = Achieved **□ = Partially**		

PROJECT CLOSE ACCEPTANCE		
PROJECT MANAGER NAME	**PROJECT MANAGER SIGNATURE**	**DATE**
Tomasi Junior		3rd Feb 2022
SPONSOR NAME	**SPONSOR SIGNATURE**	**DATE**
XYZ Limited		3rd Feb 2022

Termination

Project Name: Intelligent System for Frequently asked Questions at MOH

Project Manager: Tomasi Junior

Document Date:

Project Summary			
Start Date:	1st June, 2022	Completion Date:	31st October 2022
Project Duration:	107 days		

Post-Implementation Audit

POST-IMPLEMENATION AUDIT	Check
The project was completed on time and on budget	✓
The hardware and software that were used were appropriate and well-integrated.	✓
Intelligence system tested successful	✓
Users' feedback will be taken into account while upgrading.	✓
Copyright	✓
Deliverable agreement	✓
Goals and objectives	✓

Team Terms of Reference

Role / Purpose

The role of our team is to provide strategic direction, leadership and demonstrate the standard techniques for preparing a Manageable IT Project Documentation for project execution.

Term

This term of reference was effective from 29th January 2022 and continuous until the 4th February at 12:59pm / will be ongoing until terminated by agreement between the parties.

Team members

Group 1 comprises of :

- Tomasi Junior
- Vishal Kumar
- Kartik Nand
- Onesimus Pasikali

Roles and Responsibilities

Group 1 is accountable for :

- Fostering collaboration
- sharing all communications and information to each Group members
- attending all meetings
- making timely decisions and taking action so as to not hold up the project
- to be alerted to potential risks and issues that could impact the project, as they arise
- open and honest discussions, without resort to any misleading assertions

Meetings

Tomasi Junior will chair all meetings.

A zoom link session will be inserted in the chat forum (that is Viber). Meetings will be held at least twice a week via zoom for 45 minutes, all group members will be able to access the zoom link from the comfort of their home.

If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members

Amendment, Modification and Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Group members.

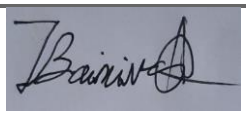
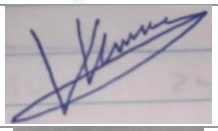
References

- www.dummies.com. (2016). *dummies - Learning Made Easy*. [online] Available at: https://www.dummies.com/article/business-careers-money/business/project-management/how-to-create-a-skills-matrix-174074 [Accessed 2 Feb. 2022].

- https://www.clarizen.com/teams/information-technology/
- Jeffrey K. Pinto - Project Management_ Achieving Competitive Advantage-Pearson Education, Inc. (2019)
- https://blog.planview.com/ethical-issues-in-project-management-how-to-deal-with-them-clarizen/

Mark Allocation Agreement

Members ID	Percentage of Assignment 1 Marks
S11163068	100%
S11145776	100%
S11171877	100%
S11124975	100%

Member(s) Name	Identification	Signature
Tomasi Junior (Group Leader)	S11163068	
Kartic Nand	S11145726	
Vishal Kumar	S11171877	
Onesimus Pasikali	S11124975