# Institut supérieur d'informatique

**Program:** IT Project management
**Course:** IT Project Management Planning
**Professor:** Rachid Baida

# ISI2
## Planning

**Group 5**:
- Simranjit Singh (PM)
- Manvi Gupta (BA)
- Mansi Thakkar (Developer)
- Baljeet Singh Brar ( Tester)

**30th January 2020**

# Agenda

- ❑ Context and objective

- ❑ In Scope/Out of scope

- ❑ Constraints and Assumption

- ❑ WBS

- ❑ PBS

- ❑ Project Schedule

- ❑ Resource plan

- ❑ Risk Plan

- ❑ Communication Plan

- ❑ Conclusion

# Context & Objective

## Context:

- Opening a new educational institution to provide more than 50 diploma and certificate programs being offered at different location across the country.
- A website that will provide enhanced services in a secure and user-friendly environment including all documentation. And easy accessibilty for students through linkage on social media platforms to the website.
- Students will be able to fill admission application, request & receive academic documents, and make fee payment.
- This website will increase the profitability by digital marketing and optimizing the existing functional processes.

## Objective(s):

- Functional website allowing users access at their convenience (24 hours a day, 7 days a week) .
- Site will be constructed & available for testing by September 1, 2020.
- Go live date: December 02, 2020 – admission applications will be accepted & processed via the website – final testing.
- Start blogging regularly, Google Analytics, Email Subscription, Social Presence.
- User & maintenance documentation.

# In scope/Out of Scope

**In Scope:**

- Build the new website
- Implement SEO and vendor selection
- Implement online admission process
- Integrate multiple online payment options (Amazon, Paypal, Interac, Debit & Credit cards)
- Unit and System integration testing
- Implement Security Strategies

**Out of Scope:**

- SEO contract handle by legal team
- Staff training
- Hiring new resource by HR team
- User acceptance testing
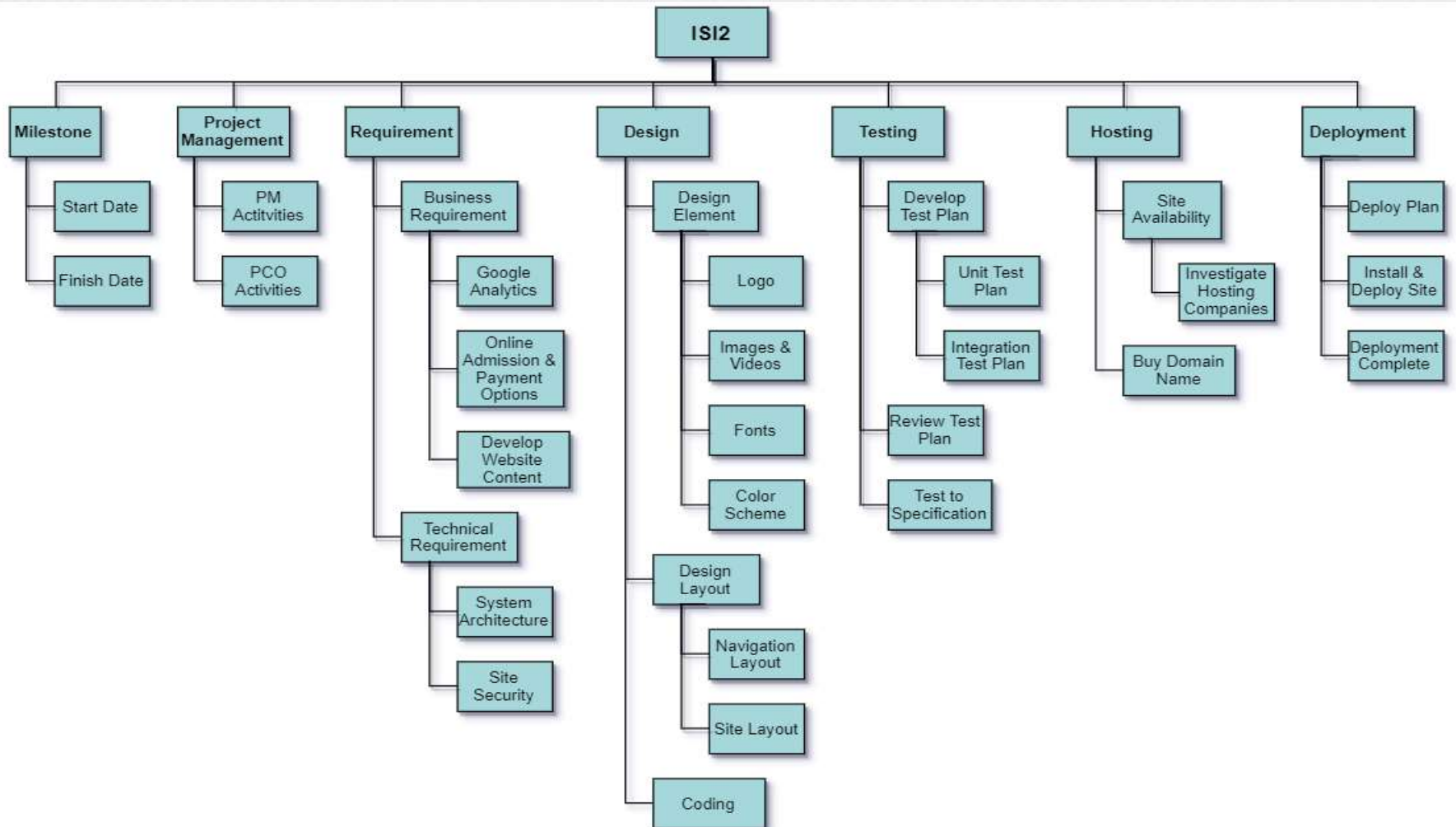
# Constraints and Assumptions
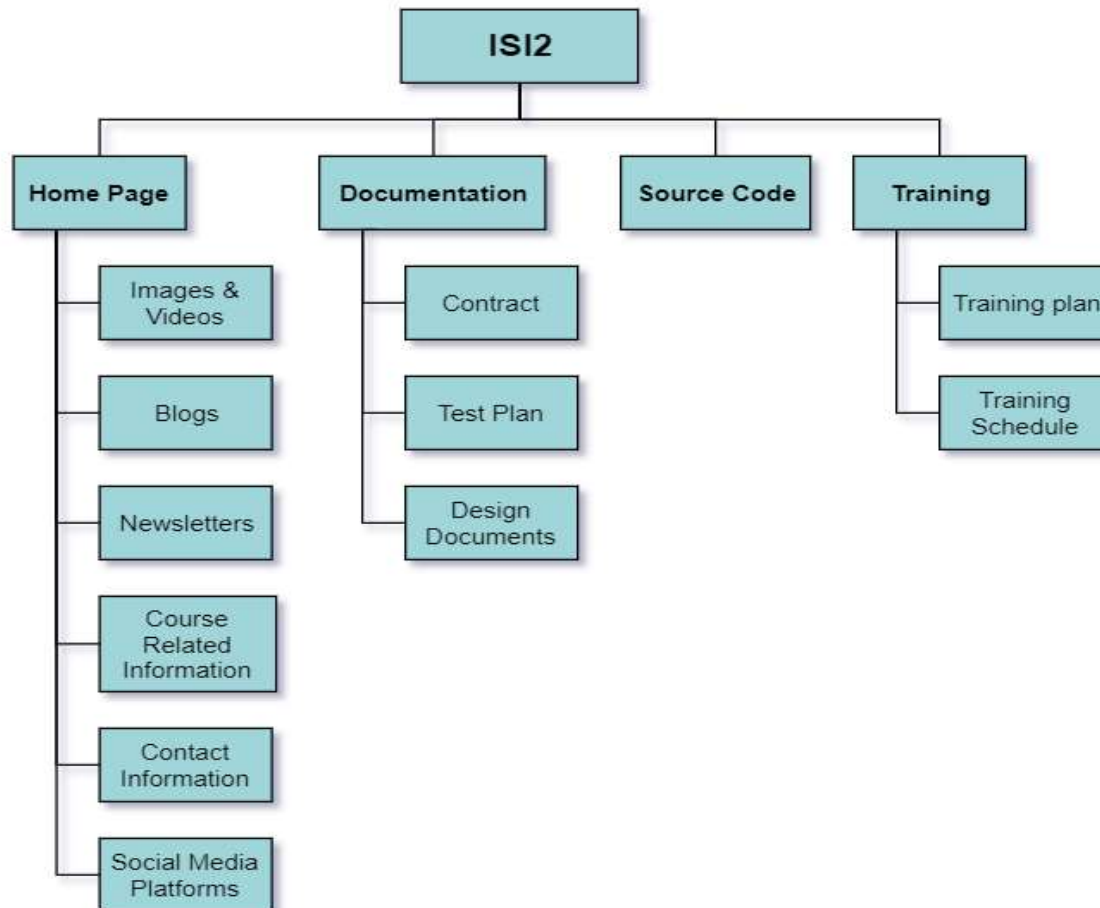
**Constraints:**
- Project to be complete within December 2020.
- It should include online admission and payment of fees feature.
- Budget and time will remain the same

**Assumptions:**
- Programming language of development is similar to ISI.
- All Team member are available.
- No communication Barrier.
- No further Requirement changes.
- Environment are ready with easy space connection.

# WBS

# PBS

# Project Schedule

| | |
|---|---|
| **Start Date** | 3 February 2020 |
| **End Date** | 13 October 2020 |
| **Duration** | 182 Days (36.4 Weeks) |
| **Cost** | 11,102 CAD |

# Project Schedule (Gantt Chart)

| ID | Name | Resources | Predecessors | Begin date | End date | Cost | Duration |
|----|------|-----------|--------------|------------|----------|------|----------|
| 0 | ISI 2 | | | 2/3/20 | 10/13/20 | 11,102 | 182 |
| 1 | Milestone | | | 2/3/20 | 10/13/20 | 0 | 182 |
| 2 | Start Date | | | 2/3/20 | 2/3/20 | 0 | 1 |
| 3 | Finish Date | | 35 | 10/13/20 | 10/13/20 | 0 | 1 |
| 4 | Project Management | | | 2/4/20 | 2/4/20 | 47 | 1 |
| 5 | PM Activities | Simranjit | 2 | 2/4/20 | 2/4/20 | 45 | 1 |
| 6 | PCO Activities | Rashid | 2 | 2/4/20 | 2/4/20 | 2 | 1 |
| 7 | Requirement | | | 2/4/20 | 4/16/20 | 2,120 | 53 |
| 8 | Business Requirement | | | 2/4/20 | 2/27/20 | 720 | 18 |
| 11 | Google Analytics | Manvi | 2 | 2/4/20 | 2/10/20 | 200 | 5 |
| 10 | Online Admission & Payment Options | Manvi | 11 | 2/11/20 | 2/13/20 | 120 | 3 |
| 139 | Develop Website Content | Manvi | 10 | 2/14/20 | 2/27/20 | 400 | 10 |
| 9 | Technical Requirement | | | 2/28/20 | 4/16/20 | 1,400 | 35 |
| 12 | System Architecture | Mansi | 139 | 2/28/20 | 3/26/20 | 800 | 20 |
| 13 | Site Security | Mansi | 12 | 3/27/20 | 4/16/20 | 600 | 15 |
| 15 | Design | | | 4/17/20 | 8/31/20 | 5,760 | 97 |
| 16 | Design Element | | | 4/17/20 | 5/14/20 | 1,600 | 20 |
| 19 | Logo | Mansi,Manvi | 13 | 4/17/20 | 4/23/20 | 400 | 5 |
| 20 | Images and videos | Mansi,Manvi | 19 | 4/24/20 | 4/30/20 | 400 | 5 |
| 21 | Fonts | Manvi,Mansi | 20 | 5/1/20 | 5/7/20 | 400 | 5 |
| 22 | Color scheme | Mansi,Manvi | 21 | 5/8/20 | 5/14/20 | 400 | 5 |
| 17 | Design Layout | | | 5/15/20 | 6/22/20 | 2,160 | 27 |
| 137 | Navigation Layout | Mansi,Manvi | 22 | 5/15/20 | 6/4/20 | 1,200 | 15 |
| 138 | Site layout | Mansi,Manvi | 137 | 6/5/20 | 6/22/20 | 960 | 12 |
| 18 | Coding | Mansi | 138 | 6/23/20 | 8/31/20 | 2,000 | 50 |
| 25 | Testing | | | 2/28/20 | 9/21/20 | 2,250 | 147 |
| 26 | Develop Test plan | | | 2/28/20 | 4/2/20 | 1,125 | 25 |
| 27 | Unit Test Plan | Baljeet | 139 | 2/28/20 | 3/19/20 | 675 | 15 |
| 37 | Integration Test Plan | Baljeet | 27 | 3/20/20 | 4/2/20 | 450 | 10 |
| 38 | Review Test Plan | Baljeet | 37 | 4/3/20 | 4/16/20 | 450 | 10 |
| 40 | Test to Specification | Baljeet | 18,38 | 9/1/20 | 9/21/20 | 675 | 15 |
| 29 | Hosting | | | 2/28/20 | 3/10/20 | 320 | 8 |
| 142 | Site Availability | | | 2/28/20 | 3/5/20 | 200 | 5 |
| 30 | Investigate Hosting Companies | Manvi | 139 | 2/28/20 | 3/5/20 | 200 | 5 |
| 31 | Buy Domain Name | Manvi | 30 | 3/6/20 | 3/10/20 | 120 | 3 |
| 32 | Deployment | | | 9/22/20 | 10/12/20 | 605 | 15 |
| 33 | Deploy Plan | Manvi | 40 | 9/22/20 | 9/30/20 | 280 | 7 |
| 34 | Install & Deploy Site | Mansi | 33 | 10/1/20 | 10/9/20 | 280 | 7 |
| 35 | Deployment Complete | Simranjit | 34 | 10/12/20 | 10/12/20 | 45 | 1 |

# Resource Plan

| Resource Name | Role | Standard rate(As per Reference ) | Total Cost | Total Duration |
|---|---|---|---|---|
| Simranjit Singh | Project Manager | 45 CAD | 8,190 CAD | 182 Days |
| Manvi Gupta | Business Analyst | 40 CAD | 3,200 CAD | 80 Days |
| Mansi Thakkar | Developer | 40 CAD | 5,560 CAD | 139 Days |
| Baljeet Singh | Tester | 45 CAD | 2,250 CAD | 50 Days |
| Rashid Baida | PCO | 40 CAD | 364 CAD | 9.1 Days |

# Risk Plan

| Risk Identification | Risk Category | Probability | Impact | Risk Response | Risk Owner |
|---|---|---|---|---|---|
| Dis-engage Stakeholders | Human resource/ Team | High | High | Remove communication barrier | Project Manager |
| Time to learn new Technology | Human resource/ Team | High | High | Knowledge Sessions, Find support outside from supplier | Developer |
| Browser compatibility | Technical | High | High | Future Enhancement | Business Analyst |
| Unexpected Changes | Scope of work | Medium | High | Informing the SME 's | Project Manager |
| Team Conflicts | Human resource/ Team | Low | High | Team Building Activities | Project Manager |
| Human Health Factors | Resources/ Team | Medium | High | Backup Resource | PMO, Project Manager |

# Communication Plan

| Communication | Method | Frequency | Objective | Owner | Audience |
|---|---|---|---|---|---|
| Project Team Meetings | Face to face, Conference Call, Chats | As and when Needed | To see the status of the project | Project Manager | Project Team |
| Status | Emails | Twice a week | Reporting the status including the costs, progress | Project Manager | Customer/ Clients, Stakehold ers, Team |
| Risk Communication | Emails, Face to Face, Reporting | Throughout recognizing at every level during the project | To be prepared for the risk involved : Accept, Avoid, Mitigate and Transfer | Project Managre | Team Leader, Team Member, PMO |
| Client Satisfaction | Client Satification Survey (Refered) | After Delivery, i.e. at the end of the project | For knowing whether the client is satisfied with what we delivered | Project Managers | Client/ Customer |

# Conclusion

- This project has help us to implement Gantt Chart effectively for schedules and estimations.
- It has help us to manage and understand planning and detail.
- It help us focused on the importance of the work packages in project estimation and completion.
- More real time experience with the website development project.
- It also gave us the understanding of effective communication and follow-ups.