Project Management Plan

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Project Management Plan

Northern Illinois University
Division of Information Technology

Project Information: -

Project Name:	Project Number:	Prepared by: (Project Manager)	Project Duration:
SAP INTEGRATION DASHBOARD	8059	SRI LAKSHMI BONTHA	**Start date:** 10/05/2023. **End date**: 05/20/2024
Customer:	**Business Unit:**	**Contact Name:**	**Project Type:**
LLOYDS BANK	Dashboard and data analytics integration	Sri Lakshmi	Complex

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Northern Illinois University
Division of Information Technology

Business Case

Project Name:	Project Number:	Date Submitted:
SAP INTEGRATION DASHBOARD	1978059	9/21/2023
Customer/s Affected:	**Requestor:**	**Prepared by:**
		SRI LAKSHMI BONTHA

INTRODUCTION
All projects that require more than 1,000 person hours of effort OR have an estimated budget greater than $20,000 must begin with a business case. This document is not the final description of customer requirements nor the final budget quote. A business case is a high-level description that aids governance bodies, advisory councils, and/or DoIT leadership in approving and prioritizing work.

OVERVIEW	
DESCRIPTION **(what you want to do)**	*Describe what the project will accomplish; highlight the overall business goal or purpose.*
This Project "SAP Integration Dashboard" aims to improve data accessibility and decision-making process. With this integration we can make a critical transition from using multiple middleware systems to single middleware with SAP. This provides users with real time streamlined and effective access to extensive data sets for analytical purposes and decision making by simply routing huge amounts of data from SAP to Business dashboard.	
JUSTIFICATION **(Why you want to do it)**	*State the problem, issue, or opportunity to be resolved or created by this project*
In the current architecture the organization needs to handle multiple tasks, all the transactions related to these tasks happen in SAP from different processes like finance, sales, materials and HR and rely on respective third-party vendors to send the data to their dashboard, and this has resulted in fragmentation and inefficiencies. With this implementation we can streamline the data through a single source from SAP. Moreover, it keeps the organization in a position to take deep advantage of what SAP can offer, which enables them to take quick decisions in this fast-paced business environment.	

GOALS & OBJECTIVES	*Describe the business outcomes, highlighting how they support business needs.*
1. Data-Driven Decision Making – Empowers business users with access to comprehensive, real-time data available at all levels of organization.	
ORGANIZATIONAL CHANGE MANAGEMENT (OCM)	*At a high level, identify whether this project will effect organizational change in business processes or structure across the enterprise, in a specific organization, an explicit set of departments or a limited number of users (minor)*
Identification	**Description**
Work-group adjustment	This may have changes to roles and responsibilities in the specific teams
Dashboard changes	Due to new data formats and interface changes, it takes time for users to adjust to these changes
Mid-Level changes	Since we are removing multiple mid-level vendors, new interface setup is needed to integrate with SAP.
Trainings	Users need trainings on accessing multiple dashboards with new data retrieval design

PERFORMANCE MEASURES	*Describe performance measures to gauge what will constitute project success in key process or service areas.*
Key Process/Service	**Performance Measures**
Data access efficiency	measures the typical amount of time needed to access SAP data via the integrated dashboard with the intention of cutting down on access time.
Data Accuracy Improvement Rate	aims to boost accuracy by monitoring the decline in data access mistakes or discrepancies.
AFFECTED SERVICE/S	*What IT services will this project affect? If the project is to implement or replace an application, list which services the application may fall under. If the project is to implement a new service, identify a potential name and service owner.*
Service	**How Affected?**
Transformation of Data Integration	With the direct integration of SAP data into the Easy Business Interface (EBI) program, the Data Integration Service will change from managing data transfer through various third-party middleware suppliers. Processes for integrating data will be streamlined, complexity will be decreased, and efficiency will be increased.
Enhanced Data Accessibility and Accuracy	The direct integration of SAP data will significantly improve data accessibility and accuracy for the Business Intelligence Service. The quality and timeliness of the data available for business intelligence and reporting purposes will increase as a result of this upgrade.
Enhanced Data Security and	To strengthen data security and compliance standards, the Data Security and Compliance service will undergo modifications. Data being exchanged between SAP and EBI will be protected by new security procedures and compliance checks.

Compliance Measures	

DELIVERABLES	*At a high level, describe the product/s, process/es, or service/s this project will produce*

1. SAP Integration Dashboard: Unified software providing Easy Business Interface (EBI) access, analysis, and visualization of SAP data to assist wise decisions.
2. Data Integration Framework: Strong framework enabling data transfer between SAP and EBI with mapping, transformation, and error handling.
3. Training Program: Comprehensive onboarding program with manuals, lessons, and practice sessions to achieve dashboard proficiency.
4. Data Security Protocols: Improved security procedures to safeguard data during SAP-EBI integration, including encryption, access limits, and audit trails.
5. Ongoing Support and Maintenance Plan: An ongoing support and maintenance plan that ensures dashboard performance, regular upgrades, and user support via a helpdesk.

ASSUMPTIONS	*List the assumptions regarding DoIT products/services affected by the proposal. Assumptions are believed to be true(70-80% accuracy) and the project will be managed accordingly.*

- Compatibility: SAP Integration Dashboard is based on the assumption that the current products and services of the DoIT are compatible with integration efforts. The compatibility issues are expected to be low (70% to 80%).
- Data Availability Assumption: The SAP data needed to integrate into the EBI is expected to be easily accessible and available for integration.
- User Training Assumption: The assumption is that users are willing to learn and adopt the new SAP Integration dashboard. The training efforts are expected to achieve 70% to 80% user proficiency.
- Data Security Assumption: Existing data security is assumed to be sufficient to protect data during integration, with security improvements aiming for 70% to 80% accuracy.

CONSTRAINTS	*List the limitations or constraints regarding DoIT products/services affected by the proposal. Constraints are absolutely true(100% accuracy) and cannot be changed by the project. They generally concern technology, budget issues, schedule, or business processes.*

- All dashboard data must be updated with integrated new system.
- All systems must be installed with the latest middleware software and users should learn the about new dashboard integration.
- All the integrated data must be available with users after unit testing.

DURATION	*Estimate (plus/minus 50%) the duration of the proposal.*

RESOURCE REQUIREMENTS	*Estimate (plus/minus 50%) the level of effort.*		
Roles for Project Time & Maintenance	**IT Hours**	**Non-IT Hours**	**DoIT Hours** Ongoing maintenance and support demand estimate at ___hours per year. **Non-DoIT Hours** Ongoing maintenance and support demand estimate at ___hours per year.
Project Manager	260	40	
Business Analyst	0	0	
Database Administration	120	0	
Developer / Testing	420	120	
Network Infrastructure	0	40	
System Administration	370	0	
Customer / Non-DoIT Resources	100	30	

Total Hours =	**1270**	**230**	

COST	*Estimate (plus/minus 50%) the cost of the proposal. Include description of how costs were obtained.*

Item	**One-time**	**On-going / Annual**
Hardware	$5,000	$5,000
Software	$7,000	$7,000
Training	$900	$0,000
Consultant Services: Neutrality or Knowledge of Best Practices	$0000	$0,000
Consultant Services: Functional Expertise not available In-House	$1,200	$1,200
Consultant Services: Technical Expertise not available In-House	$1,000	$1,000
Consultant Services: Operational Backfill for Functional Project Staff	$1,100	$1,100
Consultant Services: Operational Backfill for Technical Project Staff	$8,000	$8,000
Total Costs =	**$23,100**	**$22,200**

EXPECTED FUNDING	*If funding has been set aside for this project, please indicate the source(s).*

ALTERNATIVES	*Describe alternative options, including the option of not implementing the project at all and at least one alternative. State the reasons for not selecting each alternative.*
Alternative Option	**Reason for Not Selecting Alternative**
Keeping old middleware system	Upgrade not available and version changes
Training to new users and automation testing	Need resources to schedule jobs and monitor real-time data using a scheduled tool
Users not aware of dashboard architecture	User should learn the integration process and building architecture and interface and data migration.

INITIAL RISK CONSIDERATION	*Identify initial risks and rate them for their probability of occurring and their impact if they occur. Risks are things that may occur, and require active management to mitigate their impact. Risks can be negative threats or positive opportunities and should be crafted in an "If…. Then…" statement.*

Description	**Probability** (High / Med / Low)	**Impact** (High / Med / Low)
If the integration failed due to awareness of new system or access issues	High	High
Data complexity and Security issues while integrating data from middleware system to dashboard	High	Med
If system Interface giving access issues	Med	Low
User acceptance and dashboard architecture	High	Med

The following individuals provided input and/or a review of this Business Case:

- Divya Garikapati
- Abhishek Bafana
- Kavya Yamarthi
- Bharath Kachina

By signing the Business Case you are in agreement with the preliminary estimates for duration, scope, anticipated costs, and the project analysis as described herein. All signatories to this agreement acknowledge that actual costs and duration will be different from the preliminary estimate.

NAME	SIGNATURE	DATE
Arun Gangadhar	Arun	9/25/2023
Somanath Kancharla	Somanath	9/25/2023
Keshav Kanneboina	Keshav	9/25/2023

Project Charter

Northern Illinois University
Division of Information Technology

Project Name:	Project Number:	Prepared by: (Project Manager)	Date:
SAP INTEGRATION DASHBOARD	8059	SRI LAKSHMI BONTHA	10-03-2023
Customer:	**Business Unit:**	**Contact Name:**	**Project Type:**
LLOYDS BANK	Dashboard and data analytics integration	Sri Lakshmi	☐ Mini ☒ Standard ☐ Complex

SUMMARY OF YOUR COMMITMENT	The Project Charter is the document of record used to gain initial agreement and start the planning process by describing the project in detail and is used as input into the project plan. When you sign this document, you become a "sponsor" by virtue of your commitment of time, money, and people to the project. The people who work on the project are "team members" and commit themselves to produce certain work products, or deliverables; additionally, a Project Manager who will make every effort to guide the project to a successful conclusion is named. By signing this document, you agree to proceed with the project and to donate your time, money, people, and continued support as long as the parameters of the project do not substantially change. As planning progresses, you are free to back out of the project and/or refuse to sign additional documents.

PRELIMINARY SCOPE STATEMENT	*Describe the project and the characteristics of the product, service or process to be created. A more detailed project scope statement which describes, in detail, the project's deliverables, work required, and scope exclusions will be created in the project's Planning Phase.*
This Project "SAP Integration Dashboard" aims to improve data accessibility and decision-making process. With this integration we can make a critical transition from using multiple middleware systems to single middleware with SAP. This provides users with real time streamlined and effective access to extensive data sets for analytical purposes and decision making by simply routing huge amounts of data from SAP to Business dashboard.	
PROJECT JUSTIFICATION	*State the problem, issue, or opportunity this project addresses. Describe the project's impact on DoIT products/services and its benefit to NIU (both tangible and intangible).*
In the current architecture the organization needs to handle multiple tasks, all the transactions related to these tasks happen in SAP from different processes like finance, sales, materials, and HR and rely on respective third-party vendors to send the data to their dashboard, and this has resulted in fragmentation and inefficiencies. With this implementation we can streamline the data through a single source from SAP. Moreover, it keeps the organization in a position to take deep advantage of what SAP can offer, which enables them to take quick decisions in this fast-paced business environment.	
OBJECTIVE/S	*State the purpose of the project and how it relates to strategic themes, goals and objectives.*
• Enhanced Data Accessibility - by enabling users to retrieve real time data, business users can make decisions in real time. • Cost-Reduction and Efficiency: By removing multiple middleware people, the cost is reduced significantly and more efficient data is received from a single source.	

- Data-Driven Decision Making – Empowers business users with access to comprehensive, real-time data available at all levels of organization.

DELIVERABLES (HIGH LEVEL)	*What are the products, services, or processes this project will create?*

- SAP Integration Dashboard: Unified software providing Easy Business Interface (EBI) access, analysis, and visualization of SAP data to assist wise decisions.
- Data Integration Framework: Strong framework enabling data transfer between SAP and EBI with mapping, transformation, and error handling.
- Training Program: Comprehensive onboarding program with manuals, lessons, and practice sessions to achieve dashboard proficiency.
- Data Security Protocols: Improved security procedures to safeguard data during SAP-EBI integration, including encryption, access limits, and audit trails.
- Ongoing Support and Maintenance Plan: An ongoing support and maintenance plan that ensures dashboard performance, regular upgrades, and user support via a helpdesk.

KEY REQUIREMENTS	*What must this project have in place in order to be successful? (hardware or software environments, knowledge/skills of team members, stakeholder support, etc.)*

- It is necessary to use a middleware system with clear definitions and seamless SAP connectivity.
- Sensitive data must be protected with strong data security methods, such as access limits and encryption.
- It is crucial to get the backing of Directors and department heads, among other important stakeholders.
- Users must receive thorough instruction on how to operate the integrated system through comprehensive training sessions.
- In order to monitor the system's effectiveness and dependability, the project must put in place performance monitoring tools.

ANTICIPATED PROJECT DURATION

2400 business hours

STAKEHOLDERS	**NAME**	**DEPT**	**EMAIL**
PROJECT MANAGER	Sri Lakshmi Bontha	Dashboard and data analytics integration	srilakshmibontha@abc.com
PROJECT SPONSOR	Srinivasa Rao B	Chief Information officer	srinivasarao.b@abc.com
EXECUTIVE SPONSOR	Chaitanya Kumar M	Chief technology officer	chatanya.kumar@abc.com
TECH LEAD	Meenal Varma	Dashboard Integration	Meenalvarma@abc.com
CORE PROJECT TEAM:	Harshita Sharma	Dashboard development	harshita.s@abc.com
	Shreyan N	Dashboard development	shreyan.nallapaneni@abc.com
	Navya Dhanya	Middleware system Integration	Navya.d@abc.com
	Rajesh Alla	SAP Data Analytics	allarajesh@abc.com

RISK ASSESSMENT	*This risk assessment begins with the risks identified in the Requirements Overview document and adds two components: probability of the risk event and the impact of the event. A full Risk Assessment will be conducted in the Planning phase. Risks will be identified and managed throughout the life of the project.*

RISK EVENT	**PROBABILITY**	**IMPACT**

If the integration failed due to awareness of new system design or implementation issues	High	High
Data complexity and Security issues while integrating data from middleware system to dashboard	High	Med
If system Interface connectivity and access issues	Med	Low
User acceptance and dashboard architecture & functionality testing	High	Med

ASSUMPTIONS	*Assumptions may describe details about what is not included in the project, budgetary agreements, or external factors (often schedule or quality issues) outside the control of the project team. These items are assumed to be true and often become risk events if they prove to be untrue.*

- Compatibility: SAP Integration Dashboard is based on the assumption that the current products and services of the DoIT are compatible with integration efforts. The compatibility issues are expected to be low (70% to 80%).
- Data Availability Assumption: The SAP data needed to integrate into the EBI is expected to be easily accessible and available for integration.
- User Training Assumption: The assumption is that users are willing to learn and adopt the new SAP Integration dashboard. The training efforts are expected to achieve 70% to 80% user proficiency.
- Data Security Assumption: Existing data security is assumed to be sufficient to protect data during integration, with security improvements aiming for 70% to 80% accuracy.

CONSTRAINTS	*Constraints are known to be true and cannot be changed. They may include budget figures, hardware or software environments, deadlines, staff involvement, etc.*

- All dashboard data must be updated and integrated with new system.
- All systems must be installed with the latest middleware software and users should learn the about new dashboard design and integration.
- All the integrated data must be available with users after unit testing.

BUDGET INFORMATION

COST ESTIMATE	$65,000		
FUNDING SOURCE (ACCOUNT #)	**********	**FUNDING SOURCE SIGNATURE (REQUIRED)**	Srinivasa Rao B

HIGH LEVEL BUDGET

POTENTIAL DIRECT COSTS ITEMS	ITEM DESCRIPTION	FUNDING SOURCE	HIGH LEVEL ESTIMATE
Hardware		Srinivasa Rao B	
Software	Middleware system access and data analytical tool	Srinivasa Rao B	$45,000
Training	Required for new resources and experienced users.	Srinivasa Rao B	$6,000
Consultants	Dashboard structure design, Technical, Functional	Srinivasa Rao B	$27,000

POTENTIAL OTHER COSTS			
Yearly Middleware system upgrade	Annual Software upgradation	Srinivasa Rao B	$15,000

BUSINESS UNIT INVOLVEMENT			
BUSINESS UNITS INVOLVED	**PERSON / ROLE**	**ANTICIPATED RESPONSIBILITIES & AVAILABILITY REQUIREMENTS**	**FUNCTIONAL MANAGER / APPROVING AUTHORITY**
Dashboard Integration Department	Integration developer	Strong framework enabling data transfer between SAP and EBI	Vivek Yamarthy
Middleware department	Consultant	Middleware system design and Migration	Vijay Krishna
Data analytics department	Development	Data analysis, and visualization of SAP data	Vishal Gupta
Business Project Management	Project Manager	Project plan creation band staffing, work plan and budget management and controlling	Divya Arthimalla

By approving the Project Charter, you are in agreement with the preliminary duration, the scope, the anticipated costs, and the project resources as described herein.

STAKEHOLDER	NAME	SIGNATURE	DATE
PROJECT SPONSOR	Srinivasa Rao B	Srinivasa Rao B	10/05/2023
EXECUTIVE SPONSOR	Chaitanya Kumar M	Chaitanya Kumar M	10/05/2023
PROJECT MANAGER	Sri Lakshmi Bontha	Sri Lakshmi Bontha	10/05/2023
DoIT DIRECTOR	Rudved Sharma	Rudved Sharma	10/05/2023
TECHNICAL LEAD	Meenal Varma	Meenal Varma	10/05/2023

Northern Illinois University
Division of Information Technology

Project Scope Statement

Project Name:	Project Number:	Prepared by: (Project Manager)	Date:
SAP INTEGRATION DASHBOARD	8059	SRI LAKSHMI BONTHA	10-19-2023

Customer:	Business Unit:	Contact Name:	Project Type:
LLOYDS BANK	Dashboard and data analytics integration	Sri Lakshmi	Mini / Standard Complex

INTRODUCTION	The Scope Statement provides a documented basis for the project scope. As the project progresses, the scope statement may be appended to reflect scope changes submitted through the Project Change Request process.

PROJECT OBJECTIVE/S	• To Implement a reliable data integration process between SAP and end users business tools. • To ensure protection of data by implementing access control and encryption measures. • Maintenance friendly data availability at user end so that very minimal modifications are made at SAP end. • Enhanced Data Accessibility - by enabling users to retrieve real time data, business users can make decisions in real time. • Cost-Reduction and Efficiency: By removing multiple middleware people, the cost is reduced significantly, and more efficient data is received from a single source. • Data-Driven Decision Making – Empowers business users with access to comprehensive, real-time data available at all levels of organization.

DETAILED PROJECT SCOPE	
IN SCOPE	OUT OF SCOPE
1. With the chosen middleware the project will focus on integrating the SAP system 2. To access integrated data securely a user-friendly portal will be developed for authorized users. 3. Between SAP and business dashboard a real time data synchronization portal needs to develop 4. To support decision making tools and resources for visualization and data analysis new tools will be provided. 5. To utilize the new system effectively training for end users need to be conducted regularly. 6. To achieve the data accuracy and system reliability rigorous test needs to be conducted. 7. The proposed solution is scaled to support large amounts of data loads. 8. To track the performance and reliability of the system, performance monitoring tools will be implemented	1. Data maintenance and initial configuration of the new system in SAP is out of project scope. 2. Procurement of the necessary hardware required for this implementation is out of scope. 3. Development of customer software on the client side is out of project scope. 4. Changes that are needed for the business process is considered. In this project 5. Reconciliation efforts of data clean-up are excluded from the project. 6. Procurement of third-party licensing falls under out of project scope 7. Change management process is not part of this project. 8. Post-implementation support and periodical maintenance is provided as part of the project. 9. Other data related legal compliance is not part of this project's scope

CLIENT ACCEPTANCE CRITERIA	• All the tools and software used as part of this project should be of the latest version. • SAP should successfully integrate with the selected middleware version without the need of any further third-party software. • The Data integrated should be reliable and error free. • System performance should pass all the given benchmark tests. • Data analysis capabilities should meet user requirements. • Data privacy and encryption should be considered. • All the documentation should be available throughout the project.

	• User training should be conducted regularly
COST CONSTRAINTS	• Cost constraints for this project is adhering to the predefined budget and project should be maintained effectively under given budget and not exceed more than $65,000-70,000$
COST SUCCESS CRITERIA	• The cost success criteria for this project involves completing the project under the approved project and effectively managing project expenses
PROCUREMENT CONSTRAINTS	• Vendor selection like reliable middle ware for successfully integrating with SAP is important in completing this project and also data security plays a major role in this project.
RESOURCE CONSTRAINTS	• Equipment, Infrastructure, and human resources are main resource constraints in this project
SCHEDULE CONSTRAINTS	• Milestone dependencies, data dependencies and seasonal factors can affect the predefined schedule
SCHEDULE SUCCESS CRITERIA	• Continuous monitoring, detailed planning, prioritization, and risk management plays important role in success criteria
SECURITY IMPACT / NEEDS	• Access controls, Data privacy at middle ware and authentication are important factors that needs to be considered
SERVICE VALIDATION / TESTING: TYPES OF TESTS	• Various types of tests are essential for this project such as unit testing, Integration testing, Functional testing User Acceptance testing, Data integrity testing is needed in each phase in successful integration of SAP
TECHNICAL CONSTRAINTS	• Constraints with SAP API's and huge data volumes which can affect system's performance and scalability also depends on organizations network and capabilities.

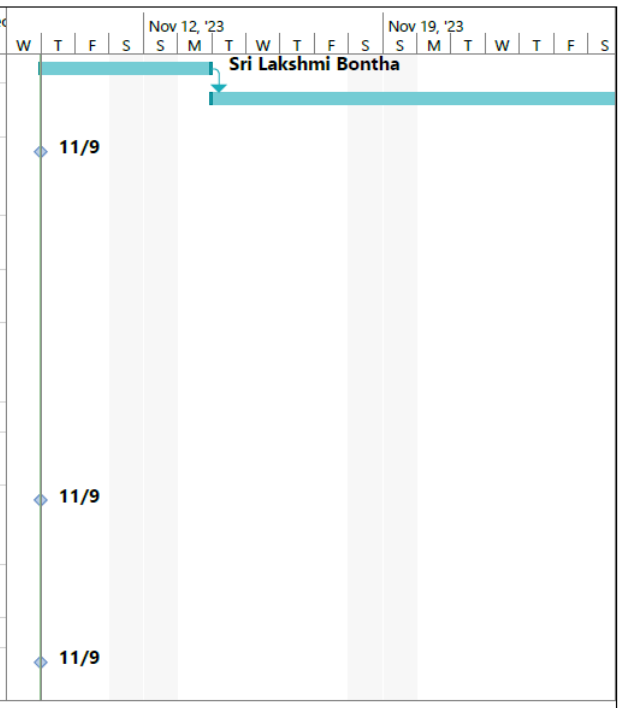
By approving the Scope Statement, you are in agreement with the project scope as described herein.

STAKEHOLDER	NAME	SIGNATURE	DATE
PROJECT SPONSOR	Srinivasa Rao B	Srinivasa Rao B	10/19/2023
EXECUTIVE SPONSOR	Chaitanya Kumar M	Chaitanya Kumar M	10/19/2023
PROJECT MANAGER	Sri Lakshmi Bontha	Sri Lakshmi Bontha	10/19/2023
DoIT DIRECTOR	Rudved Sharma	Rudved Sharma	10/19/2023
TECHNICAL LEAD	Meenal Varma	Meenal Varma	10/19/2023

Northern Illinois University
Division of Information Technology

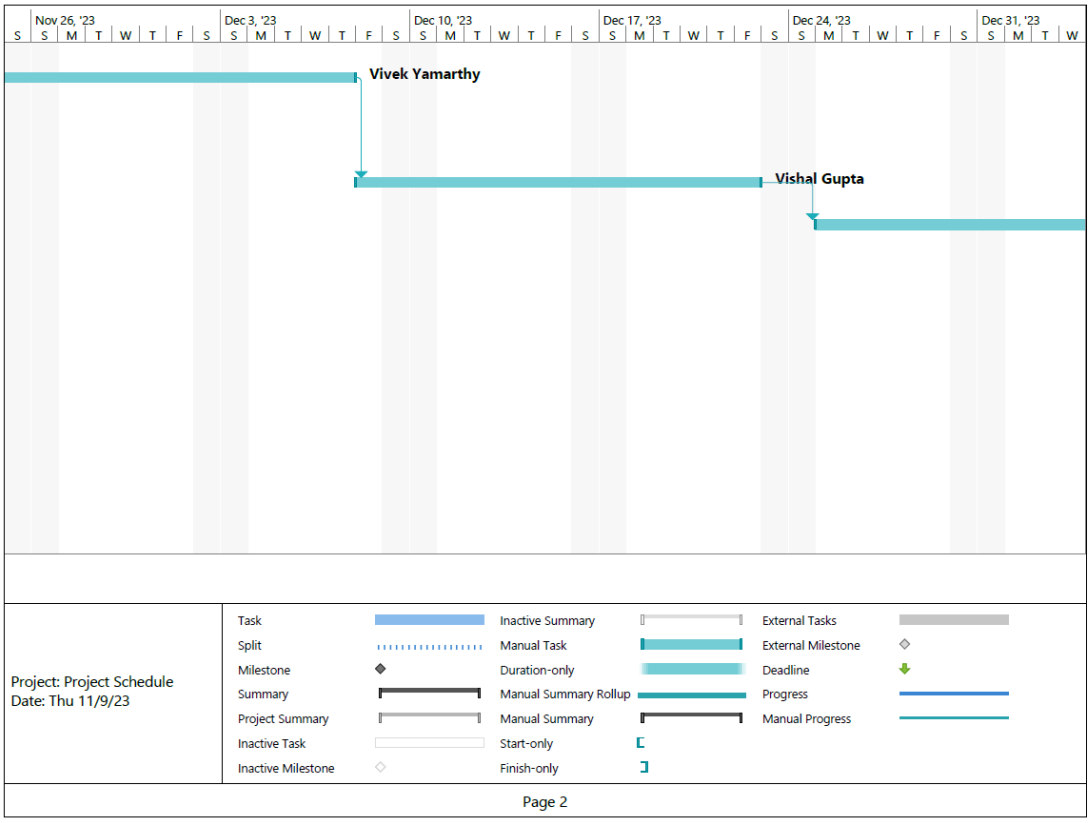
Project Schedule:

ID	Task Mode	Task Name	Duration	Start	Finish	Predec
1		Project Initiation	3 days	Thu 11/9/23	Mon 11/13/23	
2		Middleware Procurement	18 days	Tue 11/14/23	Thu 12/7/23	1
3		Project development start	0 days			
4		Data Analytics Setup	11 days	Fri 12/8/23	Fri 12/22/23	2
5		Dashboard Development	34 days	Mon 12/25/23	Thu 2/8/24	4
6		Integration Framework Setup	19 days	Fri 2/9/24	Wed 3/6/24	5
7		User Training	28 days	Thu 3/7/24	Mon 4/15/24	5,6
8		Testing and Quality Control	29 days	Tue 4/16/24	Fri 5/24/24	5,6
9		Testing & Integration completed	0 days			
10		Performance Monitoring	8 days	Mon 5/27/24	Wed 6/5/24	7
11		Project Closure	3 days	Thu 6/6/24	Mon 6/10/24	8
12		Project completion	0 days			



Project: Project Schedule
Date: Thu 11/9/23

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			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Vishal Gupta
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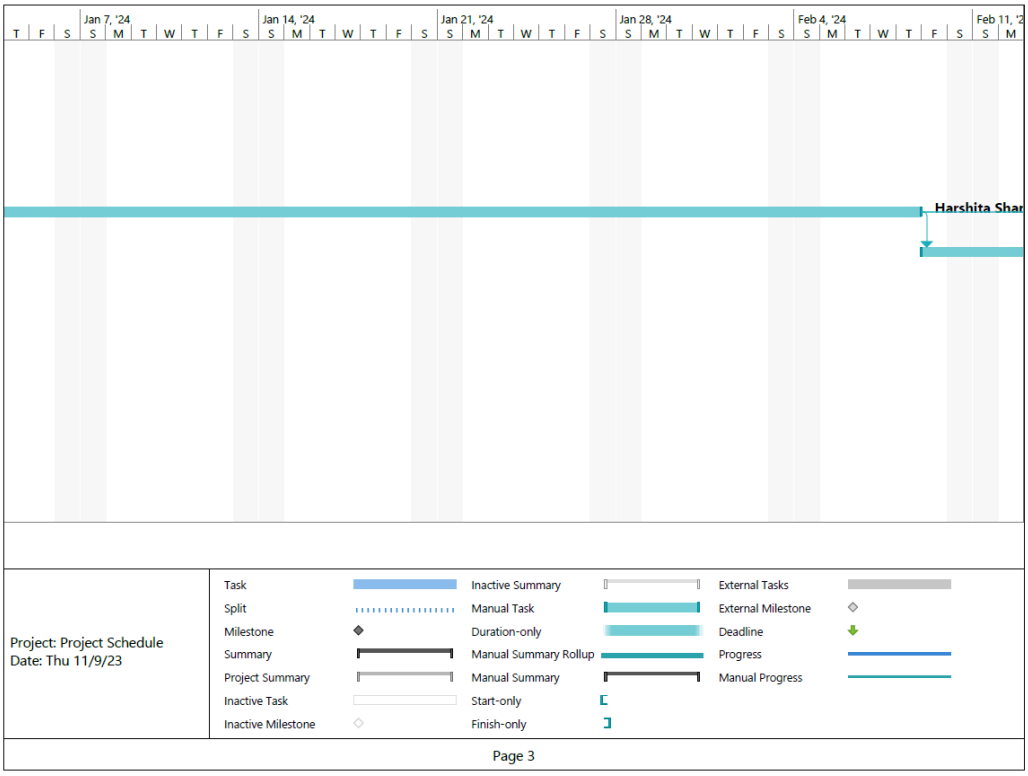
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Feb 4, '24
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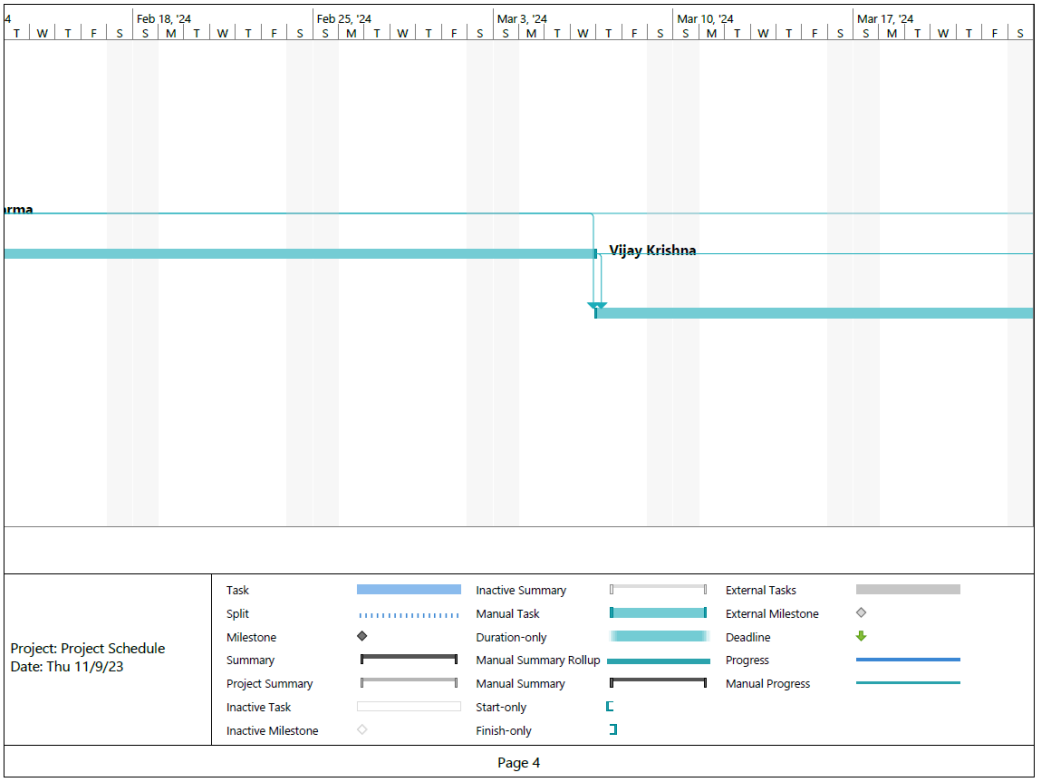
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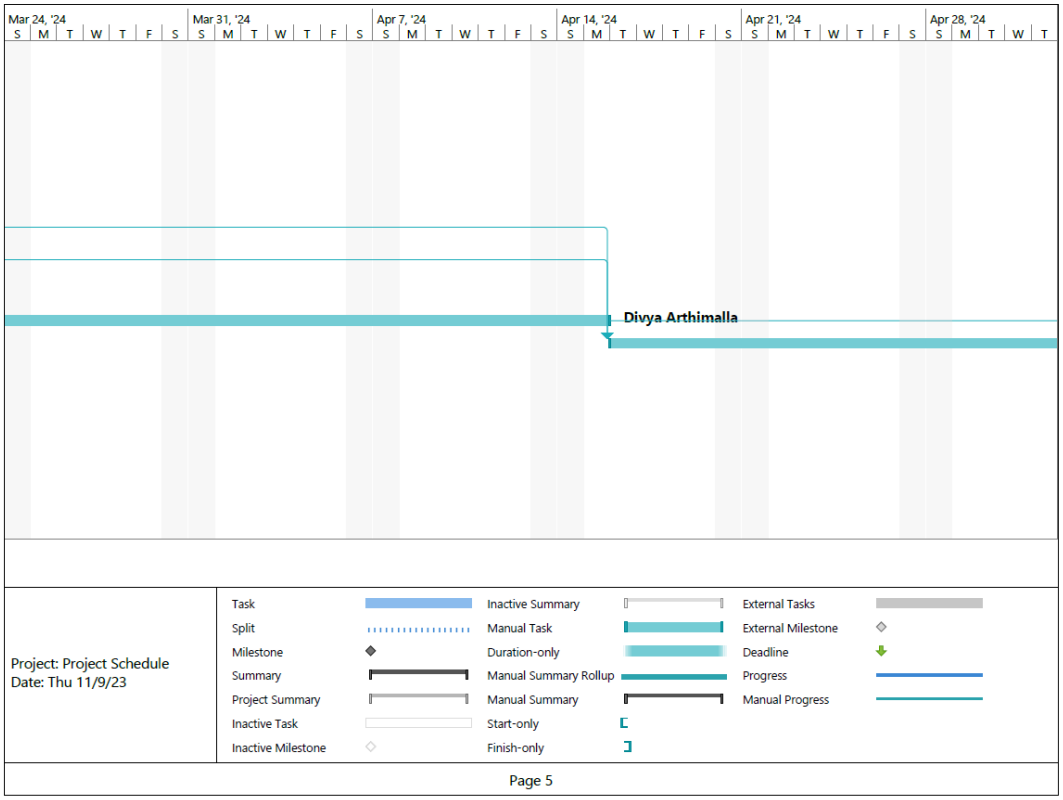
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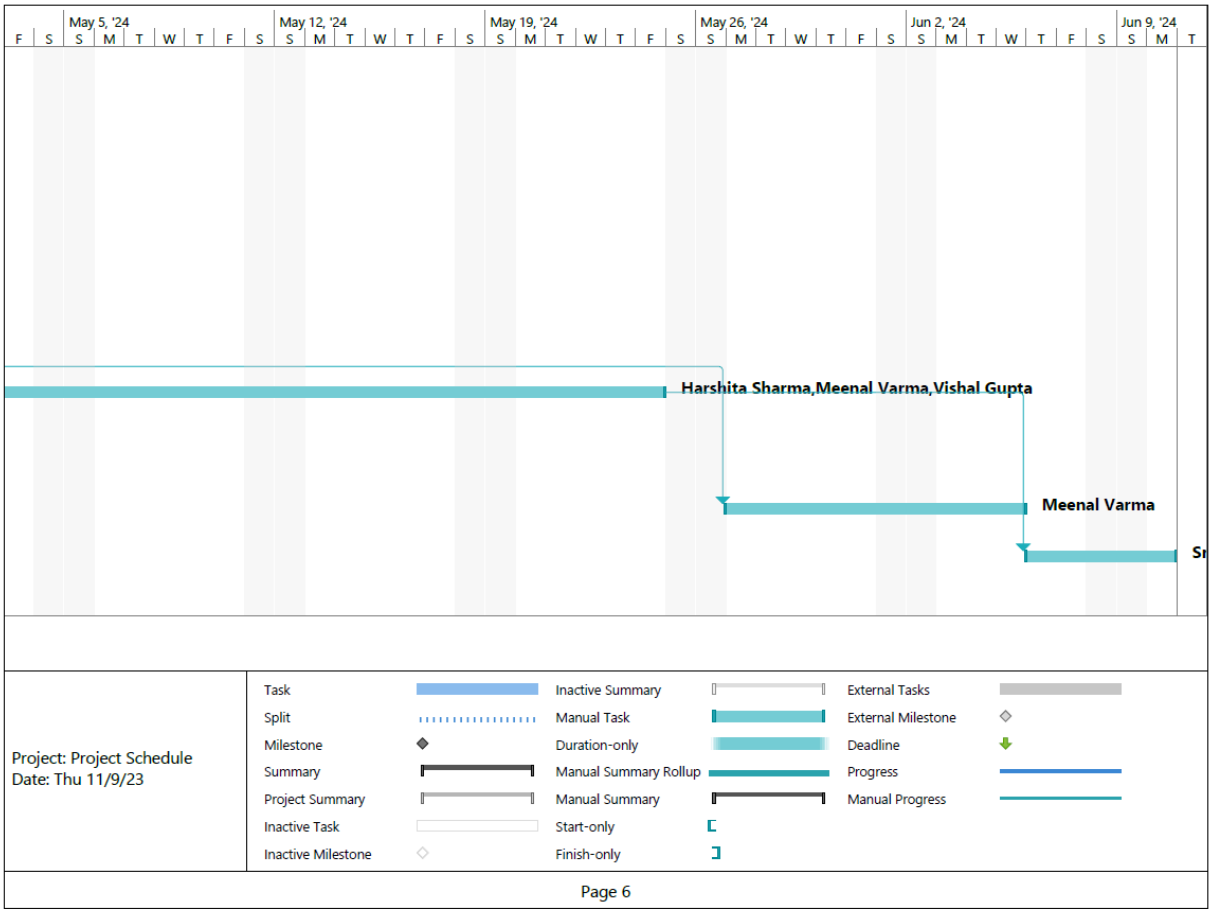
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Milestone
Summary
Project Summary
Inactive Task
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
Manual Summary Rollup
Manual Summary
Start-only
Finish-only
External Tasks
External Milestone
Deadline
Progress
Manual Progress
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Project Communication Plan :

Date: 11/30/2023
Project Name: SAP INTEGRATION DASHBOARD
Project Duration:
Start date: 10/05/2023.
End date: 05/20/2024
Project Manager: Sri Lakshmi Bontha

Communication plan purpose:

Purpose: The communication plan defines systematically organize and enhance communication within the SAP Integration Project. It is designed to keep all stakeholders, such as the project-team members, sponsors, executives, and business units, adequately informed about project particulars, advancements, and requirements. The plan delineates details such as document names, formats, contact persons, dues, communication channels, objectives, schedules, and departmental affiliations for each stakeholder engaged in the project.

Stakeholders	Department	Document Name	Document Format	Contact Person	Due	Communication media	Communication Objective
Project manager	PMO	Monthly status report	Email and Project Meeting status report	Sri Lakshmi Bonthra	First Monday of every month	Email newsletters, blogposts, and Video conferences	Initial Agreement, Commitment
Project sponsor	Business Leadership	Monthly status report	Hard copy and Email	Srinivasa Rao B	First Monday of every month	Zoom meetings, Webinar, Email	Initial Agreement, Project management progress
Executive sponsor	Executive Business Leadership	Monthly status report	Hard copy and project meeting status report	Chaitanya Kumar M	First Monday of every month	Email notificationns	Project alignment and development implementation
Tech lead	IT Services Department	Monthly status report	Email and Meeting, status report	Meenal Varma	First Monday of every month	Microsoft forms, Survey	Technical Guidance, Progress, Status calls
Technical project staff	Data Analytics	Monthly status report	Email and project meeting status report, development updates	Harshita Sharma	First Monday of every month	Announcements, Email communications	Project Alignment, Data Insights

IT Migration staff	Middle ware	Monthly status report	Hard copy and Migration status report	Shreyan Narra	First Monday of every month	Email, Zoom meetings	Communicate any potential disruptions or downtime.
Integration training staff	training coordinator	Training plan	Email, Hands-on training sessions, KT sessions	Navya Dhanya	12/12/2023	Email communication, Offline Training	Provide training on the new system to
							employees and users.
Testing staff	IT Dashboard Testing	Monthly testing report	Hard copy and Testing updates	Rajesh Alla	11/30/2023	Email communication, Teams updates	Gather feedback and address concerns.

Risk Management Plan:

No.	Rank	Risk	Description	Category	Root Cause	Triggers	Potential Responses	Risk Owner	Probability	Impact Range	Severity	Status
R34	1	Integration Awareness and User Acceptance Issues	Lack of awareness or understanding of the new system and potential resistance from end users.	Stakeholder	Limited communication about changes	Insufficient user training; Dashboard complexity	Conduct extensive user training sessions; Engage with stakeholders early and frequently	Project Manager	Medium	10	High	Mitigated
R21	2	Data Complexity and Security Concerns	Challenges in managing complex data integration and potential security vulnerabilities.	Technical	Data integration complexity	Changes in data structures; Security breaches	Implement robust data security measures; Regularly audit and monitor data integrity	Tech Lead	High	7	Medium	Unmitigated
R26	3	System Interface Connectivity Issues	Problems with the connectivity and access to the system interface leading to disruptions.	Technical	Connectivity issues with middleware	Network failures; Middleware updates	Establish redundancy in connectivity; Regularly test and monitor system interfaces	Middleware Team	Medium	4	Low	Mitigated
R28	4	User Acceptance and Dashboard Architecture Issues	Challenges in users accepting the new dashboard architecture and functionality.	Stakeholder	Limited user involvement in design	Inadequate training; Dashboard inefficiency	Conduct user feedback sessions; Continuous improvement of dashboard based on feedback	Project Manager	High	7	Medium	In Progress
R17	5	Middleware System Compatibility	Compatibility issues between the chosen middleware system and existing DoIT products/services.	Technical	Lack of middleware compatibility	Middleware updates; Changes in DoIT services	Thoroughly test middleware compatibility; Engage with middleware vendor for support	Tech Lead	Medium	10	High	Mitigated
R16	6	Performance Monitoring Challenges	Difficulties in effectively monitoring the performance and reliability of the integrated system.	Technical	Inadequate performance monitoring tools	Changes in data loads; System inefficiencies	Implement robust performance monitoring tools; Regularly review and optimize performance	Project Manager	Low	10	High	In Progress
R5	7	Data Accuracy and System Reliability	Risks associated with data accuracy and reliability, impacting decision-making processes.	Technical	Inadequate testing of data accuracy	Changes in data sources; System failures	Conduct thorough data accuracy testing; Implement failover mechanisms for system reliability	Data Analytics Team	Medium	10	High	In Progress
R4	8	Stakeholder Support and Involvement	Insufficient support and involvement from key stakeholders, affecting project progress.	Stakeholder	Lack of engagement from key stakeholders	Changes in organizational priorities; Lack of communication from project team	Regularly engage with stakeholders; Provide transparent and regular project updates	Project Manager	Low	7	Medium	In Progress

Severity	Impact	Color Box
Critical	High	Red
Major	Medium	Orange
Minor	Low	Yellow
Informational	Very Low	Green