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by SUMAN PAUDEL .

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GROUP ASSIGNMENT

TECHNOLOGY PARK MALAYSIA

CT050-3-3-PRMGT

PROJECT MANAGEMENT

NP3F2304IT

HAND OUT DATE: 22 AUGUST 2023

HAND IN DATE: 12 OCTOBER 2023

WEIGHTAGE: 50%

INSTRUCTIONS TO CANDIDATES:

1   Submit your assignment at the administrative counter.

2   Students are advised to underpin their answers with the use of references (cited using the Harvard Name System of Referencing).

3   Late submission will be awarded zero (0) unless Extenuating Circumstances (EC) are upheld.

4   Cases of plagiarism will be penalized.

5   The assignment should be bound in an appropriate style (comb bound or stapled).

6   Where the assignment should be submitted in both hardcopy and softcopy, the softcopy of the written assignment and source code (where appropriate) should be on a CD in an envelope / CD cover and attached to the hardcopy.

7   You must obtain 50% overall to pass this module.

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Acknowledgement

To complete my project, we needed the assistance and guidance of certain well-known individuals, and We consider ourselves quite fortunate to have received such unshakable support for the completion of our work. The completion of this assignment brought great joy, and we would like to show gratitude to Asia Pacific University (APU) and Lord Buddha Education Foundation (LBEF) for providing us with the golden opportunity to put our knowledge and thoughts into practice.

Additionally, we would like to express my heartfelt gratitude to Mr. Kushal Joshi our course lecturer, for providing us with all of the constructive directions that were essential for the completion of our task. Without his entire support, active direction, and encouragement, this study effort would not have been possible.

Finally, we would like to thank our faculty members who have directly or indirectly assisted us in obtaining the ultimate consequence of my assignment by transmitting critical information. We went through numerous investigations, websites, and books to gather accurate material for analysis and to arrive at the best conclusion.

our Sincerely,

Suman Paudel (NP000612)

Rashiv Singh (NP000603)

Anup Panta (NP000562)

Sujan Shrestha (NP000611)

BSc.IT, 5th Semester

Table of Contents

1 Introduction:

Systemware Sdn. Bhd. (SSB) is one of the leading organization in human capital management, which is planning to develop a strategy to centralize its operations across South East Asia as well as to remove difficulties related to human capital. The objective of the project is to reduce total cost while improving global governance. In making this work, SSB plans to replace previous regional system with centralized "Human Resource Management System (HRMS)" combining support functions currently distributed across many markets. The project has six-month timeframe and comprises several divisions as well as subject matter experts from SSb's Global IT Services (GITS). For the succession of project proper leadership and interpersonal skills are needed. Key considerations for completion of project includes resource selection, Phased system replacement, IT infrastructure alignment as well as smooth cutover procedure. The project comes with cost effectiveness and operational excellence, which assists in improving SSB's human resource management.

2 Comparative Analysis

Comparative Analysis is the process of comparing and distinguishing similarities and differences between items, allowing organizations to better comprehend and produce solutions for concepts, challenges, theories, or queries, resolving or acquiring a deeper knowledge. (Kane & Kahwati, 2022).

Features	PMBOK	PRINCE2	AGILE
Definition	PMBOK is process-oriented approach to project management strategy (which is actually a framework) developed by the Project Management Institute, Inc. (PMI) (Managementoffice, 2022).	PRINCE2 is recognized method of project management technique that puts an emphasis on project organization as well as management (Managementoffice, 2022).	It is project management strategy that encourages cooperation and continuous improvement by breaking projects into smaller phases and directing through planning, execution

			and evaluation cycles. (Managementoffice, 2022).
Origin	PMBOK was developed in 1996 by PMI in the United States (Managementoffice, 2022).	PRINCE2 was designed in 1989 by the APM firm in the United Kingdom (Managementoffice, 2022).	Agile was founded by a group of software developers in 2001 (Managementoffice, 2022).
Benefit	It provides complete perspective of project scope, time frame, and expenditures for project with defined needs and little change. (Stellman & Greene, 2005).	It has user friendly and defined approach and defined project management approach, making it accessible for persons with little project management expertise. (Stellman & Greene, 2005).	It enhances project management by more effectively tackling challenges like cost, reliability of schedule and scope creep. (Stellman & Greene, 2005).
Principle	No specific principles exist (Karaman & Murat, 2015).	7 principles (Karaman & Murat, 2015).	12 principles (Karaman & Murat, 2015).
Focus	Customer Requirement (Karaman & Murat, 2015).	Business case and product (Karaman & Murat, 2015).	On delivering working software (Karaman & Murat, 2015).
Approach	A knowledge-based methodology is PMBOK (Checky, 2020).	PRINCE2 is process-based project management methodology that	Agile is methodology for iterative software development that stresses continuous

		focuses on project structure and management from beginning to end (Checky, 2020).	integration in each iteration (Checky, 2020).

2.1 Comprehensive Analysis

In summary, PMBOK, PRINCE2 and AGILE are popular project management methods which are used to build customized strategies that depends on project objectives, organizational structure as well as adaptability. We have used PMBOK for project management as it provides a structured method that is appropriate for variety of projects as well as because of its flexibility, simple design and adaptability to diverse project and management styles.

3 Project Initiation Technique:

Effective project initiation procedures are crucial for beginning a new project. In includes defining project's scope, objectives, and needs in order to create high-level project plan. Common problems like scope creep, missed deadlines, and budget overruns can be prevented by implementing these strategies. A Project Charter is produced as a result of this process, and it serves as basis for whole project lifecycle (Söderberg, 2020). Two crucial project management knowledge areas are explored in the context of the HRMS project at Systemware Sdn. Bhd.

3.1 Project Integration Managements

The Human Capital Management Operations (HRMS) project at Systemware Sdn. Bhd. depends on project integration management. Several crucial measures must be taken where at first, a formal Project Charter must be created, detailed project components including goals, scope, objectives, and stakeholders to convey the project's vision to all parties involved (Watt & Victoria, 2014). Secondly, with input from important stakeholders, thorough project management plan is created that includes timelines, budgets, resource allocation, risk management, and communication plans. After that, Project Management Office (PMO) is created to supervise project planning and adherence to charter's rules. And ongoing project management, including regular reports for stakeholders and constant monitoring and adjustment is done to ensure development is in line with plan. Lastly, project manager will formally close it after getting

client or stakeholder consent and archive all records and improvements made. These procedures assist in successful planning and implementation of projects(Nguyen et al., 2018).

3.2 Project Stakeholder Management:

Project stakeholder management at the beginning of a project includes locating, involving, and effectively managing people or organizations that will be impacted by the project. Specific approaches are necessary in the HRMS project at Systemware Sdn. Bhd where a thorough list of all the parties involved, including both internal and external organizations such SSB management, project teams, local market teams, and application vendors are made (Vayyavur, 2015). In order to develop engagement strategies and communication plans that address stakeholders' specific needs, their demands and expectations are examined. To ensure transparent and efficient information sharing, clear communication plan is created while taking into account the complexity of the project (Nguyen et al., 2018). Stakeholder engagement strategy is implemented suited to the needs of the South East Asian market, with local teams involved. Stakeholder engagement is monitored and adjusted as needed to meet changing needs and expectations, while maintaining good stakeholder management throughout the project's lifespan (Karlsen, 2017).

4 Suggested Samples for Methods

4.1 Project Charter

Project Title: Digital Transformation Initiative	
Start Date: 1st July, 2023	End Date: 31st December, 2023
Budget Allocation: RM 80,000 is issued for this project.	
Project Manager: Sujan Shrestha	

Project Objectives:

- **Improved Digital Infrastructure:**

  This project aims to strengthen our country's digital infrastructure by adopting new technologies that boost performance and efficiency.

- **Cost Optimization:**

  The execution of project is expected to result in significant cost savings by removing duplicate of effort and optimizing resource use.

- **Alignment of Strategy:**

  An established digitization process will make it possible for us to align our IT strategy with our business objectives, urging consistent and forward-thinking innovation.

- **IT Landscape Assessment:**

  The project will look at the company's existing IT landscape extensively to guarantee that it adapts to ever-changing company needs and strategies.

Success Criteria:

- The newly created digital infrastructure is expected to work better than the existing system.

- The execution of the project will need to stay within the budgeted amount and save money.

- The transition from the old to the brand-new facility should be done gradually.

- Highly dependable digital services need to be provided 24 hours a day, seven days a week.

Approach:

The course of the project will follow a systematic approach focused on the ten project management knowledge domains, ensuring a holistic and effective management process.

Roles and Responsibilities:		
Name	**Roles**	**Designation**
Sujan Shrestha (NP000611)	Resource & stakeholders management	Project Manager
Suman Paudel (NP000400)	Cost & quality management	Project Member
Anup Panta (NP000562)	Time & communication management	Project Member
Rashiv Singh (NP000396)	Risk & procurement Management	Project Member

Table 1: Project Charter of HCP

4.2 Kick-off Meeting

Human Capital Project

Meeting Objective: To initiate Digital Transformation Initiative and ensure a clear understanding of the project's objectives and expectations.

Agenda:

- Welcome and Project Introduction
- Project Plan, Purpose, and Scope
- Project Initiation Tools and Practices
- Project Roles and Responsibilities
- Risk Assessment and Timelines
- Expected Deliverables

Action Item	Assigned To	Due Date
Risk and Procurement	Rashiv Singh	27th July 2023
Resource and Stakeholders	Sujan Shrestha	5th August 2023
Cost and Quality	Suman Paudel	9th August 2023
Time and communication	Anup Panta	15th August 2023

Table 2: Kick-Off meeting on HCP

Date and Time for Next Meeting: 17th August 2023 at 12:00 PM

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5　Conclusion

In conclusion, Systemware Sdn. Bhd (SSB) is implementing "Human Resource Management System" project in order to centralize help, save costs as well as make simple operations. The assignment covers real time project management systems, human resources, budgeting, technological gaps as well as communication. To make sure smooth transition project manager's leadership must be addressed. As due to 6-month determined planning time table, participation of subject matter experts, the need of IT infrastructure as well as requirement for cutover strategy, issues will develop. Proper handling of issues is critical for HRMS project's long-term success. To finish this project according to criteria, we used appropriate information and data from lecturers, group members, books, online resources as well as journals.
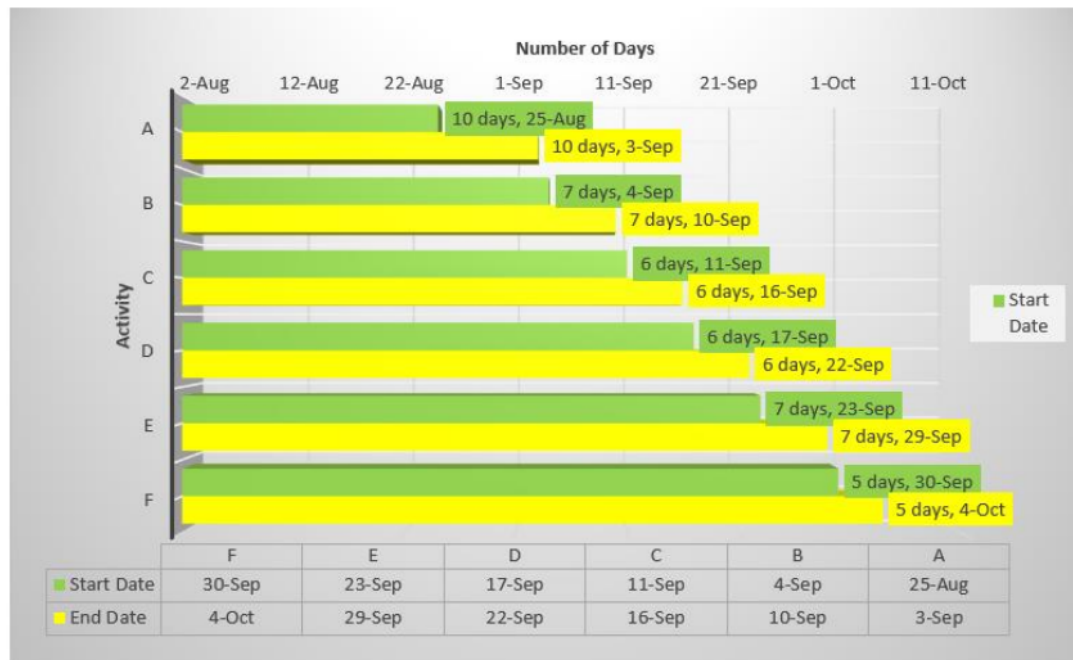
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7 Appendices

7.1 Gantt Chart

Activity	Time (Days)	Start Date	End Date
A	10 days	25-Aug	3-Sep
B	7 days	4-Sep	10-Sep
C	6 days	11-Sep	16-Sep
D	6 days	17-Sep	22-Sep
E	7 days	23-Sep	29-Sep
F	5 days	30-Sep	4-Oct

Index	Description
A	Comparative Analysis (PMBOK)
B	Comparative Analysis (PRINCE2)
C	Comparative Analysis (AGILE)
D	Project Initiation Tools/Techniques (Project Charter)
E	Project Initiation Tools/Techniques (Stakeholder Register)
F	Project Initiation Tools/Techniques (Kick-off meeting)

	F	E	D	C	B	A
Start Date	30-Sep	23-Sep	17-Sep	11-Sep	4-Sep	25-Aug
End Date	4-Oct	29-Sep	22-Sep	16-Sep	10-Sep	3-Sep

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7.2 Workload Matrix

Name of Student	Contribution
Sujan Shrestha (NP000611)	25%
Suman Paudel (NP000612)	25%
Rashiv Singh (NP000603)	25%
Anup Panta (NP000562)	25%

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