



(Company No. 101067-P)

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِيسِي إِسْلَامِيْ اِنْتَارَا بَغْسِيَا مِلْدِيْسِيَا

Garden of Knowledge and Virtue

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

KULIYYAH OF INFORMATION TECHNOLOGY AND COMMUNICATION

PROJECT MANAGEMENT IN IT (INFO 3501)

“Website for Perintis Club”

Submitted to:

Noor Azian Mohamad Ali

Group Members:

Mujib Mehran	1632625
Hasan Md Tanvir	1716763
Nayeem Al Tareeq	1622149

Section 2

Semester 2, 2019/2020

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INTRODUCTION

The name of our project is “Website for Perintis Club”. As we are students of INFO 3501 – Project Management of IT class, we were assigned to building up a website under STADD. There are not that much clubs under STADD, so we approached with several ones and Perintis Youth IIUM responded with us first. This is a Youth Club in the International Islamic University Malaysia (IIUM) Bounded by Persatuan Saintis Muslim Malaysia (PERINTIS). We’ve made a group consists with three people conducted face-to-face meeting with them and took their approval to build the website by completing the milestones one by one. This project allows us to do a real life project with third party client to improve our project management skills.

CLIENT IDENTIFICATION:

PERINTIS is an abbreviation for Persatuan Saintis Muslim Malaysia. It is a registered organization in Malaysia which consists of Muslim professionals, scientists, engineers and technocrats. Perintis Youth Club IIUM Chapter (PY IIUM) is established in 2016. This club provides the platform for IIUM community (staff and students) to bring blessings for all creations through science and technology – SCIENCE4KIDS, SCIENCE4YOUTH and other activities. We’ve conducted with this club’s advisors, Dr. Rosminazuin Ab. Rahim to take approval and one advisor was appointed to guide us throughout the project.

PROJECT STAKEHOLDERS:

In our project, the stakeholders are our team, our client and our project supervisor madam.

Project team:

Name	Role in the project	Email Address	Phone number
Hasan Md Tanvir	Project leader	Tanvirhaxan001@gmail.com	0199762383
Mujib Mehran	Team member	mehranmuzib@gmail.com	0176940151
Tareq Nayem Al	Team member	nayemaltareq786@gmail.com	01110746919

Client: Our client is Perintis Youth Club IIUM.

Name	Role in the Club	Email Address
Dr. Rosminazuin Ab. Rahim	Chairman in PY Advisory board committee	rosmi@iium.edu.my
Dr. Nurul Fadzlin Hasbullah	Advisor	nfadzlinh@iium.edu.my
Dr. Mohd Shahrin Abu Hanifah	Advisor	shahrin@iium.edu.my

Project Supervisor:

Name	Role	Email	Phone number
Dr Noor Azian Mohammad Ali	Supervisor and Evalutor	noorazian@iium.edu.my	0162155203

PROJECT DESCRIPTION:

BACKGROUND

As our assigned project was to create a website for a club under STADD. So we choose our club which is Perintis Youth Club IIUM which is registered club under STADD. Every club or organization should have a website for its own promotion. Perintis Youth IIUM does have a website but it contains so many backdated contents and information. Website design is outdated; there is no proper layout of the website as well as lack of enough program and event information. our approach is a huge chance for them to include all of their latest committee, event and promotional tactics under a new, well designed website. This website will help them to reach more people to know about their club and add more members to the club so that they can expand their activities.

CHALLENGES AND OPPORTUNITIES:

This project was full of challenges and opportunities.

Here are some of the challenges –

- Find the client in a competitive situation.
- Communicate and take approval from the client.
- Understand client's requirement.
- Meet client's requirements with limited resources like using the main platform as google sites.
- Communicate with the client in MCO
- Convince the client through Whatsapp messages and email as to face-to-face meeting is not possible during COVID situation
- Team is responsible for the budget
- Make the website live as ITD doesn't approve google site made websites to go live.

Here are some of the opportunities –

- First time experience to work with real projects.
- Take the challenge to compete with client's current website.
- Learn time management by completing the milestones on schedule.
- Learn from the class, study and manage a real time project team and implement it on real world client.
- Learn planning, team management, stakeholder analysis, quality management, risk management, communication management, project closing and so many other topics in practical life.
- Win client's heart to get further opportunities to work with them.

OVERVIEW OF DESIRED IMPACT:

Our club will be able to get more visitors in the website as the website will contain latest information. Club can monitor how many visitors are visiting the website as we'll include a visitor counter. This will give them an overview of their popularity. This website will use the power of google sites so anytime anyone can update the website within hours. Their latest

events information and pictures will attract visitors to join the club which will give them a large manpower to arrange bigger events successfully. Financially, the club will be impacted as increased number of visitors will allow them to get more donations. Overall, this will allow them to have more popularity, manpower and financial strength.

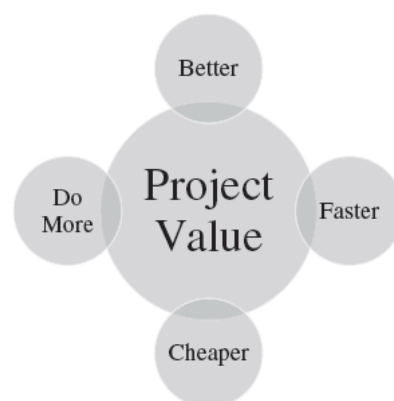
MEASUREABLE ORGANIZATIONAL VALUE (MOV):

The first step for starting our project was to define the project's goal or measurable organizational value (MOV). Our MOV is measureable and also provides value to our club. Our MOV supports Club Perintis's vision, mission and strategy. We set our MOV as – “Increase Perintis Youth IIUM Club's popularity by increasing the view count 300 per month after six months of development.”

It is our responsibility to lead and facilitate the MOV process by working closely with the client and relevant stakeholders. We've done this over one or several one-on-one meetings and stakeholder group conferences. We've developed our MOV using the following six steps-

Identify the desired area of impact— Among customer, strategic, financial, operational, social potential areas, our desired of impact area is social. Cause our clubs vision is social works as it says – “Leading towards the development, formation and utilization of science for the benefit of mankind and the environment.” Therefore, our target is to make sure that our club gets a enhanced capability to achieve its goal by promoting their work and get more visitors and members through our website.

Identify the desired value of the project—



Our desired value of the project is to do more by our Club and do something better. Our club has an existing website, which doesn't provide enough content and design to attract people as well as inform them about club's activities. So, our desired value is to improve the quality by adding more content and revamp the design as well as give them to choose another platform to promote themselves besides social media and extend their activities further.

Develop an appropriate metric— We've chosen view count as our measurable metric. This metric provides the our team with a performance target or directive and sets expectations among all stakeholders as well as affords a means for evaluating whether the project is a success later on.

Set a time frame for achieving the MOV- Our result will be achieved after 6 months. We are intended to do the project within our course schedule. And based on that, we set our time frame within six months divided by several milestones.

Verify the MOV and get agreement from the project stakeholders-- The project manager's responsibility is to guide the process, while the client must identify the value and target metrics. This joint responsibility may not always be easy, especially when several sponsors or individuals need to agree on what will make a project successful or what exactly will bring value to the organization. We've talked with the client about our proposed topic and they ensured us that this topic is realistic enough to carry on. They also believe that this project will lead them to achieve our proposed MOV and bring the desired value to them.

Summarize the MOV in a clear, concise statement or table-- The project will be successful Perintis Youth IIUM Club's popularity increases by view count 300 per month after six months of development.

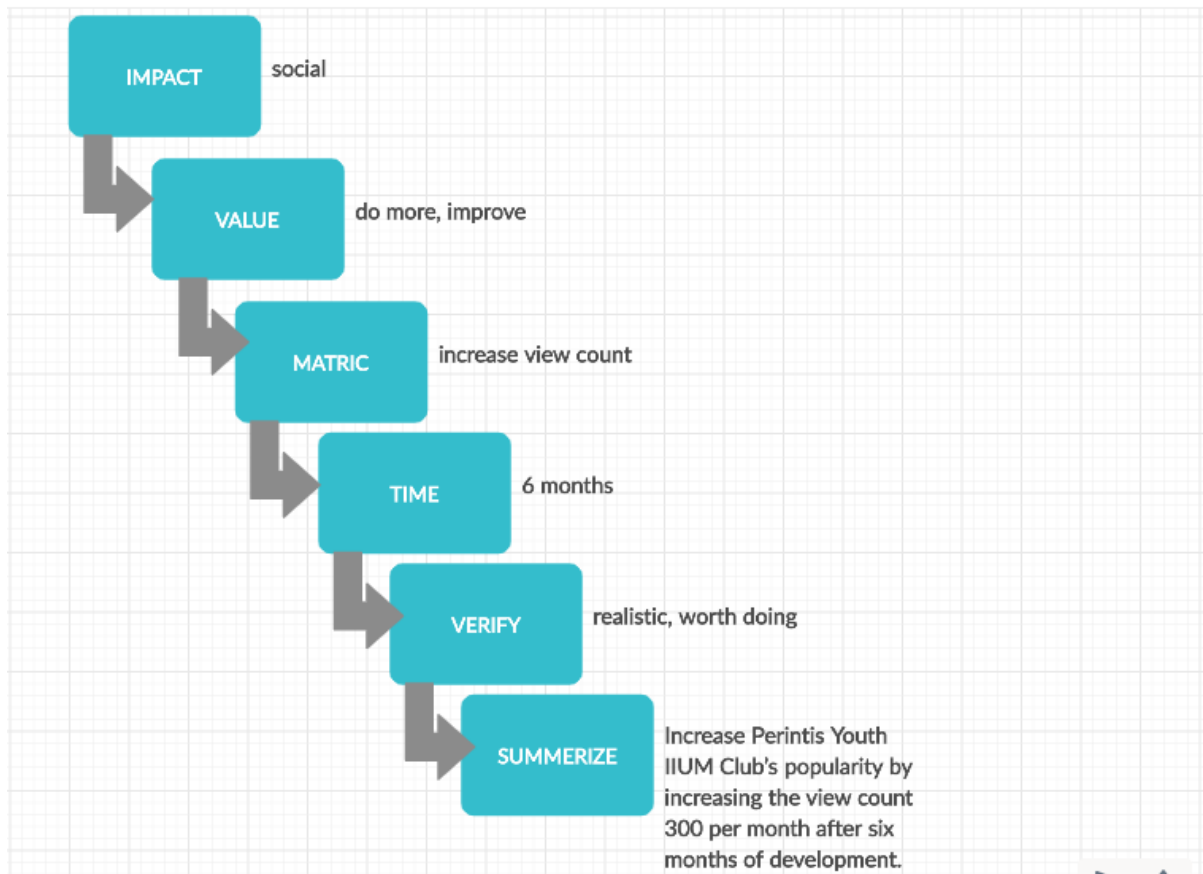


Figure – summary of the Processes for Development of the MOV for Perintis Youth Club IIUM

PROJECT SCOPE

The project's scope is the work to be completed. It provides the foundation for developing the project plan's schedule and cost estimates. So we defined a scope boundary to identify what will be included in our project and what will be considered outside of our project. We defined our scope based on our MOV and we analyse our scope in way that we can achieve our MOV within schedule, design and budget requirements. Our project scope is – "Develop a website for Perintis Youth IIUM such a way that will increase its popularity by spreading its latest contents, events and activities and build a strong manpower by recruiting interested students." This is included in our project and after handover the project to the client there are still lots of things to do such as maintaining the website, update the website, fix and troubleshoot errors etc. This is outside the scope of the project.

























Scope statement

- Develop a website for Perintis Youth IIUM that have its latest events and programs.
- Develop the website that visitors can have all the details of club's advisory board members.
- Develop the website that visitors can easily access to all of the social media through the website as well as join various programs and join as a club member.

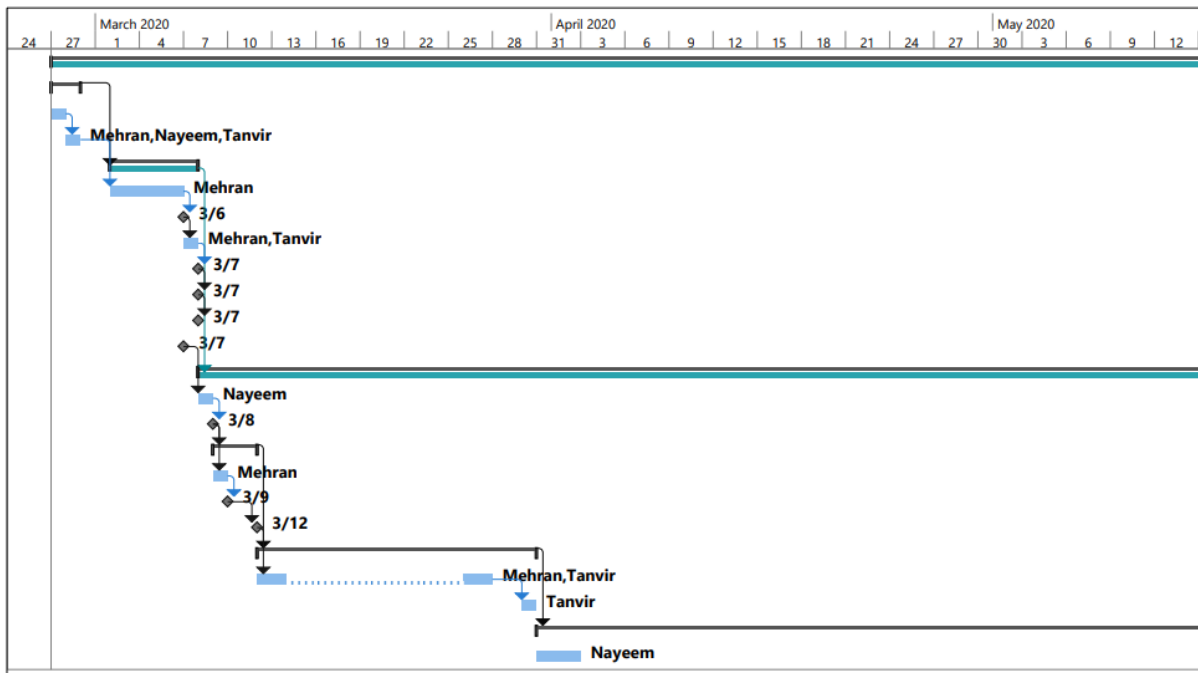
Out of scope for this project

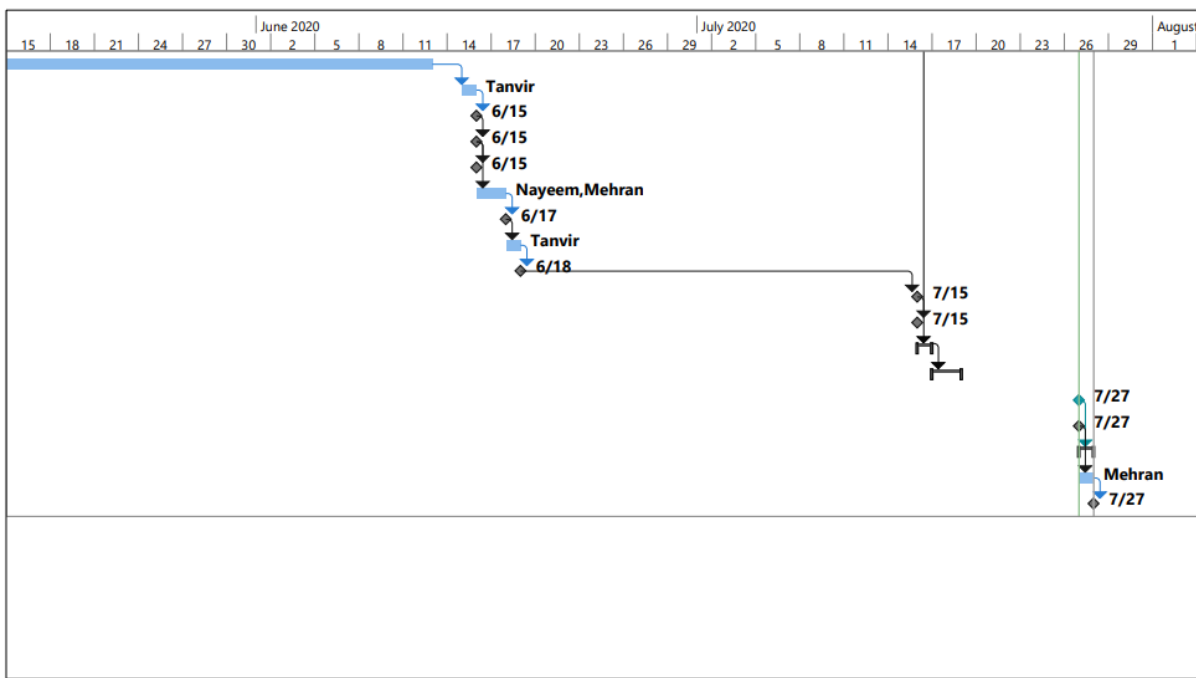
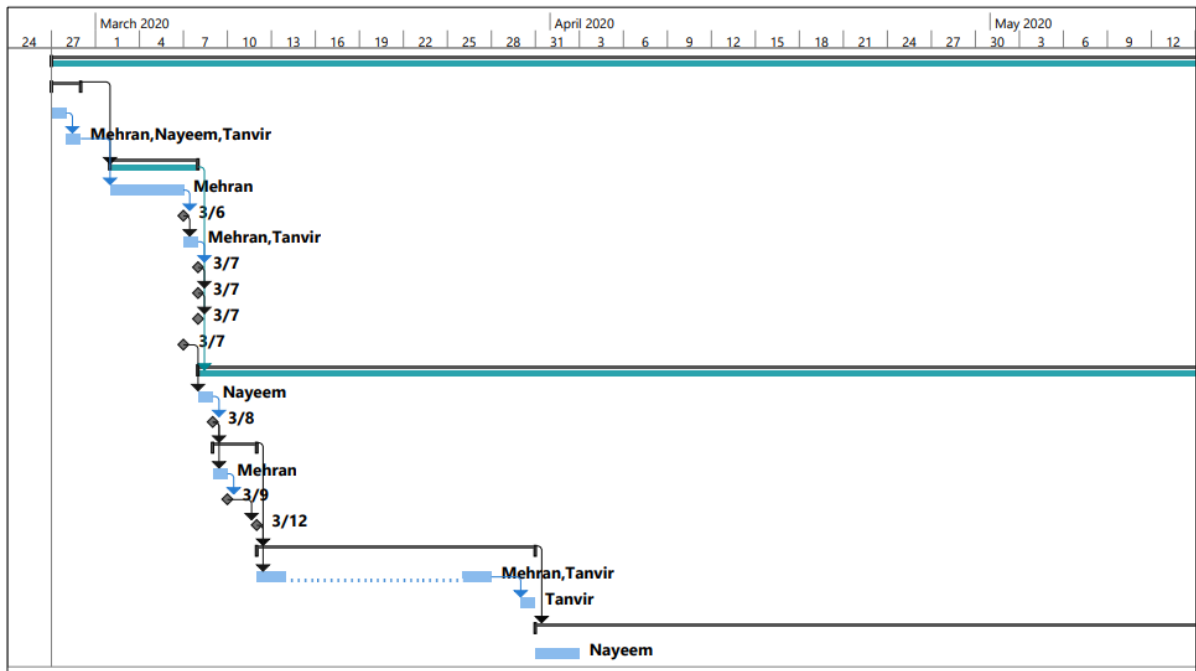
- Update the website content
- Troubleshoot and fix errors
- Pay for domain in periodical basis

PROJECT SCHEDULE SUMMARY

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1		It web project	111 days	Thu 2/27/20	Mon 7/27/20		
2		1.0 Define project	2 days	Thu 2/27/20	Fri 2/28/20		
3		1.1 Briefing about project	1 day	Thu 2/27/20	Thu 2/27/20		
4		1.2 Groupmate Selection	1 day	Fri 2/28/20	Fri 2/28/20	3	Mehran,Nayeem,T
5		2.0 Define Plan	6 days	Mon 3/2/20	Sat 3/7/20	2	
6		2.1 Find client	5 days	Mon 3/2/20	Fri 3/6/20	4	Mehran
7		2.2 Set appointment	0 days	Fri 3/6/20	Fri 3/6/20	6	Mehran
8		2.3 Meet client	1 day	Sat 3/7/20	Sat 3/7/20	7	Mehran,Tanvir
9		2.4 Business case presentation	0 days	Sat 3/7/20	Sat 3/7/20	8	Mehran,Tanvir
10		2.5 Get client agreement	0 days	Sat 3/7/20	Sat 3/7/20	9	
11		2.6 Deliverable 1:Client Signoff	0 days	Sat 3/7/20	Sat 3/7/20	10	
12		2.7 Milestone 1:Client agreement	0 days	Sat 3/7/20	Sat 3/7/20		
13		3.0 Design and implementaion	99 days	Sun 3/8/20	Tue 7/21/20	5	
14		3.1 Estimate User Requirements	1 day	Sun 3/8/20	Sun 3/8/20	12	Nayeem
15		3.2 Set Appointment	0 days	Sun 3/8/20	Sun 3/8/20	14	Mehran
16		3.3.0 Meet Client	3 days	Mon 3/9/20	Thu 3/12/20	15	
17		3.3.1 Get Requirements	1 day	Mon 3/9/20	Mon 3/9/20	15	Mehran
18		3.3.2 Deliverable 2: Client sign off on	0 days	Mon 3/9/20	Mon 3/9/20	17	Nayeem,Tanvir
19		3.3.3 Milestone 2: User Requirement	0 days	Thu 3/12/20	Thu 3/12/20	18	
20		3.4.0 Product Analysis	13 days	Thu 3/12/20	Mon 3/30/20	16	
21		3.4.1 Identify the actual product	4 days	Thu 3/12/20	Fri 3/27/20	19	Mehran,Tanvir
22		3.4.2 Specify needed softwares and	1 day	Mon 3/30/20	Mon 3/30/20	21	Tanvir
23		3.5.0 Product Design	77 days	Tue 3/31/20	Wed 7/15/20	20	
24		3.5.1 Create an on paper design	3 days	Tue 3/31/20	Thu 4/2/20		Nayeem

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	
25		MCO	54 days	Tue 3/31/20	Fri 6/12/20			21
26		3.5.2 set appointment with the client	1 day	Mon 6/15/20	Mon 6/15/20	25	Tanvir	
27		3.5.3 Meet Client	0 days	Mon 6/15/20	Mon 6/15/20	26	Tanvir	
28		3.5.4 Show the design	0 days	Mon 6/15/20	Mon 6/15/20	27		
29		3.5.5 Get client feedback	0 days	Mon 6/15/20	Mon 6/15/20	28		
30		3.5.6 Create final Design	2 days	Tue 6/16/20	Wed 6/17/20	28	Nayeem,Mehran	
31		3.5.7 Set appointment with the client	0 days	Wed 6/17/20	Wed 6/17/20	30	Tanvir	
32		3.5.8 Meet Client	1 day	Thu 6/18/20	Thu 6/18/20	31	Tanvir	
33		3.5.9 Get Confirmation	0 days	Thu 6/18/20	Thu 6/18/20	32		
34		3.5.10 Deliverable 3: Client signoff on	0 days	Wed 7/15/20	Wed 7/15/20	33	Tanvir	
35		3.5.11 Milestone 3: Product design	0 days	Wed 7/15/20	Wed 7/15/20	34		
36		3.6.0 Install all the softwares and	1 day	Thu 7/16/20	Thu 7/16/20	23		
40		3.7.0 Product Testing and acceptance	2 days	Thu 7/16/20	Sat 7/18/20	36		
50		4.0 Close Project	0 days	Mon 7/27/20	Mon 7/27/20			
51		4.1 Milestone 6: Closing the project	0 days	Mon 7/27/20	Mon 7/27/20		Mehran,Nayeem,T	
52		5.0 Evaluate Project	1 day	Mon 7/27/20	Mon 7/27/20	50		
53		5.1 Make full report of the project	1 day	Mon 7/27/20	Mon 7/27/20	51	Mehran	
54		5.2 Milestone 6: Project fully completed	0 days	Mon 7/27/20	Mon 7/27/20	53		





PROJECT BUDGET SUMMARY

AS we are doing this project for our group project for the course, we are not taking any money from our client. If we would charge our client our estimated budget would be:

- Defining the resources:
 - Project team
 - Software
 - Domain Purchase
 - Designing elements
 - Copyright

- Determining the quantity:
 - Paid googlesite/wordpress template 1 unit
 - Premium Jira software/website testing tool 1 unit
 - Project members salary

- Defining the cost of each resource:
 - Estimated duration × True Cost of Resouce
$$= 40 \times 30$$

$$= 1200 \text{ RM}$$

Premium wordpress / google site theme 400 RM. JIRA subscription will be 100 RM per month. We need one-month subscription for JIRA during the testing period. Copyright for the whole website will cost 300 RM. For every project member we have calculated 10RM per hour. So, our total budget would be $(1200+400+100+300) \text{ RM} = 2000 \text{ RM}$. We have not included the computer price as we all already have laptops and common hardware.

QUALITY ISSUES

Quality plays a very important role in project .Quality refers to distinguishable characteristics.

Features:

- Easy to Use
- Clear UI
- Categorized into group
- People and Map is included
- Easy to Understand
- Social media is linked
- Programme and events are linked and will be shown
- Gallery is included
- Finally Contract address for donation and consultation has been included.

Project Quality Management :

Quality management Planning: The project has standards quality , asked by clients. All modules and UI has been added.

Quality Assurance: After we created a sample the client and other developer audited us and gave direction to make the project better.

Quality Control: We collected the data and then analyzed and made the changes inside.

Continuous Improvements: From our best practices we added new tabs such as events and programme and improved the system .

SPECIFIC QUALITY REQUIREMENTS:

We followed project Quality management plan framework to develop our project as well as we followed the quality criteria the client provided.

Quality Philosophies and principles:

- We focused on customer satisfaction

- We focused on preventing any failure than inspection
- We improved our processes to improve our website
- We made sure the quality requirements are fulfilled
- We ran fact based management on hard evidence.

Quality Standards processes and Metrics :

We made sure the project is reliable, useable ,secured ,easily maintainable and legal.

Quality Assurance : We did verification , validation and testing on our project.

Quality Control : We ran a checklist based quality control procedure and audited to quality control of the website.

Learn Improve and Mature : By testing , learning and improving we made our project mature and in final stage.

RESOURCE REQUIRED:

People: Our team member , client

Technology: Google sites

Facilities: Internet

Others: Personal Computer

Resources to be provided: Webpage

Resource: Website

Name of the resource Provider : Perintis Youth IIUM

Date to be provided : 25/7/2020

RISKS AND ASSUMPTIONS:

Assumptions may include things that must go right. Assumptions for our project can be – project manager must stay in the group, communication with the client has to be time to time etc.

Risks, on the other hand, may be thought of as anything that can go wrong or things that may impact the success of the project. Key situations or events that could significantly impact our project's scope, schedule, or budget. These risks, their likelihood, and the strategy to overcome or minimize their impact should be detailed in the project's risk plan. We applied checklist and SWOT method.

RISK CHECKLIST:

- ✓ User requirement validation by team and the client.
- ✓ The project team has the skill to complete the project
- ✓ Our team is adequate to complete the project on time
- ✓ The project scope has been clearly defined
- ✓ Project goal is realistic and achievable
- ✓ Project is approved by the lecturer
- ✓ Collection of numbers of various PY of the club is done due to communication
- ✓ Get support from ITD if system error occurs
- ✓ Website is minimalistic, device independent and user friendly.

SWOT ANALYSIS-

Strength: Our strength is we are IT students and already made websites in our previous courses. We have sufficient technical abilities.

Weaknesses: Weakness can be poor communication between group members as face-to-face meeting is in risk due to Covid situation. We have lacking in database skills.

Opportunities - Increased skillset will allow us to do more upcoming real time projects and workshops. Possibility to get offer from another clubs to make website for them.

Threats: Risk of free online website making powerful tools like Wix, Squarespace or WordPress. Another team can convince the client to make them website using these powerful tools than our google sites.

CONSTRAINTS:

Our client may impose us something later we agreed with the project detail, scope and MOV. They can demand new schedule for milestones, may change their budget plan or they can ask for additional technical requirements or change functionality or ask us to change our tool to make website. Like for our client, they were determined to make their website using Wordpress though after we agreed to develop it with google sites in our first meeting. Than our client was convinced by our madam regarding this issue.

DEPENDENCIES:

Dependencies can be internal or external of an organization. As our project just depend on our client club and no other else, all risks will arise from our client, no other else. We, the team is dependent on clients provided documentations such as event description, pictures, content etc.

Impacts on different areas of the organization-

This project will impact the club in a very effective way that they will have updated content, event and program section, updated advisory and PY board committee members detailed info as well as minimalistic design. Our client gives us requirements such a way that it removes so many unnecessary information they had before in their previous website. So it enables the new website loading time much faster than before with so many real-time content and event so that the visitors will get latest info and activities about the club and get their interest to join the club or their activities.

Outstanding issues:

So far, the website is running completely fine and all of the client's complaint about design, content is fixed. So currently, there is no outstanding issue.

PROJECT ADMINISTRATION

Project administration focuses on the knowledge areas, processes, and controls that will support the project. These are actually separate subplans or strategies that make up the project management plan. Administration may include:

A COMMUNICATION PLAN:

This plan outlines how the project's status or progress will be reported to various stakeholders. We organize this plan in a process for reporting and resolving significant issues or problems as they arise. We communicate with our client by face-to-face meetings with paper reports but after COVID situation, we have to maintain our communication through Whatsapp and email. We've sent deliverables in paper format through whatsapp and sent updated website link and summary through email. So, communication was a bit informal in Whatsapp and in email, we've tried our best to keep the communication formal with the advisors.

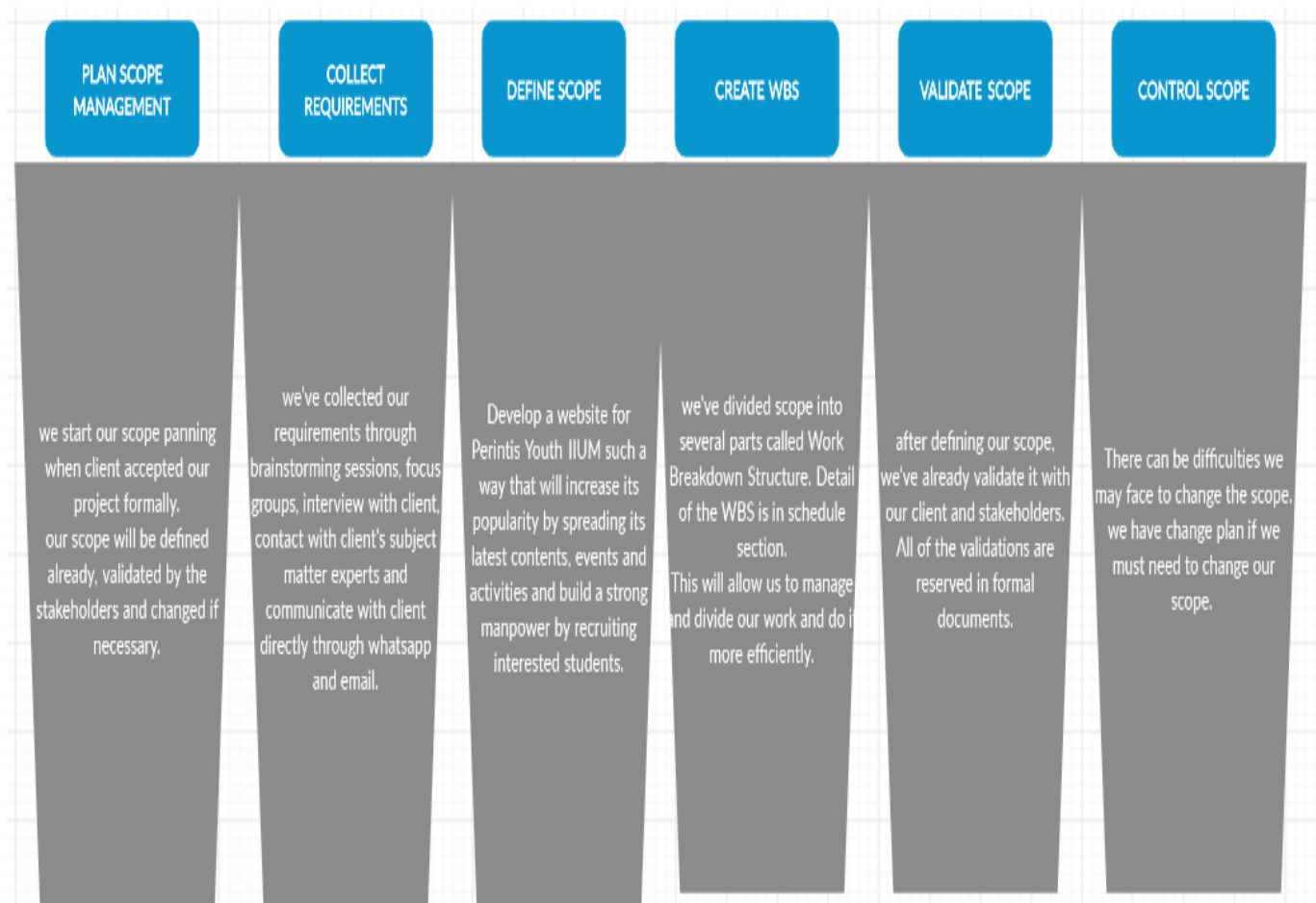
Stakeholder	Reporting requirements	Report/Metric	Reason
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Perintis Youth Club IIUM	<p>During periodic review meetings</p> <p>Timeframe:</p> <p>Considering project with six months and the project client Dr. Rosminazuin Ab. Rahim will get the report summary.</p>	<p>Project summery, Earned value, progress of work</p>	<p>Project summary will give our client a clear idea that the project will incur. He will have the proper idea on budget and scheduling while she get the milestone deliverables. Earned value report will give our client a top level summary of the project at a given status date. It will provide key metrics that monitor the health of the project.</p>
Hasan MD Tanvir (project manager)	<p>Via online</p> <p>Timeframe:</p> <p>Team will send repot to Hasan through whatsapp or email in every week as well as in the milestone dates.</p>	<p>Earned value, project summary, slipping tasks, critical tasks, development progress, design progress, over budget tasks, resources etc.</p>	<p>Hasan will be concerned with making both operational and strategic decisions. It will be easier for him to track the current status of the project and he can evaluate the work progress with the baseline plan.</p>

Mujib Mehran, Tareq Nayem AL (project team)	<p>At periodic intervals</p> <p>Timeframe:</p> <p>Receiving this report weekly will help the team members benefit from it. They will know the work progress and have proper idea on their current status of work as well as what should be done in next phase. They will get proper idea if there is any change in scope, functionality, schedule and budget of the project.</p>	Which member does which part when and make a to-do list for each of the members.	Mujib and Nayeem will concerned about day to day execution of the project. In case of interdependent tasks, mujib and nayeem can see each others progress which can increase pace of the project.
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A SCOPE MANAGEMENT PLAN:

The project's scope is the work to be completed. Scope provides us the foundation for developing our project plan's schedule and cost estimates. Our project's scope defines all of our work, activities, and deliverables that the project team must provide in order for the project to achieve its MOV.



A QUALITY MANAGEMENT PLAN –

We gather details how quality planning, assurance, and control will be supported throughout our project life cycle. In addition, a plan for testing the information system will be included. Quality management planning requires that adequate time and budget are allocated in the project plan for testing and other activities to ensure the project team is building the right product or system and building it the right way.



Figure 9.4 A Framework for the Project Quality Management Plan

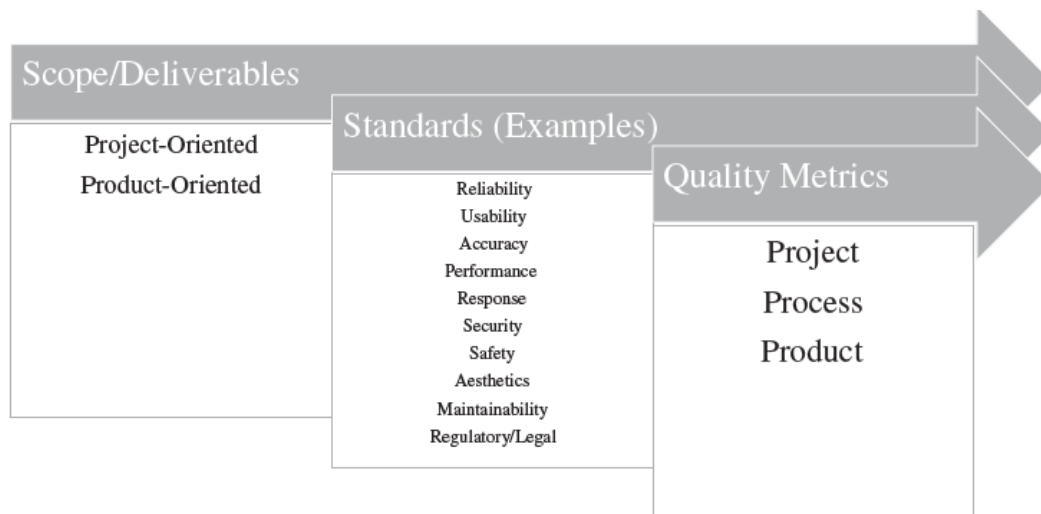
Philosophy philosophies and principles:

Our quality principle and philosophies are focused on customer satisfaction, preventing mistakes, improving the process to improve the product, making quality everyone's responsibility, and employing fact-based management.

We also follow Juran's philosophies and teachings so that our philosophies consists of –

- We maintain quality during planning
- We identified our the customer carefully
- We determine the customer's needs by face-to-face meeting and requirement collecting
- Be sure to understand those needs
- We developed the website that meets the client's needs
- Ensure that the product meets the customer's needs as well as the needs of the organization
- Quality Improvement
- Design a process that can produce the product
- Optimize the process
- Quality Control
- Provide evidence that the process can produce the product
- Operationalize the process.

Project Standards and Metrics:



Process metrics—We controlled the defects introduced by the process which are required to develop our website. We used process metrics to improve website development and maintenance processes. Our Process metrics focus on the effectiveness of identifying and removing defects or bugs of our website.

Product metrics—Our product metrics focus on client’s satisfaction, performance, reliability, security, and so forth.

- Project metrics—Our project matrices ensure that our project meets its overall goal as well as its scope, schedule, and budget objectives must be managed effectively.

Type	Metric	Description
Process	Defect arrival rate	We found number of defects over a specific period of time
	Defects by phase	We identified number of defects found during each of the phases

	Fix response time	We fixed response time based on our plan and schedule
product	<p>Client found defects</p> <p>Client's satisfaction</p>	<p>Our client found several defects so we fixed them immediately after client's complaint.</p> <p>After fixing client issues, client is fully satisfied. It can be said that they will give us 5 star review.</p>
Project	<p>Scope change request</p> <p>Scope change approval</p>	<p>We have convinced our client with the MOV and scope that they don't ask for any scope change. But we had that option if client wanted to change the scope.</p> <p>If our request to change the scope, we will analyse it with the stakeholders and approve it if it's realistic.</p> <p>There were some mistake by us to submit one deliverable on time, so we overcome</p>

	Overdue task	this situation by working hard and manage to keep the whole project timeline same as before.
	Turnover	We didn't face any turnover situation as the task was quite easy for everyone. Understanding between the stakeholders are very good and promising.
	Training hours	We spent 5 hours per week to get ourselves trained enough to complete the milestones

QUALITY ASSURANCE:

Verification: Verification focuses on the process-related activities of the project to ensure that the product or deliverable meets its specified requirements before final testing of the system begins.

Technical reviews—Our team do technical reviews periodically to ensure that the website will conform our client's specified requirements.

Business reviews—Our business review is designed to ensure that our website provides the required functionality specified in the project scope and requirements. This include all project deliverables to ensure that each deliverable is complete, provides the necessary information required for the next phase or process, meets predefined standards, and conforms to the project methodology.

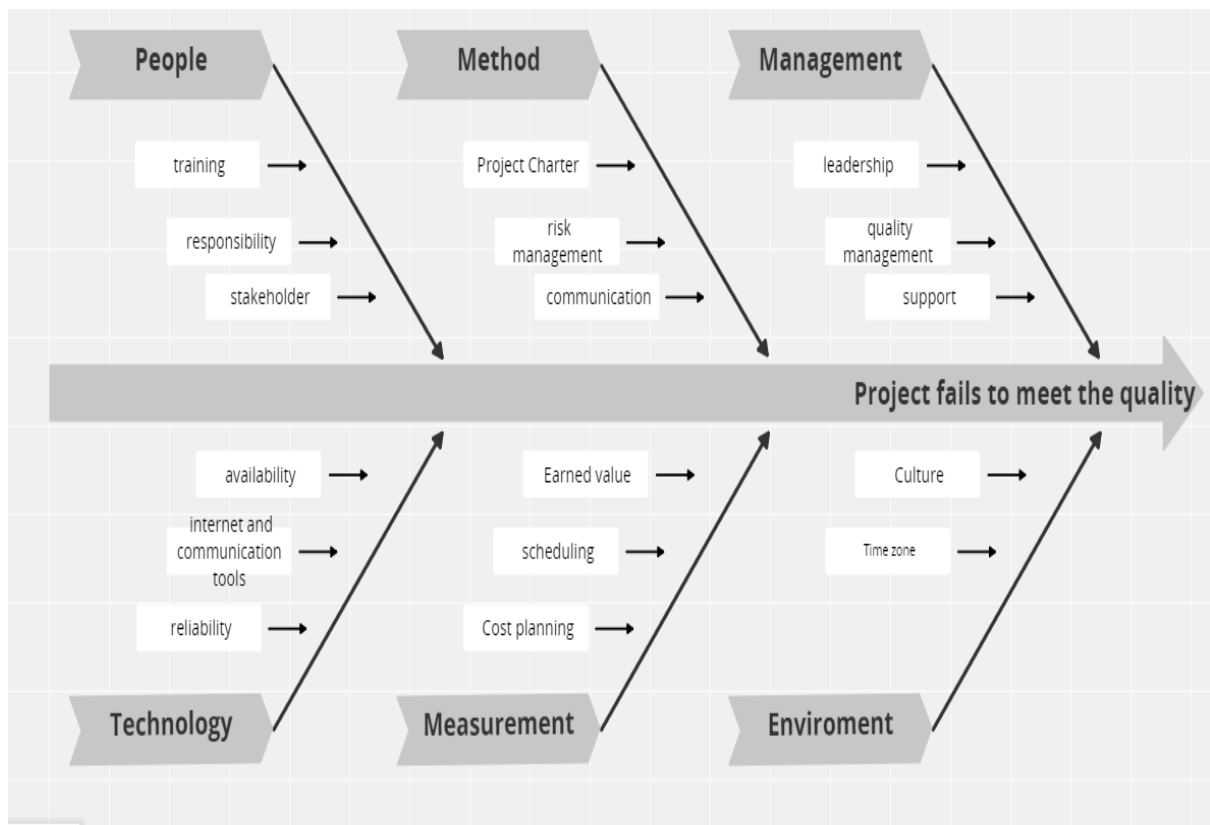
Management reviews- Our management review basically compares our project's actual progress against the baseline project plan. Our team reviews the project to determine if it meets scope, schedule, budget, and quality objectives.

Validation: Our client and we validates our website in periodic basis. This will ensure us that our website meets client's satisfaction.

Testing: Testing provides us a basis for ensuring that our website functions as intended and has all the capabilities and features that were defined in the project's scope and requirements. We've created a test plan, tested our website by our team members, clients as well as classmates. We took feedback from them, fix issues and sent the website again to them to test again. Continuously we've conducted testing throughout the development process.

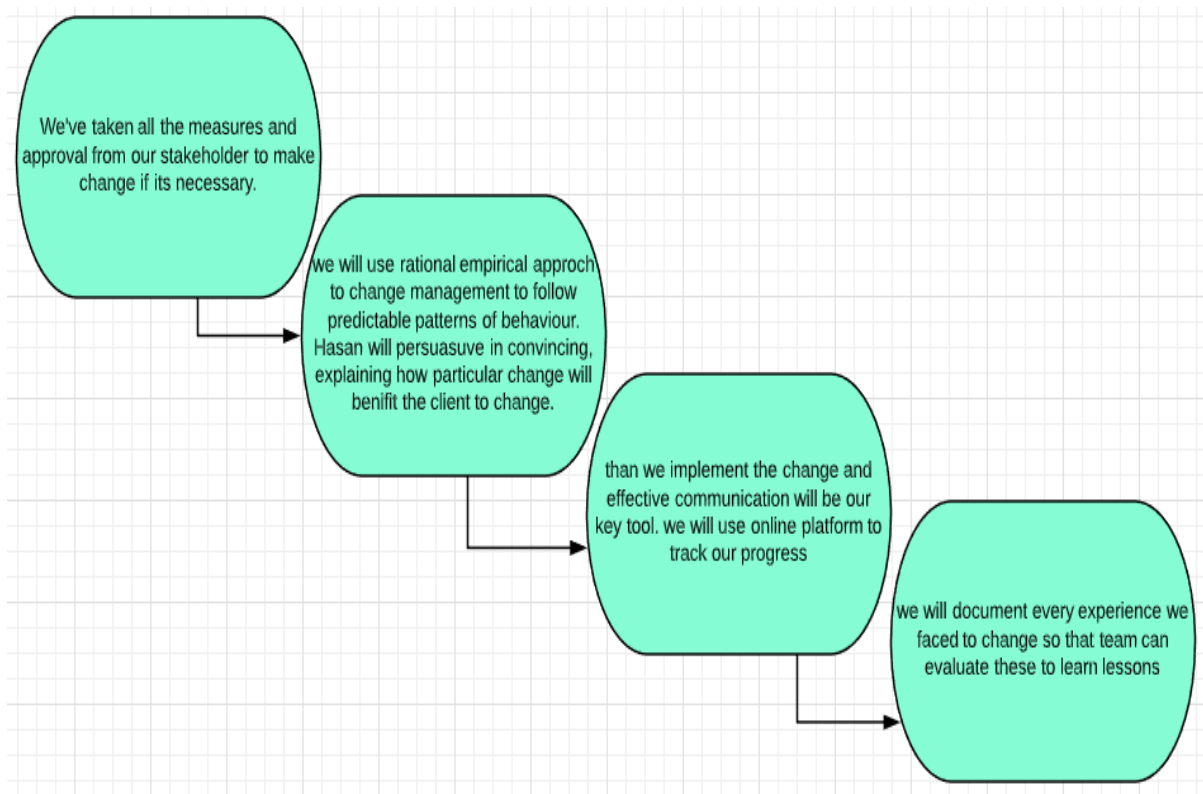
Quality control:

We focuses on monitoring the activities and results of the project to ensure that the project complies with the quality standards. Once the project's standards are in place, it is important to monitor them to ensure that the project quality objective is achieved.



Continuous Improvement: Learn, Mature, and Improve - We've learned lessons from our team's experience and we documented the outcomes. We always make continual, incremental improvements to make the website more efficient, effective, stable, mature, and adaptable.

Change management plan: Hasan and his team will be the change agent who will be responsible for if any change happens and they will make such a way that team can stick to the ultimate project goal. Here is our change management plan -



A HUMAN RESOURCES PLAN:

The effectiveness of human resource planning process decides the adequacy of available manpower in the organization. An unsuccessful human resource planning leads to either shortage or surplus of workforce in the organization and brings serious disaster. In the project team, Hasan is the team leader as Mujib and Nayeem are the team members. Hasan follows these leadership techniques to keep the team on track to achieve the project's MOV-

Inspire a shared vision—Hasan has an exciting vision or a dream that acts as a force for inventing the future. In turn, his vision should inspire the team members so they become committed to a purpose. Hasan always engages in dialogue, not monologue, to understand the hopes and dreams of others and gain their support. Hasan always tries to ignite the passion in others through communication and enthusiasm of what the future could be.

The democratic style—Hasan always asks the team members in any situation - “What do you think?” Using this style, Hasan spends time getting team member’s ideas, while building trust, respect, and commitment. Subsequently, morale tends to be high, and everyone has a more realistic idea of what can or cannot be done. As in this team all of the member’s quality

is same, democratic style is the best way to make any decisions. Our team is a real team as we share a common goal and need to produce a joint worked product.

IMPLEMENTATION AND PROJECT CLOSURE PLAN:

After completing the testing, project team and manager is responsible for ensuring the website is transferred successfully from the development and test environment to the operational environment of the Club/Client. We choose parallel approach to implementation.

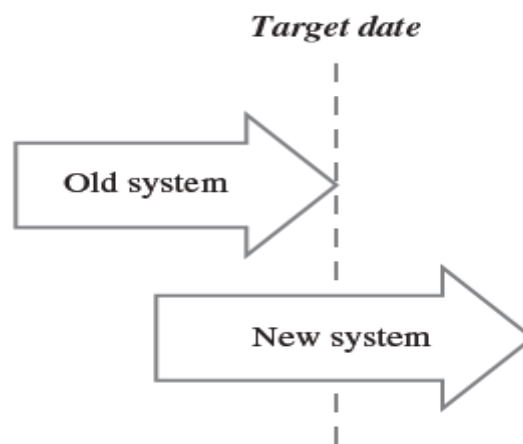


Figure 12.2 Parallel

The parallel approach to implementation allows the old and the new website to run concurrently for a time. As they have a previous website and lots of content in that, it'll take some time for my client to move to the new website. After 3 months of completion of the development, my client will switch completely to the new website built by us. And they've taken responsibility to make the website live by themselves, so it will require some time after our completion of the product.

PROJECT CLOSURE:

We have done these following tasks to make sure that our project is completed successfully –

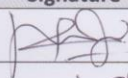
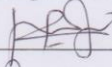


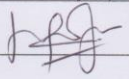
Final meeting and presentation: Project manager Hasan already stated to the stakeholder as well as to the client that the project is already over. During final meeting, project manager handed over the website to Perintis Youth Club IIUM. The meeting provides a forum for the project manager to acknowledge the hard work and contributions of the project team and other key stakeholders. Finally, Club advisor signed in the signoff document to finally close the project.

Assalamu`alaykum warahmatullahi wabarakatuh

Dear Dato' / Prof. / Dr. / Sir / Madam,

INFO 3501 PROJECT MANAGEMENT in IT – Class Project
Kulliyah of Information Communication and Technology, Sem 2 2019/2020

PROJECT STAGES SIGN OFF

Stage	Signature	Date
CLIENT APPROVAL		07/03/2020
USER REQUIREMENT VALIDATION		12/03/2020
DESIGN APPROVAL		15/07/2020
USER ACCEPTANCE COMPLETION		18/07/2020
PROJECT CLOSING		27/7/2020

CLIENTS DETAILS

Name	Email Address	Contact No
Norazlina bt. Sardin	norazlina@iium.edu.my	012-4603689

STUDENTS DETAILS

Name	Email Address	Contact No
Hasan Md Tanvir	tanvirhaxan001@gmail.com	+60199762383
Mujib Mehran	mehranmuzib@gmail.com	+60 17-883 0692
Tareq Nayem Al	nayemaltareq786@gmail.com	+60 11-1074 6919

For any inquiries about the project or students' performance, please contact:
 Madam Noor Azian Mohamad Ali, Lecturer of Project Management in IT course at
noorazian@iium.edu.my or 0162155203 or ext 5615.

We verified that all deliverables are complete.

We ensured that client formally accepted the project.

We've already released all of the project resources like team members, facilities etc.

Project team already gave their evaluation and review towards the project. We've documented individual performance review. Project post mortem is also done by our team members. Our client send the website to test and evaluate to her students, so we can consider this as an audit by third party people.

We've celebrated to mark this is a successful project.

And this report is also an evidence of closing the project.

LESSON LEARNED:

As Conclusion , We have learnt a great deal of information and experience from this project.

Some of them are given below

- We have earned some real life experience by doing this project , it will help us a lot when we will enter job force .
- We have learnt about how to implement MOV in project
- As well as Project scope and the challenges of it
- We have learnt about the critical phase of project schedule and the challenges
- As Well AS budget problem and how to plan budget it was a challenge for us to plan.
- Quality and resource management issue and solution
- Risks and assumption , key issues and its solution , dependencies and its solutions
- Project administration issues such as Communication plan, scope management, quality management ,change management and implementation and disclosure .

Youtube link: <https://www.youtube.com/watch?v=1tFPbSjLFWA&feature=youtu.be>

