

## **Quiz # 04**

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### **Collaborate with the Vendor**

#### **1. Plan and Manage the Project Scope**

In an outsourced project, you begin with a scope and a budget, and the vendor provides an estimate on the number of resources and the time expected to finish the project. This is one of the most advantages of outsourcing: you have far more flexibility in allocating resources. Therefore, you will specify the scope and the expected budget and invite an estimate on both the number of resources and the expected time to finish the project. Alternately, you will specify the scope and, therefore, the deadline and ask the outsourcing vendor to estimate the number of resources and, consequently, the project cost. However, altogether cases, you will still need to know the scope of the project.

#### **2. Do Your Own Estimation**

While working with some outsourcing vendor, you need to know your team. Sometimes, the ones with whom you are negotiating the initial contract are not the ones who do the work while estimating the project's efforts. You need to know your team, deeply study your team, and check who the senior in your group is and assign tasks accordingly. After that, gather your crew and estimate your project and your team, using the same material during the initial contract. This will help negotiate the terms with your outside vendors on project budget and schedule because they don't know your team. Sometimes they underestimate if you have already done an estimation of the project schedule and budget to quickly get the required time and budget to complete the project.

#### **3. Maintain Your Own Project Schedule**

Giving up control of an outsourced project is a common mistake that managers perform. While working on a project, it is essential to maintain the project's advanced knowledge to tally; if a project is getting delayed, then which activity is causing this issue. That's why don't give up control of your project schedule to outsourced vendors, have the schedule in your own hands,

and keep performing formal or informal reviews and inspections to keep track of the project activities and deliver the project time with the best quality and features.

#### **4. Hold Reviews and Inspections**

A review is one of the essential tools a project manager has for knowledge transfer, and it isn't easy to overstate its importance for outsourced projects. The familiar blunder project managers do in outsourced projects is that they do not perform a proper check on the team's working until any major milestone is completed, leading to the project failure. Project managers need to conduct reviews and inspection sessions at the end of each activity to tally if the work is done according to the specified rules and fulfilling the needs, as well as to conduct a formal session before the beginning of each activity to discuss the best and preferable approaches and the goal of the movement. This will ensure the project's success and delivery on time.

#### **5. Maintain Control of Design and Programming**

The challenge of managing the design and programming of an outsourced project is collaborating with your engineering team. The programming work will be taking place in the vendor's organization; the only question is whether the design's various aspects take place in your organization or at the vendor. The easiest way to maintain control over the creation of the software is to design it yourself. Sometimes, it is easiest to come up with a solution yourself that meets all of your needs and provide that as technical direction to the vendor's programming team. You can do this by writing a technical specification or approach document. If you do this, you must put checkpoints to ensure that the work is being done according to these documents. The vendor team should inspect the document. There should be periodic reviews or walkthroughs scheduled throughout the project to verify that the work is being done according to your design.

Some common mistakes a vendor performs here that he blindly trust the vendor's teams, which is not right, do your work and inspect it thoroughly and maintain control of design and programming by using your authority and different strategies to ensure on-time project delivery.

#### **6. Take Responsibility for Quality**

You are accountable for the quality of your products, even when you contract the workout. It is easy to forget. If you are paying a vendor to build a project, it somehow makes it easy to

consider quality, just another deliverable. Many times, outside providers will offer testing of their products as part of the development estimate. It is not uncommon for this testing to be done not by an independent testing team but by the programmers who wrote it or by junior members of the programming team with little or no test experience. When this is the case, they generally do not have much test documentation. Do not let this happen to your project demand resources allocated exclusively to test activities. Expect to review and inspect all test documentation. Be sure that your test activities are defined in your vision and scope document and, if possible, discussed in your contract.

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