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CLOUD COUNSELAGE

INTERNSHIP PROGRAM: PROJECT METHODOLOGY

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General Instructions for using the project methodology

- This Project Management Methodology is the intellectual property of Cloud Counselage Pvt. Ltd. and circulating it outside of the organization without the consent of Cloud Counselage Pvt. Ltd. is the breach of company policies and will lead to legal actions.
- This Project Methodology should be read in conjunction with the project management templates workbook
- The templates which need to be completed in each phase are mentioned in the “phases and templates” sheet of the workbook.
- The duly completed templates form a part of project documentation and should be submitted along with the final project report
- The completion certificate of the internship is subject to the submission of the complete project documentation

1 BACKGROUND

The project management methodology helps deliver projects successfully by adopting appropriate steps during each phase of the project.

2 OBJECTIVE

This document is developed with the objective of

- act as a guide for delivering projects successfully by adopting standard project management procedures for initiation, planning, execution, monitoring and control, and closure
- guide the intern towards achieving all the agreed-upon goals within the set scope, time, quality, and budget standards.

3 WHAT IS A PROJECT?

A project is a unique endeavor to produce a set of deliverables within a specified time, cost, and quality constraints.

The characteristics of a project are:

- **Unique:** They are created to meet a specified customer requirement and do not involve repetitive processes.
- **Defined time scale:** They have a specified start and end date within which the deliverables must be produced.
- **Approved budget:** They are allocated a level of financial expenditure within which the deliverables are produced.
- **Limited resources:** At the start of a project, an agreed amount of labor, equipment, and materials is allocated to the project.
- **Involve risk:** Projects entail a level of uncertainty and therefore carry business risk.
- **Achieve beneficial change:** The purpose of a project is typically to improve an organization through the implementation of business change.

4 WHAT IS PROJECT MANAGEMENT?

Project management is the skills, tools, and management processes required to undertake a project successfully. It incorporates:

- **Set of skills:**
Specialist knowledge, skills, and experience are required to reduce the level of risk within a project and thereby enhances its likelihood of success.
- **The suite of tools:**
Various types of tools are used by project managers to improve their chances of success. Examples include document templates, registers, planning software, modeling software, audit checklist, and review forms.
- **Series of processes:**
Various processes and techniques are required to monitor and control time, cost, quality, and scope on projects. Examples include time management, cost management, quality management, change management, risk management, and issue management.

5 THE PROJECT LIFE CYCLE

A project life cycle is the sequence of phases that a project goes through from its initiation to its closure. The number and sequence of the cycle are determined by the management and various other factors like the needs of the organization involved in the project, the nature of the project, and its area of application. The phases have a definite start, end, and control point and are constrained by time. The project lifecycle can be defined and modified

as per the needs and aspects of the organization. Even though every project has a definite start and end, the objectives, deliverables, and activities vary widely. The life cycle provides the foundation of the actions that have to be performed in the project, irrespective of the specific work involved.

Considering the objective and the duration of the Internship Program, the Cloud Counselage project life cycle is designed to have five phases

- **Project Initiation**
- **Project Planning**
- **Project Execution**
- **Project Closure**

5.1 PROJECT INITIATION

Project initiation is the first phase of a project's life cycle. It is at this point where the opportunity or reason for the project is identified and a project is developed to take advantage of that opportunity.

What is to be completed:

- **PROJECT CHARTER:**

Project Charter is one of the major outputs of the project initiation phase. The project charter describes high-level information about the project. It includes sponsor information, high-level scope, high-level risks, business needs, project manager information, etc.

- **RAID LOG:**

RAID is an acronym that stands for Risks, Assumptions, Issues, and Dependencies.

- **Risks** are the potential problems lurking in your project. Risks tend to be thought of as harming the project, but there are also positive risks.
- **Assumptions** are things you assume are in place which contributes to the success of the project.
- **Issues** are when something goes wrong in the project. If an issue is not managed and resolved it can derail the project or cause the project to fail.
- **Dependencies** are any events or works that are either dependent on the result of your project, or on which your project will be dependent.

A RAID log, therefore, is a project management tool that tracks risks, actions, issues, and decisions. It is a simple way to organize this information and comes in handy during meetings and project audits.

5.2 PROJECT PLANNING

The planning phase is critical to creating a project roadmap the entire team can follow. This is where all the details are outlined, and goals are defined to meet the requirements laid out by the organization.

What is to be completed:

- **PROJECT PLAN:**

The term project plan refers to a sequence of activities along with a timeline (start date, end date), resources, dependencies, etc. and could in form of a list or Gantt chart. Please refer to the project plan template for working on your project.

5.3 PROJECT EXECUTION

The execution phase consists of those processes performed to complete the work defined in the project plan to satisfy the project specifications. The primary objective of Execution is to construct deliverables as per the project plan and consistently evaluate the processes and plans involved to deliver the output as per the agreed specifications. The execution phase can be further divided into 4 stages. They are

5.3.1 DESIGN STAGE:

In the design phase, one or more designs are developed, with which the project result can be achieved. Depending on the subject of the project, the products of the design phase can include dioramas, sketches, flow charts, site trees, HTML screen designs, prototypes, photo impressions, and UML schemas. The project supervisors use these designs to choose the definitive design that will be produced in the project. This is followed by the development phase. As in the definition phase, once the design has been chosen, it cannot be changed in a later stage of the project.

What to be completed:

- **SRS DOCUMENT**

Software Requirements Specifications, also known as SRS, is the term used to describe an in-depth description of a software product to be developed. It's considered one of the initial stages of development. Think of it as the map that points you to your finished product.

- **UPDATE RAID LOG:**

Make use of the RAID log to mention the RAID categories that you have faced in the design phase.

5.3.2 BUILD STAGE:

The Build Phase features a key step in the project system construction. The previous phases lay the foundation for system development; the following phases ensure that the product functions as required. To complete the Build Phase successfully, two elements are required:

- 1) a complete set of design specifications and
- 2) proper processes, standards, and tools.

Multiple-release projects require multiple iterations of the Build Phase – one for each release. The purpose of the Build Stage is to convert the system design prototyped in the Design Phase into a working information system that addresses all documented system requirements. At the end of this phase, the working system will enter the Test Phase.

What to be completed:

- **DEVELOPMENT LOG**

The development log is used to make a note of all the development changes that are made during the building phase. This log will help you easily handle the different versions of code used for the development.

- **UPDATE RAID LOG:**

Make use of the RAID log to mention the RAID categories that you have faced in the design phase.

5.3.3 **TEST STAGE:**

The primary purpose of the Test stage is to determine whether the automated system/ application software or other IT solution developed or acquired and preliminarily tested during the Development Stage is ready for implementation. During the Test Phase, formally controlled and focused testing is performed to uncover errors and bugs in the IT solution that need to be resolved. Several specific validation tests are performed during the Test Phase. Additional tests may be conducted to validate documentation, training, contingency plans, disaster recovery, and installation depending upon the specific circumstances of the project.

WHAT TO BE COMPLETED:

- **TEST PLAN**

A test plan in software testing is the document that outlines the *what, when, how, who*, and more of a testing project. In general, it includes the objective and scope of the tests to be run. A test plan does not include the tests themselves – those are called test cases

- **TRACEABILITY MATRIX**

Traceability Matrix is a really helpful tool to capture the test case execution progress in one place. It gives management a way to get important Data about Testing.

- **UPDATE RAID LOG:**

Make use of the RAID log to mention the RAID categories that you have faced in the design phase.

5.3.4 DEPLOYMENT STAGE:

The goal of the deployment phase is to keep systems useful and productive after they have been deployed to the user community. This process will differ from organization to organization and perhaps even from system to system, but the fundamental goal remains the same: keep the system running and help users to use it. The deployment phase ends when the release of a system has been slated for retirement or when support for that release has ended. The latter may occur immediately upon the release of a newer version, sometime after the release of a newer version, or simply on a date that the business has decided to end support.

WHAT TO BE COMPLETED:

- **GO LIVE CHECKLIST**

Having a well customised checklist will help to ensure that nothing has been missed and it can be used again when any updates need to go live.

5.4 PROJECT CLOSURE

Project Closure involves handing over the deliverables to your customer, passing the documentation to the business, canceling supplier contracts, releasing staff and equipment, and informing stakeholders of the closure of the project.

After the project has been closed, a Post Implementation Review is completed to determine the project's success and identify the lessons learned.

WHAT TO BE COMPLETED:

- **LESSONS LEARNED:**

Lessons learned are collected and gathered from all stakeholders. Lesson learned documentation is stored in the organizational process assets of the company.

- **SYSTEM GUIDE:**

The system guides give an overall overview of the project on completion. The system guide will describe the entire system and its part. This will include requirement documents, design decisions, system infrastructure, project source code, and help guides.