

Kingdom of Saudi Arabia
Ministry of education
Prince Sattam bin Abdulaziz University
College of Computer Eng. & Sciences
Department of Information Systems



المملكة العربية السعودية
وزارة التعليم
جامعة الأمير سّطام بن عبدالعزيز
كلية هندسة وعلوم الحاسب
قسم نظم المعلومات

Project Management

Languages Institute



Group Members		
PROJECT SPONSER		

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description

The Language Institute is an online language learning application where three different languages are learned, where the learner can book an appointment that suits him and choose the hours specified for him, and he can also choose the appropriate language for him through the application.

Reasons for choosing the project

- Working on providing courses and training courses
- It aims to train individuals well so that they can enter the labor market with skill .
- These courses are characterized by their positive effects on the trainees .
- Achieving good profit rates.

Project Charte

Project tittle		Languages Institute		Project manegar	Hadeel alsaidi
Start date	27-5-2023	End date	28-8-2023	Project sponsor	Noura Al-Muhaisen
Business need					
The project aims to train individuals well so that they can enter the labor market with skill .					
Deliverable				Project scoope	
Ios application Android application				Languages Institute serves the cities of riyadh ,Jeddah ,dammam ,soon all cities of the kingdom	
Umptions/ decencies				Risk and issuse	
financials					
116,000					
Milestone schedule					
Actual date		Target cimplition date			Miliestone
May 2023		August 2023			The company was established
Nov 2023		Oct 2023			The company was established it is Dammam , Jeddah branches
Project team				Approval – review committee	
Project manager		Hadeel alsaidi		Business Divison head	Hadeel
Team member		shatha		Business Unit head	Shahad
		shahad		Finance manager	shatha

Project management life cycle

Define the project

Scope of the project The application of the Language Institute serves the cities of Riyadh, Jeddah and Dammam, and soon all cities of the Kingdom .

Purpose of Scope Statement - To clearly define the output(s) to the end user. The project should focus on the successful achievement of its objectives. - For use by the project owner and participants as a tool for planning and measuring project success .

Goals

Facilitate the task for the learner

Security for the presence of all teachers information -

Ability to communicate easily in case of emergency

Choose the right time for the learner

to set

Project Specifications It is an application that meets the needs of the learner, and we are working to recruit the appropriate staff for this project .

Project tasks

The tasks that will be done through the application are: booking appointments, specifying times, days, and the number of learners. There is also an option to extend the time if required, and to put in a mandatory phone number and an additional phone number for emergencies. The identity card is shown upon arrival to ensure that the information added in the application is correct .

responsibilities

The responsibilities of the staff on the application are successful learning and they assume all responsibility .

Planning

Planning is the bridge that shows the current situation and what we want to be in the future by specifying when and how. The planning process is one of the determinants of project failure or success, as it paves the right way to start the project before implementation. That is, it is an essential step in managing any business, and the possibility of facing any external changes that may lead to modifications to the plan must be taken into account, so the plan must be reviewed and updated to keep pace with all changes .

budgets

The cost of the project is 116 thousand, the cost of the application is 5000, the rent for the place is 15 thousand per month, the salaries of the employees are 50 thousand, and the resources and tools are 60 thousand .

resources

Project resources are chairs, tables and equipment .

Risks

The risks are that the learners are not understood, so the responsibility lies with the employees, and sometimes it may reach the judiciary and the law. Also, among the risks, a loss may occur in the project .

recruitment

Recruitment takes place according to experience, and from the end of the personal interview, the language of the teacher becomes clear, and she is contracted for a period of three

months to test and ensure high efficiency, and she must have several qualities, including patience .

to implement

We will implement the project, start work, calculate the cost and control the risks

Where we expect some risks so that we can avoid them in the future and from these risks

In case of neglect of the learner, we take the necessary measures to improve learning .

If many customers do not come to us, we will give, advertise and promote good discounts .

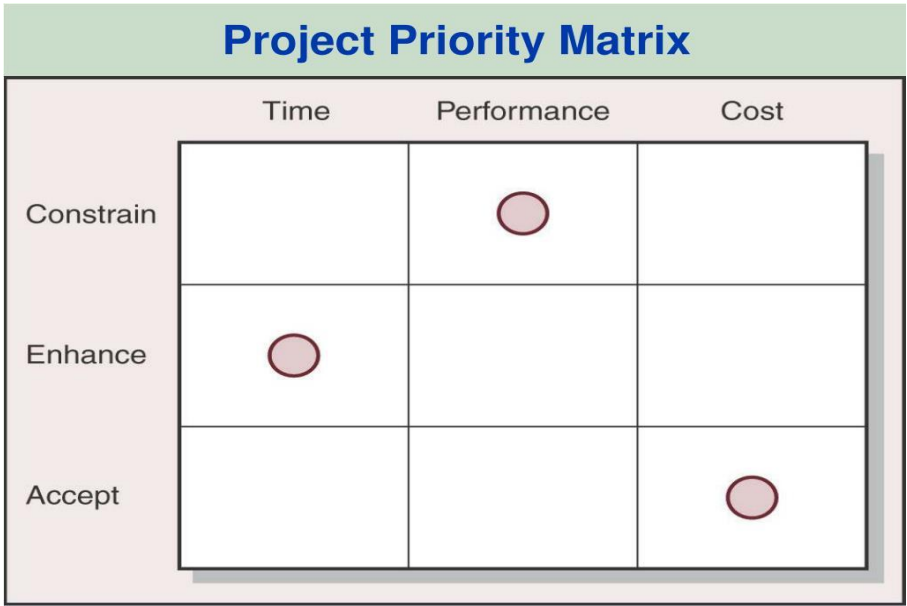
monitoring and control

Our project progressed remarkably, as within two months from the beginning of our opening, we obtained 10,000 riyals from the education of 20 learners, and we gained the trust of customers, as they expressed their gratitude and thanks through the comments of the application, and that every employee performs his role sincerely

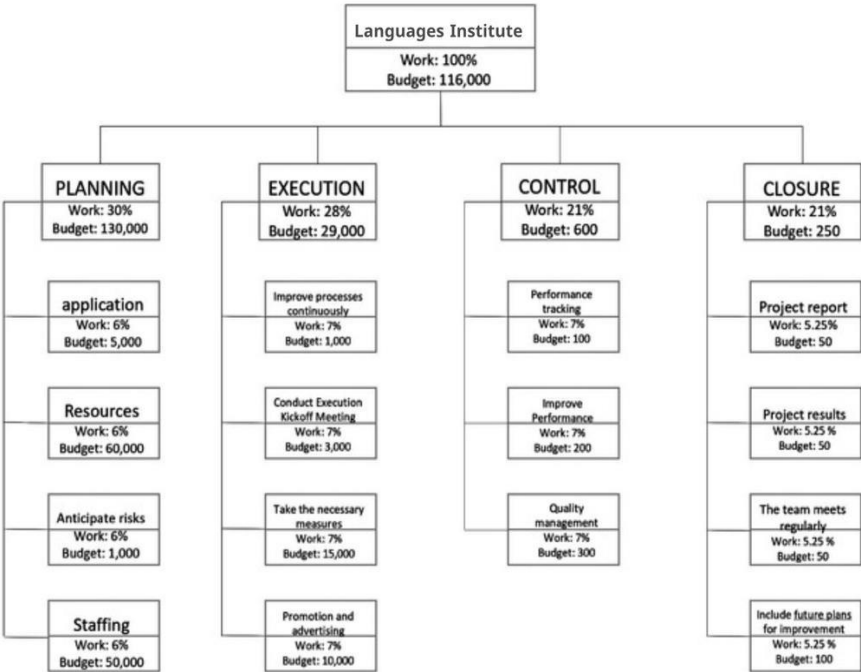
Close

Closing the project after making sure that the teacher works as required and with full satisfaction from all parties. We can evaluate the required elements and measure how close the project is to customer needs, what is successful and what needs improvement, and this shows us that the community needs a language institute. The language institute can be developed in the future in a way Best Include Features .

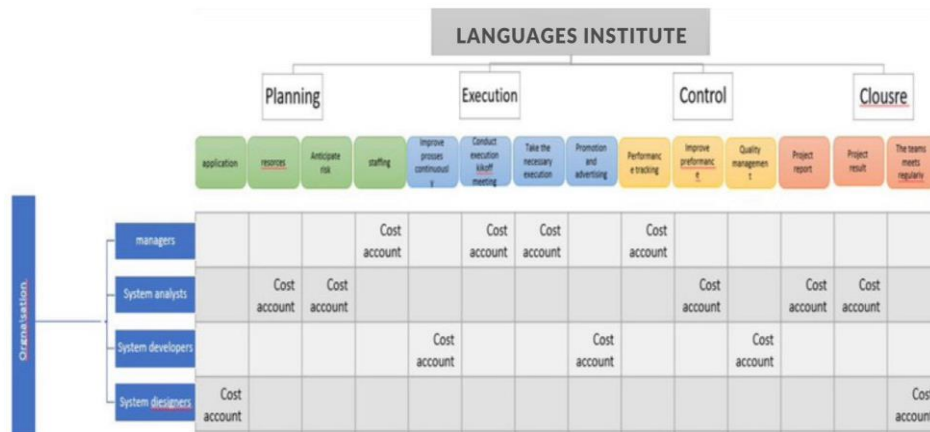
Project priority matrix



WBS

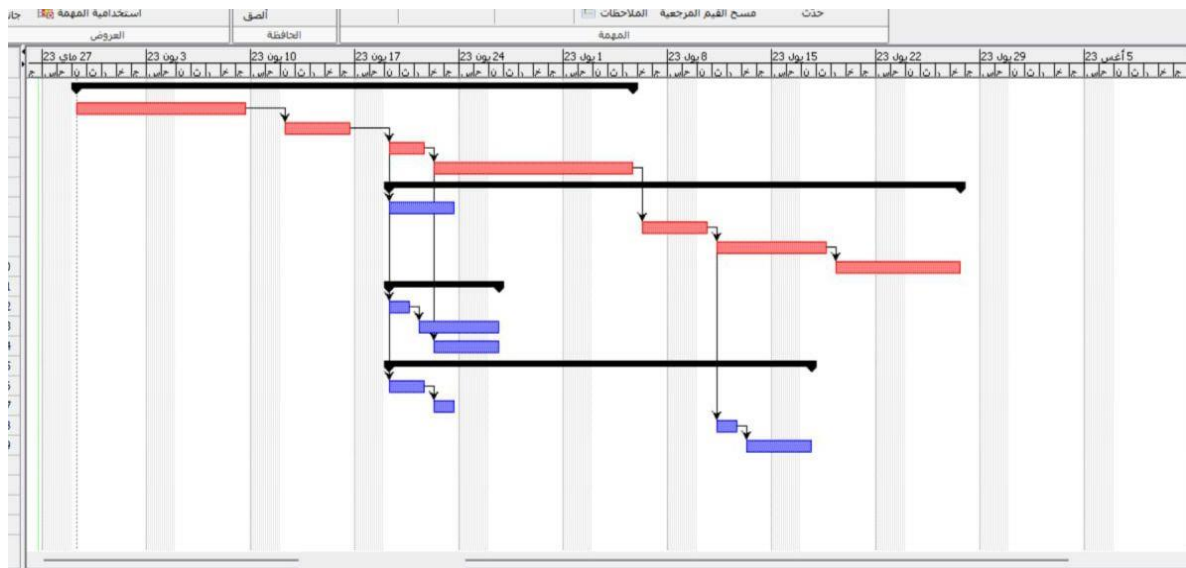


WBS with organization



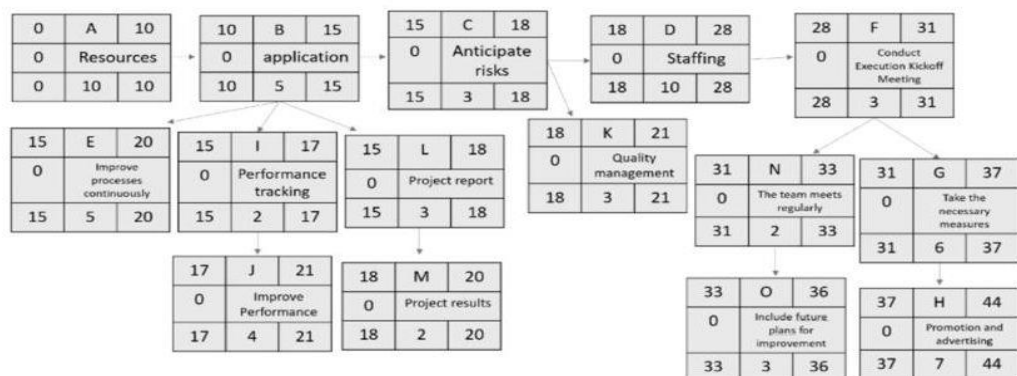
Gant chart

المهمة		الحافطة	العروض
الاعتماديات	النهاية	البداية	المدة
الاسم	الاسم	الاسم	الاسم
1	28 days	08:00 29/05/23	05:00 05/07/23
2	10 days	08:00 29/05/23	05:00 09/06/23
3	5 days	08:00 12/06/23	05:00 16/06/23
4	3 days	08:00 19/06/23	05:00 21/06/23
5	10 days	08:00 22/06/23	05:00 05/07/23
6	29 days	08:00 19/06/23	05:00 27/07/23
7	5 days	08:00 19/06/23	05:00 23/06/23
8	3 days	08:00 06/07/23	05:00 10/07/23
9	6 days	08:00 11/07/23	05:00 18/07/23
10	7 days	08:00 19/07/23	05:00 27/07/23
11	6 days	08:00 19/06/23	05:00 26/06/23
12	2 days	08:00 19/06/23	05:00 20/06/23
13	4 days	08:00 21/06/23	05:00 26/06/23
14	3 days	08:00 22/06/23	05:00 26/06/23
15	21 days	08:00 19/06/23	05:00 17/07/23
16	3 days	08:00 19/06/23	05:00 21/06/23
17	2 days	08:00 22/06/23	05:00 23/06/23
18	2 days	08:00 11/07/23	05:00 12/07/23
19	3 days	08:00 13/07/23	05:00 17/07/23



Project network

Activity	Description	Preceding Activity	Duration
A	Resources	-	10
B	application	A	5
C	Anticipate risks	B	3
D	Staffing	C	10
E	Improve processes continuously	B	5
F	Conduct Execution Kickoff Meeting	D	3
G	Take the necessary measures	F	6
H	Promotion and advertising	G	7
I	Performance tracking	B	2
J	Improve Performance	I	4
K	Quality management	C	3
L	Project report	B	3
M	Project results	L	2
N	The team meets regularly	F	2
O	Include future plans for improvement	N	3



Project Risk Management

Step1:

- Staffing

Do we ensure that all employees have stamina ?

The emergence of wrong behavior on the part of the employee towards the student .

-Budget

How reliable are the cost estimates ?

We have concerns about cost and ensure that we can provide all the equipment and set up the entire venue .

-Capital

What is the period required to recover the capital ?

Our concern is that the financial return is not comparable to the losses .

-Customer turnout

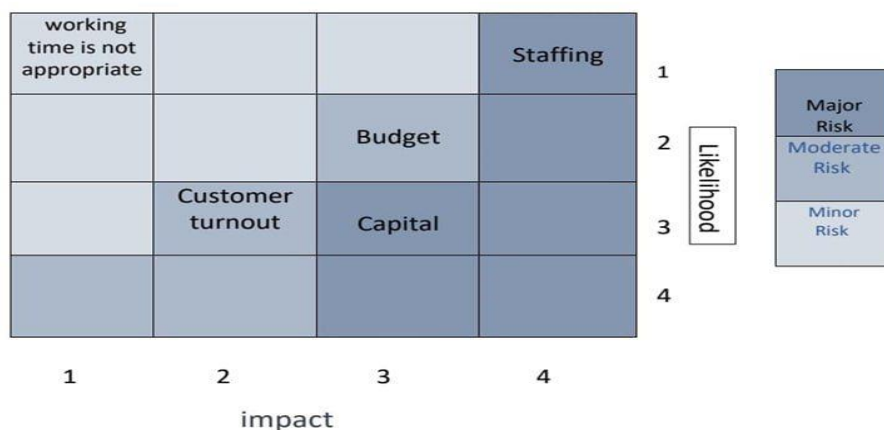
What needs to win customers ?

We are afraid that we have not earned enough customer trust .

-The working time is not appropriate

Step 2:

Risk assessment matrix



Step 3:

To address the earlier risks, we must first do the following: Risk reduction involves implementing backup plans and strategies in case one of the anticipated risks materializes. Examples of such strategies include setting aside money for tough times and making sure that, in the event of an employee's mistake toward a customer, the customer receives fair compensation to prevent a bad reputation from spreading. Additionally, when a consumer departs after feeling satisfied with the service received, the employee is held responsible for making sure it doesn't happen again

Step 4:

Staff:

Staff training and experience programs will be held to ensure that they will interact with students and new clients politely and adaptably, as well as continuously keep an eye on them and create a comfortable environment .

Budgeting involves confirming all costs in advance, setting aside money in case the organization needs it, and closely monitoring expenditures and income .

Capital: We need to decide when it's appropriate to recover the entire amount, plan for the upcoming months and years, and be risk-aware .

Customer turnout is one of the institution's main priorities, yet one worry is that they won't show up. To try to minimize this risk, the institution is promoted in it is done by selecting appealing marketing strategies, properly promoting the business, and giving visitors a positive first impression .