

Planning phase

Contents

1. Hold project kick off meeting
2. Develop work plan
 1. Develop work breakdown structure (WBS)
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 3. Develop project schedule
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 2. Quality management plan
 3. Issue Management Plan
 4. Change Management Plan
 5. Risk Management Plan
 6. Procurement Plan
 7. Support Transition Plan
4. Finalize Project Plan and gain approvals

Project Kickoff Meeting: Agenda

- Introductions (optional, if members are acquainted)
- Charter Review
 - Discuss the approved Project Charter
 - Clarify the charter through questions/answers
- Discuss Next Steps for Stakeholders
 - Read minutes and contribute additions/corrections
 - Provide input for the Work Plan and Control Plan
 - Review Project Plan at a future meeting

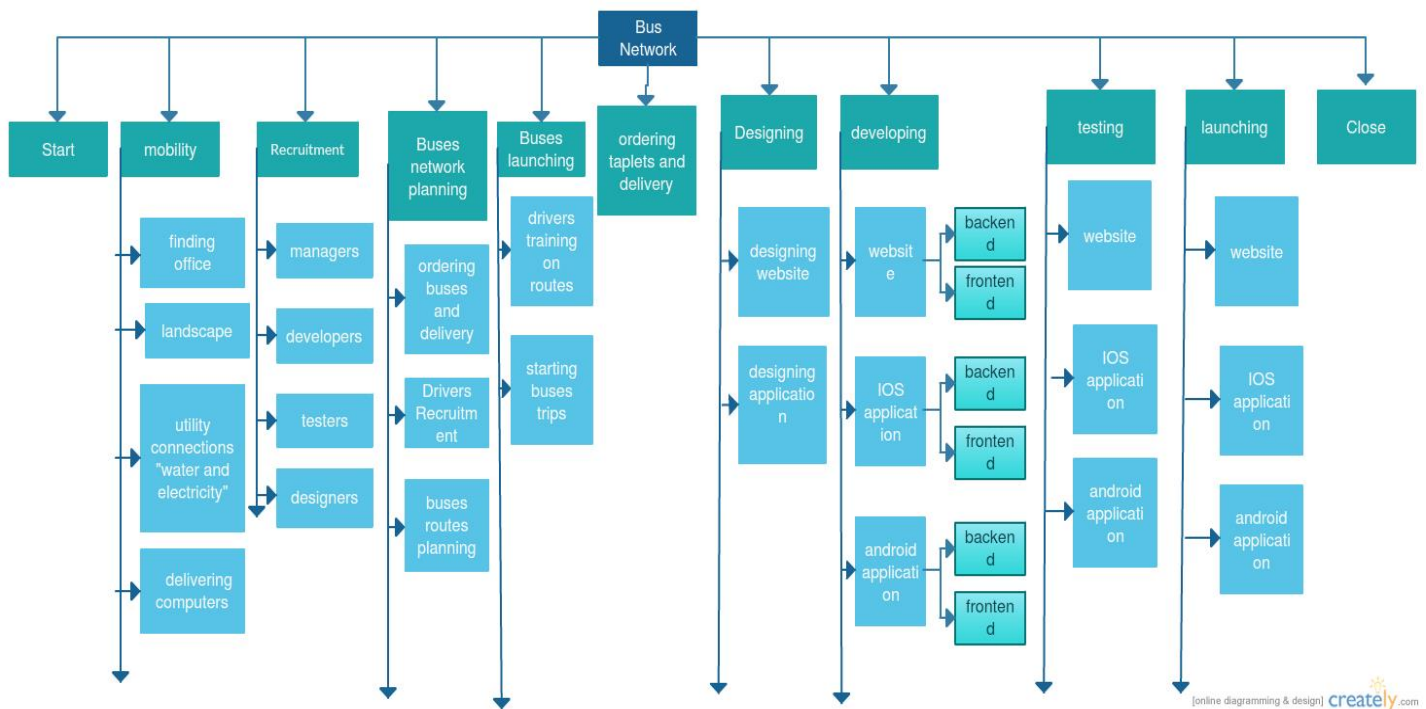
Work Breakdown Structure outline:

Task Name
start
Mobility
finding office
landscape
utility connections "water and electricity"
delivering computers
Recruitment
managers
developers
testers
designers
Buses network planning
ordering buses and delivery
Drivers Recruitment
buses routes planning
Buses launching
drivers training on routes
starting buses trips
ordering taplets and delivery
Designing
designing website
designing application
Developing
website
frontend
backend
IOS application
fontend
backend
android application
forntend
backend
Testing
website
android application
IOS application

drivers training on how to use the system
Launching
website
IOS application
android application
close

Work breakdown structure diagram:

This is the corresponding WBS diagram and I have attached an image and PDF for high quality



Staffing Plan

1- Role Requirements

Role	Project Responsibility	Skills Required	# of persons	Estimated start date	Duration Required FYyy-yy
Project manager	management	Project management	1	From the start of the project	The end of the project
Drivers manager	Solve drivers problems	Good communication skills	1	15/11/2017	forever
Designer	design website and mobile app.	Web design	2	2/7/2017	One month
tester	Testing the two applications	Problem solving and troubleshooting	2	1/1/2018	One month
Developers	Developing the website and the mobile application.	Can work with web, IOS and android.	3	1/8/2017	8 months
Sales	Buying all required components, making deals and receiving them.	Can get good offers and high quality. Honest.	1	From the start of the project	Till the end of the project
Developing manager	He is the supervisor of the software team.	Can manage people. Knows about software developing.	1	From the start of the project	Till the end of the project

2- Staff Assigned to Roles

Role	Name	Requested FTE FYyy-yy	Acquired FTE FYyy-yy	Rate	Rate Unit
Project manager	Yomna Alaa	30000	20000	1000	day
Drivers		10000	7000	350	day

manager					
Designer		15000	10000	500	day
Tester		10000	7000	350	day
Developers		15000	10000	500	day
Sales		15000	10000	500	day
Developing manager		20000	17000	850	day

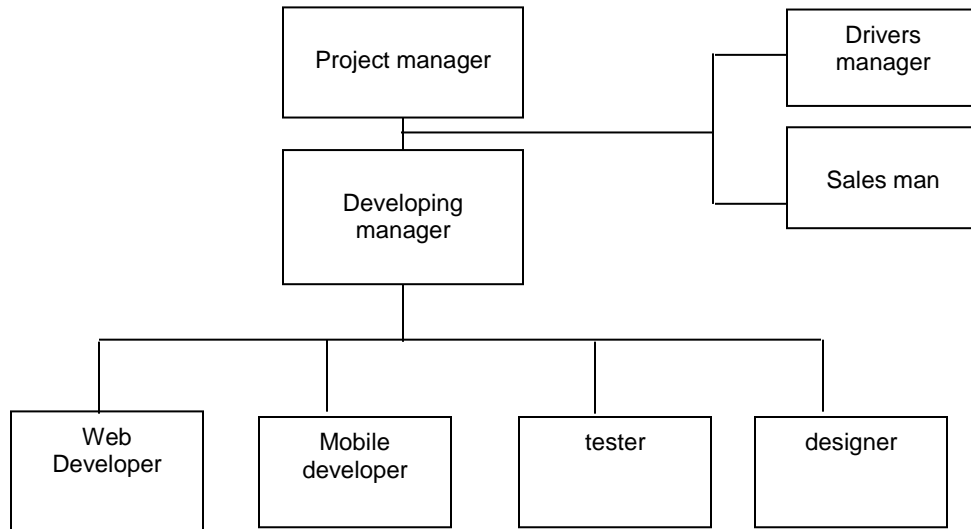
3- Staff Resource Loading Chart

Role	Number of	JUN	July	Aug	Sept	Oct	Nov	Dec	JAN	FEB	Total
Project manager	1	1000	1000	1000	1000	1000	1000	1000	1000	1000	180000
Drivers manager	1	350	350	350	350	350	350	350	350	350	63000
Designer	2		500								20000
Tester	2	350							350		28000
Developers	3			500	500	500	500	500	500	500	210000
Sales	1	500	500	500	500	500	500	500	500	500	90000
Developing manager	1	850	850	850	850	850	850	850	850	850	153000

4- Training Needs

Role/Staff Resource	Training Need	Timeframe Needed
Drivers	Knowing the routes and how to treat with the buses	7 days
Drivers	How to use the system efficiently	10 days

5- PROJECT ORGANIZATION CHART



Project Schedule:

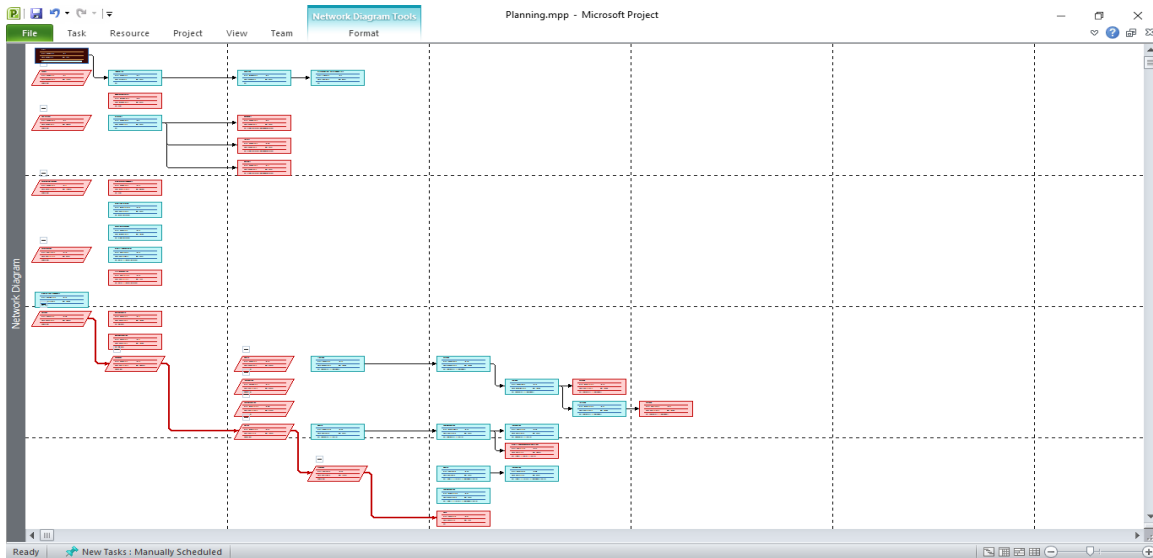
WBS	Task Name	Duration	Start	Finish	Resource Names
1	start	1 day	Thu 6/1/17	Thu 6/1/17	
2	Mobility	13 days	Thu 6/1/17	Mon 6/19/17	
2.1	finding office	3 days	Thu 6/1/17	Sat 6/3/17	
2.2	landscape	4 days	Mon 6/5/17	Thu 6/8/17	
2.3	utility connections "water and electricity"	6 days	Fri 6/9/17	Fri 6/16/17	
2.4	delivering computers	4 days	Wed 6/14/17	Mon 6/19/17	Sales
3	Recruitment	10 days	Sun 6/18/17	Thu 6/29/17	
3.1	managers	5 days	Sun 6/18/17	Thu 6/22/17	
3.2	developers	5 days	Sun 6/25/17	Thu 6/29/17	Project manager ,Developing manager
3.3	testers	5 days	Sun 6/25/17	Thu 6/29/17	Project manager ,Developing manager
3.4	designers	5 days	Sun 6/25/17	Thu 6/29/17	Project manager ,Developing manager
4	Buses network planning	120 days	Thu 6/15/17	Wed 11/29/17	
4.1	ordering buses and delivery	6 mons	Thu 6/15/17	Wed 11/29/17	Sales
4.2	Drivers Recruitment	7 days	Wed 11/15/17	Thu 11/23/17	Drivers manager
4.3	buses routes planning	1 mon	Tue 8/1/17	Mon 8/28/17	Project manager
5	Buses launching	8 days	Sun 12/3/17	Tue 12/12/17	
5.1	drivers training on routes	7 days	Sun 12/3/17	Sun 12/10/17	Buses[1],Drivers manager
5.2	starting buses trips	1 day	Tue 12/12/17	Tue 12/12/17	Buses[1],Drivers manager
6	ordering taplets and delivery	1 mon	Sun 10/22/17	Thu 11/16/17	Sales
7	Designing	20 days	Sun 7/2/17	Thu 7/27/17	
7.1	designing website	1 mon	Sun 7/2/17	Thu 7/27/17	Designer
7.2	designing	1 mon	Sun 7/2/17	Thu 7/27/17	Designer

	application				
8	Developing	108 days	Tue 8/1/17	Thu 12/28/17	
8.1	website	43 days	Tue 8/1/17	Thu 9/28/17	computers[1],Developers
8.1.1	frontend	1 mon	Tue 8/1/17	Mon 8/28/17	computers[1],Developers
8.1.2	backend	1 mon	Tue 8/29/17	Mon 9/25/17	computers[1],Developers
8.2	IOS application	43 days	Sun 10/1/17	Tue 11/28/17	computers[1],Developers
8.2.1	fontend	1 mon	Tue 9/26/17	Mon 10/23/17	computers[1],Developers
8.2.2	backend	1 mon	Wed 11/1/17	Tue 11/28/17	computers[1],Developers
8.3	android application	42 days	Wed 11/1/17	Thu 12/28/17	computers[1],Developers
8.3.1	forntend	1 mon	Wed 11/1/17	Tue 11/28/17	computers[1],Developers
8.3.2	backend	1 mon	Sun 12/3/17	Thu 12/28/17	computers[1],Developers
9	Testing	24 days	Mon 1/1/18	Thu 2/1/18	computers[1]
9.1	website	7 days	Mon 1/1/18	Tue 1/9/18	computers[1],Tester
9.2	android application	7 days	Wed 1/10/18	Thu 1/18/18	computers[1],Tester
9.3	IOS application	7 days	Sun 1/21/18	Sun 1/28/18	computers[1],Tester
9.4	drivers training on how to use the system	10 days	Sun 1/21/18	Thu 2/1/18	tablets[1],Buses[1],Tester
10	Launching	13 days	Sun 2/4/18	Tue 2/20/18	
10.1	website	3 days	Sun 2/4/18	Tue 2/6/18	tablets[1],servers[1],Developers ,Tester
10.2	IOS application	4 days	Wed 2/7/18	Sun 2/11/18	tablets[1],servers[1],Developers ,Tester
10.3	android application	3 days	Mon 2/12/18	Wed 2/14/18	tablets[1],servers[1],Developers ,Tester
11	close	1 day	Thu 3/1/18	Thu 3/1/18	

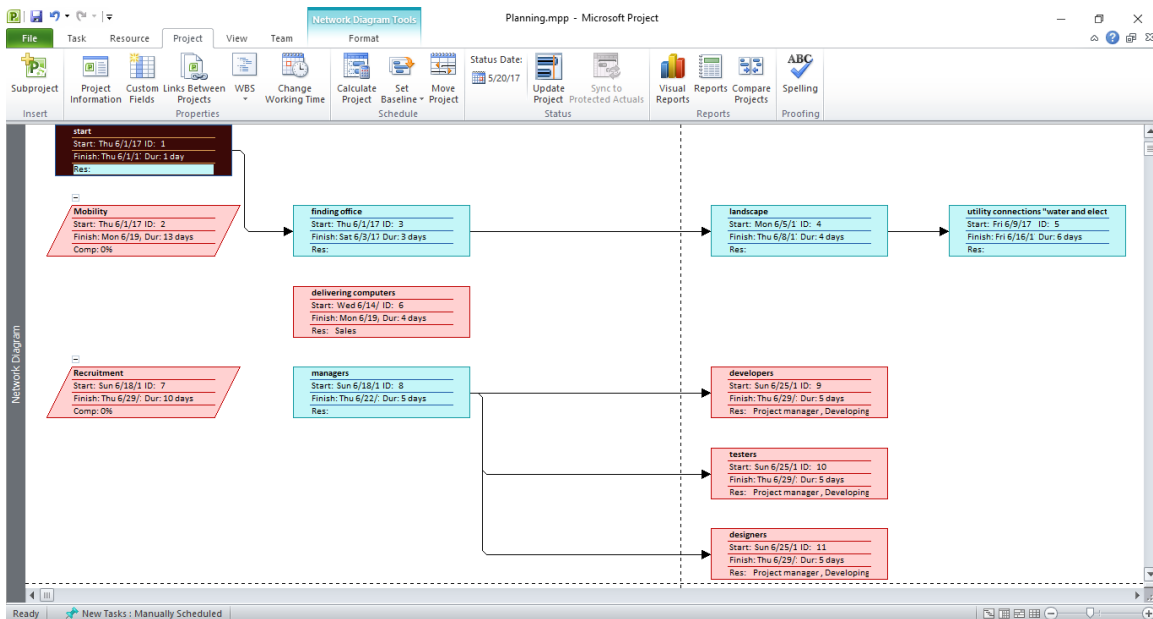
Network Diagram:

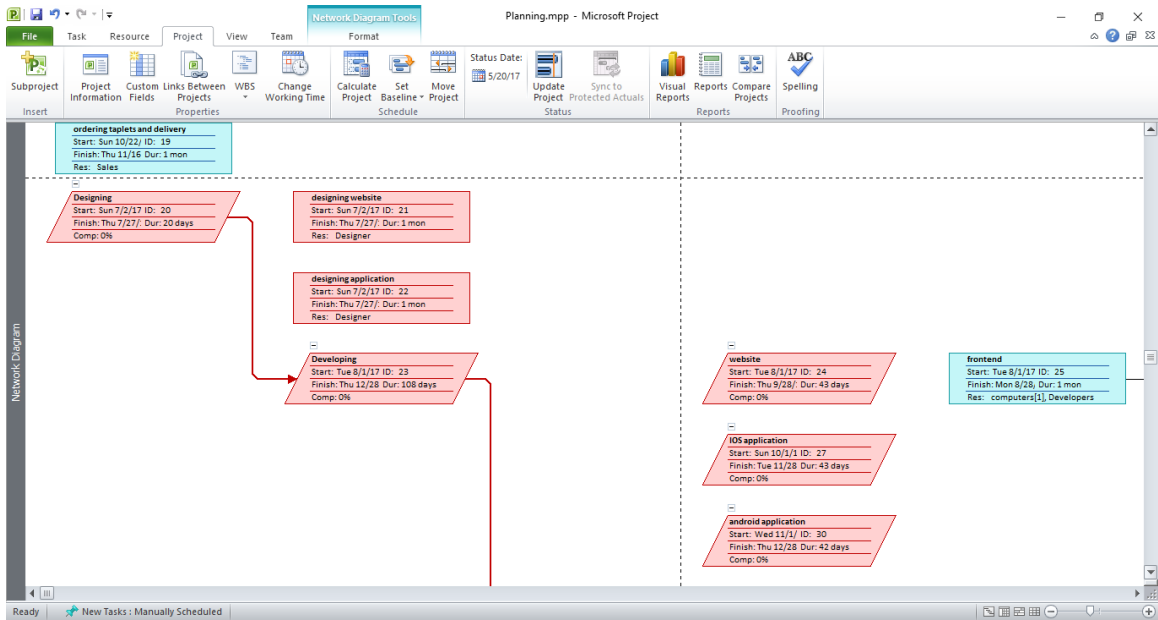
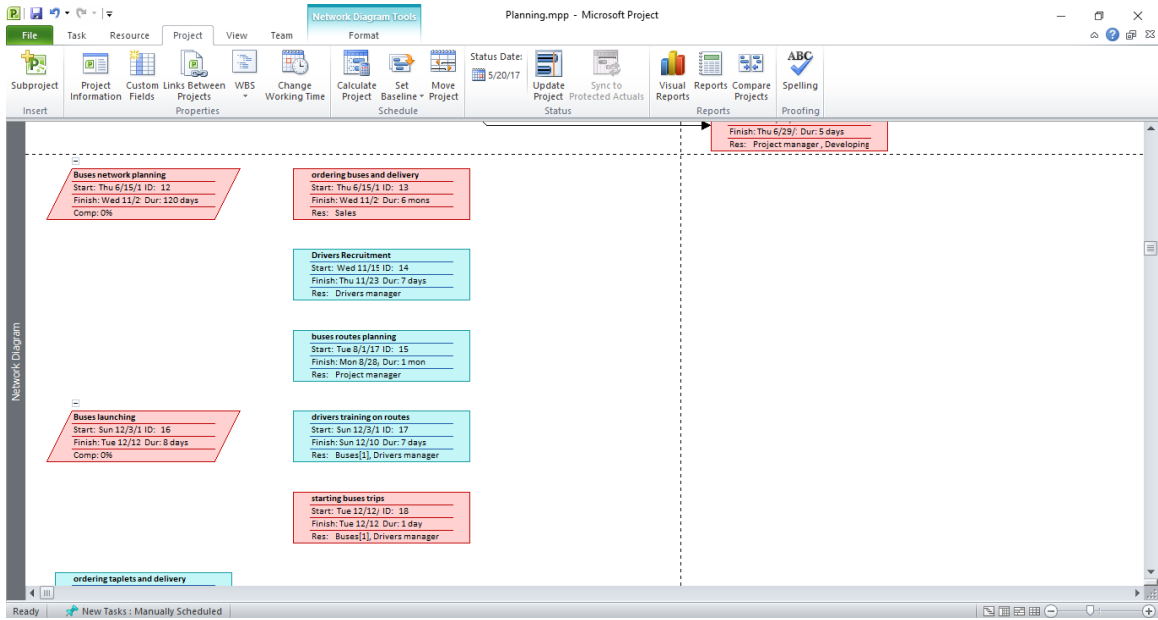
That it is impossible to screenshot the whole diagram so it is divided into many pictures

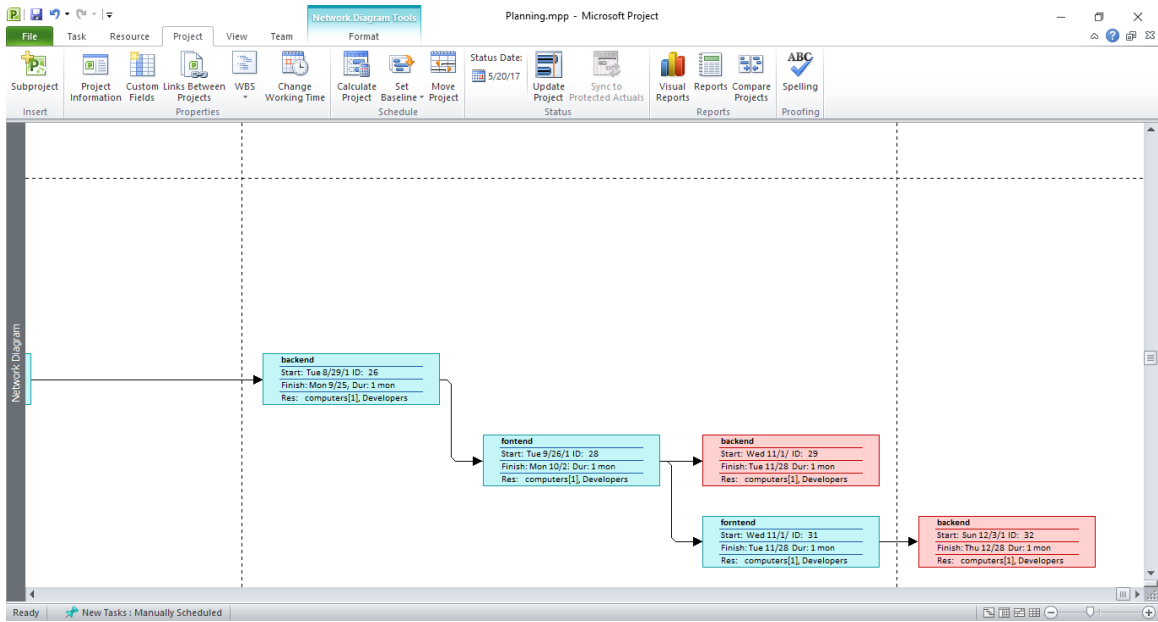
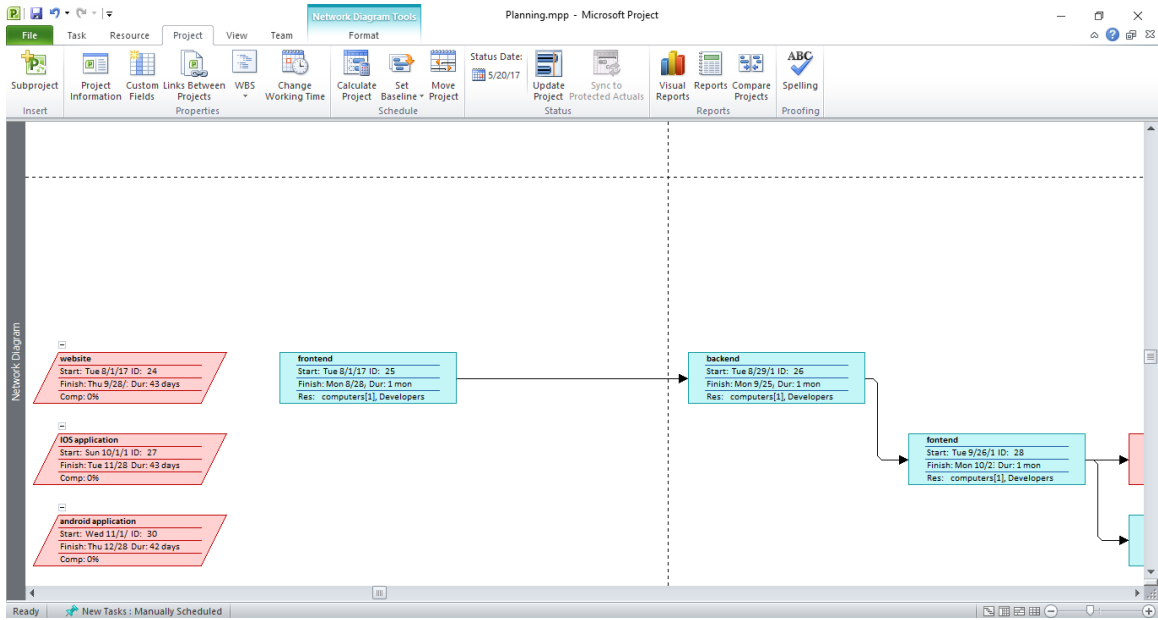
First this is the whole diagram but without any details:

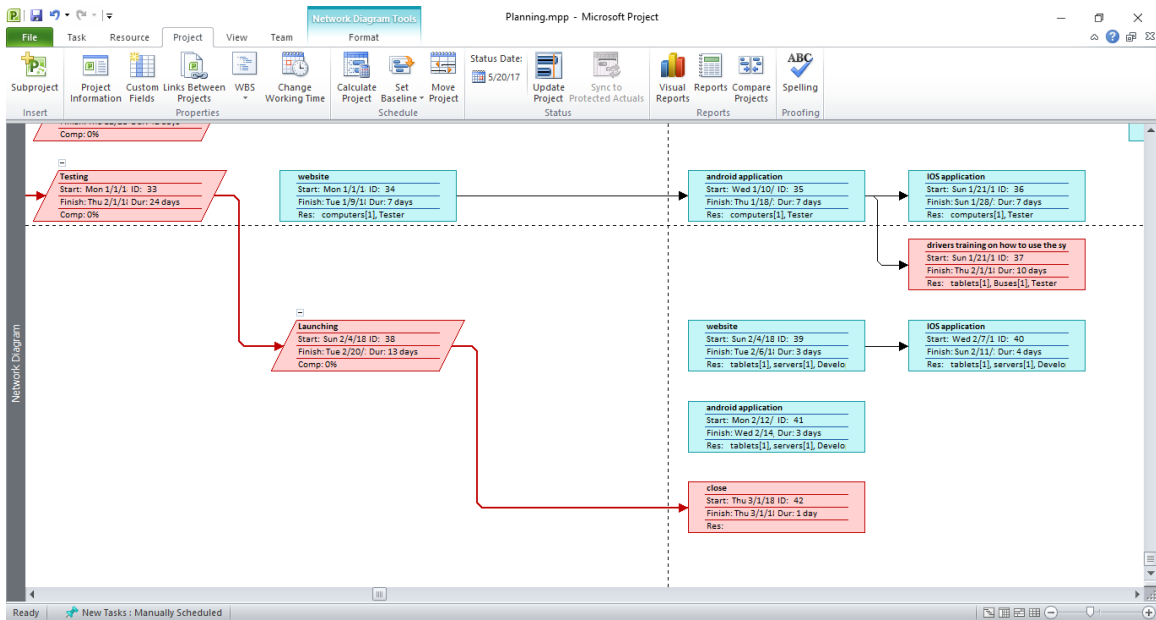


And then these are the details of the diagram:

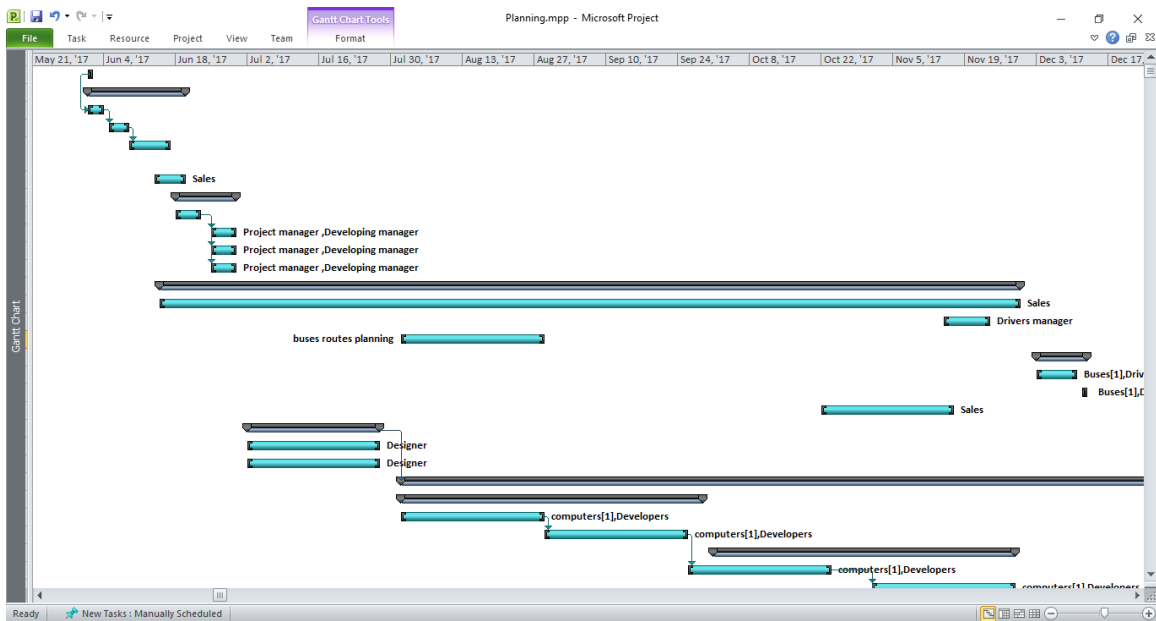


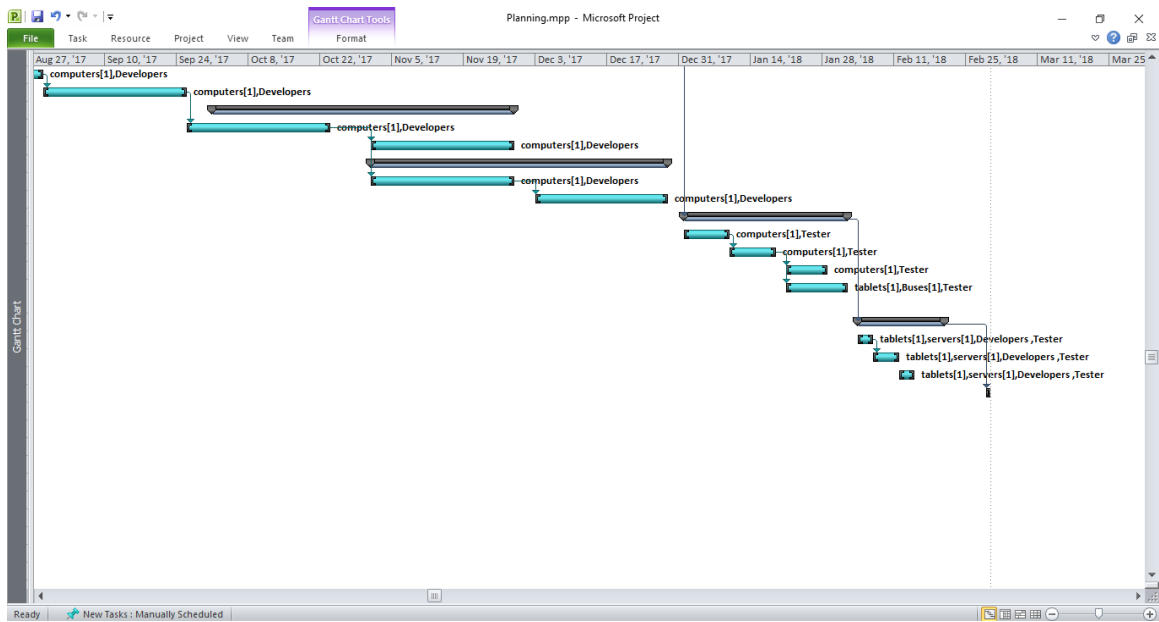
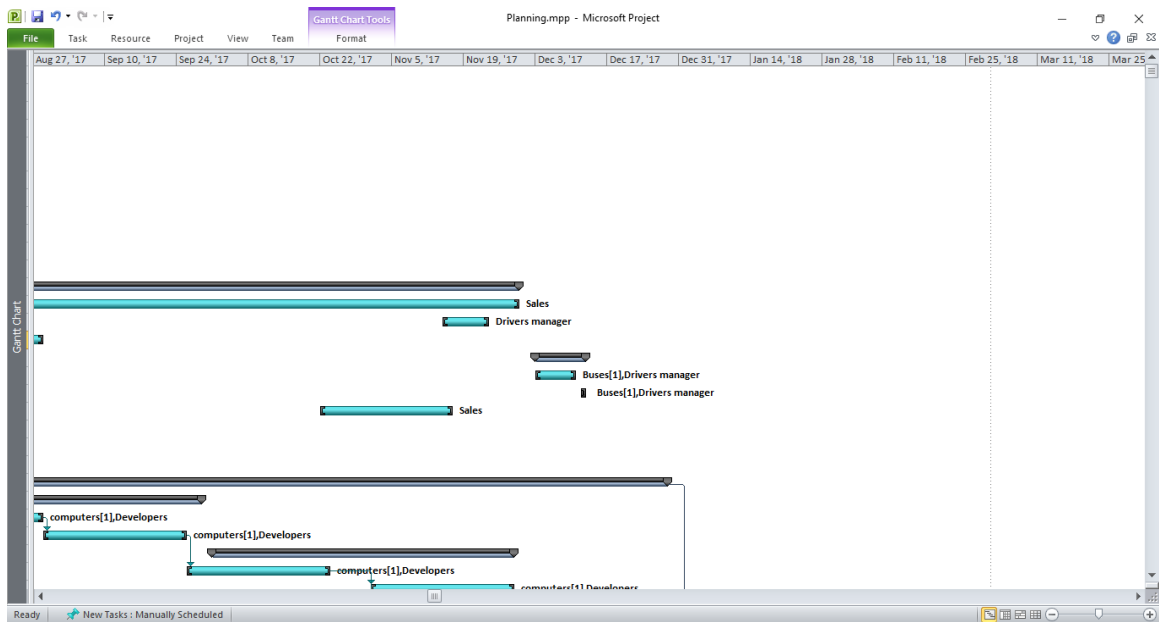






Gantt Chart:





Project Budget

1- Budget during the life of the Project

Line Item	FY05-06			
	Labor	Material	Other	Cost
start	2,700.00 .م.ج			2,700.00 .م.ج
Mobility	35,100.00 .م.ج			35,100.00 .م.ج
finding office				0.00 .م.ج
landscape				0.00 .م.ج
utility connections				0.00 .م.ج
"water and electricity"				
delivering computers				0.00 .م.ج
Recruitment	27,000.00 .م.ج			27,000.00 .م.ج
managers				0.00 .م.ج
developers				0.00 .م.ج
testers				0.00 .م.ج
designers				0.00 .م.ج
Buses network planning	324,000.00 .م.ج			324,000.00 .م.ج
ordering buses and delivery				0.00 .م.ج
Drivers Recruitment				0.00 .م.ج
buses routes planning				0.00 .م.ج
Buses launching	21,600.00 .م.ج	30,000,000 .م.ج		30,021,600.00 .م.ج
drivers training on routes				0.00 .م.ج
starting buses trips				0.00 .م.ج
ordering taplets and delivery				0.00 .م.ج
Designing	64,000.00 .م.ج			64,000.00 .م.ج
designing website				0.00 .م.ج
designing application				0.00 .م.ج
Developing				200,000.00 .م.ج
website	50,000.00 .م.ج			50,000.00 .م.ج
frontend				25,000.00 .م.ج
backend				25,000.00 .م.ج
IOS application	50,000.00			50,000.00 .م.ج

.م.ج			
fontend			25,000.00 .م.ج
backend			25,000.00 .م.ج
android application	50,000.00		50,000.00 .م.ج
.م.ج			
forntend			25,000.00 .م.ج
backend			25,000.00 .م.ج
Testing	123,200.00		123,200.00 .م.ج
.م.ج			
website			0.00 .م.ج
android application			0.00 .م.ج
IOS application			0.00 .م.ج
drivers training on how to use the system			50,000.00 .م.ج
Launching	35,100.00	1,000,000.00	1,035,100.00 .م.ج
	.م.ج	.م.ج	
website			0.00 .م.ج
IOS application			0.00 .م.ج
android application			0.00 .م.ج
close	2,700.00 .م.ج		2,700.00 .م.ج
Total			32,035,400.00

2- On-going Support Budget after Project Completion

Line Item	FYyy-yy	# of times per month	Total Budget per month
Software maintenance	20000	2	40000
Hardware maintenance	50000	1	50000
3G network	3000	1	3000
Parking rental	25000	30	750000
Total Budget	98000		843000

Communication Plan

The purpose of the communication plan is to ensure the Project Management Improvement Project provides relevant, accurate, and consistent project information to project stakeholders and other appropriate audiences. By effectively communicating the project can accomplish its work with the support and cooperation of each stakeholder group.

The communication plan provides a framework to manage and coordinate the wide variety of communications that take place during the project. The communication plan covers who will receive the communications, how the communications will be delivered, what information will be communicated, who communicates, and the frequency of the communications.

1- Communication Objectives

- Achieving the buses network.
- Developing the website and the mobile application.
- To keep the customer updated with the progress

2- Communication Purpose and Target Audiences

Audience	Communication Purpose
Customer	To be updated with all updates To know if there is any changes in the project
Developing team	To check the progress To know if there is any problem in the project To make sure that there isn't any delay in the project
Sponsor	To make sure about the budget To know if there is any changes in the budget
Managers	To monitor the progress Make any decision about the projects Solve the problems quickly

3- Communication Message and Delivery

Audience	Message	Delivery Method	Delivery Frequency	Communicator
Customer	Meeting report	In the office	Monthly	Project manager
		By official correspondence	Monthly	Project manager
Developing team	Meeting	In the office	Weekly	Developing managers
Sponsor	Meeting	In the office	2 months	Project manager
	Report	By official correspondence	2 months	Project manager
Managers	Meeting	In the office	Weekly	Project manager

4- Communication Message Contents

- To make the customer updated for all new steps in the project.
- To monitor the progress of the project.
- To solve any problems happens.
- To make the team work together.

Issue Management Plan EZ

Project Name	Bus system		
Project Manager	Yomna Alaa Ali	Organization	ITCompany
Sponsor	Eslam Mohamed	Organization	Future city
Customer	Mostafa El-Sayed	Organization	Future city
Document Version and Date			

1- General goals and approach:

A goal of this project is to identify issues as soon as they arise and to resolve them expeditiously. All team members are enjoined to be vigilant, particularly in their areas of expertise, but also to raise issues outside of their areas of specific responsibility when they become aware of them.

2- Issue management categories and rules

Priority Categories –

- Low: that will not do a project delay but may be a problem in the future.
- Medium: that would do project delay but the project can be completed.
- High: would cause a project stop.

Escalation Rules:

- Low: In this case complete the project and try to make sure that this will not do any problems.
- Medium: The project can be completed but try to solve this delay.
- High: The issue manager should inform the customer and sponsor and then make a quick solution for the problem to continue the progress as fast as possible.

Monitoring Frequency:

- low and medium impact issues will be monitored and reported in monthly status reports.
- High impact issues will be monitored weekly and reported at biweekly team meetings and immediately sponsor meetings.

3- Roles and responsibilities

Role	Responsibility	Expertise
Issue manager “project manger”	Prioritize the problem Make the right decision to solve it	Project management

4- Issue management process:

Process Name	Process Activity
<i>Identification</i>	The project manager identify that there is a problem in the progress of the project
<i>Prioritization, Tracking, Escalation, Assignment of issue for resolution, Monitor issue status Communication</i>	The project manager prioritize the issue and then make the decision depending on the rules we talked about
<i>Close resolved issues</i>	Then the project manager records the issue date and how it is resolved

5- Tools:

The tools used to solve the problems are reports and emails

Change Management Plan EZ

1- Project Constraints:

- The project should be finished on time.
- Buses delivery should not be late.

2- Change management guidelines and purview:

- Budget
- Schedule
- Scope

3- Estimate of change volume:

the change estimation is from 2000 to 3000 pounds

4- Roles and responsibilities:

The project manager and the developer manager have the responsibility to decide if the change would be created or not.

5- Change management process:

- a) The customer or the developer tell the project manager and the developing manager that there is a need for some changes in the project
- b) The project manage and the developing manager decide of this change is really a need or not
- c) Then they decide the cost of this change and update the schedule and the plan.

Risk Management Plan EZ

1- Risk areas

The risks can be found in the project are:

- No developers can implement the project.
- Buses are lost
- Budget is not enough
- Dollar problems in the country

2- Risk management objectives

- Budget should be well calculated before starting.
- There should be strict delivery time.
- There should be contracts with the developers to make sure that they will complete their work

3- High-level risk management process

- Check periodically the deliverable process.
- Take care about the programmers' problems
- Monitoring the work all the time.

4- Risk decision makers

The project manager is the person who is responsible for managing the risks and solving its problem.

Project Plan EZ:

Project Plan Overview and Critical Assumptions	
Overview and Goals	The project goal is to facilitate for the city people their transportation and make it not a problem any more.
Critical Assumptions	<ul style="list-style-type: none"> • The buses should be comfortable and have entertainment ways like TV or free WIFI. • The buses should be delivered first after 6 months and then the system in 5 months. • There must be a periodic maintenance for the system until it is stable. • The system must be user friendly to be easy for people and drivers to work with. • There should be a training for the drivers to be friendly to the system.

Project Work Plans	
Work Breakdown Structure	Task Name
	start
	Mobility
	finding office
	landscape
	utility connections "water and electricity"
	delivering computers
	Recruitment
	managers
	developers
	testers
	designers
	Buses network planning
	ordering buses and delivery
	Drivers Recruitment
	buses routes planning
	Buses launching
	drivers training on routes
	starting buses trips
	ordering taplets and delivery
	Designing
	designing website

	designing application					
	Developing					
	website					
	frontend					
	backend					
	IOS application					
	fontend					
	backend					
	android application					
	forntend					
	backend					
	Testing					
	website					
	android application					
	IOS application					
	drivers training on how to use the system					
	Launching					
	website					
	IOS application					
	android application					
	close					
Staffing Plan	Role	Name	Requested FTE FYyy-yy	Acquired FTE FYyy-yy	Rate	Rate Unit
	Project manager	Yomna Alaa	30000	20000	1000	day
	Drivers manager		10000	7000	350	day
	Designer		15000	10000	500	day
	Tester		10000	7000	350	day
	Developers		15000	10000	500	day
	Sales		15000	10000	500	day
	Developing manager		20000	17000	850	day
roject Budget	Line Item		FYyy-yy	# of times per month		Total Budget per month
	Software maintenance		20000	2		40000
	Hardware maintenance		50000	1		50000

	3G network	3000	1	3000	
	Parking rental	25000	30	750000	
	Total Budget	98000		843000	

Project Control Plans	
Communication Plan	<ul style="list-style-type: none"> • Project Communication Objectives: <ul style="list-style-type: none"> ○ Achieving the buses network. ○ Developing the website and the mobile application. • Key Communication Message: <ul style="list-style-type: none"> ○ To make the customer updated for all new steps in the project. ○ To monitor the progress of the project. ○ To solve any problems happens. ○ To make the team work together. • Key Audiences <ul style="list-style-type: none"> ○ Customer. ○ Sponsor. ○ Developing teams. ○ Managers.
Quality Management Plan	<ul style="list-style-type: none"> • Quality Objectives <ul style="list-style-type: none"> ○ Should be easy to use. ○ Should be in budget. ○ Should be as good as we decided before in the charter. ○ Should meet the project need. • Key Project Deliverables and Processes subject to quality review <ul style="list-style-type: none"> ○ To make sure that the deliverables will be as agreed. ○ To have a good quality for the project. • Main Quality Standards to be used on the project <ul style="list-style-type: none"> ○ The Project Management Framework ○ Web usability standards and Information Mapping guidelines for the web development. ○ IEEE
Issue Management Plan	<ul style="list-style-type: none"> • There are many ways to identify the issues early by: <ul style="list-style-type: none"> ○ Biweekly meeting. ○ Reports. ○ Monitoring the project by the project manager. • If any issue happens during the project:

	<ul style="list-style-type: none"> ○ The issue should be assigned to the issue manager which will be the project manager itself ○ The issue manager should identify the issue level and its solution: <ul style="list-style-type: none"> ▪ Low: <ul style="list-style-type: none"> • that will not do a project delay but may be a problem in the future. • In this case complete the project and try to make sure that this will not do any problems. ▪ Medium: <ul style="list-style-type: none"> • that would do project delay but the project can be completed. • The project can be completed but try to solve this delay. ▪ High: <ul style="list-style-type: none"> • would cause a project stop. • The issue manager should inform the customer and sponsor and then make a quick solution for the problem to continue the progress as fast as possible.
Change Management Plan	<ul style="list-style-type: none"> • Anticipated change management challenges: <ul style="list-style-type: none"> ○ Changing requirements directly before the deadline ○ Changing a mandatory requirement in the project • Key customer practices for managing change <ul style="list-style-type: none"> ○ Changes must have approval from the project manager and the customer before it is done • A concise statement of change management practices <ul style="list-style-type: none"> ○ Some features can be added, no working features will be removed.
Risk Management Plan	<p>Risk areas</p> <p>The risks can be found in the project are:</p> <ul style="list-style-type: none"> • No developers can implement the project. • Buses are lost • Budget is not enough • Dollar problems in the country <p>Risk management objectives</p> <ul style="list-style-type: none"> • Budget should be well calculated before starting. • There should be strict delivery time. • There should be contracts with the developers to make sure that they will complete their work <p>High-level risk management process</p> <ul style="list-style-type: none"> • Check periodically the deliverable process. • Take care about the programmers' problems • Monitoring the work all the time.

	4.5.4 Risk decision makers The project manager is the person who is responsible for managing the risks and solving its problem.
Procurement Plan	the sales order the products at time and is responsible to deliver it on time
Support Transition Plan	The project manager and the developing manager is notified by any changes and they make the decision

Project Plan Approval Signatures

Project Name: Buses network

Project Manager

_____	_____
(Signature)	(Date)
Name Yomna Alaa Ali	
Position	
Organization	

Project Sponsor

_____	_____
(Signature)	(Date)
Name	
Position	
Organization	
Organization	

Project Customer

_____	_____
(Signature)	(Date)
Name	
Position	
Organization	

Project Customer

_____	_____
(Signature)	(Date)
Name	
Position	
Organization	