# Delivery skills

**Task: Review project artifacts below, identify any issues or concerns, and how you would approach or change things.**

**Project:** Development of a new e-commerce platform

**Start Date:** August 1, 2023

**End Date:** December 31, 2023

**Artifact 1. Project plan**

1. Requirements gathering and analysis - 2 weeks
2. UX/UI design - 4 weeks
3. Front-end development - 8 weeks
4. Back-end development - 10 weeks
5. Integration testing - 4 weeks
6. User acceptance testing - 4 weeks
7. Security testing - 2 weeks
8. Deployment - 2 weeks
9. Bug fixing and maintenance - 4 weeks

**Issue1:** Project plan needs to be revised as time allocation for each task/milestone is not realistic, as an evidence, total project duration is 20 weeks, tasks 6 to 9 has to be done in water fall approach and can’t run in parallel, tasks 6 to 9 has total of 12 weeks, this would leave 8 weeks for the remaining tasks 1 to 5, the critical path of these tasks (minimum time to get them achieved) is 10 weeks, this would cause 2 weeks of minimum delay.

**Corrective actions:** Allocate more resources for task 4, to reduce the planned schedule for it from 10 to 8 weeks max.

**Issue 2:** Sequence of the tasks needs to be revised, as evidence, UAT tests, needs to be the last task after all tests, as other tests may require some functional changes, and hence the UAT needs to run once more.

**Corrective actions:** Revise tasks sequence.

**Artifact 2. Resources plan**

1. Project Manager - 100% of their time dedicated to the project
2. Business Analyst - 50% of their time dedicated to the project
3. UX/UI Designer - 100% of their time dedicated to project
4. Front-end Developer - 100% of their time dedicated to project
5. Back-end Developer - 100% of their time dedicated to project
6. Quality Assurance Engineer - 50% of their time dedicated to project
7. DevOps Engineer - 50% of their time dedicated to the project.

**Comments on resource allocation:** Without detailed WBS, it is hard to judge resource allocation, however, this allocation triggers some questions as the allocation period does not match the time allocated for each task, as an evidence, Devops are 50% allocated however, their efforts are covered only during 4 weeks of the project.

**Actions required:** WBS needs to be available to check if resource allocation is correct or not.

**Artifact 3. Risk management plan**

| **Risk** | **Mitigation plan** |
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| Delay in third-party components delivery | * Plan for possible delays by adding buffer time to the project schedule * **Comment:** Third party components are not mentioned in the artifacts above, however, adding buffer is not the only solution for such situations. |
| Technical issues during development | * Allocate additional resources or bring in external expertise if required * **Comment:** Additional resources is not the solution for technical issues, we need either internal SMEs (Subject Matter Experts) in project team or soft booking an external expertise just in case needed. |
| Insufficient resources | * Hire additional staff or outsource tasks to a third-party vendor. * **Comment:** Hiring is not the typical solution for this unless we have more projects in the pipeline to utilize the newly hired resources, the optimum is to outsource. |
| Scope creep | * Define and communicate the project scope clearly at project kick-off |
| Unavailability of key team members | * Maintain regular communication with team members to identify any potential issues. * **Comment:** For any project, we need to make sure that all allocated resources are available during the full project duration (each resource is available during his task execution), public holidays and weekend days needs to be considered in case of global teams (cross-country teams), this will leave us with emergencies, key resources backup needs to be in project resource plan just in case needed, emergency plan needs to be in place for key resources. |