IMPLEMENTATION MANAGEMENT PLAN
"Bregghan Point of Sale System"

BREGGHAN MINI GROCERY STORE
MT. MAKILING STREET MAKATI CITY 1200

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Executive Summary

The purpose of this section of the project implementation is to provide a summary of the benefits and features of the Bregghan Point of Sales (POS) system. The system is a software and hardware solution that enables businesses to streamline their sales process, manage inventory, and enhance customer experience. This section also highlights the key advantages and functionalities of a modern POS system and outlines its potential impact on business operations and profitability. With this, the project team, including a project manager, quality assurance tester, and the developers, will ensure that the project will have a successful transition with the project sponsor's collaboration.

With the development between collaborations of the business owner and the project team the Bregghan Point of Sales system was able to gain its scope and objectives that would be beneficial to Ms. Devilyn Ligligen's running family business which includes:

- Decreases the number of steps that the user can do in the whole transaction for faster checkouts.

- Fully digitize the records of stocks and the sales of the bregghan mini grocery store.

- Will produce a weekly, monthly, and yearly annual report to the user showing the number of items sold in a specific date.

- Decreases human data entry, lowers errors, and saves time, allowing businesses to focus on core tasks and increase production.

- Notifies the User on the dashboard for specific products that are low or critical on stocks.

When all objectives are met by the project developers and the stakeholders, Bregghan Point of Sales System will be deployed for use of the Admin and the Cashier inside the mini grocery store system devices. When Bregghan takes effect, the following purpose and benefits will provide a significant amount of impact to the store's sales and tracking which will ease the operation and boost bregghan mini grocery stores sales. Therefore, by the end of this executive summary the project team will ensure that the client will have full control of the Point of Sales system and will have technical support from the project developers whenever a problem arises in the long term.

Transition Approach

Having a transition approach will give the project team an outline on the overall strategy with regards to the transition process of implementing the Bregghan Point of Sale System. Furthermore, it will describe how the project team will handle changes and manage new systems or processes. Moreover, it ensures that each project-related individual can adapt to the said changes. Lastly, with this transition approach, the project stakeholders would be informed about the necessary actions needed to take to have a smooth and manageable transition to the new system.

- **Assess the current system:** analyze or evaluate the current system by identifying its strengths and weaknesses or given limitations. Furthermore, understanding the current system can help in which areas need improvement.

- **Requirements Elicitation:** this pertains to gathering the necessary deliverables or requirements for the new system's development. Engagement with the stakeholders, including the project team, is also required to ensure that all requirements such as the functional and non-functional and the system's performance are met.

- **Selection of Technology:** the selection of technology would be beneficial for a new system as the project team can identify which suits best for the project, which is based on the requirements elicitation or requirements gathering.

- **Design Planning:** with the consideration of the functionalities, technologies, and requirements needed, the project team needs to develop a design necessary for the overall structure and components.

- **Execute the Development** the development of the project is based on the design planning. Furthermore, the development should follow the best practices when it comes to coding standards to ensure quality.

- **Testing and Validation:** testing the point-of-sale system would be vital for the project team to identify all the bugs and issues that might arise. Unit and system testing are beneficial and have user acceptance testing to ensure the functionalities are working.

- **Documentation and Training:** develop technical guides, user manuals, and other necessary documentation to ensure that the team is familiarized with the new system.

- **Deployment:** deploy the new system with the consideration of ensuring its security, performance optimizations, and production environment.

- **Monitor and Evaluate:** continuous monitoring of the new system can help the team in evaluating its effectiveness to the transition from manual computation of

items and stocks tracking. It will also help the project team in identifying the areas for improvement so that they can make necessary adjustments.

With the following transition approach, the project team can successfully implement the Bregghan Point of Sale system while also ensuring an efficient migration from the old system and the new system.

Transition Team Organization

ROLES	RESPONSIBILITIES
Project Manager	In charge of using project roles and implementing any delegation within predetermined reporting structures. Project, stage, and exception plans should be created and maintained as needed. managing project risks, which includes creating backup plans. Develops and enhances the methods utilized by the team to meet milestones. achieve goals and provide results to the client.
ont-end Developer	In charge of creating new user-facing features, determining on the project's structure and design before it is implemented, creating reusable code, reducing the amount of time it takes for pages to load, and using a variety of languages to create the different screens for both admin and the cashier system.
ck-end Developer	Responsible for creating and maintaining the server-side of the Point of Sales System and software. primarily focus on the structure and works in conjunction with the front-end developer, enabling the output to interact with databases, handle requests from users, process data, and perform other essential tasks.

Project Stakeholders	Assists the project team achieve its strategic goals by bringing their expertise and viewpoint to a project. Additionally, they can offer the resources and supplies needed. The success of the project's implementation depends on the input from the stakeholders.
Quality Assurance Tester	In charge of the project progress and ensures that before implementation the final output result will be satisfactory before being deployed.
siness Owner/Client	Examine the deliverables that the team provides by the deadlines.

Workforce Transition

The workforce transition refers to managing the changes when it comes to the roles and responsibilities of the workforce during the project's lifecycle. With this, it ensures that the project has the right people and has the necessary skills to meet the project's objectives.

By doing this, the organization can have a successful transition while maximizing the workforce's effectiveness in the project's implementation. Furthermore, this section of the paper states the key activities involved in employee engagement, identifying the skill requirements needed, and integrating new team members.

- **Workforce Assessment:** identify the skills and expertise of the current workforce and determine the areas needed for additional resources or skills.

- **Expertise Identification:** determine the expertise required for the development of the Bregghan Point of Sale System. The responsibilities needed are the front-end, and back-end developers, Quality Assurance Tester, etc. These are important roles that need to be identified to ensure a smooth project development.

- **Workforce Training:** identify if the members of the current workforce can be trained to meet the requirements and objectives of the new system. This will include workshops to enhance the skills and knowledge of a current member.

- **Recruitment and Hiring:** this refer to the identification of skill gaps that cannot be fulfilled which requires an initiation to hire new employees or contractors with the necessary skills. With this, it is required to develop a job description and conduct interviews to select a candidate fit for the job.

- **Knowledge Transfer:** promote knowledge transfer from existing workforce to the new team members which includes mentoring and collaboration to ensure an efficient and effective transfer of project-specific information.

- **Team Collaboration:** promoting team collaboration offers a healthy work environment and it encourages open communication and constructive feedback which leverages the strengths of the individuals.

- **Performance Evaluation:** assess and evaluate the progress of the individuals or the team to identify the areas of improvement and to determine the effectiveness of the transition process.

- **Ongoing Support:** providing ongoing support can help the workforce during the transition process as it addresses any challenges or issues that may arise. Furthermore, it will be of help to the individuals to perform their roles efficiently and effectively.

- **Continuity of Training:** with this, workshops and other skill improvement-related activities will be necessary to ensure that all the individual's skills working on the project will be up to date.

Following the workforce transition plan can help the project manage its transition of workforce effectively. Furthermore, it will ensure that all the necessary development skills are met for a successful implementation.

Workforce Execution During Transition

This section of the paper will focus on the workforce execution during the transition period for the project. To have a seamless transition and empowerment of employees with their skills, there are some key factors needed which includes the user training, system testing, formal acceptance, documentations of lessons learned, update other project requirements, archiving files/documents, and project closeout meeting.

- **User Training:** the user training will involve handing training materials or training sessions with the users to ensure that they have the knowledge and skills to operate the new system.

- **System Testing:** the project team must ensure that all the functionalities and components of the system are working and ready for usage**.** To ensure this, final testing and accuracy of data migration must be implemented.

- **Documentation of Lessons Learned:** it will document all project insights, the team's success, and their weaknesses. Furthermore, this will also be useful for future projects and the application of best practices.

- **Update other Project Requirements:** the team needs to update any relevant documents related to the project's completion. This may involve archiving documents or modifying contracts and agreements with updated information.

- **Formal Acceptance:** attaining the project's formal acceptance indicates the transfer was completed. The project team must ensure that all the necessary documents and deliverables are accomplished along with client satisfaction.

- **Archiving Files/Documents:** this means that during this phase, all the project related files like the contracts, project plan, and agreements must be archived.

- **Project Closeout Meeting:** meet with the project stakeholders to discuss the project's overall performance, identify those areas of success, and address concerns or issues.

Subcontracts

Since the Bregghan Mini Grocery Store has no existing contracts or subcontract agreements connected to this project, there is no requirement for any transition or transfer of contracts.

Property Transition

Incumbent Owned Equipment

The property transition plan for the incumbent owned equipment of the Bregghan Point of Sale System must be evaluated to ensure a smooth transition and avoid any misunderstandings.

The following listed are the considerations for the aspect of transition:

Property Assessment
- Evaluate the condition and compatibility of the incumbent owned equipment.
- Identify areas wherein additional equipment may be needed to ensure a high-quality performance.
- Conduct a thorough assessment wherein the Bregghan POS system will be deployed.

Equipment Upgrades or Replacements:
- Determine the components that need procurement.
- Identify if there is any equipment that needs upgrading or replacement.

Configuration and Installation:
- Ensure proper integration of the Point-of-Sale System on the incumbent owned equipment.
- Ensure proper integration of the software to the hardware.
- Test and verify the functionalities and capabilities of the equipment.

Test and Validation:
- Test the equipment's performance thoroughly in security, performance, and reliability for smooth and efficient transition.
- Mitigate any issues during the testing phase for the team members to make any adjustments.

Knowledge Transfer

For the project to be implemented and run successfully, effective information transfer is essential. Users are given the knowledge and abilities needed to operate the system effectively, reduce errors, and provide a satisfying user experience. Below are skills or measures needed to be taken account into the group of users regarding its usage, functions, and features to be considered:

- The project team will provide all necessary instructions once the Bregghan POS system is deployed within the Mini grocery store.

- The Bregghan Mini Grocery Store Cashier personnel will be recommended the most on configuring the POS System which will include both the hardware, and software configuration of the product, for example the barcode scanner and the receipt printer to be used.

- Users or those working on the project must receive training on how to use the POS software efficiently. This includes gaining knowledge of how to conduct sales transactions, handle refunds and exchanges, manage inventory, provide reports, and carry out other associated duties.

- Resolving common and minor issues should be training to the users of the system to avoid further errors during the operation time of the POS System such as connectivity issues, programming errors or hardware problems.

- This section makes sure that the system's project developers have the knowledge they need to upgrade the system, install software patches, and execute standard maintenance duties. This assists in ensuring that the system is current and operating at its best.

Handover and Acceptance

This section will discuss about the final phase of implementation for the project Bregghan Point of Sale System. In this phase, all the requirements such as the deliverables and the documentation must be finished. Furthermore, when the handover and acceptance is initiated, the project team must schedule a meeting with the project sponsor and the stakeholders for a discussion about the confirmation of all the requirements.

The final transition plan and all the deliverables must be presented to the project sponsor and the project stakeholders since they will be the ones that will review the information and the requirements. Moreover, a discussion among the meeting participants must address any issues or concerns visible to the project.

The following activities should also be present during the project handover and acceptance:

- **User Acceptance Testing:** all the stakeholders must participate in the user acceptance testing as it will serve as a validation with regards to the functionalities of the system.

- **Sign-off and Acceptance:** if all the stakeholders are satisfied with the functionalities and performance of the new system, a formal sign-off would be necessary and both parties must sign the formal acceptance document which concludes a successful project handover.

- **Administrative Rights Transfer:** the privileges and access to the system will be given to the designated personnel and ensure that they have the full control over the Bregghan Point of Sale System.

- **Ongoing support and maintenance:** the project team will continue to support after the implementation as this will help the users address some issues and concerns that might arise while using the system implemented.

The handover and acceptance are an important part of the Bregghan Mini Grocery Store project as it assures that all the stakeholders are knowledgeable and can effectively manage the system. Lastly, it shows a formal acceptance of the system which marks success in meeting the overall objectives.