

Assignment No. 3

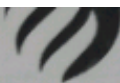
1] What is planning? List and explain the responsibilities of project managers.

→ Project planning is a discipline addressing how to complete a project in a certain timeframe usually with defined stages and designed resources.

Responsibilities of project Manager:-

- Invites with senior manager in the process of appointing team member
- Builds the project team and assigns tasks to various team members.
- Responsible for effective project planning and scheduling, project monitoring and control activities in order to achieve the project objectives.
- Acts as a communication between the senior management and the other persons involved in the project like the development team and internal and external stakeholders
- Effectively resolves issues (if any) that arises between the team members by changing their roles and responsibilities.
- Modifies the project plan (if required) to deal with the situation.

2] What is scheduling? List and explain the skills of project managers.



→ Scheduling:-

Project schedule prepared according to the project plan not only aims to complete the project on time but also helps to avoid the additional cost incurred when the project is delayed.

Skills of project manager:-

- Must have the knowledge of different project management techniques like risk management configuration management cost estimation technique, etc.
 - Must have the ability to make judgement, since project management frequently requires making decisions.
 - Must have good grasping power to learn the latest technologies to adapt to project requirements.
 - Should be open-minded enough to accept new ideas from the project members. In addition, he should be creative enough to come up with new ideas.
 - Should have good interpersonal, communication and leadership qualities in order to get work done from the team members.
- There are some important skills should have to project manager.

I] Project Planning:-

- Project planning is important as it result.



in effective software developments.

- So, before starting a software project, it is essential to determine the tasks to be performed and properly manage allocation of tasks among individuals involved in software development.

- Project Planning also helps in better utilization of resources and optimal usage of the allotted time for a project.

2] Project Scoping:-

Project scope is the size, goals and limitations for your project. Your project scope will define what you can achieve within a certain time frame and budget. Setting and defining your project scope is important in order to prevent scope creep.

3] Writing a project brief:-

The most important thing to remember about your project brief.

3] Write a note on principles of effective project planning.

→ Project Planning should be effective so that the project begins with well-defined task. For effective project planning, some principles are followed:-

I] Planning is necessary:-

- Planning should be done before a project begins.



- For effective planning, objectives and schedules should be clear and understandable.

3] Risk analysis:-

- Before starting the project, senior management and the project management team should consider the risk that may affect the project.

- For e.g. the user may desire changes in requirements while the project is in progress.

- In such a case, the estimation of time and cost should be done according to those requirements.

3] Tracking of project plan:-

- Once the project plan is prepared, it should be tracked and modified accordingly.

4] Meet quality standards and produce quality deliverables:-

- The project plan should identify processes by which the project management team can ensure quality in software.

- Based on the process selected for ensuring quality, the time and cost for the project is estimated.

5] Description of flexibility to accommodate changes:-

- The result of project planning is recorded in the form of project plan, which should allow new changes to be accommodated when the

project is in progress.

4) List and explain the activities of project planning process.

→ Project planning process consist of the following activities:-

1] Identification and project requirements:-

- Before starting a project, it is essential to identify the project requirements.
- These requirements comprise information such as project scope, data and functionality required in the software, and roles of the project management team members.

2] Identification of risks:-

- Risks are unexpected events that have an adverse effect on the project.
- Software project involves several risks that affect the project schedule and increase the cost of project.
- Identifying risks before a project begins helps in understanding their probable extent of impact on the project.

3] Identification and cost estimates:-

- The cost estimation includes the cost of hardware, network connections and the cost required for the maintainance of hardware components.
- Cost is estimated for the individuals involved in the project.



4) Identification of critical success factors:-

- For making a project successful, critical success factors are followed.
- These factors refer to the conditions that ensure greater chances of success of a project.

5) Preparation of project plan:-

A project plan provides information about the resources that are available for the project, individuals involved in the project and the schedule according to which the project is to be carried out.

6) Preparation of project charter:-

- A project charter provides a brief description of the project scope, quality, time, cost and resource constraints as described during project planning.

- It is prepared by the management for approval from the sponsor of the project.

7) Commencement of the project:-

Once the project planning is complete and resources are assigned to team members, the software project commences.

3] Explain Gantt chart with an example.

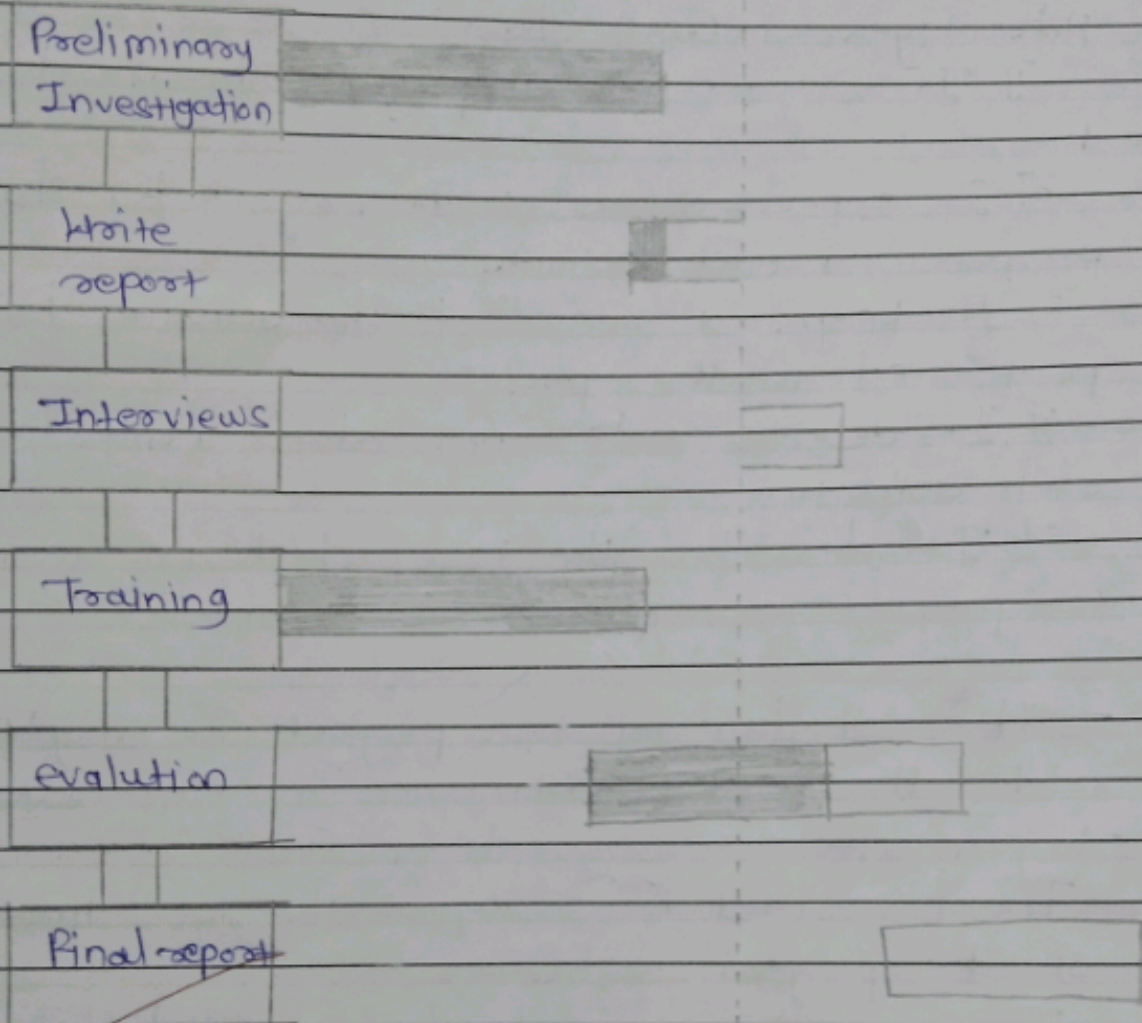


fig. Gantt chart.

- Gantt chart is a graphical representation of the project.
- This chart shows the start and end dates of each activity in the project.
- It shows week, month or quarter required to complete each activity.
- Gantt chart is also known as timeline.



chart.

- It shows information about activities in the form of horizontal bars.

Advantages of Gantt chart: -

1] It represents a project in graphical form.

2] It reports status of the project by showing the progress of each activity.

3] It keeps a record of the activities being performed in the project.

4] It depicts milestones after completion of each activity.

5] It describes the task, which are assigned to project management team members.

- The schedule of two project can vary from each other due to difference in user requirements.

- Figure shows an example of Gantt chart.

- The horizontal bars depict the total time span of the project activities.

- This time span is further divided into months, weeks and days.

- The vertical axis depicts activities involved in the project.

- The shaded part of horizontal bars show the parts of activities that are completed.

- The vertical line represents the report date.

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