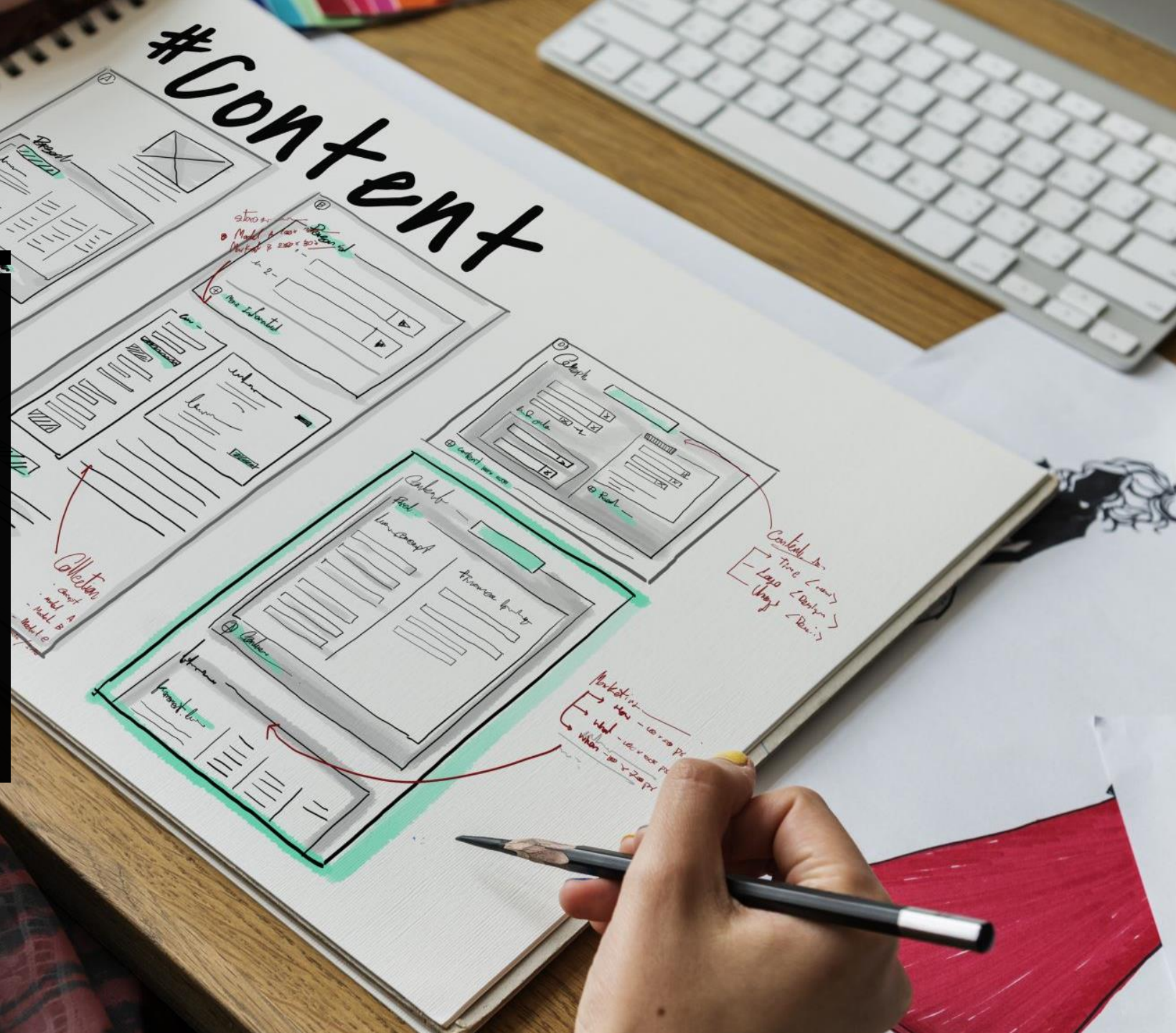


GLOBAL TREPS PROJECT – SOFTWARE PROJECT MANAGEMENT

Developed By Chloewongwy





STRATEGIC GOALS

- Developing skills for both college students and for needy populations
- Sharing information on existing products and services that promote economic growth and sustainability
- Promoting entrepreneurship

PROJECT I: GLOBAL TREPS

- supports business strategies by:
 - Creating **opportunities** for schools or organizations to hosting event which helps developing skills of college students and needy populations
 - Organizations' existing products and services would be **promoted to the participants and sharks** while holding their events
 - **Attracts entrepreneur** to join as participant in shark tank type of event to spark out their ideas and receive funding from sharks

PROJECT I: GLOBAL TREPS

Potential Benefits:

- Financial
 - Revenues from the sponsorship and donations from organizations
 - Potential incomes from part of the donations and profits earned by contestants
- Other
 - Creating reputation of our group from the organizations and increase the exposure of the future products
 - Strengthen the relationships between different organizations and potential sponsors

PROJECT I: GLOBAL TRERS

Initial Assessment:

- High potential on achieving the strategic goals
- Need long-term running to reach payback period
- High value in improving global sustainability

PROJECT 2: CHANGE THE LAWS CAMPAIGN

- supports business strategies by:
 - 1. **Close the economic inequality gap** by launching a global movement to change laws, such as setting a minimum wage for every country.
 - 2. **Increase citizens' understanding of national and global laws** by displaying existing and proposed laws on the website, thereby generating attention and discussion.
 - 3. Provide opportunities to engage with legislators and use public pressure to **promote legislation on sustainability and equality issues.**

PROJECT 2: CHANGE THE LAWS CAMPAIGN

Potential Benefits:

- Financial
 - A good reputation can attract new customers and increase customer loyalty, thereby increasing the company's revenue.
 - Other socially conscious organizations are more likely to form strategic alliances with socially responsible companies, opening new revenue streams and market expansion opportunities.
- Other
 - Exchange ideas on changing laws and gain mainstream ideas from society.

PROJECT 2: CHANGE THE LAWS CAMPAIGN

Initial Assessment:

- There is significant potential to enhance the company's reputation.
- Take a long time to gather enough people to push legislation.
- The project has no direct income and relies on corporate investment projects

PROJECT 3: WEALTHY UNITE

- supports business strategies by:
 - Giving the richest people a platform to express how they create a better world and **encouraging them to use their financial resources to contribute to the world**
 - List celebrities' contributions to charity, encourage capable people to imitate the above behaviors, and **enhance public awareness of citizenship**
 - Provide a platform for the public to discuss ways to reduce economic inequality, thereby **attracting government attention and implementing people's suggestions**

PROJECT 3: WEALTHY UNITE

Potential Benefits:

- Financial
 - Donations from the richest people
 - Potential resources by showcasing the impact of projects supported by the richest people
- Other
 - Encourage the exchange of ideas and drive innovation in philanthropy
 - Inspiring others to contribute to philanthropy

PROJECT 3: WEALTHY UNITE

Initial Assessment:

- High potential on uniting the richest people to make positive impacts on society
- Need long term to become reliable and gain the support of people
- Opinions provided by the richest may not match the actual needs of low-income people

PROJECT 4: GLOBAL SMART SHOPPERS

- supports business strategies by:
 - Provide a platform for college students to start their e-commercial business, **promoting entrepreneurship**
 - Providing a channel that enables everyone to provide services on the platform, **encouraging skills development**
 - Promoting existing products that can support economic growth and sustainability, **creating an equitable and sustainable future**

PROJECT 4: GLOBAL SMART SHOPPERS

Potential Benefits:

- Financial
 - Revenue from the order transaction fees
 - Revenue from providing advertisement in the application
- Other
 - Support Small and medium enterprises (SMEs) development
 - Create more job opportunities

PROJECT 4: GLOBAL SMART SHOPPERS

Initial Assessment:

- Long payback period
- Highly competitive and mature in the existing market



QUESTION 2: PROJECT SCOPE STATEMENT:



PROJECT SUMMARY AND JUSTIFICATION

- Project aim to:
 - Inspire more entrepreneurs by creating a website to support "Shark Tank" style entrepreneurship events
 - Support the strategic goals
- Scheduled duration will be six months with a \$120,000 budget
- The project will be tested by holding four events within four months to transition the results into a successful business

PRODUCT CHARACTERISTICS AND REQUIREMENTS

Templates
and
Guidelines

Event
Creation

Event
Donation

Digital
Receipt

Customizable
Interface

Search
Feature

Filter Feature

Webpage
Design

PRODUCT CHARACTERISTICS AND REQUIREMENTS



SYSTEM
AVAILABILITY



MULTI-LANGUAGE
SUPPORT



SYSTEM DESIGN



DATABASE
DESIGN



DATA PRIVACY

PROJECT MANAGEMENT–RELATED DELIVERABLES:



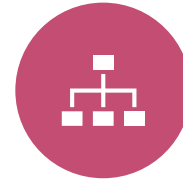
PROJECT CHARTER



SCOPE STATEMENT



TEAM CHARTER



WORK
BREAKDOWN
STRUCTURE



PROJECT
SCHEDULE



LESSON-LEARNED
REPORT



FINAL PROJECT
REPORT

PRODUCT- RELATED DELIVERABLES

- Survey
- Event template file
- Event sample file
- Short video
- Requirement specification
- Website design document
- Website
- Database specification
- Deployment plan
- Test plan
- Data Privacy and Compliance Report
- Customer feedback report

PROJECT SUCCESS CRITERIA



Complete development within two months and conduct four events in four countries



Satisfy all stakeholder's needs



Collect enough data to transform the project results into a successful business.



QUESTION 3:WBS

PHRASE

01

Initiating

02

Planning

03

Executing

04

Monitoring
and
Controlling

05

Closing

INITIATING



STAKEHOLDER
IDENTIFICATION



PROJECT
CHARTER



PROJECT SCOPE



KICK OFF-
MEETING

PLANNING

TEAM PLANNING MEETING

FORMING PROJECT TEAM

SCOPE STATEMENT

WORK BREAKDOWN STRUCTURE

EVENTS PLANNING

EXECUTING

Website development

Template and Guideline Development

Instructional videos production

System Testing

System deployment

Events execution

MONITORING AND CONTROLLING



Monitoring and control:

- stakeholder management
- project scope
- project schedules
- project cost
- project quality
- project risk
- project communication
- events



System performance monitoring

CLOSING



Collect stakeholder
feedback



Create final project report



Project closure meeting



Develop transition plan



SCOPE VALIDATION & CHANGE CONTROL STRATEGY

AGILE WORKFLOW





KEYS OF AGILE WORKFLOW

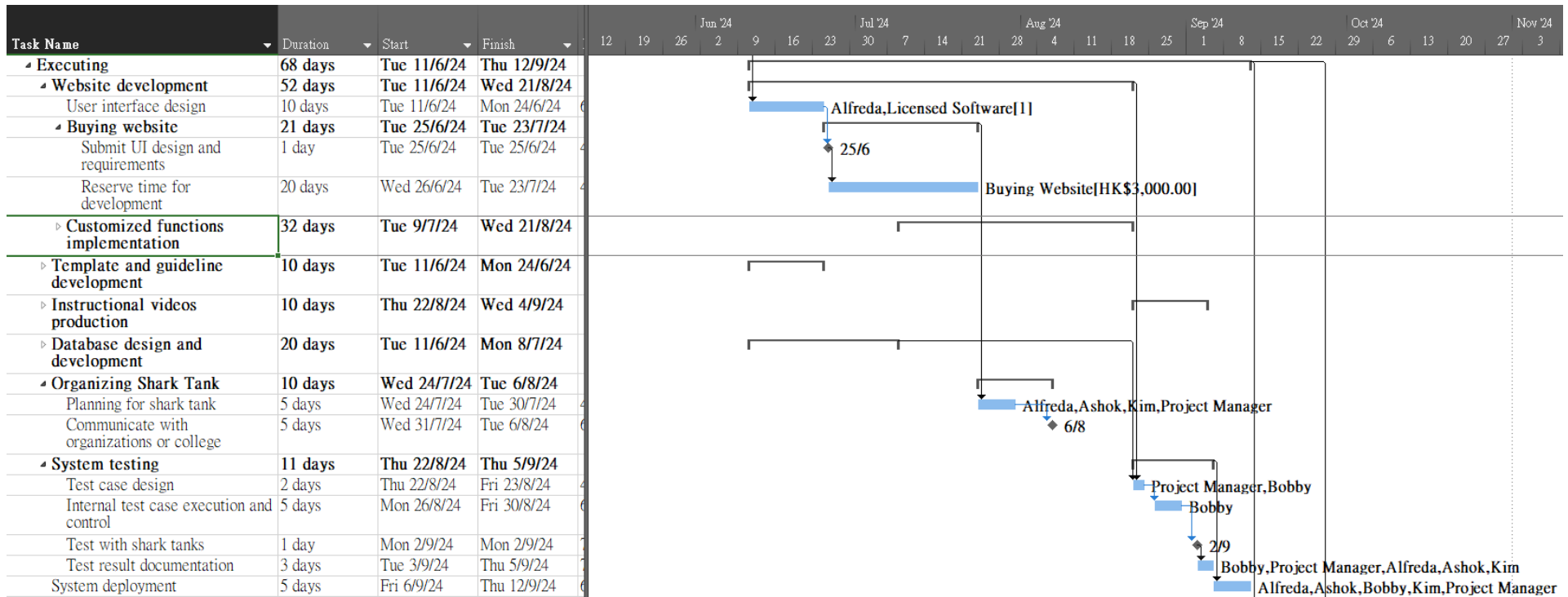
1. the project scope could be reviewed efficiently and facilitate the scope collection and improvement
2. the project progress could be reviewed frequently
3. increase the user involvement and keep the requirements written with the prototypes
4. user stories are more flexible to be modified and link to the project and development

SCHEDULING

- The project will be started on 1/5/2024
- Time Estimated: 6 months
- Required:
 - Fully Functional Website
 - 4 Events Held & Improvement Made
 - Future Business Plan Completed

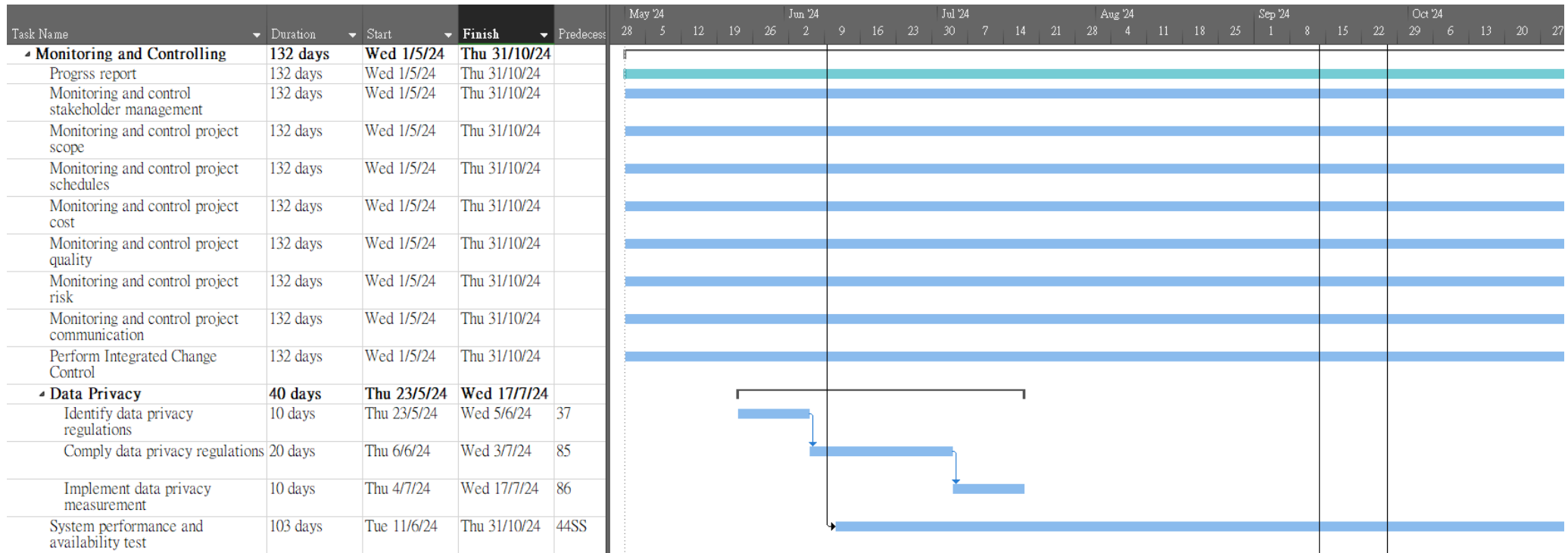
- The project start with Initiating and Planning process
- Included most of the project documents
 - E.g.: WBS, Scope Statement, Team Charter
- Plan for the overall process
- Time Estimated: 1/5/2024 – 10/6/2024

[illegible]



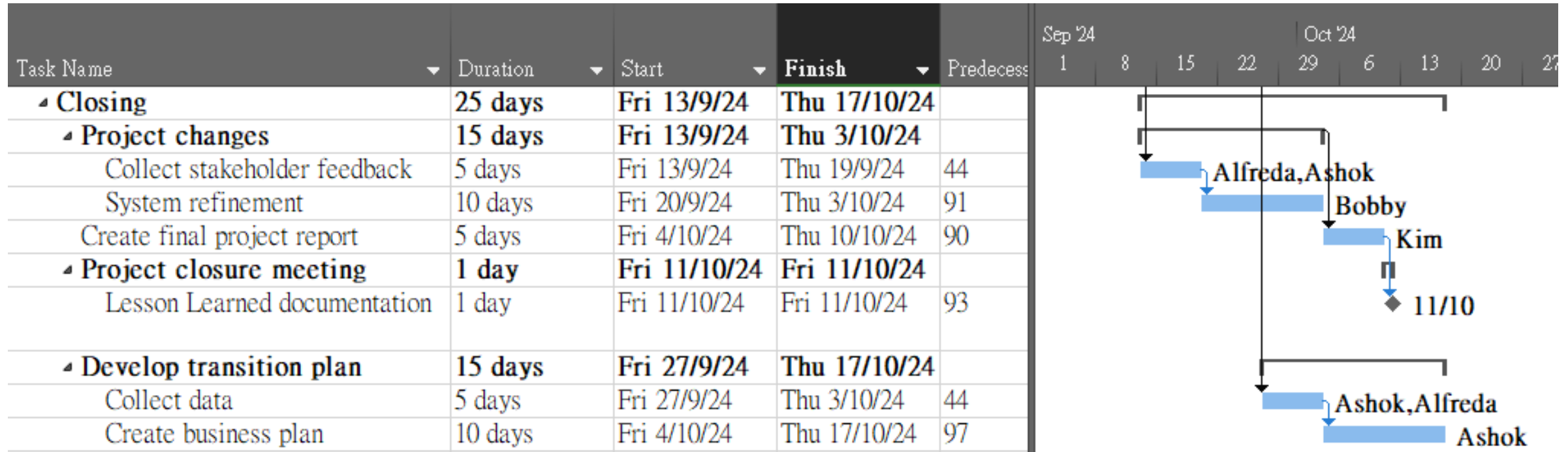
SCHEDULING

- Some of the tasks are outsourced
 - E.g.: Website, Video Production, Donation Services
- Time Estimated: 11/6/2024 – 12/9/2024



SCHEDULING

- Monitoring and Controlling will be maintained through the whole process
- System performance testing will be started after the website development is started
- Time Estimated: 1/5/2024 – 31/10/2024



SCHEDULING

- Closing session will investigate the weakness of the system and refine the original system
- Plan for future business development
- Time Estimated: 13/9/2024 – 17/10/2024

RESOURCES

| Resource Name ▼ | Type ▼ | Material ▼ | Initials ▼ | Group ▼ | Max. ▼ | Std. Rate ▼ | Ovt. Rate ▼ |
|-------------------|----------|------------|------------|---------|--------|-------------|-------------|
| Project Manager | Work | | PM | | 100% | K\$20.00/hr | HK\$0.00/hr |
| Bobby | Work | | IT | | 100% | K\$30.00/hr | HK\$0.00/hr |
| Kim | Work | | M | | 100% | K\$20.00/hr | HK\$0.00/hr |
| Ashok | Work | | M | | 100% | K\$20.00/hr | HK\$0.00/hr |
| Alfreda | Work | | M | | 100% | K\$20.00/hr | HK\$0.00/hr |
| Buying Website | Cost | | B | | | | |
| Server | Material | | S | | | <\$2,000.00 | |
| Laptops | Material | | L | | | <\$3,500.00 | |
| Internet Access | Material | | I | | | HK\$500.00 | |
| Donation Services | Cost | | D | | | | |
| Legal Consultant | Material | | L | | | <\$2,500.00 | |
| Travel Cost | Cost | | T | | | | |
| Video Production | Cost | | V | | | | |
| Event Funding | Material | | E | | | <\$1,000.00 | |
| Licensed Software | Material | | L | | | HK\$70.00 | |

CRITICAL TASKS

| Name | Start | Finish |
|--|-------------|--------------|
| Stakeholder Identification | Tue 7/5/24 | Tue 7/5/24 |
| Project Charter | Fri 3/5/24 | Mon 6/5/24 |
| Project Scope | Wed 8/5/24 | Thu 9/5/24 |
| Identify team members | Wed 1/5/24 | Wed 1/5/24 |
| Define role and responsibilities | Wed 1/5/24 | Wed 1/5/24 |
| Create team charter | Thu 2/5/24 | Thu 2/5/24 |
| Scope Statement | Fri 10/5/24 | Mon 13/5/24 |
| Work Breakdown Structure | Tue 14/5/24 | Wed 15/5/24 |
| Quality Planning | Thu 16/5/24 | Thu 16/5/24 |
| Quality assurance procedures | Thu 23/5/24 | Fri 24/5/24 |
| Quality control measurement | Mon 10/6/24 | Mon 10/6/24 |
| User interface design | Tue 11/6/24 | Mon 24/6/24 |
| Submit UI design and requirements | Tue 25/6/24 | Tue 25/6/24 |
| Reserve time for development | Wed 26/6/24 | Tue 23/7/24 |
| Frontend | Wed 24/7/24 | Tue 30/7/24 |
| Multi-language support | Mon 19/8/24 | Wed 21/8/24 |
| Test case design | Thu 22/8/24 | Fri 23/8/24 |
| Internal test case execution and control | Mon 26/8/24 | Fri 30/8/24 |
| Test with shark tanks | Mon 2/9/24 | Mon 2/9/24 |
| Test result documentation | Tue 3/9/24 | Thu 5/9/24 |
| System deployment | Fri 6/9/24 | Thu 12/9/24 |
| Collect data | Fri 27/9/24 | Thu 3/10/24 |
| Create business plan | Fri 4/10/24 | Thu 17/10/24 |

COST MANAGEMENT

| | |
|-----------------------|-----------------|
| Overall Budget | \$120000 |
| Travel Expenses | \$30000 |
| Hardware & Software | \$20000 |
| Others | \$20000 |
| Project Team | \$50000 |

Cost model

| | # Units/Hrs | Cost/Unit/Hr. | Subtotals | WBS Level 2 Totals | % of Total |
|-------------------------------------|-------------|---------------|-------------|--------------------|------------|
| 1. Labour Estimate | | | | HK\$45,280 | 40% |
| Project Manager | 400 | HK\$20 | HK\$8,000 | | |
| Project Team Members | 1048 | HK\$20 | HK\$20,960 | | |
| IT Member | 544 | HK\$30 | HK\$16,320 | | |
| 2. Hardware | | | | HK\$12,500 | 11% |
| Server | 1 | HK\$2,000 | HK\$2,000 | | |
| Laptop | 3 | HK\$3,500 | HK\$10,500 | | |
| 3. Software | | | | HK\$6,420 | 6% |
| Internet | 3 | HK\$500 | HK\$1,500 | | |
| Licensed Software | 6 | HK\$70 | HK\$420 | | |
| Outsource website | 1 | HK\$3,000 | HK\$3,000 | | |
| Outsource Donation Development | 1 | HK\$500 | HK\$500 | | |
| Outsource Video Production | 1 | HK\$1,000 | HK\$1,000 | | |
| 4. Travel | | | | HK\$30,000 | 26% |
| Travel Cost | 300 | HK\$100 | HK\$30,000 | | |
| 5. Others | | | | HK\$6,500 | 6% |
| Event funding | 4 | HK\$1,000 | HK\$4,000 | | |
| Legal Consultant | 1 | HK\$2,500 | HK\$2,500 | | |
| Subtotal | | | HK\$100,700 | | |
| 6. Reserves (13% of total estimate) | | | | HK\$13,091 | 12% |
| Total project cost estimate | | | | HK\$113,791 | |

Cost model

| | # Units/Hrs | Cost/Unit/Hr. | Subtotals | WBS Level 2 Totals | % of Total |
|-------------------------------------|-------------|---------------|-------------------|--------------------|------------|
| I. Labour Estimate | | | | HK\$45,280 | 39% |
| Project Manager | 400 | HK\$20 | HK\$8,000 | | |
| Project Team Members | 1048 | HK\$20 | HK\$20,960 | | |
| IT Member | 544 | HK\$30 | HK\$16,320 | | |
| 2. Hardware | | | | HK\$12,500 | 11% |
| Server | 1 | HK\$2,000 | HK\$2,000 | | |
| Laptop | 3 | HK\$3,500 | HK\$10,500 | | |
| 3. Software | | | | HK\$6,420 | 6% |
| Internet | 3 | HK\$500 | HK\$1,500 | | |
| Licensed Software | 6 | HK\$70 | HK\$420 | | |
| Outsource website | 1 | HK\$3,000 | HK\$3,000 | | |
| Outsource Donation Development | 1 | HK\$500 | HK\$500 | | |
| Outsource Video Production | 1 | HK\$1,000 | HK\$1,000 | | |
| 4. Travel | | | | HK\$30,000 | 26% |
| Travel Cost | 300 | HK\$100 | HK\$30,000 | | |
| 5. Others | | | | HK\$6,500 | 6% |
| Event funding | 4 | HK\$1,000 | HK\$4,000 | | |
| Legal Consultant | 1 | HK\$2,500 | HK\$2,500 | | |
| Subtotal | | | HK\$100,700 | | |
| 6. Reserves (15% of total estimate) | | | | HK\$15,105 | 13% |
| Total project cost estimate | | | | HK\$115,805 | |

Cost baseline

| | Months | | | | | | Totals |
|--------------------------------|--------|-------|-------|-------|-------|-------|--------|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| I. Labour Estimate | | | | | | | |
| Project Manager | 3680 | 960 | 960 | 960 | 1440 | | 8000 |
| Project Team Members | 2720 | 3360 | 2880 | 1920 | 6560 | 3520 | 20960 |
| IT Member | 1680 | 3360 | 2880 | 4080 | 3600 | 720 | 16320 |
| 2. Hardware | | | | | | | |
| Server | | 2000 | | | | | 2000 |
| Laptop | 10500 | | | | | | 10500 |
| 3. Software | | | | | | | |
| Internet | 1500 | | | | | | 1500 |
| Licensed Software | 350 | 70 | | | | | 420 |
| Outsource website | | 3000 | | | | | 3000 |
| Outsource Donation Development | | | 500 | | | | 500 |
| Outsource Video Production | | | | 1000 | | | 1000 |
| 4. Travel | | | | | | | |
| Travel Cost | 5000 | 5000 | 5000 | 5000 | 5000 | 5000 | 30000 |
| 5. Others | | | | | | | |
| Event funding | | | | | 4000 | | 4000 |
| Legal Consultant | 2500 | | | | | | 2500 |
| 6. Reserves | | 3021 | 3021 | 3021 | 3021 | 3021 | 15105 |
| Totals | 27930 | 20771 | 15241 | 15981 | 23621 | 12261 | 115805 |

| | | | | | | | | |
|-------------------|---------|------|--------------|--------------|--------------|--------------|--------------|--------------|
| ▶ Project Manager | 400 hrs | Work | 184h | 48h | 48h | 48h | 72h | |
| | | Cost | HK\$3,680.00 | HK\$960.00 | HK\$960.00 | HK\$960.00 | HK\$1,440.00 | |
| ▶ Bobby | 544 hrs | Work | 56h | 112h | 96h | 136h | 120h | 24h |
| | | Cost | HK\$1,680.00 | HK\$3,360.00 | HK\$2,880.00 | HK\$4,080.00 | HK\$3,600.00 | HK\$720.00 |
| ▶ Kim | 240 hrs | Work | 40h | | 48h | 32h | 72h | 48h |
| | | Cost | HK\$800.00 | | HK\$960.00 | HK\$640.00 | HK\$1,440.00 | HK\$960.00 |
| ▶ Ashok | 416 hrs | Work | 24h | 80h | 48h | 32h | 128h | 104h |
| | | Cost | HK\$480.00 | HK\$1,600.00 | HK\$960.00 | HK\$640.00 | HK\$2,560.00 | HK\$2,080.00 |
| ▶ Alfreda | 392 hrs | Work | 72h | 88h | 48h | 32h | 128h | 24h |
| | | Cost | HK\$1,440.00 | HK\$1,760.00 | HK\$960.00 | HK\$640.00 | HK\$2,560.00 | HK\$480.00 |

QUALITY STANDARDS

Meeting the stakeholder expectations:

- Getting people to use the new website
- Having successful events
- Helping promote entrepreneurship across the globe
- Addressing various geographic and cultural issues



GETTING PEOPLE TO USE THE NEW WEBSITE

- The website should be user-friendly: allocate information clearly
- Upload the latest online version of the events with live reactions
- Ensure the website can perform without failure in 95 percent of use cases during a month
 - By testing the website every month and collecting the users' reflection
- Promote the website to increase its popularity



HAVING SUCCESSFUL EVENTS

- Improve the credibility of the events by inviting famous entrepreneurs
- Prepare adequate venue arrangements and communicate with participants timely
- Promote the events to college students and entrepreneurs with telling the benefits



HELPING PROMOTE ENTREPRENEURSHIP ACROSS THE GLOBE

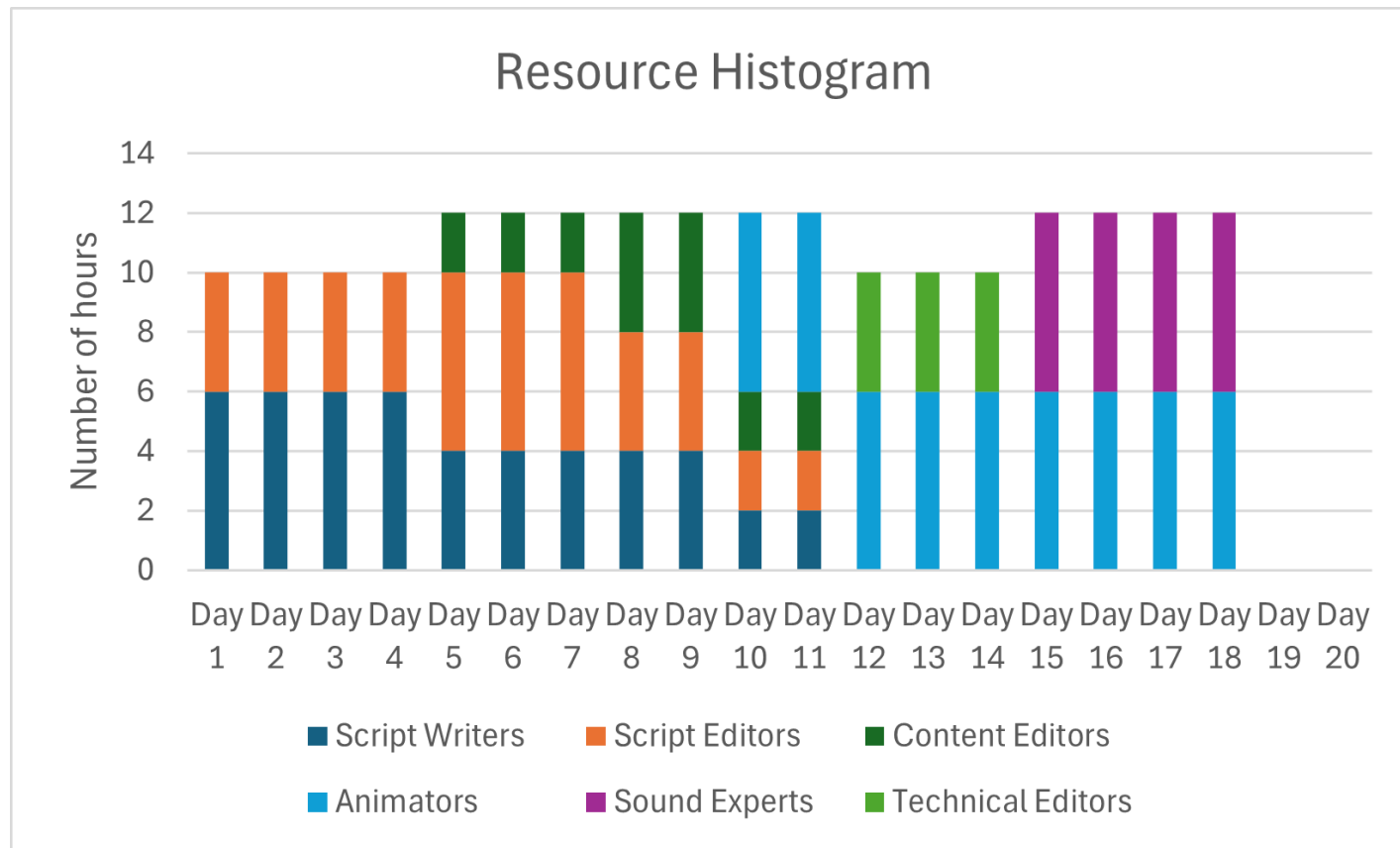
- Entrepreneurs will share their advice on entrepreneurship in the events
- Provide inspiration of entrepreneurship to the audience
- Straighten the developing skills of the participants



ADDRESSING VARIOUS GEOGRAPHIC AND CULTURAL ISSUES

- Sharing the various geographic and cultural issues
- Invite entrepreneurs with different cultural backgrounds

RESOURCES HISTOGRAM



PROJECT COMMUNICATIONS MANAGEMENT

Media choice table

| Key: 1 = Excellent , 2 = Adequate , 3 = Inappropriate | | | | | | |
|---|-----------|------------|------------|--------|---------|---------|
| How Well Medium Is Suited to: | Hard Copy | Phone Call | Voice Mail | E-mail | Meeting | Website |
| Assessing commitment | 3 | 2 | 3 | 3 | 1 | 3 |
| Building consensus | 3 | 2 | 3 | 3 | 1 | 3 |
| Mediating a conflict | 3 | 2 | 3 | 3 | 1 | 3 |
| Resolving a misunderstanding | 3 | 1 | 3 | 3 | 2 | 3 |
| Addressing negative behavior | 3 | 2 | 3 | 2 | 1 | 3 |
| Expressing support or appreciation | 1 | 2 | 2 | 1 | 2 | 3 |
| Encouraging creative thinking | 2 | 3 | 3 | 1 | 3 | 3 |
| Making an ironic statement | 3 | 2 | 2 | 3 | 1 | 3 |
| Conveying a reference document | 1 | 3 | 3 | 3 | 3 | 2 |
| Reinforcing one's authority | 1 | 2 | 3 | 3 | 1 | 1 |
| Providing a permanent record | 1 | 3 | 3 | 1 | 3 | 3 |
| Maintaining confidentiality | 2 | 1 | 2 | 3 | 1 | 3 |
| Conveying simple information | 3 | 1 | 1 | 1 | 2 | 3 |
| Asking an informational question | 3 | 1 | 1 | 1 | 3 | 3 |
| Making a simple request | 3 | 1 | 1 | 1 | 3 | 3 |
| Giving complex instructions | 3 | 3 | 2 | 2 | 1 | 2 |
| Addressing many people | 2 | 3 or 1* | 2 | 2 | 3 | 1 |

Source: Tess Galati, *Email Composition and Communication (EmC2)*, Practical Communications, (2001)

PROJECT COMMUNICATIONS MANAGEMENT

| Requirement | Action | Communication Medium |
|------------------------|---|--|
| communicate with Ashok | <ol style="list-style-type: none">1. Send him a personal email /message2. expressing concern for his health and wishing him a speedy recovery. | Email, due to the injury of Ashok, Email can be waiting response at his convenience. |
| Communicate to teams | <ol style="list-style-type: none">1. Since Ashok is unable to work, redistribution of his responsibilities is crucial.2. arrange a meeting where everyone can discuss the situation and understand its implications. | Meeting, allows everyone to discuss the situation. |
| communicate to Angela | <ol style="list-style-type: none">1. gather more information about Ashok's video editing assignment.2. Discuss how to split the work into much detail. | Phone call, which provide personal communication, allowing me to ask specific questions. |

PROJECT COMMUNICATIONS MANAGEMENT

| | | |
|-------------------------------|--|--|
| Create Kanban board | <ol style="list-style-type: none">1. In order to introduce and explain the use of Kanban boards, a meeting is needed. | Meeting, allows Bobby introduce Kanban boards to everyone. |
| Provide suggestion to Alfreda | <ol style="list-style-type: none">1. Since Dr. B is busy and doesn't use text messages, emailing might be an effective way to contact him.2. Ask Dr. B about his preferred method of communication. This shows respect for his preferences. | Text message, due to conveying simple information |



EVALUATE THE IMPACT ON PROJECT PROGRESS

- The determination of whether task reassignments will affect project timelines will be made after the meeting.
- Due to the reallocation of workload, Ashok's workload is reallocated, and schedule adjustments require additional actions. The overall schedule may be affected, and the project may be delayed slightly.

STAKEHOLDER MANAGEMENT STRATEGY

| Name | Level of Interest | Level of Influence | Potential Management Strategies |
|-------------------------|-------------------|--------------------|--|
| Dr. K (project sponsor) | High | High | She is passionate about the entire project and as a professor and sponsor, her advice can benefit the project. She is more likely to know the progress of the project, have a lot of regular meeting might be benefit the project. |
| Dr.B (Instructors) | Low/ Moderate | High | It is necessary to consider alternative channels for effective interaction. Due to his busy schedule, he may not be excited about the project. Need booking time to exchange key information in order to organize the events. |
| Angela | Moderate | Moderate | Angela is helpful, she could provide the latest updates on the project, Angela's company has a lot of experience in making animation, and her team can provide valuable input on video editing techniques. Text message or phone call would be useful to ask for some technical issue about video editing. |

STAKEHOLDER MANAGEMENT STRATEGY

| Name | Level of Interest | Level of Influence | Potential Management Strategies |
|---------------------------|-------------------|--------------------|---|
| Peter (India instructor) | High | Moderate | An experienced instructor, he likes to take charge of the entire project, he could provide some useful recommendations on the event. |
| Mary (Vietnam instructor) | Low | Moderate | She is a freshman instructor; she just wants to finish her work and then get off work. Tell her about how this project could help her resume might motivate her. |
| Bobby | High | High | main technical guy on the project, proficient in multiple programming languages. He is shy and had difficulty communicating. More team-building event is needed. |
| Alfreda, Kim, and Ashok | High | High | They seemed excited about the project. However, Ashok is injured but he might be willing to provide some information and advice about the project. Teams can benefit from organizing some team-building activities, but due to geography, the activities should be held online. |



THANK YOU

