AKHNATON Trading & Distribution S.A.E

أخناتون للتجارة والتوزيع

Procedure

(IT Project Management)

Code: IT-PR-07-00

Issue	Review	Approval
Name: Ramy Tobia Title: Senior Oracle Application Sign: Ramy Tobia	Name: Usama Nady Title: Application Manager Sign: USAMA NADY	Name: Khaled ElKelawy Title: QA Section Head Sign:
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Issue # / Modification #: 3/0 Issue Date: 01/04/2019 Modification date:	Doc. Control Stamp	

Record of Modifications

#	Modified Page	Modification date	Modification date	Summary of Modifications

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Name : Usama Nady Title: Application Manager Sign : USAMA NADY	Name : Khaled ElKelawy Title : QA Section Head Sign :	
Name : George Wanas Title: IT QA Application Executive Sign : George Wanas		

1) Purpose

1-1) This document Cover the steps for create / update project management.

2) Scope

2-1) This document describes how to create / update project management in ATR.

3) Responsibility

3-1) Departments (Dept.).
3-3) Project Manager.

4) Definitions

4-1) Project management is the discipline of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time
4-2) Project planning is part of project management, which relates to the use of schedules.
4-3) **URS:** user requirement specification

5) Forms

None

6) Steps

6-1) Department manager sends the project decision request form (مشروع قرار تنظيمي) to all appropriate departments to approve project.

6-2) If the project approved from all appropriate department then project manager starts to discuss and plan the project in the same working day.

6-3) If request is authorized and contain all documents the project manager assesses the request in the same working day.

6-4) Project Manager Collects and gathering the requirement from stakeholders.

6-5) Project Manager creates / updates stakeholder requirement specification (configuration & function) in the same day for finalizing gathering information.

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6-6) Project Manager examines current business process

6-7) Project Manager defines project scope and goals.

6-8) Project Manager defines project task and resource requirement & review software capabilities.

6-9) Project Manager defines project plan (Schedule project time plan and millstone).

6-10) Project Manager Reviews cost and send take approval cost from top management when finish project time plan.

6-11) Project Manager Assigns / reassigns team & assemble and coordinate project staff.

6-12) Project Manager reengineering current business process if need.

6-13) Project Manager converts data, asks about new data and reviews all data.

6-14) Project Manager develops / updates full scale project plan.

6-15) In case of stakeholders adds new requirement / change time plan.

6-16) In case stakeholders do not add new requirement / change time plan go to step 6.19

6-17) Project Manager Holds & escalates (top management) with meeting.

6-18) Project Manager Updates URS & time plan with new requirement if need.

6-19) Project Manager Proceeds implement phase with requirement.

6-20) If project manager take user acceptance test approval.

6-21) In case project manager do not take user acceptance test approval go to step 6-19)

and training & monitor and manage project schedule.

6-23) Project Manager Perform final testing.

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6-24) Project Manager Upload on production.

6-25) Project Manager goes live.

7) Performance Measures

a. Performance 100% during the working day required.

8) Records

8-1) Storage location: IT Department

8-2) Storage Duration:

- Hard copy: 6 months.
- Soft copy: 1 Year.

8-3) Saved Forms : All Used Forms and Reports.

9) References

9-1) ISO 9001:2015

Original

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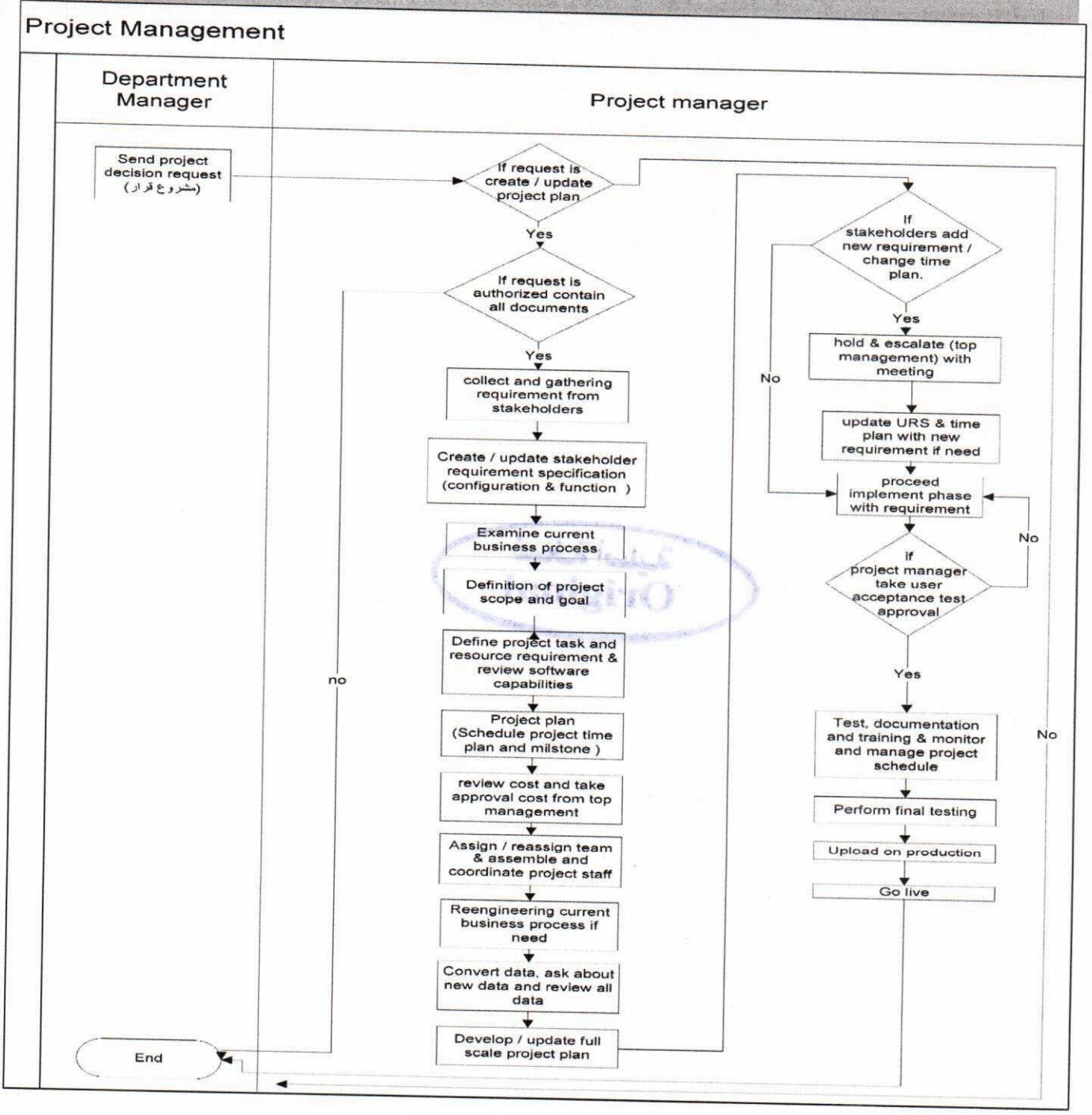
10) Flowchart



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