

# Project Plan

PROFESSIONAL WEBSITE

Group IT1F1  
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# 0.Introduction

## Goal of this document

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The goal of this document is to define the project, the manage the basics of it and to make to make it to possible for this project to reach completion.

The two most important reasons for this document are:

- To define the basics of this project.
- To serve as a document of which we can measure the progress of the project, evaluate changes and assess questions regarding the viability of the project.

# Inhoud

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# 1. Background information

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The “*University Project*” is an undertaking commissioned by the School of Commercial Economics and Aeronautic Engineering (SCEAE). This School has had much success in the past in the education of applied sciences. The alumni that this institution produces are some of the most qualified professionals in their respective fields, and what we at **Project management**, a company committed to the success and growth of other companies and greater learning. Here at **Project Management** we are small band of individuals that are compelled by learning and we hold a duty to help companies succeed. What we hope to achieve with this Project is to share the knowledge of this institution in order to make professionals of all students both EU and international; Therefore, SCEAE has selected our firm to inform and attract at most 100 new international students to apply at this university and start their careers. The stakeholders for this project are the faculty and staff of SCEAE along with the very students that attend this college and their parents, because they will all be affected and benefit from the culture of a diverse atmosphere. Our Project sponsor has already approved this project in a brief meeting, and our team has been working cohesively on a project plan.

## 2. Project results

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- A useable website built according to the client’s needs;
- Attracts at least 100 Internarial students a year;
- Influx of revenue for the University;
- More teaching opportunities;
- Said revenue will be able to afford the University new equipment, or the hiring or new teachers;
- More classes may be taught.

## 3. Project activities

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### Preparation Phase

1. Setting up a Project Plan
  - Carry out Research;
  - Get Books from the library;
  - Conduct Interview;
  - Hold meetings;
  - Determine the workload;
  - Putting our Research together.
2. Drafting the website
  - Installing software like photoshop needed to design the website;
  - Installing Text Editor needed to design the website like Netbeans, Sublime Text;
  - Creating a structure for the website;
  - Organize our content for the website;
  - Hold meetings for brainstorming to decide on the draft;
  - Holding a meeting with the client to agree on the draft of the website.

## Execution Phase

3. Creating a website
  - Coding the website with PHP, (X)HTML and CSS;
  - Testing the Website;
  - Hosting the website.
4. Client Meeting
  - Meeting up with the client to discuss our progress and get details of the content of the website;
  - Feedback from the client.
5. Updating the Project plan
  - Checking if we are following the project plan;
  - Amending the project plan.

## Aftercare Phase

6. Maintenance
  - Update the content of the website when necessary;
  - Delete irrelevant information on the content of the website.
7. Managing
  - Organizing the daily and weekly affairs of the website.
8. Verify if the goal was reached with the client.

## 4. Project limits

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The project is going to be dedicated for our client's university, the "length" of the project is when the professional website of the university is delivered with the client's approval, before the 9<sup>th</sup> of April with the usage of the budget, which consists of 7500 Euros.

The "width" of the project is to create a website that would allow the university to attract a minimum of 100 international students per year for a tuition fee of 8000 Euros for international students and 2000 Euros for Europeans, which will educate young people up to professional when they leave, for two departments; Aero space (200 students for the course of Helicopter maintenance and 300 students courses for Aero flight engineering.

Economics (600 students for the course of bank and business and 100 students for commercial economy).

The design of the website is going to be controlled fully by the project carries, on the condition of having weekly meetings with the clients and its ultimately his decision regarding which design to go with.

## 5. Quality control

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The project will be a professional website made using the languages; PHP and HTML/CSS, and it will also include graphic designing, the website's main objective is attracting students/the parents of students. Weekly meetings, day to day inquiring, reports and interviews with the client to obtain feedback and guarantee the quality of the project.

Seeking advice from experts from outside the team to assure quality of the project.

The schedule of the project plan will be included and will display how are the objectives of the team are organized, how many hours are put where and when to guarantee thorough planning and eliminate the doubts the sponsors might have regarding the quality of the project.

## 6. Project organization

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Project members:

- Project Manager – Ian Donker;
- Project Secretary – Nish Morovanidze, Solomon Asezebabor ;
- Treasurer – Zaco Djaballah, Gideon Elangwe Sakwe;
- Marketing – Gherghelas Alexandru, Ramon Gonzalez Ordaz.

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## 7.Schedule

The time we can spend per person is 64 hours. The group counts 7 persons which makes it a total of 448 hours. Of these 448 hours are 384 hours planned to make the product. For each product is a buffer made to recover from any downtime. This buffer time counts 48 hours which makes the total 432 hours. This leaves us with 16 hours which can be used to discuss things.

The project needs to be finished on week 14.

Tasks	Week								Total
	1	2	3	4	5	6	7	8	
Research	8	8	8	8	8	8	6	2	56
Meetings	6	6	6	6	6	6	6	2	44
Executing					96	96	96		288
Client meetings	2	2	2	2	2	2	2		14
Updating proj. Plan					6	6	6		18
Demonstrating								2	2
Aftercare								10	10
									432

## 8.Costs and benefits

### Budget and costs

Budget: 7500 euro

The project Costs:

- Domain: 18 €/year;
- Client time: 10h/week;
- Current number of students: 1200;
- Estimate number after the project: 1000 student in 5 years ;
- Aftercare: 100 €/year.

### Project benefits:

- Having a website means that people are always able to find your university anytime, anywhere. Even outside of business hours, your website continues to find and secure new customers. It offers the user convenience as they can access the information they need in the comfort of their own home.
- Market expansion. As your site is accessible to anyone all over the world, the ability to break through geographical barriers has never been easier. Anyone, from any country, will be able to find the university.
- Websites provide an easier way to handle customer service. Offering answers to regularly asked questions in a FAQ (Frequently Asked Questions) section, you can reduce customer service costs and save yourself time and money, as well as providing much more information.

# Project risks

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Risks	<i>Risk Probability</i>	Risk Impact	Risk Score
<b>Project Quality</b>			
Required technical training or learning curve is longer than anticipated	3	4	12
Quality of product/service does not meet expectations	1	5	10
Unnoticed Technical errors	2	4	8
Decrease in standard of work	1	4	4
<b>Project schedule</b>			
Project is behind schedule	3	4	12
Delay due to sickness or other personal issues	3	3	9
Resources cannot be secured as anticipated	1	4	4
Stakeholders demand excessive consultation/communication	1	1	1
<b>Risk Management</b>			
Important risks are not identified immediately.	2	5	10
Response plans are inadequate and slow	2	5	10
Risks are not shared with stakeholders.	2	2	4
<b>Design</b>			
Design is difficult or impossible to code	2	5	10
Design lacks features or flexibility	2	2	4
Design standards are not met	2	2	4
Design is not practical	1	3	3
<b>Market</b>			
Market size shrinks	2	3	6
Competitors introduce competing products	3	2	6



<b>Communication</b>	<b>2</b>	<b>4</b>	<b>8</b>
Stakeholders add a scope that was unknown at project planning			
	<b>1</b>	<b>4</b>	<b>4</b>
Clients do not receive sufficient communication			
<b>Project Scope</b>	<b>2</b>	<b>3</b>	<b>6</b>
Tasks get added without approval (Scope Creep)			

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