Project Plan

Professional website

Group IT1F1

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Ian, Zaco, Alex, Gideon, Solomon, Ramon & Nish.

# Introduction

# Goal of this document

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.

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# Background information

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.

# Project results

* 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.

# Project activities

1.Organize and hold meetings

Before starting a task, group meeting should be held to discuss about the task at hand.

2.Carry Out Research

Researches should be carried out extensively on the problem to enable us to understand what needs to be done before we proceed either in groups of four or three.

3. Determine the workload

The amount of work that needs to be done should be calculated and divided evenly among ourselves or rather shared in groups of four or three.

4.Analysis and making amendment

The group leader should collect assignments and we should analysis the assignments and make correction where necessary.

5.Final Result

The assignment will be agreed on and put together by the group leader.

6.Client Meetings.

Meeting should be held with sponsor weekly to report an overview of the project success.

# Project limits

The project is going to 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 9th 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 tuitions 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 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.

# Quality control

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.

# Project organization

Project members:

* Project Manager – Ian Donker
* Project Secretary – Nish Morovanidze, Solomon Asezebhabor
* Treasurer – Zaco Djaballah, Gideon Elangwe Sakwe
* Marketing – Gherghelas Alexandru, Ramon Gonzalez Ordaz

# Schedule

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

The project needs to be finished on week 14.



# Costs and benefits

Budget: 7500 euro

The project Costs:

* Man-hours: 10 euro/h
* Other resources: 1.000 euro
* Aftercare: 1.000 euro

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.

Marker 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.

# Project risks

|  |  |  |  |
| --- | --- | --- | --- |
| Risks | *Risk Probability* | Risk Impact | Risk Score |
| Project Quality  Quality of product/service does not meet expectations  Required technical training or learning curve is longer than anticipated  Unnoticed Technical errors  Decrease in standard of work  Project Scope  Tasks get added without approval (Scope Creep)  Project schedule  Project is behind schedule  Resources cannot be secured as anticipated  Stakeholders demand excessive consultation/communication  Delay due to sickness or other personal issues  Design  Design is not practical  Design is difficult or impossible to code  Design lacks features or flexibility  Design standards are not met  Communication  Clients do not receive sufficient communication  Stakeholders add a scope that was unknown at project planning  Risk Management  Important risks are not identified immediately.  Response plans are inadequate and slow  Risks are not shared with stakeholders.  Market  Market size shrinks  Competitors introduce competing products  Funding is cut | 2  3  2  1  2  3  1  1  3  1  2  2  2  1  2  2  1  1  2  3  1 | 5  4  4  3  3  4  3  1  3  3  5  2  2  4  4  5  4  3  3  2  4 | 10  12  8  3  6  12  3  1  9  3  10  4  4  4  8  10  4  3  6  6  4 |