



In this second delivery, it is intended that students elaborate a document that includes the project Schedule and Organization for the HR Portal Project, using the template available.

Objective

Create the project schedule
Define Project Organization and Communication

Required tasks

1. Based on the Business Case and on the work done in previous Exercises 1, create a MS Project file with the following requirements:
 - Configuration as presented in MSP guide;
 - Customized 2019 /2020 calendar (considering the following public holidays: 24 and 25 December; 1st January; 10 and 25 April; 1st May; 10 June.
 - Representing your WBS (exercise 1) and corresponding milestones;
 - Each work package shall include a minimum of 2 activities and the corresponding milestone (except Project Control and Warranty);
 - Project Control shall be represented by a recurring task;
 - Consider the estimates sent by your team leaders (table below)

Work Packages / Activities	Expect Duration	Predecessors Constraints
Project Initiation	3 days	
Project Planning	1 week	
Project Control		Between Project Planning and Close
Project Close	1 week	After Acceptance Tests conclusion
As Is and Requirement spec	2 weeks	Can start after project Plan Approval
Design and Tests Specification	1 week	
Corporate information	3 sprints	Stated after the Tests Specification. Realized based on a sequence of 2 weeks sprints (<i>each sprint shall be planned with 1 day to plan the sprint; 8 days to realize the work and 1 day to review the results</i>)
Employees register	1 week	Stated after the Tests Specification
Holidays and absences	2 weeks	Stated after the Employees register conclusion
Training Management	2 weeks	Stated after Holidays and absences conclusion
Integration with HRSI	1 weeks	Stated after Training Management conclusion.
Test(s) Work Package(s) (Integration, System, Acceptance)	1 week	Including Tests Execution and Corrections activities



2. Organization Plan:

- a) Design the project OBS using the following information:
 - ISTRetail Business Case – Organization constraints
 - Your Organization will appoint:
 - Project Sponsor
 - Project Manager
 - A Technical Coordinator, leading a team of 2 consultants and 1 trainee, with the responsibility for the Employees data; holidays and absents and training modules and integration with legacy applications.
 - A Scrum team with a Scrum Master leading a team of 2 consultants.
- b) Create the project Responsibility Assignment Matrix (work packages level);

3. Communication Plan:

- a) Table describing the types of communication flows that will occur, namely when, what, how and who are the entities involved);
- b) Table describing the meetings plan.

Delivery instructions:

All groups must deliver 2 files in Fenix, until **12:30 26th October** of 2019. The files names shall be:

- **GPI19-XX-EX2.ppt** (where XX is your group number), MSProject file
- **GPI19-XX-EX2.pdf** (where XX is your group number), with:
 - 1. First table including the identification of the group, the shift, and its elements (students who performed the work);
 - 2. an updated version of project WBS;
 - 3. the project OBS;
 - 4. the project Responsibility Matrix (work package level);
 - 5. the project Communication Plan (communication flows and meetings).

Note: For all of those whose reports are not delivered on time and under the conditions mentioned above, their delivery will not be classified, nor will the students receive any feedback regarding their work.