

PROJECT PROPOSAL

SPS (Shared Purchasing System)

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Group 6

Shift: GPI3L04

Gestão de Projetos Informáticos

1. Introduction

1.1 Document Purpose

This document serves as a response to the Request for Proposal (RFP) for the Shared Purchasing System (SPS) project issued by the PTRetailGroup Shared Services Company (SSC). It outlines our approach, solution, and proposed plan for the successful implementation of the SPS.

1.2 Brief Presentation of YourITCompany

YourITCompany is a leading IT consultancy firm specializing in delivering innovative solutions to enhance business processes. With a track record of successful IT project management, we bring a wealth of experience in implementing purchase software solutions. Our team of skilled professionals is committed to ensuring the seamless integration of the SPS, meeting and exceeding the expectations outlined in the RFP.

2. Executive Summary

2.1 Project Purpose

Why: Need of an effective and competitive purchasing service that would be available to the associate companies, covering the purchase of office goods (e.g., equipment, laptop, printer, paper, toner). The project aims to deliver a tailored and competitive purchasing service to enhance operational efficiency and cost-effectiveness. Additionally, the SPS project endeavors to achieve a 10% reduction in overall purchasing costs for PTRetailGroup within a year, align procurement activities with ISO standards, and streamline purchasing processes by targeting a 30% reduction in duration. Another purpose lies in the establishment of long-term Key Performance Indicators (KPIs). These KPIs will play a crucial role in monitoring and optimizing both supplier and associate company purchasing processes, fostering sustained improvements in operational performance and strategic decision-making.

What: The Shared Purchasing System (SPS) project aims to implement a comprehensive purchasing information system to facilitate the acquisition of essential office goods for PTRetailGroup Shared Services Company (SSC) and its associated companies. The project's primary goal is to deliver the SPS system, incorporating key modules such as Organizations and Users Area, Suppliers Area, Request Orders Area, and Manage Orders Area. The success of the project is contingent upon seamless integrations with external systems and the execution of initiatives like BI features and user training. These components are integral to enhancing the efficiency and effectiveness of the purchasing processes within the organization and achieving the project's overarching objectives.

2.2 Business Benefits

ID	Description	Logical Expression	Value
bb_1	Cost Reduction: The SPS project aims to achieve a reduction in purchasing costs for PTRetailGroup one year after system implementation, one year after the project conclusion.	at least	10%
bb_2	ISO Standards Compliance: Alignment of procurement activities with industry standards and regulations to achieve ISO standards, one year after the project conclusion.		
bb_3	Process Efficiency: The project targets a reduction in the duration of purchasing processes, one year after the project conclusion.	at least	30%
bb_4	Covering office goods procurement (e.g., equipment, laptop, printer, paper, toner) of associate companies.	at least	80%
bb_5	Long-Term KPI Establishment: Establish long-term Key Performance Indicators (KPIs) for monitoring the suppliers and associate companies purchasing processes, one year after the project conclusion.		

2.3 Stakeholders and Expectations

ID	Name	Org Name	Role	Expectations	Notes
sh_per_1	PD Director	SSC	Sponsor	Act as the project sponsor, providing overall direction and support for the SPS project, ensuring it aligns with organizational objectives.	
sh_per_2	Vice-Director of ITD	SSC	Project Manager	Oversee the successful execution of the SPS project, ensuring alignment with SSC's overall goals and objectives.	
sh_per_3	John Brown	SSC	Team Leader	Lead the SSC team in providing support for IT infrastructure, ERP integration, and the federated authentication system.	
sh_per_4	Mary Green	SSC	Team Leader	Lead the SSC purchase managers in defining, managing, and validating purchase processes and requirements.	
sh_per_5	Rose Yellow	SSC	Team Leader	Lead the key-users team, involving end-users from both PD and associate companies, ensuring effective training and user adoption.	
sh_per_6	Key-users1	SSC	Team Member	Act as a key user in providing insights and feedback during the project, ensuring the system meets user requirements.	
sh_per_7	Key-users2	Associate Company *(multiple)	Team Member	Act as a key user from an associate company, providing valuable input and representing the end-users' perspective.	
sh_per_8	Purchase Manager *(3)	SSC	Team Member	Contribute to the project by providing expertise in purchase processes, requirements, and validation.	
sh_per_9	IT engineer *(3)	SSC	Team Member	Provide support in IT infrastructure, ERP integration, and the federated authentication system	
sh_per_10	João Antunes	YourITCompany	Sponsor	Act as the sponsor from YourITCompany, ensuring the successful delivery of the SPS project and alignment with client expectations.	
sh_per_11	João Santos	YourITCompany	Project Manager	Lead YourITCompany's project team, ensuring successful planning, execution, and delivery of the SPS project within the agreed-upon constraints.	
sh_per_12	Team Leader A	YourITCompany	Team Leader	Oversee the teams responsible for OrgsUsersArea, SuppliersArea, and Systems integration, ensuring effective coordination and timely delivery.	
sh_per_13	Consultant 1	YourITCompany	Team Member	Work under the team leader's guidance to contribute to the successful implementation of OrgsUsersArea, SuppliersArea, and Systems integration.	Managed by Team Leader of OrgsUsersArea, SuppliersArea and Systems integration
sh_per_14	Consultant 2	YourITCompany	Team Member	Same as Consultant 1	Managed by Team Leader of OrgsUsersArea, SuppliersArea and Systems integration
sh_per_15	Team Leader B	YourITCompany	Team Leader	Lead the team responsible for RequestOrdersArea and ManageOrdersArea, ensuring coordination and successful delivery of these modules.	
sh_per_16	Consultant 3	YourITCompany	Team Member	Work under the team leader's guidance to contribute to the successful implementation of RequestOrdersArea and ManageOrdersArea.	Managed by Team Leader of RequestOrdersArea and ManageOrdersArea
sh_per_17	Consultant 4	YourITCompany	Team Member	Same as Consultant 3	Managed by Team Leader of RequestOrdersArea and ManageOrdersArea
sh_per_18	Scrum Master	YourITCompany	Team Leader	Serve as the Scrum Master, ensuring effective application of the Scrum process during the BI features development phase.	
sh_per_19	Consultant 5	YourITCompany	Team Member	Work under the Scrum Master's guidance to contribute to the development of BI features using the Scrum process.	Managed by Scrum Master
sh_per_20	Consultant 6	YourITCompany	Team Member	Same as Consultant 5	Managed by Scrum Master

2.4 Success Criteria with metrics

Success Criteria			
ID	Description	Logical Expression	Value
sc_1	Number of non-conformities during acceptance tests	less than	10%
sc_2	Time to correct non-conformities	less than	48 hours
sc_3	Evaluation of training sessions	not less than	7.0 (in a scale from 0 to 10)
sc_4	System shall be operational		within five months of project plan approval
sc_5	System shall be operational - Tolerance	less than	two-weeks
sc_6	Project cost variance target	less or equal	10%
sc_7	Project plan must be submitted for approval	before	March 16th, 2024.

2.5 Success Factors

Success Factors		
ID	Description	Responsability
sf_1	SSC provides all the necessary IT infrastructure managed by its ITD department	SSC's ITD Department
sf_2	Success in Training key-users (90% approval rate)	Team Leader B & Rose Yellow
sf_3	Proactive identification, assessment, and mitigation of project risks	Project Manager (YourITCompany)
sf_4	Strongly committed team with the objectives of the project	All team members, with special attention to high roles such as Project Managers and Team Leaders
sf_5	Project documentation, including requirements, plans, and reports, is comprehensive, accurate and well-known by the SSC	Project Manager (YourITCompany)
sf_6	Well defined communication between PMs (both sides) and, also, between Team Leaders and their Team Members	Project Managers and Team Leaders from both sides (YourITCompany and SSC)
sf_7	Team with several years of experience in these type of projects	Entire project team, with a focus on experienced members providing guidance and mentorship

2.6 Total Price

We are delighted to present the comprehensive total price for the Shared Purchasing System (SPS) project, encapsulating all the services, resources, and expertise invested to realize this innovative solution.

Total Price: 198 727,48€

3. Project Scope

The following Scope Plan delineates the responsibilities and execution approach for the Shared Purchasing System (SPS) project, as agreed upon between YourITCompany and PTRetailGroup Shared Services Company (SSC). It serves as a comprehensive guide to delineate the project components under contractual obligations and the respective responsibilities of both parties.

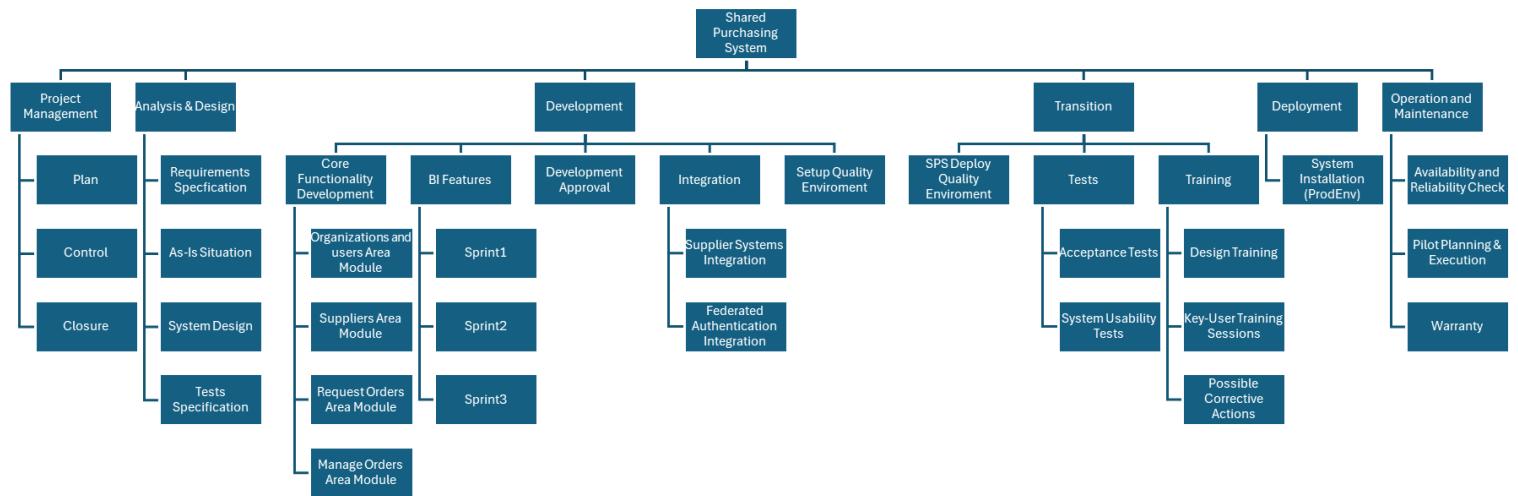
YourITCompany assumes responsibility for the end-to-end development, implementation, and deployment of the SPS project. This encompasses various phases, including project management, analysis and design, development, transition, deployment, and operation and maintenance. Additionally, YourITCompany will provide training sessions for key users and ensure the system's operability during the warranty period post-pilot conclusion.

SSC, as the client, is entrusted with providing essential resources and support to facilitate the successful execution of the SPS project. This includes granting access to SSC's IT infrastructure, active collaboration from key stakeholders, and participation in training sessions and acceptance testing.

The project execution strategy for the Shared Purchasing System (SPS) project adopts a hybrid approach, combining elements of waterfall and agile methodologies. While the main project phases follow a traditional waterfall model, the development of the BI (Business Intelligence) feature will utilize agile practices, specifically through the implementation of sprints.

Under this approach, the development of the BI feature will be organized into time-boxed iterations called sprints, each lasting two weeks. Prior to each sprint, the project team, including the Product Owner and development team members, will conduct sprint planning sessions to define the scope of work, select tasks from the product backlog, and establish a sprint goal. Throughout the sprint, close collaboration between the development team and the Product Owner will ensure that the BI feature meets SSC's requirements and expectations. Regular feedback loops, including daily stand-up meetings and sprint reviews, will provide opportunities for stakeholders to assess progress and provide input. At the end of each sprint, a sprint review meeting will be held to demonstrate the completed work and gather feedback, while a sprint retrospective will allow the team to reflect on the sprint process and identify areas for improvement.

3.1 WBS



3.2 Deliverables

ID	Deliverable	Type	WP	
			WP ID	WP Name
dble_1	Project Plan Report	Documentation	wp_1_1_1	Project Management Plan
dble_2	Project Status Report	Documentation	wp_1_1_2	Project Management Control
dble_3	Project Progress Report	Documentation	wp_1_1_2	Project Management Control
dble_4	Project Final Report	Documentation	wp_1_1_3	Project Management Closure
dble_5	As-Is Definition Report	Documentation	wp_1_2_2	As-Is Situation
dble_6	Requirements Specification Report	Documentation	wp_1_2_1	Requirements Specification
dble_7	Tests Specification Report	Documentation	wp_1_2_4	Tests Specification
dble_8	System Design Report	Documentation	wp_1_2_3	System Design
dble_9	BI Features	Documentation	wp_1_3_2_3	Sprint 3: Finalization and Optimization
dble_10	Manuals and Training Materials	Documentation	wp_1_4_3_1	Design Training
dble_11	SPS in QualityEnv	Software Application	wp_1_4_1	SPS Deploy Quality Environment
dble_12	SPS in ProdEnv	Software Application	wp_1_5_1	System Installation (ProdEnv)

4. Project Schedule

The Schedule Plan provided herein is a structured framework designed to facilitate the systematic progression of the Shared Purchasing System (SPS) project. It serves as a detailed roadmap, outlining key milestones and time constraints essential for the project's successful completion, as specified in the Request for Proposal (RFP).

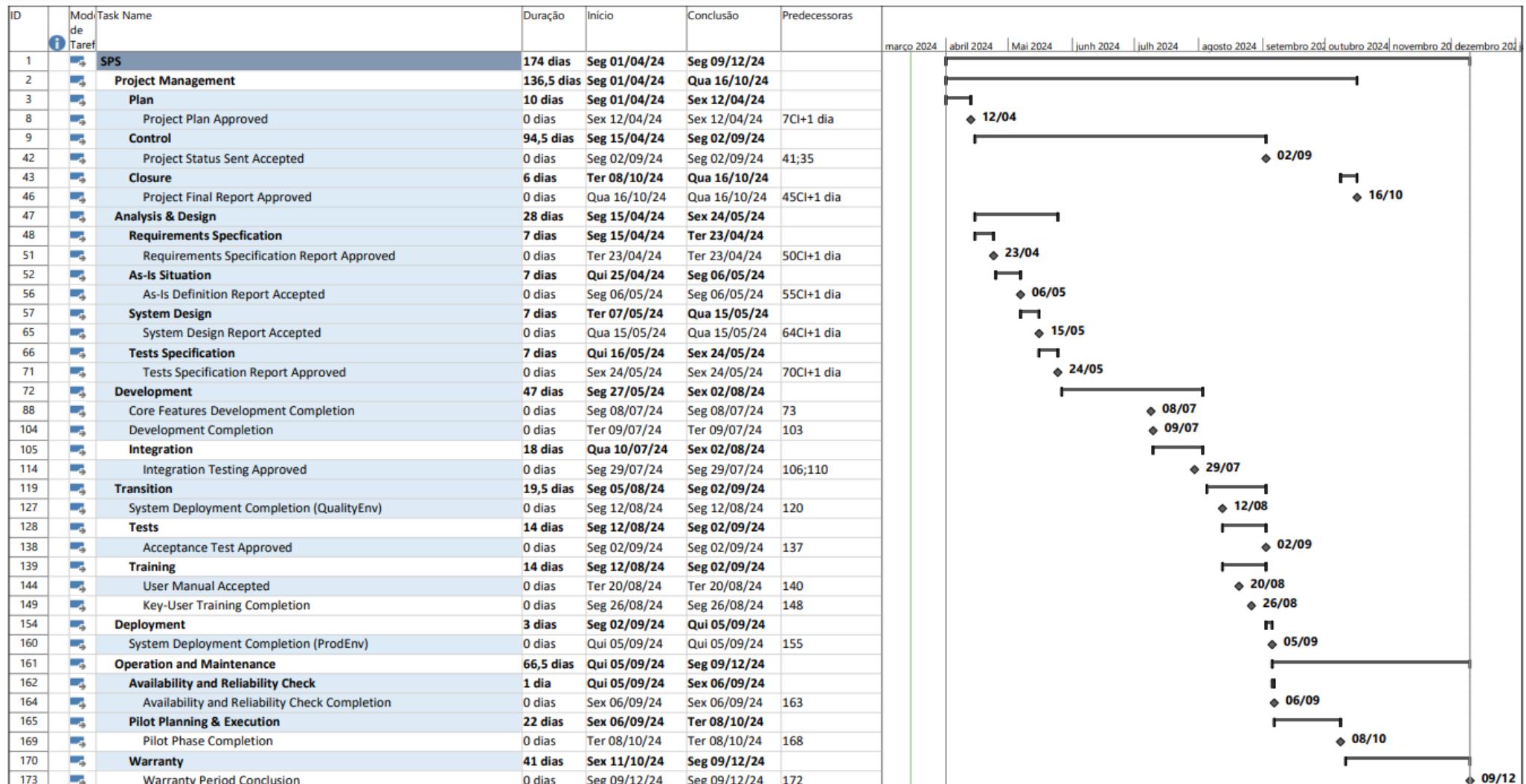
Each milestone identified in this plan represents a significant stage in the project's lifecycle, signifying essential achievements and progress towards the project's overarching objectives.

Project Relevant Milestones and Time Constraints:

ID	Name	Type	WP ID	WP Name
mi_1	Project Status Sent Accepted	Minor	wp_1_1_2	Project Management Control
mi_2	Project Final Report Approved	Main	wp_1_1_3	Project Management Closure
mi_3	Project Plan Approved	Main	wp_1_1_1	Project Management Plan
mi_4	Integration Testing Approved	Minor	wp_1_3_4_2	Federated Authentication Integration
mi_5	Acceptance Test Approved	Main	wp_1_4_2_1	Acceptance Tests
mi_6	Key-User Training Completion	Minor	wp_1_4_3_2	Key-User Training Sessions (Lisboa & Porto)
mi_7	Requirements Specification Report Approved	Main	wp_1_2_1	Requirements Specification
mi_8	As-Is Definition Report Accepted	Minor	wp_1_2_2	As-Is Situation
mi_9	System Design Report Accepted	Minor	wp_1_2_3	System Design
mi_10	Tests Specification Report Approved	Minor	wp_1_2_4	Tests Specification
mi_11	Core Features Development Completion	Minor	wp_1_3_1_4	Manage Orders Area Module
mi_12	Development Completion	Main	wp_1_3_3	Development Approval
mi_13	System Deployment Completion (QualityEnv)	Minor	wp_1_4_1	SPS Deploy Quality Environment
mi_14	User Manual Accepted	Minor	wp_1_4_3_1	Design Training
mi_15	System Deployment Completion (ProdEnv)	Main	wp_1_5_1	System Installation (ProdEnv)
mi_16	Availability and Reliability Check Completion	Minor	wp_1_6_1	Availability and Reliability Check
mi_17	Pilot Phase Completion	Main	wp_1_6_2	Pilot Planning & Execution
mi_18	Warranty Period Conclusion	Main	wp_1_6_3	Warranty

- The project plan must be submitted for approval before March 16th, 2024.
- System Deployment Deadline: The system shall be operational within five months of project plan approval, with a tolerance of less than two weeks.
- Operation phase commencement: Begins with a one-month pilot post-acceptance test approval.
- Warranty Period: a minimum two-month warranty post-pilot conclusion.

4.1 Summarised Gantt



Project: Shared Purchasing System	Task	Project Summary	Manual Task	Start-only	Deadline
Date: Sex 15/03/24	Split	Inactive Task	Duration-only	Finish-only	
	Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Progress
	Summary	Inactive Summary	Manual Summary	External Milestone	Manual Progress

4.2 Detailed Gantt (Appendix 1)

5. Project Organization, Communication and Resources

The success of the Shared Purchasing System (SPS) project relies heavily on a well-structured and collaborative project organization. This section provides an overview of the key organizational components and roles involved in the project.

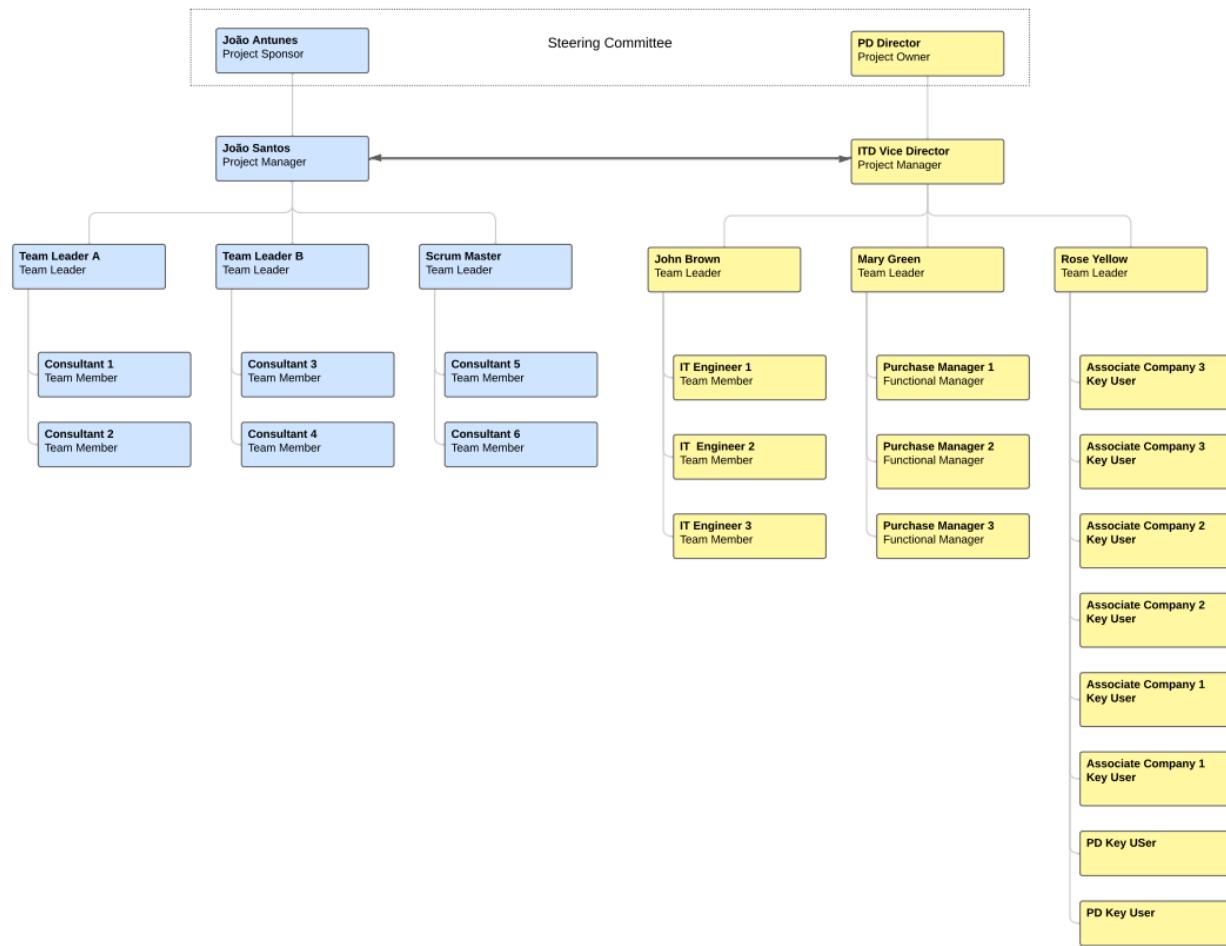
- **YourITCompany (Performing Organization):** serves as the performing organization responsible for the development, implementation, and deployment of the SPS project. Led by João Antunes, the project sponsor, and João Santos, the project manager. Within YourITCompany, Team Leader A and Team Leader B oversee specific project components related to OrgsUsersArea, SuppliersArea, Systems Integration, RequestOrdersArea, and ManageOrdersArea. They are supported by consultants and a Scrum Master.
- **SSC (Customer Organization):** SSC, represented by the PD Director and Vice-Director of ITD, plays a crucial role as the customer organization overseeing the SPS project. With support from team leaders John Brown, Mary Green, and Rose Yellow. The project also involves a diverse team of individuals with specialized roles and responsibilities. This includes purchase managers, IT engineers, key users from PD and associate companies.

With respect to effective communication and resource management, they stand as pivotal factors in ensuring its success. With the participation of multiple stakeholders from different organizations, each with its own unique communication protocols and organizational hierarchies, the need for seamless coordination becomes paramount.

The collaborative nature of our project demands careful integration of communication channels to facilitate transparent information exchange and timely decision-making. We recognize the challenges posed by differing communication styles and organizational structures and are committed to overcoming these obstacles through open dialogue, active engagement, and clear documentation.

Moreover, resource constraints present additional hurdles that require thoughtful navigation. Budgetary limitations and varying resource availability dictate the scope and scale of our project activities. However, we view these constraints as opportunities to optimize our resource allocation strategies and leverage existing infrastructure to achieve our shared objectives efficiently. By fostering a culture of collaboration, transparency, and proactive resource management, we aim to mitigate risks, enhance project efficiency, and ultimately deliver a successful Shared Purchasing System that meets the needs and expectations of all stakeholders.

5.1 OBS



5.2 Responsibility Matrix

RAM	Customer						Performing						Scrum Master (Team Leader) - YourITCompany
	PD Director (Project Sponsor) - SSC	Vice-Director of ITD (Project Manager) - SSC	John Brown (Team Leader) - SSC	Mary Green (Team Leader) - SSC	Rose Yellow (Team Leader) - SSC	João Antunes (Project Sponsor) - YourITCompany	João Santos (Project Manager) - YourITCompany	Team Leader of OrgUsersArea, SuppliersArea and Systems Integration (Team Leader) - YourITCompany	Team Leader of RequestOrdersArea and ManageOrdersArea (Team Leader) - YourITCompany	Team Leader of OrgUsersArea and RequestOrdersArea (Team Leader) - YourITCompany			
wp_1 - SPS (Project)													
wp_1_1 - Project Management (Phase)													
wp_1_1_1 - Plan (Workpackage)	D	d	C	C		d	XP	A	A				
wp_1_1_2 - Control (Workpackage)	I	I	A	A	A	I	XP	C	C				C
wp_1_1_3 - Closure (Workpackage)	D	d				d	XP						
wp_1_2 - Analysis & Design (Phase)													
wp_1_2_1 - Requirements Specification (Workpackage)	D	I	C	C	C	d	XP						
wp_1_2_2 - As-is Situation (Workpackage)	I	I	C	C		I	XP	I	I				I
wp_1_2_3 - System Design (Workpackage)			I	C	C	P	X	C					
wp_1_2_4 - Tests Specification (Workpackage)	I	C	C		P	X		C					
wp_1_3 - Development (Phase)						P	X						
wp_1_3_1 - Core Functionality Development (Phase)						P	X						
wp_1_3_1_1 - Organizations and Users Area Module (Workpackage)			I	C		P	X						
wp_1_3_1_2 - Suppliers Area Module (Workpackage)			I	C		P	X						
wp_1_3_1_3 - Request Orders Area Module (Workpackage)			I	C		P	X						X
wp_1_3_1_4 - Manage Orders Area Module (Workpackage)			I	C		P	X						X
wp_1_3_2 - BI Features (Phase)						P	X						
wp_1_3_2_1 - Sprint1: Planning and Initial Implementation (Workpackage)			I			P	X						X
wp_1_3_2_2 - Sprint 2: Refinement and Testing (Workpackage)			I			P	X						X
wp_1_3_2_3 - Sprint 3: Finalization and Optimization (Workpackage)			I			P	X						X
wp_1_3_3 - Development Approval (Workpackage)	D	d	A	C		I	P						I
wp_1_3_4 - Integration (Phase)													
wp_1_3_4_1 - Supplier Systems Integration (Workpackage)			I	C		P	X						
wp_1_3_4_2 - Federated Authentication Integration (Workpackage)			I	C		P	X						
wp_1_3_5 - Setup Quality Environment (Workpackage)			I	C		P	X	C					
wp_1_4 - SPS Deploy Quality Environment (Workpackage)	I	I	C			P	X	C					
wp_1_4_2 - Tests (Phase)													
wp_1_4_2_1 - Acceptance Tests (Workpackage)	I	I	C		A	I	P	C	X				
wp_1_4_2_2 - System Usability Tests (Workpackage)	I	C		A		P	C	C	X				
wp_1_4_3 - Training (Phase)													
wp_1_4_3_1 - Design Training (Workpackage)	I	I	C	C		P	C		X				
wp_1_4_3_2 - Key-User Training Sessions (Lisboa & Porto) (Workpackage)	I	I	C		X	P	C	C					
wp_1_4_3_3 - Possible Corrective Actions (Workpackage)	I	I	C			I	P	X	C				
wp_1_5 - Deployment (Phase)	I	I	C	C		I	P	X	C				
wp_1_5_2 - System Installation (ProdEnv) (Workpackage)	I	I	C			I	P	X	C				
wp_1_6 - Operation and Maintenance (Phase)													
wp_1_6_1 - Availability and Reliability Check (Workpackage)	I	I	C			I	P	X	C				
wp_1_6_2 - Pilot Planning & Execution (Workpackage)	I	I	C			I	P	X	C				
wp_1_6_3 - Warranty (Workpackage)	I	I	C			I	P	X					

5.3 Communication plan

5.3.1. Flow of Deliverables

ID	ID Dble	What		Who		When		How	
		Deliverable	Name	Type	Owner (From)	Audience (To)	Frequency	When	Medium
fl_1	db1e_1	Project Plan Report		Management	João Santos	PD Director; Vice-Director of ITD; João Antunes	Once	Project Start	Email
fl_2	db1e_2	Project Status Report		Management	João Santos	João Antunes; PD Director; Vice-Director of ITD	Monthly	At the end of each month	Email
fl_3	db1e_12	Project Progress Report		Management	Team Leader of A & B; Scrum Master	João Santos	Weekly	Friday until 6 pm	Other
fl_4	db1e_3	Project Final Report		Management	João Santos	PD Director; Vice-Director of ITD; João Antunes	Once	End of Project	Face-To-Face
fl_5	db1e_4	As-Is Definition Report		Technical	Team Leader of A	João Santos; Vice-Director of ITD	Once	After Requirement Specification phase	Email
fl_6	db1e_5	Requirements Specification Report		Technical	João Santos	PD Director; João Antunes;	Once	At project initiation	Face-To-Face
fl_7	db1e_6	Tests Specification Report		Technical	Team Leader of A	John Brown; João Santos	Once	Before Testing	Email
fl_8	db1e_7	System Design Report		Technical	Team Leader of A	John Brown; João Santos	Once	Once at design phase, after Requirement Specification phase	Face-To-Face
fl_9	db1e_13	BI Features		Management	Scrum Master	Vice-Director of ITD; João Santos	Once	At the final of Sprint	Email
fl_10	db1e_9	Manuals and Training Materials		Technical	Team Leader B	Rose Yellow; João Santos	Once	After System Tests Approval	Email
fl_11	db1e_10	SPS in QualityEnv		Technical	Team Leader of A	John Brown; João Santos	Once	QA phase, after Integration	Face-To-Face
fl_12	db1e_11	SPS in ProdEnv		Technical	Team Leader of A	PD Director; Vice-Director of ITD; João Santos	Once	At Deployment Phase	Software Application

João Antunes - Performer PS
João Santos - Performer PM

5.3.2. Meetings

ID	Name	Type	Medium	Frequency	Owner	Audience
m1	Kick-off meeting	Steering	In-person/Online	Once at project start	João Antunes	All Team Members
m2	Project Progress Review meeting	Management	In-person/Online	Weekly	Team Leader of A & B; Scrum Master	João Santos
m3	Project Status Review meeting	Management	In-person/Online	Monthly	João Santos	João Antunes; PD Director; Vice-Director of ITD
m4	Requirements Gathering meeting	Technical	In-person/Online	Once	João Santos	Mary Green
m5	Proposed Plan review meeting	Steering	In-person/Online	Once	João Santos	PD Director
m6	Present As-Is situation findings meeting	Technical	In-person/Online	Once	Team Leader of A	João Santos
m7	System Design Validation meeting	Technical	In-person/Online	Once	Team Leader of A	John Brown
m8	System Development Completion Review meeting	Technical	In-person/Online	Once	Team Leader of A	John Brown
m9	Integration Testing Review meeting	Technical	In-person/Online	Once	Team Leader of A	John Brown
m10	Sprint Planning meeting	Management	In-person/Online	Once at the start of each Sprint	Scrum Master	Consultants
m11	Daily Stand-up meeting	Management	In-person/Online	Daily while Sprint occurs	Scrum Master	Consultants
m12	Sprint Review meeting	Management	In-person/Online	Once at the end of each Sprint	Scrum Master	Consultants
m13	Sprint Retrospective meeting	Management	In-person/Online	Once at the end of each Sprint	Scrum Master	Consultants
m14	Acceptance Testing Review meeting	Technical	In-person/Online	Once	Team Leader of B	John Brown
m15	Documentation for Training Review meeting	Technical	In-person/Online	Once	Team Leader of B	Rose Yellow
m16	Deployment Planning Review meeting	Technical	In-person/Online	Once	Team Leader of A	John Brown
m17	Post-mortem meeting	Other	In-person/Online	Once	João Santos	All Team Members
m18	Formal Project Closure and Documentation Approval meeting	Steering	In-person/Online	Once	PD Director	João Antunes

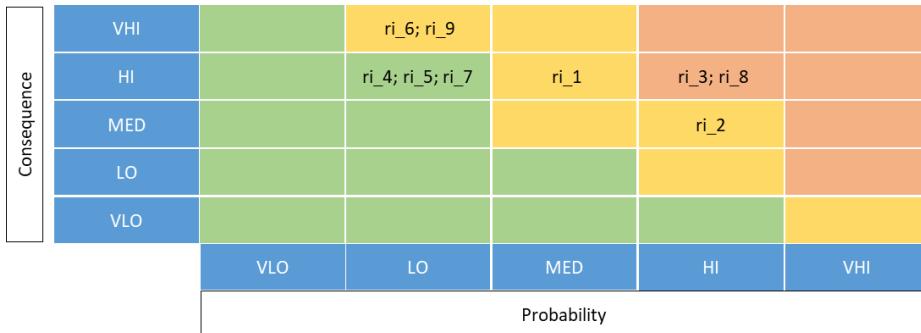
João Antunes - Performer PS
João Santos - Performer PM

5.4 Resources allocation (Appendix 2)

6. Project Risks

YourITCompany recognizes the importance of proactive risk management, for that, our project team is committed to identifying, assessing, and mitigating potential risks that could impact project success. Our risk plan provides a structured approach to identify and address potential threats to the project. Risks, ranging from scope creep to technical complexities, are cataloged and evaluated based on their likelihood and potential impact. This comprehensive assessment guides our efforts in developing tailored risk mitigation strategies. Measures such as strict change control processes and regular resource monitoring are employed to mitigate identified risks. By adopting a collaborative approach and fostering open communication, we ensure swift responses to emerging risks and maintain project resilience.

Identification				Assessment					Treatment		
ID	Name	Type	Description	Probability	Consequence	Impact Value	Impact Level	Treatment Type	Treatment	Owner	
ri_1	Scope Creep	Scope	Risk of the project scope expanding beyond the initial requirements, potentially leading to resource strain and timeline extension.	50%	75%	37,50%	Medium	Accept	Clear documentation of project scope, strict change control process, regular stakeholder communication, prioritization of essential features.	João Santos	
ri_2	Schedule Slippage	Scheduling	Meeting the aggressive timeline of having the system operational within five months with a two-week tolerance.	0,75	0,5	37,50%	Medium	Mitigate	Detailed project planning, resource allocation, frequent progress tracking, contingency planning for potential delays, prioritization of critical tasks.	João Santos	
ri_3	Budget Overrun	Resource	Risk of exceeding the approved budget of €150,000 due to unforeseen expenses or scope creep.	0,75	0,75	56,25%	High	Mitigate	Regular monitoring of expenses, strict change control process, proactive identification of cost-saving opportunities, renegotiation of contracts if necessary.	João Santos	
ri_4	Quality Assurance	Technology	Ensuring the system meets the quality requirements, such as a low number of non-conformities during acceptance tests.	0,25	0,75	18,75%	Low	Avoid	Thorough testing at each development stage, implementation of quality assurance processes, regular reviews and inspections, prioritization of quality over speed.	Team Leader A	
ri_5	Resource Availability	Resource	Dependence on SSC for providing a committed team and IT infrastructure, which may lead to delays if resources are not readily available.	25%	75%	18,75%	Low	Avoid	Regular communication with SSC, resource planning and allocation, identification of backup resources, clear escalation procedures for resource constraints.	João Santos	
ri_6	Integration Challenges	Technology	Challenges in integrating the SPS with external systems, such as suppliers' systems and federated authentication.	0,25	1	25,00%	Medium	Avoid	Thorough analysis of integration requirements, early identification of potential issues, collaboration with stakeholders and vendors, use of standardized integration protocols and APIs.	Team Leader A	
ri_7	User Adoption and Training	Other	Ensuring effective user adoption and training for end-users from PD and associate companies.	0,25	0,75	18,75%	Low	Mitigate	Comprehensive training programs, involvement of key stakeholders in training design, user-friendly interface design.	Team Leader B	
ri_8	Technical Complexity	Technology	Unforeseen technical challenges during the development and deployment of the SPS, such as scalability issues or security vulnerabilities.	0,75	0,75	56,25%	High	Avoid	Thorough technical analysis and planning, use of experienced development team, adherence to best practices and industry standards, regular security audits and testing.	Team Leader A	
ri_9	Regulatory Compliance	Scope	Ensuring compliance with ISO standards and regulations for procurement activities.	0,25	1	25,00%	Medium	Avoid	Thorough understanding of regulatory requirements, implementation of appropriate policies and procedures, regular audits and reviews, involvement of legal experts for compliance assessment.	João Santos	



João Antunes - Performer PS

João Santos - Performer PM

7. Price and Supplier Conditions

This section of the project plan aims to provide you with a clear comprehension of the scope of work and the financial commitment required from your organization. The success of the SPS project hinges on a meticulously crafted array of services tailored to address your organization's specific requirements and goals.

In addition to delineating the services rendered, we've included a breakdown of associated costs to offer you a comprehensive insight into the financial aspects of the project. This breakdown encompasses not only the direct costs of services but also miscellaneous expenses such as travel and technical licenses.

7.1 Services, Products, and Total Price

- **Project Management:** Coordination and oversight of the project from start to finish.
- **Analysis & Design:** Requirements gathering, system analysis, and design planning.
- **Development:** Building and implementing the core functionality and BI features (Integration included).
- **Testing & Training:** Ensuring the system works smoothly and providing user training.
- **Deployment & Operation:** Setting up the system, planning pilot phase, and providing ongoing support.
- **Warranty:** Establishing a mechanism for users to report issues or defects during the warranty period. Collaborating with the development and support teams to address and resolve warranty-related concerns.
- **Miscellaneous Expenses:**
 - Travel Costs: For training sessions.
 - NiceSharedPurchase framework license: Beyond the project framework.
 - Other Incidentals:
 - Stationery: Expenses for office supplies, necessary for project activities.
 - Communication Expenses: Costs related to services used during the project, such as telephone bills.

7.2 Invoice plan

The invoice plan outlined below provides a structured approach to ensure transparency and accountability throughout the project lifecycle. It delineates the payment schedule for the SPS project, aligning with key project milestones and deliverables.

Contractual Milestones:

- **Upon Contract Signing:** **20%** of the total project cost will be invoiced at the commencement of the project, signifying the commitment to initiate work and commence project activities.
- **Upon Development Completion:** Another **15%** of the total project cost will be invoiced upon the development approval, signifying significant progress and achievement within the project's development activities.
- **Upon Acceptance Tests Completion:** **50%** of the remaining project cost will be invoiced upon successful completion of the SPS acceptance tests, signifying the delivery and acceptance of the final product.
- **Upon System Deployment Completion (ProdEnv):** An additional **10%** of the total project cost will be invoiced upon the successful deployment of the system in the production environment, marking a crucial milestone in the project's lifecycle and ensuring the readiness of the solution for operational use.

- **Upon Pilot Phase Completion:** The final 5% of the remaining project cost will be invoiced upon the conclusion of the pilot period, indicating the thorough validation of the system's functionality and performance.

7.3 Total Price (per invoice)

Based on the invoice plan outlined for the project, the total price per invoice has been calculated, as shown below.

• Upon Contract Signing (20%):	39 745,50 €
• Upon Development Completion (15%):	29 809,12 €
• Upon Acceptance Tests Completion (50%):	99 363,74 €
• Upon System Deployment Completion (10%):	19 872,75 €
• Upon Pilot Phase Completion (5%):	9 936,37 €

Total Price: 198 727,48€

8. Conclusion

In conclusion, the project plan presented here encapsulates our commitment to delivering a successful Shared Purchasing System (SPS) project. With a comprehensive scope, detailed schedule, and robust organizational and communication structures in place, we are well-equipped to navigate the complexities of the project effectively. By addressing potential risks proactively and ensuring clear pricing and supplier conditions, we aim to provide transparency and peace of mind throughout the project lifecycle.

We are eager to embark on this journey with you and are confident in our ability to deliver a successful project that aligns with your objectives. Should you have any further questions or require additional information, please do not hesitate to reach out. We look forward to the opportunity to work closely together and achieve outstanding results. Thank you for considering us as your partner in this endeavor, and we hope to hear from you soon.

Appendix 1 (4.2 Detailed Gantt)



Project	Shared Purchasing System	Office Grade	Office Grade	Task	Start	End	Milestones	Summary	Project Summary	Instance Task	Instance Milestone	Instance Summary	Instance Task	Duration-only	Metric Summary	Start-only	Finish-only	External Task	External Milestone	Deadline	Progress	Metric Progress	Critical
Date:	1/1/2024																						

Appendix 2 (5.4 Resources Allocation)

ID	i	ID	Task Mode	Task Name	Assignment Units	Work	Duration	
1		1	SPS			478,6 days	174 days	
2		2	Project Management Plan			30,5 days	136,5 days	
3		3		Define Project Scope and Objectives	100%	4 days	4 days	
4		4	PM			4 days	4 days	
5		5	Establish Key Deliverables and Milestones		100%	4 days	4 days	
6		6	PM			4 days	4 days	
7		7	Review and Finalize Plan with Customer Project Manager		100%	0,5 days	0,5 days	
			PM			0,5 days	0,5 days	
			Conduct Project Kick-off Meeting		100%	2 days	0,5 days	
			PM			0,5 days		
			TL_A		50%	0,25 days		
			TL_B		50%	0,25 days		
			SM		50%	0,25 days		
			C1		25%	0,13 days		
			C2		25%	0,13 days		
			C3		25%	0,13 days		
			C4		25%	0,13 days		
			C5		25%	0,13 days		
			C6		25%	0,13 days		
8		8	Project Plan Approved			0 days	0 days	
9		9	Control			8,75 days	94,5 days	
10	⌚	10	Conduct a project progress review meeting			7 days	94,5 days	
11	📅	11	Conduct a project progress review meeting 1		70%	0,35 days	0,5 days	
12	📅	12	Conduct a project progress review meeting 8		70%	0,35 days	0,5 days	
13	📅	13	Conduct a project progress review meeting 9		70%	0,35 days	0,5 days	
14	📅	14	Conduct a project progress review meeting 10		70%	0,35 days	0,5 days	
15	📅	15	Conduct a project progress review meeting 11		70%	0,35 days	0,5 days	
16	📅	16	Conduct a project progress review meeting 12		70%	0,35 days	0,5 days	
17	📅	17	Conduct a project progress review meeting 13		70%	0,35 days	0,5 days	
18	📅	18	Conduct a project progress review meeting 14		70%	0,35 days	0,5 days	
19	📅	19	Conduct a project progress review meeting 15		70%	0,35 days	0,5 days	
20	📅	20	Conduct a project progress review meeting 16		70%	0,35 days	0,5 days	
21	📅	21	Conduct a project progress review meeting 17		70%	0,35 days	0,5 days	
22	📅	22	Conduct a project progress review meeting 18		70%	0,35 days	0,5 days	
23	📅	23	Conduct a project progress review meeting 19		70%	0,35 days	0,5 days	
24	📅	24	Conduct a project progress review meeting 20		70%	0,35 days	0,5 days	
25	📅	25	Conduct a project progress review meeting 21		70%	0,35 days	0,5 days	
26	📅	26	Conduct a project progress review meeting 22		70%	0,35 days	0,5 days	
27	📅	27	Conduct a project progress review meeting 23		70%	0,35 days	0,5 days	
28	📅	28	Conduct a project progress review meeting 24		70%	0,35 days	0,5 days	
29	📅	29	Conduct a project progress review meeting 25		70%	0,35 days	0,5 days	
30	📅	30	Conduct a project progress review meeting 26		70%	0,35 days	0,5 days	
31	⌚	31	Status Report Submission and Approval			1,75 days	81,5 days	
37		37	Project Status Sent Accepted			0 days	0 days	
38		38	Closure			11,25 days	6 days	
39		39	Conduct a post-mortem			9,25 days	2,5 days	
			PM		100%	2,5 days		
			TL_A		50%	1,25 days		
			TL_B		50%	1,25 days		
			SM		50%	1,25 days		
			C1		20%	0,5 days		
			C2		20%	0,5 days		
			C3		20%	0,5 days		
			C4		20%	0,5 days		
			C5		20%	0,5 days		
			C6		20%	0,5 days		
40		40	Formal Project Closure and Documentation Approval		80%	2 days	2,5 days	
			PM			2 days		
41		41	Project Final Report Approved			0 days	0 days	
42		42	Analysis & Design			50,55 days	28 days	
43		43	Requirements Specification			10,6 days	7 days	
44		44	Document all requirements			9,5 days	5 days	
			TL_A		50%	2,5 days		
			C1		70%	3,5 days		
			C2		70%	3,5 days		
45		45	Organize a review and validation meeting			1,1 days	1 day	
			TL_A		70%	0,7 days		
			C1		20%	0,2 days		
			C2		20%	0,2 days		
46		46	Requirements Specification Report Approved			0 days	0 days	
47		47	As-Is Situation			9 days	7 days	
48		48	Present the As-Is Situation findings to stakeholders			3,9 days	3 days	
			TL_A		70%	2,1 days		
			C1		30%	0,9 days		
			C2		30%	0,9 days		
49		49	Conduct a workshop to identify improvement opportunities			2,1 days	1 day	
			TL_A		70%	0,7 days		
			C1		70%	0,7 days		
			C2		70%	0,7 days		
50		50	Review and finalize the As-Is Situation report			3 days	2 days	
			TL_A		70%	1,4 days		
			C1		40%	0,8 days		
			C2		40%	0,8 days		
51		51	As-Is Definition Report Accepted			0 days	0 days	
52		52	System Design			19,95 days	7 days	
53		53	Design System Architecture			4,8 days	2 days	
			TL_A		80%	1,6 days		
			C1		80%	1,6 days		
			C2		80%	1,6 days		
54		54	Design System Database			4,8 days	2 days	
			TL_B		80%	1,6 days		
			C3		80%	1,6 days		
			C4		80%	1,6 days		
55		55	Design System Interface			4,8 days	2 days	
			TL_A		80%	1,6 days		
			C1		80%	1,6 days		

ID	ID	Task Mode	Task Name	Assignment Units	Work	Duration	
56	56	➡️	C2 Validate the system design (meeting)	80%	1,6 days		
		➡️	TL_A	80%	1,8 days	0,5 days	
		➡️	TL_B	80%	0,4 days		
		➡️	C1	50%	0,4 days		
		➡️	C2	50%	0,25 days		
		➡️	C3	50%	0,25 days		
		➡️	C4	50%	0,25 days		
57	57	➡️	(If necessary) Correct and Improve system design		1,4 days	1 day	
		➡️	TL_A	40%	0,4 days		
		➡️	C1	50%	0,5 days		
		➡️	C2	50%	0,5 days		
58	58	➡️	(Final validation) Validate that system design meets requirements specification		1,6 days	1 day	
		➡️	TL_B	40%	0,4 days		
		➡️	C3	60%	0,6 days		
		➡️	C4	60%	0,6 days		
59	59	➡️	Prepare comprehensive documentation detailing the system design		0,75 days	0,5 days	
		➡️	TL_A	70%	0,35 days		
		➡️	C1	40%	0,2 days		
		➡️	C2	40%	0,2 days		
60	60	➡️	System Design Report Accepted		0 days	0 days	
61	61	➡️	Tests Specification		11 days	7 days	
62	62	➡️	Collaborate with testing teams to finalize test cases		4,8 days	2 days	
		➡️	TL_A	80%	1,6 days		
		➡️	C1	80%	1,6 days		
		➡️	C2	80%	1,6 days		
63	63	➡️	Review and update the tests specification		2,8 days	2 days	
		➡️	TL_A	80%	1,6 days		
		➡️	C1	30%	0,6 days		
		➡️	C2	30%	0,6 days		
64	64	➡️	Confirm that all requirements are tested		1,4 days	1 day	
		➡️	TL_A	80%	0,8 days		
		➡️	C1	30%	0,3 days		
		➡️	C2	30%	0,3 days		
65	65	➡️	Prepare the Tests Specification Report		2 days	1 day	
		➡️	TL_A	100%	1 day		
		➡️	C1	50%	0,5 days		
		➡️	C2	50%	0,5 days		
66	66	➡️	Tests Specification Report Approved		0 days	0 days	
67	67	➡️	Development		271,5 days	47 days	
68	68	➡️	Core Functionality Development		134,4 days	28 days	
69	69	➡️	Organizations and Users Area Module		33,6 days	14 days	
70	70	➡️	Develop and Test features for managing organizations		9,6 days	4 days	
		➡️	TL_A	80%	3,2 days		
		➡️	C1	80%	3,2 days		
		➡️	C2	80%	3,2 days		
71	71	➡️	Develop and Test features for managing end-users		9,6 days	4 days	
		➡️	TL_A	80%	3,2 days		
		➡️	C1	80%	3,2 days		
		➡️	C2	80%	3,2 days		
72	72	➡️	Develop and Test features for managing user roles		7,2 days	3 days	
		➡️	TL_A	80%	2,4 days		
		➡️	C1	80%	2,4 days		
		➡️	C2	80%	2,4 days		
73	73	➡️	Develop and Test features for managing permissions		7,2 days	3 days	
		➡️	TL_A	80%	2,4 days		
		➡️	C1	80%	2,4 days		
		➡️	C2	80%	2,4 days		
74	74	➡️	Suppliers Area Module		33,6 days	14 days	
75	75	➡️	Develop and Test features for suppliers to manage their products catalogs		16,8 days	7 days	
		➡️	TL_A	80%	5,6 days		
		➡️	C1	80%	5,6 days		
		➡️	C2	80%	5,6 days		
76	76	➡️	Develop and Test features for suppliers to accept purchase orders		16,8 days	7 days	
		➡️	TL_A	80%	5,6 days		
		➡️	C1	80%	5,6 days		
		➡️	C2	80%	5,6 days		
77	77	➡️	Request Orders Area Module		33,6 days	14 days	
78	78	➡️	Develop and Test features for customer's users to select products		16,8 days	7 days	
		➡️	TL_B	80%	5,6 days		
		➡️	C3	80%	5,6 days		
		➡️	C4	80%	5,6 days		
79	79	➡️	Develop and Test features for customer's users to create purchase orders		16,8 days	7 days	
		➡️	TL_B	80%	5,6 days		
		➡️	C3	80%	5,6 days		
		➡️	C4	80%	5,6 days		
80	80	➡️	Manage Orders Area Module		33,6 days	14 days	
81	81	➡️	Develop and Test features for customer's managers to manage purchase orders		16,8 days	7 days	
		➡️	TL_B	80%	5,6 days		
		➡️	C3	80%	5,6 days		
		➡️	C4	80%	5,6 days		
82	82	➡️	Develop and Test features for customer's managers to approve purchase orders		16,8 days	7 days	
		➡️	TL_B	80%	5,6 days		
		➡️	C3	80%	5,6 days		
		➡️	C4	80%	5,6 days		
83	83	➡️	Core Features Development Completion		0 days	0 days	
84	84	➡️	BI Features		100,8 days	42 days	
85	85	➡️	Sprint1: Planning and Initial Implementation		33,6 days	14 days	
86	86	➡️	Feature Development		16,8 days	7 days	
		➡️	SM	80%	5,6 days		
		➡️	C5	80%	5,6 days		
		➡️	C6	80%	5,6 days		
87	87	➡️	Bug Fixes and Refactoring		12 days	5 days	
		➡️	SM	80%	4 days		
		➡️	C5	80%	4 days		
		➡️	C6	80%	4 days		
88	88	➡️	Sprint Review and Retrospective		4,8 days	2 days	
		➡️	SM	80%	1,6 days		
		➡️	C5	80%	1,6 days		
		➡️	C6	80%	1,6 days		
89	89	➡️	Sprint 2: Refinement and Testing		33,6 days	14 days	
90	90	➡️	Feature Development		16,8 days	7 days	
		➡️	SM	80%	5,6 days		
		➡️	C5	80%	5,6 days		
		➡️	C6	80%	5,6 days		
91	91	➡️	Bug Fixes and Refactoring		12 days	5 days	
		➡️	SM	80%	4 days		
		➡️	C5	80%	4 days		
		➡️	C6	80%	4 days		
92	92	➡️	Sprint Review and Retrospective		4,8 days	2 days	
		➡️	SM	80%	1,6 days		
		➡️	C5	80%	1,6 days		
		➡️	C6	80%	1,6 days		
93	93	➡️	Sprint 3: Finalization and Optimization		33,6 days	14 days	
94	94	➡️	Feature Development		16,8 days	7 days	
		➡️	SM	80%	5,6 days		
		➡️	C5	80%	5,6 days		

ID	ID	Task Mode	Task Name	Assignment Units	Work	Duration	
95	95	Bug Fixes and Refactoring	C6	80%	5,6 days		
			SM	80%	12 days	5 days	
			C5	80%	4 days		
			C6	80%	4 days		
96	96	Sprint Review and Retrospective	C6	80%	4 days	2 days	
			SM	80%	1,6 days		
			C5	80%	1,6 days		
			C6	80%	1,6 days		
97	97	Development Approval	C6	80%	2,7 days	1 day	
98	98	Conduct a meeting to present the developed features	C6	80%	2,7 days	1 day	
			TL_A	75%	0,75 days		
			TL_B	75%	0,75 days		
			C1	30%	0,3 days		
			C2	30%	0,3 days		
			C3	30%	0,3 days		
			C4	30%	0,3 days		
99	99	Development Completion	C6	80%	0 days	0 days	
100	100	Integration	C6	80%	33,6 days	18 days	
101	101	Supplier Systems Integration	C6	80%	12,7 days	7 days	
102	102	Configure the integration with the suppliers' systems to update the purchase orders and associated status	C6	80%	7,6 days	4 days	
			TL_A	50%	2 days		
			C1	70%	2,8 days		
			C2	70%	2,8 days		
103	103	Conduct initial testing to ensure data synchronization between the systems	C6	80%	3,2 days	2 days	
			TL_A	40%	0,8 days		
			C1	60%	1,2 days		
			C2	60%	1,2 days		
104	104	Document the integration process and provide guidelines for ongoing maintenance	C6	80%	1,9 days	1 day	
			TL_A	90%	0,9 days		
			C1	50%	0,5 days		
			C2	50%	0,5 days		
105	105	Federated Authentication Integration	C6	80%	12,7 days	7 days	
106	106	Integrate the system with a federated authentication system for user access	C6	80%	7,6 days	4 days	
			TL_A	50%	2 days		
			C1	70%	2,8 days		
			C2	70%	2,8 days		
107	107	Test the federated authentication setup to ensure seamless user authentication	C6	80%	3,2 days	2 days	
			TL_A	40%	0,8 days		
			C1	60%	1,2 days		
			C2	60%	1,2 days		
108	108	Document the federated authentication integration process for future reference	C6	80%	1,9 days	1 day	
			TL_A	90%	0,9 days		
			C1	50%	0,5 days		
			C2	50%	0,5 days		
109	109	Integration Testing Approved	C6	80%	0 days	0 days	
110	110	Setup Quality Environment	C6	80%	8,2 days	4 days	
111	111	Prepare the quality environment infrastructure based on project specifications	C6	80%	4,2 days	2 days	
			TL_A	50%	1 day		
			C1	80%	1,6 days		
			C2	80%	1,6 days		
112	112	Install and configure the necessary software and systems for quality testing	C6	80%	2,1 days	1 day	
			TL_A	50%	0,5 days		
			C1	80%	0,8 days		
			C2	80%	0,8 days		
113	113	Document the setup process, including configurations, for future reference	C6	80%	1,9 days	1 day	
			TL_A	90%	0,9 days		
			C1	50%	0,5 days		
			C2	50%	0,5 days		
114	114	Transition	C6	80%	70,75 days	19,5 days	
115	115	SPS Deploy Quality Environment	C6	80%	13,45 days	5,5 days	
116	116	Execute the deployment plan in a controlled manner	C6	80%	2 days	1 day	
			TL_A	60%	0,6 days		
			C1	70%	0,7 days		
			C2	70%	0,7 days		
117	117	Monitor real-time progress and address any immediate issues	C6	80%	3,2 days	2 days	
			TL_A	40%	0,8 days		
			C1	60%	1,2 days		
			C2	60%	1,2 days		
118	118	Verify that the deployed quality environment matches the specified requirements	C6	80%	2,4 days	2 days	
			TL_B	40%	0,8 days		
			C3	40%	0,8 days		
			C4	40%	0,8 days		
119	119	Perform functional tests to confirm that key features are working as expected	C6	80%	2,8 days	2 days	
			TL_A	40%	0,8 days		
			C1	50%	1 day		
			C2	50%	1 day		
120	120	Confirm that security measures are in place and effective	C6	80%	2,1 days	1 day	
			TL_B	70%	0,7 days		
			C3	70%	0,7 days		
			C4	70%	0,7 days		
121	121	(If necessary) Update project documentation to reflect changes introduced in the quality environment	C6	80%	0,95 days	0,5 days	
			TL_A	90%	0,45 days		
			C1	50%	0,25 days		
			C2	50%	0,25 days		
122	122	System Deployment Completion (QualityEnv)	C6	80%	0 days	0 days	
123	123	Tests	C6	80%	29,6 days	14 days	
124	124	System Usability Tests	C6	80%	16,4 days	7 days	
125	125	Develop usability test scenarios based on the system's user interface and design	C6	80%	9,6 days	4 days	
			TL_B	80%	3,2 days		
			C3	80%	3,2 days		
			C4	80%	3,2 days		
126	126	Conduct usability tests, observing users' interactions with the system interface	C6	80%	4,8 days	2 days	
			TL_B	80%	1,6 days		
			C3	80%	1,6 days		
			C4	80%	1,6 days		
127	127	Analyze usability test results and identify areas for improvement	C6	80%	2 days	1 day	
			TL_B	80%	0,8 days		
			C3	60%	0,6 days		
			C4	60%	0,6 days		
128	128	Acceptance Tests	C6	80%	13,2 days	7 days	
129	129	Systematically execute test cases for each identified functionality	C6	80%	5,7 days	3 days	
			TL_B	50%	1,5 days		
			C3	70%	2,1 days		
			C4	70%	2,1 days		
130	130	Conduct acceptance tests in a controlled testing environment	C6	80%	4,4 days	2 days	
			TL_B	60%	1,2 days		
			C3	80%	1,6 days		
			C4	80%	1,6 days		
131	131	Compile a summary report of acceptance test results	C6	80%	1,8 days	1 day	
			TL_B	80%	0,8 days		
			C3	50%	0,5 days		
			C4	50%	0,5 days		
132	132	Obtain formal approval for the acceptance tests' successful completion	C6	80%	1,3 days	1 day	
			TL_B	70%	0,7 days		
			C3	30%	0,3 days		
			C4	30%	0,3 days		

ID	i	ID	Task Mode	Task Name	Assignment Units	Work	Duration	
133		133	➡️	Acceptance Test Approved		0 days	0 days	
134		134	➡️	Training		27,7 days	14 days	
135		135	➡️	Design Training		9,6 days	5 days	
136		136	➡️	Develop a comprehensive training curriculum based on project requirements		5,7 days	3 days	
			➡️	TL_A	50%	1,5 days		
			➡️	C1	70%	2,1 days		
			➡️	C2	70%	2,1 days		
137		137	➡️	Ensure that the training design aligns with the specific needs and skill levels of the target audience		2,1 days	1 day	
			➡️	TL_A	70%	0,7 days		
			➡️	C1	70%	0,7 days		
			➡️	C2	70%	0,7 days		
138		138	➡️	Review and finalize the design documentation for training		1,8 days	1 day	
			➡️	TL_A	80%	0,8 days		
			➡️	C1	50%	0,5 days		
			➡️	C2	50%	0,5 days		
139		139	➡️	User Manual Accepted		0 days	0 days	
140		140	➡️	Key-User Training Sessions (Lisboa & Porto)		7 days	4 days	
141		141	➡️	Organize and schedule key-user training sessions in Lisbon and Porto locations		3,4 days	2 days	
			➡️	TL_A	70%	1,4 days		
			➡️	C1	50%	1 day		
			➡️	C2	50%	1 day		
142		142	➡️	Coordinate logistics, including venue setup, equipment availability, and training materials distribution		2,1 days	1 day	
			➡️	TL_A	90%	0,9 days		
			➡️	C1	60%	0,6 days		
			➡️	C2	60%	0,6 days		
143		143	➡️	Document the key-user training results		1,5 days	1 day	
			➡️	TL_A	70%	0,7 days		
			➡️	C1	40%	0,4 days		
			➡️	C2	40%	0,4 days		
144		144	➡️	Key-User Training Completion		0 days	0 days	
145		145	➡️	Possible Corrective Actions		11,1 days	5 days	
146		146	➡️	Analyze the results from the training documentation		4,8 days	2 days	
			➡️	TL_A	80%	1,6 days		
			➡️	C1	80%	1,6 days		
			➡️	C2	80%	1,6 days		
147		147	➡️	Implement corrective actions promptly to enhance the overall SPS		4,4 days	2 days	
			➡️	TL_A	60%	1,2 days		
			➡️	C1	80%	1,6 days		
			➡️	C2	80%	1,6 days		
148		148	➡️	Document corrective actions taken and update materials accordingly		1,9 days	1 day	
			➡️	TL_A	90%	0,9 days		
			➡️	C1	50%	0,5 days		
			➡️	C2	50%	0,5 days		
149		149	➡️	Deployment		8,9 days	3 days	
150		150	➡️	System Installation (ProdEnv)		8,9 days	3 days	
151		151	➡️	Develop a comprehensive deployment plan		2,4 days	1 day	
			➡️	TL_A	80%	0,8 days		
			➡️	C1	80%	0,8 days		
			➡️	C2	80%	0,8 days		
152		152	➡️	Execute the installation process for the production environment		2,2 days	1 day	
			➡️	TL_A	60%	0,6 days		
			➡️	C1	80%	0,8 days		
			➡️	C2	80%	0,8 days		
153		153	➡️	Monitor the deployment process in real-time to address immediate issues		2,4 days	1 day	
			➡️	TL_B	80%	0,8 days		
			➡️	C3	80%	0,8 days		
			➡️	C4	80%	0,8 days		
154		154	➡️	Document the installation process, configurations, and any deviations for future reference		1,9 days	1 day	
			➡️	TL_A	90%	0,9 days		
			➡️	C1	50%	0,5 days		
			➡️	C2	50%	0,5 days		
155		155	➡️	System Deployment Completion (ProdEnv)		0 days	0 days	
156		156	➡️	Operation and Maintenance		46,4 days	66,5 days	
157		157	➡️	Availability and Reliability Check		2,2 days	1 day	
158		158	➡️	Perform regular checks on servers, databases, and other critical components		2,2 days	1 day	
			➡️	TL_A	60%	0,6 days		
			➡️	C1	80%	0,8 days		
			➡️	C2	80%	0,8 days		
159		159	➡️	Availability and Reliability Check Completion		0 days	0 days	
160		160	➡️	Pilot Planning & Execution		19,4 days	22 days	
161		161	➡️	Develop a detailed plan outlining the objectives and scope of the pilot phase		1,9 days	1 day	
			➡️	TL_A	50%	0,5 days		
			➡️	C1	70%	0,7 days		
			➡️	C2	70%	0,7 days		
162		162	➡️	Monitor the pilot in real-time, addressing any issues or concerns that arise		16 days	20 days	
			➡️	TL_A	20%	4 days		
			➡️	C1	30%	6 days		
			➡️	C2	30%	6 days		
163		163	➡️	Identify key performance indicators (KPIs) to measure the success of the pilot		1,5 days	1 day	
			➡️	TL_A	70%	0,7 days		
			➡️	C1	40%	0,4 days		
			➡️	C2	40%	0,4 days		
164		164	➡️	Pilot Phase Completion		0 days	0 days	
165		165	➡️	Warranty		24,8 days	41 days	
166		166	➡️	Establish a mechanism for users to report issues or defects during the warranty period		0,8 days	1 day	
			➡️	TL_A	20%	0,2 days		
			➡️	C1	30%	0,3 days		
			➡️	C2	30%	0,3 days		
167		167	➡️	Collaborate with the development and support teams to address and resolve warranty-related concerns		24 days	40 days	
			➡️	TL_A	20%	8 days		
			➡️	C1	20%	8 days		
			➡️	C2	20%	8 days		
168		168	➡️	Warranty Period Conclusion		0 days	0 days	

INTERNAL EVALUATION PROPOSAL

SPS (Shared Purchasing System) Project

YourITCompany

1. Resources Pool

ID	i	Resource Name	Type	Initials	Group	Max. Units	Std. Rate	Ovt. Rate	Cost/Use	Accrue At	Base Calendar	Code
1		PS	Work	P	YourITCompany	100%	€ 0,00/day	€ 0,00/hr	€ 0,00	Prorated	Calendar 2024	
2		PM	Work	P	YourITCompany	100%	€ 450,00/day	€ 0,00/hr	€ 0,00	Prorated	Calendar 2024	
3		TL_A	Work	T_L_A	YourITCompany	100%	€ 400,00/day	€ 0,00/hr	€ 0,00	Prorated	Calendar 2024	
4		TL_B	Work	T_L_B	YourITCompany	100%	€ 400,00/day	€ 0,00/hr	€ 0,00	Prorated	Calendar 2024	
5		SM	Work	S_M	YourITCompany	100%	€ 400,00/day	€ 0,00/hr	€ 0,00	Prorated	Calendar 2024	
6		C1	Work	C1	YourITCompany	100%	€ 300,00/day	€ 0,00/hr	€ 0,00	Prorated	Calendar 2024	
7		C2	Work	C2	YourITCompany	100%	€ 300,00/day	€ 0,00/hr	€ 0,00	Prorated	Calendar 2024	
8		C3	Work	C3	YourITCompany	100%	€ 300,00/day	€ 0,00/hr	€ 0,00	Prorated	Calendar 2024	
9		C4	Work	C4	YourITCompany	100%	€ 300,00/day	€ 0,00/hr	€ 0,00	Prorated	Calendar 2024	
10		C5	Work	C5	YourITCompany	100%	€ 300,00/day	€ 0,00/hr	€ 0,00	Prorated	Calendar 2024	
11		C6	Work	C6	YourITCompany	100%	€ 300,00/day	€ 0,00/hr	€ 0,00	Prorated	Calendar 2024	

2. Project Financial evaluation (Cash flow map)

Resource	Rate/Day	M1	M2	M3	M4	M5	M6	M7	M8	M9	Total
		Nº days	Nº days	Nº days	Nº days	Nº days	Nº days	Nº days	Nº days	Nº days	
PS	0 €										
PM	450 €	10,4	1,75	1,4	2,1	1,75	0,35	4,5			
TL_A	400 €	6,25	13,95	14,4	13,95	13,3	6,95	5,85	4	1,2	
TL_B	400 €	0,25	5,6	14,4	5,55	10,95	1,15	1,25			
SM	400 €	0,25	3,2	14,4	16			1,25			
C1	300 €	5,43	11,15	14,4	15,7	13,2	8,5	5,35	4	1,2	
C2	300 €	5,43	11,15	14,4	15,7	13,2	8,5	5,35	4	1,2	
C3	300 €	0,13	5,65	14,4	5,1	11,25	0,95	0,5			
C4	300 €	0,13	5,65	14,4	5,1	11,25	0,95	0,5			
C5	300 €	0,13	3,2	14,4	16			0,5			
C6	300 €	0,13	3,2	14,4	16			0,5			
Labour Cost		10 794,00 €	21 887,50 €	43 830,00 €	37 225,00 €	25 157,50 €	9 067,50 €	9 175,00 €	4 000,00 €	1 200,00 €	162 336,50 €
Travels						100 €	50 €			50 €	200,00 €
NiceSharedPurchase framework license		10 000 €									10 000,00 €
Other Incidental		50 €	30 €	30 €	30 €	30 €	30 €	20 €	20 €	30 €	270,00 €
Total		20 844,00 €	21 917,50 €	43 860,00 €	37 255,00 €	25 287,50 €	9 147,50 €	9 195,00 €	4 020,00 €	1 280,00 €	172 806,50 €
Price		15%									198 727,48 €
Invoices		20%			15%		60%		5%		
		39 745,50 €			29 809,12 €		119 236,49 €		9 936,37 €		
Cash Flow		18 901,50 €	-3 016,01 €	-46 876,01 €	-54 321,88 €	-79 609,38 €	30 479,60 €	31 220,98 €	27 200,98 €	25 920,98 €	