PROJECT DOCUMENTATION

**PROJECT INITIATION DOCUMENT (PID)**

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| **Project:** | **Business Management System for Lanka Tools (Pvt) Ltd** |
| Release: | August 2022 |
| Date: | 13th July 2022 |
|  |  |
| **PRINCE 2** |  |
|  |  |
| Author: | Bhathiya Kannangara (Project Manager)  Layan Perera (Quality Manager)  Uthpala Rajapaksha (Risk Manager) |
| Owner: | Dr. Yasas Yajaweera (Project Executive) |
| Client: | Lanka Tools (Pvt) Ltd by Mr A.H Athaf |
| Document Ref: | ProjectInitiataionDocument\_SmartBMS |
| Version No: | 1.0 |

# 1 Project Initiation Document History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location

## 1.2 Revision History

**Date of this revision:**

**Date of Next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| 07/13/2022 |  | First Issue |  |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| Dr Yasas Jayaweera |  | Project Executive | 07/15/2022 | 1.0 |
| Bhathiya Kannangara |  | Project Manager | 07/15/2022 | 1.0 |
| Lanka Tools (PVT) Ltd. |  | Client | 07/15/2022 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Bhathiya Kannangara | Project Manager | 07/15/2022 | 1.0 |
| Imanka Jayasiriwardana | Start-up Manager | 07/15/2022 | 1.0 |
| Uthpala Rajapaksha | Quality Manager | 07/15/2022 | 1.0 |
| Ruwanthi Naramperuma | Risk Manager | 07/15/2022 | 1.0 |
| Layan Perera | Scheduling Manager | 07/15/2022 | 1.0 |

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# Project Initiation Document

## 3 Purpose of Document

This is one of the most critical project management documents that operates as the project's backbone. It acts as a reference point for the project team and the client throughout the process. On the base of the information in the Project Initiation Document, the project management commits to the project. When the proposal is approved, the PID properly outlines the persons, resources, and budget necessary for it. The project manager and the project management team should both track the project's development. The report outlines our interpretation of the brief.

## 4 Background

Lanka Tools (PVT) Ltd is Owned by H.F Athaf and its large-scale business organization which includes wholesale, retail dealer on constructions tools and Heavy vehicle Renting. The existing business process has some major downfalls, main being the lack of man power for the paper based operation, and thus the day-to-day tasks that takes place are made complicated. The existing business process defined by multiple business functionalities are as follows,

* Employee Management
* Attendance Management
* Payroll Management

Their ultimate goal is to empower the business by introducing digital platform with current technologies.

## 5 Project Definition

### 5.1 Project Objectives

* To deliver a successfully running Business Management system with all the specified client requirements.
* To identify and evaluate the existing system for existing system and their drawbacks.
* To develop Employee and payroll, rent and inventory management system
* To create user friendly User interfaces
* To create effective centralized database for the system.
* To provide the user requirement documentation.

### 5.2 Defined Method of Approach

The PRINCE2 methodology is to be used to handle the project. The system will be designed and developed for Lanka Tools (PVT) Ltd which is owned by H.F Athaf.

### 5.3 Project Scope

The Lanka Tools (PVT) Ltd is large scale business they have four branches around the Sri Lanka with that they have some number of employees and clients all around Sri Lanka the currently used paper based process do not fulfil their wants at the moment. After thorough examination of the requirements and the business and finally identified that they would gain more benefits by developing new Business management system. As their main branch is currently located in Kandy, all the business functions which are managed by the other branches has to be monitored by the main branch. As a solution we proposed a web-based application where they can use it at any branch they want with less issue.

### 5.4 Project Deliverables and/or Desired Outcomes

When the task is complete, the following key software components will be delivered.

* Admin panel where admin can manage system configurations and monitor the all activities
* Employee Portal where employees can update their information, Manage attendance, view salaries, request and manage cash advances.
* Reporting module where users can generate, Download and print reports according to the report parameters and filtrations

### 5.5 Exclusions

Our approach integrates a fully responsive Web application compatible all web browsers. After the initial deployment the client is responsible for updating the details of the web application such as Employee details, Salary scales, Attendance history etc.

### 5.6 Constraints

In order to achieve the estimated milestones of the project, the team has to work 45 hours per week for 6 weeks.

### 5.7 Interfaces

The proposed system will be communicating with the PDF generation plugin for the pay slips print and report export and SMPP/SMTP integration is required for alerts and notifications. Other than that, the proposed system is self-contained and doesn’t interface with any other projects or external sources.

### 5.8 Assumptions

The proposed project and its activities are a one-time contribution of Rs.227, 800.00. In conclusion,

The budget was created assuming that the price for the purchase of external services &

Items won’t change during the period of the project. (Ex: increase of price due to the

Changes to the currency conversion rate)

## 6 Project Organisation Structure

### 6.1 Project Management Team Structure

* Project Executive: Dr. Yasas Jayaweera
* Project Sponsor: Lanka Tools (PVT) Ltd.
* Project Manager: Bhathiya Kannangara
* Start-up Manager: Imanka Jayasiriwardana
* Risk Manager: Uthpala Rajapaksha
* Quality Manager: Layan Perera
* Scheduling Manager: Ruwanthi Naramperuma

### 6.2 Job Descriptions

Responsible for the role of the workplace management team, focusing on short- and long-term projects.

**Project Sponsor:** Give specific information about the company and its requirements and monitor the project progress.

**Project Manager:** Has responsibility for the effective start, planning, design, execution, supervision, control, and project closure.

**Start-up Manager:** Primarily maintains the connection with the client and updates the client about the project progress and maintains all client-related documentation.

**Risk Manager:** Main responsibility is to assess and mitigate all risks related to the project in order to achieve the project objectives.

**Quality Manager:** Ensures the project fulfils particular quality criteria before the delivery of the project to the customer.

**Scheduling Manager:** The key focus is to schedule and supervise all project-related tasks in order to complete the project on time.

**Developer:** Responsible for developing the actual system based on the given specification.

**Technical Writer:** The primary responsibility is to deliver documentary evidence by obtaining information from developers and project managers.

## 7 Communication Plan

“Communication Plan version 01” document is uploaded to the project's GitHub repository for documents (https://github.com/justpbk/SPPM) and it should be located in the Week 2 folder

## 8 Project Quality Plan

“Quality Plan version 1.0” document is uploaded to the project's GitHub repository for documents (https://github.com/justpbk/SPPM) and it should be located in the Week 2 folder.

## 9 Project Controls

Dr. Yasas Jayaweera reviews the overall project by addressing all issues related to achieving project objectives and continuously monitoring project progress.

Bhathiya Kannangara is in charge of overall project management by leading and monitoring the project progress to achieve project objectives.

Imanka jayasiriwardena maintains a strong relationship with the client and connects the team and the client by providing all necessary information to both sides.

Layan Perera evaluates and assesses the entire project quality in order to achieve project goals.

R.A.G.U.T.Rajapaksha is in charge of evaluating all project risks and providing mitigation in order to meet project objectives.

Ruwanthi Narampanawa schedules all tasks and activities related to the project and is responsible to keep the project under schedule in order to achieve project goals.

## *10 Initial Business Case*

“Business Case version 1.0” document is uploaded to the project's GitHub repository for documents (https://github.com/justpbk/SPPM) and it should be located in week 2 folder.

## *11 Initial Project Plan*

“Project Plan version 1.0” document is uploaded to the project's GitHub repository for documents (https://github.com/justpbk/SPPM) and it should be located in week 2 folder.

## *12 Initial Risk Log*

“Initial Risk Log version 1.0” document is uploaded to the project's GitHub repository for documents (https://github.com/justpbk/SPPM) and it should be located in week 2 folder.