

## **Project Management – Tasks**

### **S\_PM\_01: Identify Stakeholders:**

- Digital discount cards (Al Shaye3):
  - o Retail shops under Al Shaye3 group
  - o End customers/users
  - o Mobile developers (mobile application)
  - o Web developers (web application)
  - o Technicians for QR scan machines
  - o Project manager and program manager.

### **S\_PM\_02: Stakeholder Engagement & Communication Plan:**

**Engagement plan:**

<b>Keep satisfied:</b> <ul style="list-style-type: none"><li>• Project and program managers</li></ul>	<b>Manage closely:</b> <ul style="list-style-type: none"><li>• Owner</li></ul>
<b>Monitor:</b> <ul style="list-style-type: none"><li>• Developers (web &amp; mobile)</li><li>• Technicians</li><li>• Customers</li></ul>	<b>Keep informed:</b> <ul style="list-style-type: none"><li>• Sponsor</li><li>• Retail shops</li></ul>

**Communication plan:**

Purpose	Responsibility	Medium	Content	Frequency
Project Status	Project Manager	Meeting	Plan, design, brain storm, follow up and monitor	Weekly
Project Review	Project Manager	Meeting	Progress follow up, Q&A, risk management	Weekly
Development Plan	Project Manager	Meeting	Analysis, design, implement, testing	Bi-Weekly
Budget	Project Manager	Meeting	Budget allocation and expenses.	Monthly

### **S\_PM\_03: Create Team Charter:**

#### **1- Values:**

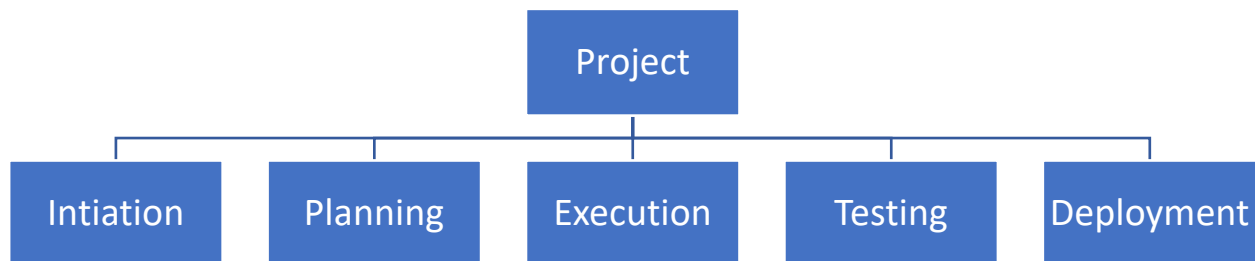
- a. Excellence
- b. Teamwork
- c. Integrity
- d. Respect

#### **2- Communication:**

- a. CRM (Jira, slack, etc.)

- b. Email
  - c. Microsoft teams if possible.
  - d. Work landline extension
  - e. Business mobile phone
- 3- Fun events:**
- a. Outing
  - b. Breakfast day
  - c. Informal business day
  - d. Yearly trip
  - e. Monthly birthday parties
- 4- Meeting guidelines:**
- a. Meeting agenda
  - b. Meeting objectives
  - c. Minutes of meeting
- 5- Decision making:**
- a. All required inputs should be provided
  - b. Validating information before decision
  - c. Follow the authority matrix for getting required approvals
- 6- Conflict resolution:**
- a. Avoid any conflict as much
  - b. Try to get someone involved in between
  - c. Select the right time to open the debated topic

**S\_PM\_04: Create WBS for your project:**



**Initiation:**

- Develop a business case
- Run a feasibility study
- Write a project charter
- Identify key stakeholders
- Build a team and organize resources

**Planning:**

- Meet stakeholders
- Define the scope

- Set and prioritize objectives
- Determine deliverables
- Create project schedule
- Risk analysis
- Set progress reporting guidelines

#### Execution:

- Create tasks
- Assign tasks to team and set timeline
- Status and tracking progress
- KPIs and quality assurance

#### Testing:

- Requirement analysis
- Test planning
- Test cases development
- Test execution
- Test cycle closure

#### Deployment:

- Checklist
- User training
- Sign off

### **S\_PM\_05: Risk Management:**

There are several types of risks:

- 1- **Technical Risks:** risks are related to the software development process, technology used, and the software product itself. Technical risks can include issues related to the software architecture, design, performance, scalability, compatibility, and complexity.
- 2- **Project Management Risks:** risks are related to the management of the software development project, such as scheduling, budgeting, and resource allocation. Project management risks can include issues related to project planning, communication, stakeholder management, and project governance.
- 3- **Organizational Risks:** risks are related to the organizational context in which the software development project is being undertaken. Organizational risks can include issues related to culture, structure, resources, and the level of support and commitment from senior management.
- 4- **Operational Risks:** risks are related to the operation and maintenance of the software product after it has been deployed. Operational risks can include issues related to the software's reliability, availability, maintainability, and security.
- 5- **External Risks:** risks are related to external factors that may impact the software development project, such as changes in market conditions, regulations, and technology trends. External risks can include issues related to competition, legal and regulatory compliance, and vendor and supplier relationships.

**S\_PM\_06: Estimation:**

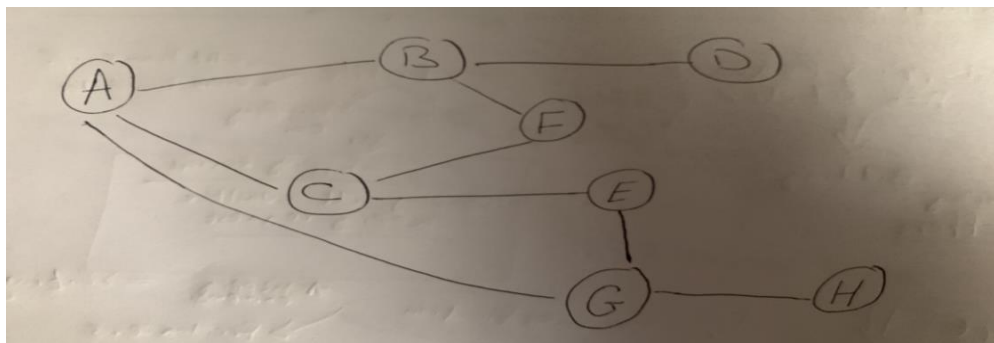
Phase	Estimated Hours	Estimated Cost/hour \$
Initiation	20	5
Planning	25	5
Execution	50	6
Testing	30	4
Deploy	8	3

Any changes in the application requirements, technology, time frame could lead to change the above figures.

**S\_PM\_07: Basic Scheduling:**

TASK	DURATION	Depends on
A	9	-
B	6	A
C	12	A
D	6	B
E	5	C
F	8	B,C
G	1	A,E
H	5	G

The delivery time is 52 days; tasks can be delayed are D and F without delaying the project.

**S\_PM\_08: Scheduling via PDM:**

**S PM 10: Monitoring via EVM:**

Task	activity	AC	EV Budget*progress	PV	CV EV-AC	SV EV-PV	CPI EV/AC	SPI EV/PV
1	Initiation	600	600	600	0	0	1	1
2	Planning	1400	1200	1200	-200	0	0.85	1
3	Execution	200	200	400	0	-200	1	0.5
4	Testing	500	400	1200	-100	-800	0.8	0.33
5	Deploy	0	0	300	0	-300	-	0
Total		2700	2400	3700	-300	-1300	3.65	2.83