**Role title**: Project Manager

**Brief role description**: responsible for the planning, management and co-ordination of the project.

# Personal objectives:

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives** | **Evidence provided in self-appraisal document** | **Sprint 1** | **Sprint 2** |
| **Project/people management** | See procedure CDP03 | ✓ | ✓ |
| **Risk assessment** | See procedure CDP03 | ✓ | ✓ |
| **Presentation to client** | See procedure CDP03 | ✓ | ✓ |
| **Collaboration** | See procedure CDP06 | ✓ | ✓ |
| **Attendance** | See procedure CDP01 | ✓ | ✓ |

# Personal skills:

* Organization
* analytical skills
* commercial awareness
* communication
* team working
* diplomacy
* ability to motivate people
* management skills
* Proactive, self-motivated, logical and objective
* Ability to work well under pressure, as part of a team or alone

# Relevant Procedures

* CDP01 – Attendance
* CDP03 – Project Management
* CDP06 – Collaboration

**Procedure CDP03 – Project Management**

# Project/People Management

## SCRUM backlogImage

## Attendance RegisterImage

*P = Present, AR = Absent (apology received), A = Absent (no apology received)*

# Risk Assessment Report

A Risk Assessment is a systematic process that is used to identify potential risks associated with a project. The Risk Assessment Process is important because it helps the individuals and organisations to identify the hazards and also develop strategies to mitigate those Risks. Our Project I.e. Open Day App, includes several associated Risks and has to be identified in order to complete the project appropriately.

The Table 1.0 below shows the Risk Register for our project. The Register shows the potential risks associated with our project. The major risk categories include the Operational, Financial and external risks. The operational risks include the technology selection and the implementation risks. The technology selection is very important because it is the prerequisite for the rest of the project’s completion. Secondly, the implementation of technology is also equal important, the programmer/software developer must be well-equipped with resources and must have appropriate expertise to complete the project. These risks can be easily mitigated by appropriate research and use of right methods.

The second category of Risks involved in our project are financial risks, our project is a student-based project, however, due to the complexity of the project we need several APIs (Application Programming Interface) integrated in our project, the costs of these APIs have to be paid by the team, so right APIs that are economical must be selected.

The Third Category of the risks associated with our project is external. The project is being completed following the guidelines of Stakeholders and although it is unlikely to happen, but there is a chance that Project Scope needs to be changed and it would cause a serious problem to complete the project based on new scope.

Table 1.0: Risk Register (Undergraduate Open Day App)

# Presentation to client

## Presentation of final artefact

At the end of the second sprint the final artefact will be presented to the client. It is the Project Manager’s role to lead the presentation and ensure it runs smoothly.

## **What to submit**

* Evidence of preparation
* Video presentation to client, team members and tutor. Not more than 10 mins long, ideally.

**Procedure CDP06 – Collaboration**

# Good collaboration

**Good communication** and **good collaboration** are essential to a project’s success, and central to this module.

## Using computer software to enable/facilitate collaboration

| **Risk Register – Undergraduate Open Day App** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk No** | **Description of Potential Risk** | **Description of Potential Impact** | **Risk Owner** | **Steps to Mitigate** | **Monitoring Frequency** | **Likelihood**  **(1-5)** | **Impact**  **(1-5)** | **Controls**  **(1-3)** | **Risk Rating** |
| Risk Category: Operational | | | | | | | | | |
| 1 | Technology Selection Risk | The Project can be delayed and more effort would be required. | Hamza Rashid | Appropriate Research | The risk would be monitored only once at the beginning. | 3 | 4 | 3 | 7 |
| 2 | Technology Implementation Risk | The retired technology maybe difficult to implement | Hamza Rashid | Check Required Expertise and Make Roadmap  Learn and Practice | The Risk is iterative and frequently monitored. | 4 | 5 | 3 | 9 |
| Risk Category: Financial | | | | | | | | | |
| 1 | Selection of APIs | If the required APIs are very expensive | Kamar Shamrez | Appropriate Research  Look for Alternatives | The Risk is monitored only once. | 3 | 2 | 1 | 5 |
| Risk Category: External | | | | | | | | | |
| 1 | Project Requirements Altered | If the Project requirements/ Project Scope is changed by Stakeholders. | Kamar Shamrez | Appropriate Communication  Steps completion before time. | The Risk needs to be monitored for several times. | 1 | 3 | 3 | 9 |

Project managers and other members of the team should use [Basecamp](https://basecamp.com/) when suitable in order to achieve a higher grade. **Evidence of usage should be included** as part of your self-appraisal.

## **What to submit**

* Screenshots of Basecamp conversations in which **you** actively participate.
* Screenshots showing files (designs, reports) that **you** shared with your team on Basecamp
* Screenshots of personal contributions to GitHub issues.
* Evidence of course attendance (register, certificate), and Word document summarising what was learnt and how it can be used on the project (max 500 words).
* Please use **template provided** for the above (Canvas/templates/collaboration)

**Procedure CDP01 – Attendance**

# Class attendance

**Attendance** is listed as an objective on every role’s appraisal sheet, and as such will be thoroughly monitored by the teaching team.

All meetings with your team and tutor **should be attended on time**. Absences and late arrivals will be noted, and will affect your final grade.

If **exceptional** circumstances arise and refrain you from attending (bereavement, illness, child care issues etc.) you should **notify your team and tutor by email as soon as possible**. This will be kept as evidence of “good collaboration” and will be taken into account when calculating the final grade.

# Meeting attendance – 10 points

Your team should meet **at least twice a week** to discuss progress and issues arising:

* One formal meeting during workshop time, with your tutor
* One formal meeting on a different day, without your tutor

It is the Project Manager’s responsibility to ensure that all members of the team attend, and to record absences in the meeting’s minutes.

## If a member of the team stops attending

Please refer to “Dealing with long term absences” procedure.

## **What to submit**

* Attendance registers for all team meetings (i.e. 2 a week). This should have been compiled by your Project Manager and shared with the team.
* Where applicable, evidence that you sent your apologies when unable to attend a meeting (e.g. email to PM, screenshot of message on Basecamp)

## Scale

The following rules apply when calculating the attendance grade:

* **Full attendance: 10 points.**
* Each late arrival: -1 point
* Each absence for which an apology has been received: -1 point
* Each absence for which an apology has **not** been received: -2 points
* Each client meeting missed: -5 points

For exceptional cases (e.g. emergency hospital appointments etc.) please contact the module leader.