**EMTEL**

**(IN PAYROLL SYSTEM)**

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| **Milestone** | **Completion**  **Date** | **Stakeholder** | **Acceptance**  **Criteria** |
| **Current State**  **Generation of time-tables using multiple Excel sheets** |  |  |  |
| Requirements elicitation | 29/8/2017 | Sponsor, client, admin staff, registrar, PM, team  members | Features of software identified and signed off by team, client and sponsor |
| Project plan | 5/9/2017 | Project Manager, team members | Reviewed and signed off by project manager, team members |
| Design Specifications Document | 14/10/2017 | Project Manager and team designers | Reviewed and signed off by project manager, team members,  client, registrar |
| Develop software | 4/09/2017 | Project manager and team programmers | Code should be developed and documented according to organizational policies. |
| User Acceptance Testing | 15/5/2017 | Project manager, team testers, client and main users  (including registrar) | Software should meet user requirements and this should be signed off by patients and registrar. |
| Deploy software | 5/6/2017 | Project manager and team members | Software should be fully operational. |
| Training | 13/12/2017 | Hospital members, registrar and admin staff. | Main users should be comfortable in using the software  (following evaluation) |
| Post-implementation review | 30/11/2017 | Project manager, project team members, sponsor, client, registrar | Lessons learnt compiled, communicated and stored for future use. |
| **Future State**  **Software for generation of time-tables** |  |  |  |
| **Ultimate Goal**  **Timely and accurate generation of time-tables** |  |  |  |

**RISK REGISTER**

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| Risk Type: | Mitigation: |
| Bugged ATM. | Use cash instead of card. |
| Prone to attacks from thieves | High security system system. |
| System can be crashed. | Use a backing storage system. |
| Staff can misplace documents. | Always make two  copies of each document and store them in a safe place. |
| Staff can fall ill. | Train internal staffs. |
| Poor co-operation between staff members. | Make sure each staff make notes of what they understood and refer to the leader of the group. |
| Scope increases beyond expectation. | A plan B should be prepared for any risk. |
| Estimates a lot | Check facts |
| Fire hazard due to circuit | -put fire extinguisher in very part of the school  -place water hose |
| Natural calamities | -Search a third placement |

**STAKEHOLDERS**

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| --- | --- |
| **Stakeholders** | **Interest in Project** |
| Primary:  Project Manager & Project team members    Sponsor  Client, Registrar    Owners and employees | Meet the project objectives for the project to be successful  To have a successful hospital, building within allocated resources  To have a software that aligns with the timetabling process and meets all user requirements  To have accurate and timely time-tables generated |
| Others:  Accountant  services staff | To satisfy requirements within allowable budget  To have to manage less employee complaints |

**RESOURCES REQUIRED**

* **One laptop (Rs 35,000.00)**
* **Mouse (Rs 500.00)**
* **Printer (Rs 5,000.00)**
* **Modem (Rs 2,000.00)**
* **Barcode scanner (Rs 5,000.00)**
* **Laptop’s cooling fan (Rs 800.00)**
* **Windows (Free)**
* **Microsoft Words (Rs 3,500.00)**

**Total = Rs 51,800.00**

**TEAM OPERATING PRINCIPLE**

* **Project progress will be reported every Friday evening at 17hr o’clock HR office.**
* **Any change must be gone through a change approval procedure**