Parky Panda Project

School of Business

The George Washington University

*Team 6\_Final Deliverable*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | Christine Mundiya | | Komal Patil | | Ruchi Singh | | Shriya Sharma | |

[company name]

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# **Introduction**

In this Final Deliverable, our team will discuss various aspects of implementing the Parky Panda Project at George Washington University's Main Campus. To begin, we discovered that there is a significant parking problem in the university area, which is causing traffic congestion.

In this deliverable, we outline and discuss various points relating to why we believe the Parky Panda project will be beneficial and how, as our motto states, installing this app can provide "Stress Free Parking." We would achieve our main goal by first initiating and planning the project. To present our findings and ideas to our stakeholders, we use many of the concepts and templates from our project management textbook and follow simple instructions. Furthermore, we have used some outside sources to help strengthen our project and emphasize the importance of parking.

The first part of this deliverable will consist of pre-initiation tasks in which we will examine the existing problem, study the background of the parking spots that are already available in the area, and discuss the benefits that this project will bring to the park with ease. The following phase covers the initiation phase, in which we identify our stakeholders, which are all parties who will be affected by this project. We also create a project charter that outlines the approach we will take throughout the project. The third component covered in this deliverable is the continuation of the planning phase with the subsequent project cycle management process, the execution phase. We use concepts and templates from our project management textbook as well as from online resources.

Project scheduling, cost management strategy, quality management, resource management, and risk management are all part of the project management plan. This report thoroughly explains each stage of this project. Also, we will explain briefly how we will monitor and control the entire project, as well as how we will close it.

# **Project Pre-Initiation: -**

The George Washington University is in a busy area with many parking garages around, but students and public always struggle in finding a parking spot as they do not know where exactly they have a free parking space especially in the peak hours of the day. Even if they find a parking availability, they lose out on time in finding the available spot. It was high time that we fix this issue as students and faculty waste a lot of time in finding a parking spot.

Parky Panda is a parking strategy that combines technology and human innovation to use as few resources as possible—like fuel, time, and space—to achieve faster, easier, and denser parking of vehicles. The team will fully commit to this project to achieve the desired change and outcome. Learning the management structure to identify the approach that must be taken will be an important part of this project because, and once project is planned, the team wants to ensure that its execution goes smoothly with full approval from all its employees and stakeholders.

## 2.1. Organizational Analysis: -

The organizational structure of Parky Panda is comprised by a functional structure (see figure 1). Vice President (VP) of each division oversees the operation. VP reports to the Director. Our client (sponsor of the project) is Director and Department of Transportation (DoT). Our project should consider Director’s intents and approvals of DoT to successfully complete the project since they have a strong influence and large investment in this project.

The organizational culture of Parky Panda will also affect the project. We are a small team, and we follow a culture that encourages more team work rather than emphasizing on individual works. It is very important that the system fits into the structure and culture of the Parky Panda and bring about a smooth transition into a stress-free parking world.

Figure 1: Organizational Structure

## 2.2 Why Use Parky Panda App?

The goal of this project is to design, develop and implement an application that will help university students and the public find available parking spots more conveniently. This application helps to identify the closest parking to their destination, as well as how much it would cost and whether a spot is available. Thanks to Parky Panda, there is no need to drive around seeking parking anymore.

Throughout the project, there will be some risks and hiccups associated with the

implementation of the P Cube application, however, the advantages of a good parking management system make it possible to park more quickly, which greatly decreases traffic in cities, driving time, vehicle emissions, and carbon footprint.

## SWOT Analysis: -

## We conducted a SWOT analysis to identify Parky Panda’s competitive position by identifying its strengths, weaknesses, opportunities, and threats below.

|  |  |
| --- | --- |
| **Strengths**   * Knowing the exact location of available spot to park * To know the exact amount for the parking. * Compare the lowest price based on the spot (covered, not covered, on road). | **Weakness**   * Server issues. * Network issues. * Slow updates. * Sensor malfunction. |
| **Opportunity**   * Time saving. * Less traffic. * Vehicle emission reduction. * Less carbon footprint. | **Threats**   * Lack of trained employees * Market competition with different parking apps. * Competitors providing same services at lower price. |

## Project Groundwork

1. Scope – The goal of this project is to design, develop and implement an application that will help university students and the public find available parking spots more conveniently.
2. Duration – The projects should be finished and put into effect in 4 months, according to our current estimate. We assessed all possible stages of the project and all associated risks before reaching this conclusion. If there are any changes because of unexpected situations, we will discuss them with all stakeholders' best interests in mind.
3. Cost constraints – Project risks may divert resources and cause our project to take longer than anticipated, increasing our budget. However, if all stakeholders and the Department of Transportation are involved from the start, the project should be completed in four months.

This project's team consists of four members with backgrounds in the IT industry. Ruchi Singh, our most experienced team member, has been chosen as the Project Director. After reviewing all the information on the parking area and its renovation (sensor installations), we have decided to form this team and begin working on the project charter and what we can expect in the coming months. The parking areas, their current state, and the overall organizational structure were all thoroughly reviewed by the team. We identified why the Parky Panda App could greatly benefit the university area in its current state while also considering future traffic density. We conducted the above-mentioned SWOT analysis, which compares all internal and external advantages and disadvantages in implementing this system. This, we believe, will greatly motivate our stakeholders to allow us to continue with this project.

We chose a predictive life cycle strategy for this project because we feel it is a project where we can define the scope, estimate the time required, and total cost early enough, and closely monitor any changes to all three primary components. It will include progressive and consistent development of the program and will allow us to try out a variety of product features required for software functioning and management. We may use the application's reviews area to keep track of project development and collaborate with the team to offer the finest possible version of our desired parking app.

# **Project Initiation**

## 3.1. Project Charter

To officially recognizes the project and provide direction, a project charter was developed as seen below (figure)

|  |
| --- |
| Project Title: Parky Panda Project (P Cube)  Project Start Date: September 18, 2022 Project Finish Date: December 23, 2022 |
| Budget Information: The parking space along with the university will allocate $1,000 000 for  this project. The budget will be utilized for developing an application that can be  accessed on both IOS and Android. The budget will also cover additional costs such as  marketing, training costs, procuring equipment, implementation, and maintenance costs. |
| Project Manager: Ruchi Singh, (857) 395-0594, ruchi.singh@gwu.edu |
| Project Objectives:  The goal of this project is to design, develop and implement an  application that will help university students and the public find available parking spots  more conveniently. This application helps to identify the closest parking to their destination, as well as how much it would cost and whether a spot is available. Thanks to Parky Panda, there is no need to drive around seeking parking anymore.  Throughout the project, there will be some risks and hiccups associated with the implementation of the P Cube application, however, the advantages of a good parking  management system makes it possible to park more quickly, which greatly decreases traffic in  cities, driving time, vehicle emissions, and carbon footprint. |
| Main Project Success Criterion: The new P Cube system should make parking stress free  and faster. Users should utilize all the benefits of this system and should expect the application to be more effective in finding a parking spot at ease. |

|  |
| --- |
| Approach: -  1. Outline Requirements: We will create a detailed build plan for each feature of our app in collaboration with the development team.  2. Wireframing and Basic UX: We will design basic “placeholder” screens for each unique screen in our app and walk through the intended user flow.  3. Technical Assessment and Architecture: We will determine how to structure our app’s underlying components and design the most optimal system for data storage and retrieval.  4. Solidify Design: We will replace the basic wireframes with final design elements  5. Front End Development: We will build the user-facing components of our application.  6. Back End Development: We will build the underlying components that power the user's interactions with the front end.  7. Testing: We will run through the intended user flow of our app and fix any bugs or  undesirable behaviors.  8. Deploy: We will launch the mobile app on IOS/Android.  9. Iterate and Scale: As our software gains more users, we intend to increase functionality and introduce new features. |

|  |
| --- |
| **Roles and Responsibilities** |
| |  |  |  |  | | --- | --- | --- | --- | | Name | Role | Position | Contact Information | | Ruchi Singh | Team Member | Project Director | Ruchi.singh@ gwu.edu | | Christine Mundiya | Team Member | IT Data Analyst | Christine.mundia@gwu.edu | | Komal Patil | Team Member | VP of IT | Komalpatil1820@gwu.edu | | Shriya Sharma | Team Member | Senior Analyst | Shri13@gwu.edu | |
| **Sign-Off: -**  **A picture containing text  Description automatically generated**  **Comments: -** |

## Stakeholder Identification

While planning this project, we thought it was crucial to identify the stakeholders and those who would have a significant impact on its success and completion. In order to follow up and produce reports for their review and opinions throughout the project's lifespan, our team decided it was simpler to compile a list of our stakeholders and identify their interests in the project.

Table 1:Stakeholder Identification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Internal/External** | **Project Role** | **Contact Information** |
| Nina McGarry | Director | Internal | Sponsor | [nmcgarry@gwu.edu](mailto:nmcgarry@gwu.edu) |
| Komal Patil | VP of IT | Internal | Team member | [komalpatil1820@gwu.edu](http://komalpatil1820@gwu.edu) |
| Shriya Sharma | Senior Consultant | Internal | Team member | [shri13@gwu.edu](http://shri13@gwu.edu) |
| Jane Doe | Financial Analyst | External | Team member | Jane.doe@gwu.edu |
| Christine Mundiya | Data Analyst | Internal | Team member | Christine.mundia@gwu.edu |
| Ruchi Singh | Project Director | Internal | Team member | [Ruchi.singh@gwu.edu](mailto:Ruchi.singh@gwu.edu) |
| Sarena Parve | Stakeholder | External | Sponsor | [sarena@gwu.edu](http://sarena@gwu.edu) |

**Stakeholder Management Strategy**

Table 2:Stakeholder Management Strategy Table

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Level of Interest | Level of Influence | Potential Management Strategy |
| Nina McGarry | High | High | Ms. McGarry would like the team to report the progress of the project weekly with deliverables. We will continuously discuss the status of the progress of our project with Team Presentations and deliverables.  Based on the feedback we would check for updating the items if not continue with deliverables. |
| Department of Transportation | Low | High | As sponsor, they want to stay on top of this project to complete it successfully so that the parking issue can be resolved as soon as its possible. |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Kick-Off Meeting**  **Project Name:** Parky Panda Project  **Meeting Objective:** The primary goal for today will be to discuss and initiate the project. This will be accomplished by identifying stakeholders and introducing team members. We will also go over the project objectives, goal plan, and proposed outcome.  **Agenda:**   * Introducing team members of the project * Informing the duties of each team member. * Reviewing project-related documents – project workflow, project charter, project advantages, and its key statement. * List of action items from meeting  |  |  |  | | --- | --- | --- | | **Action Item** | **Assigned To** | **Due Date** | | Clarifying the business case | Shriya Sharma | October 11, 2018 | | Identify key stakeholders | Komal Patil | October 11, 2018 | | Prepare project charter | Christine Mundiya | October 11, 2018 | | Prepare scope statement& scope Management | Ruchi Singh | October 12, 2018 | | Prepare team contract including code of ethics | Ruchi Singh | October 12, 2018 | | Milestone list & milestone report | Christine Mundiya | October 12, 2018 | | Prepare SWOT analysis | Komal Patil | October 12, 2018 | | Prepare schedule and cost baseline | Christine Mundiya | October 12, 2018 | | Prepare WBS | Shriya Sharma | October 12, 2018 | | Requirements list& requirements management log | Ruchi Singh | October 12, 2018 | | Project control log | Komal Patil | October 12, 2018 | | Organizational structure | Shriya Sharma | October 12, 2018 |   **Date and time of next Meeting:** September 27, 2022 | | Medium | High | She has invested in the project and also as a team member she will try to advise and contribute in project success. |

## Project Kick-off meeting

Based on the stakeholder analysis and project charter, the project manager convened a kick-off meeting. This meeting aimed to connect with people involved with the project and identifying and agreeing upon action items that each participant in the project is responsible to complete.

# **Plan Scope**

## 4.1. Requirement Lists

 We acquired requirements information using a variety of approaches. This includes the SWOT analysis, university needs evaluation via surveys, and the presentation of the project concept to all stakeholders. We have recorded and created a requirement log on all acquired information which is mentioned below.

**Requirements List**

1. **Functional Requirements**
   1. Schedule and manage tasks
   2. Generate administrative and financial data from records
   3. Record parking data, reviews, and any transportation documentation
   4. Available and reliable 24/7
2. **Technical Requirements – Hardware**
   1. Computers with access to the Internet
   2. Sensors
   3. Storage and backup devices
   4. Hardwire and wireless web connections
3. **Technical Requirements – Software**
   1. Operating system
   2. Specialized software licensed for implementation of our system
4. **Privacy Requirements**
   1. Secure authentication and privacy of user
   2. Manage integrity and data retention
   3. Ability to maintain roles and give alerts when necessary

## 4.2. Develop Work Breakdown Structure

The goal of constructing a Work Breakdown Structure (WBS) is to identify and specify all the tasks that must be completed in order to accomplish our project. Team members operate within each subcategory of the WBS to achieve particular goals (figure ). The WBS dictionary contains more detailed objectives (i.e., what activities needed to be completed) for each WBS.

|  |
| --- |
| Work Breakdown Structure (WBS)  Date: December 14, 2022   1. Pre-initiation   1.1 Organizational Analysis  1.2 Business Case Discussion  1.3 SWOT Analysis  1.4 Project Groundwork   1. Initiating   2.1 Prepare Project Charter  2.2 Identify key Stakeholders  2.3 Project Kick-off meeting   1. Planning    1. Prepare scope statement    2. Requirement List    3. Prepare WBS    4. Project schedule management    5. Prepare Activity Sequence    6. Prepare Network Diagram    7. Prepare Milestone List    8. Prepare Gantt Chart    9. Cost Plan    10. Project Budget    11. Quality Management    12. Resource Management Plan    13. Communication Plan    14. Risk Management Plan 2. Executing    1. Install sensors at parking layouts    2. Test Parking Application    3. Deploy    4. Survey    5. Make necessary modifications    6. Test Parking Application again    7. Management review    8. Project benefits measurement 3. Monitoring and Controlling   5.1 Progress reports  5.2 Change request   1. Closing   6.1 Prepare final project report  6.2 Prepare final project presentation  6.3 Lessons learned |

# **5. Plan Schedule**

## Project Schedule Management

Schedule management is the process of identifying project tasks, durations, dependencies, and assigning resources to accomplish the project within the time range specified. It also comprises scheduling monitoring and reporting to guarantee that the project is completed on time.

## Planning Project Schedule

In order to build the schedule, we will first list all of the phases and activities that must be completed in the project. After identifying those tasks, the team will calculate the duration for task to complete. The combination of durations for that task and the ones preceding will be tabulated. Following this, we will create an activity sequence that shows which tasks are reliant on which and which may be completed concurrently. An approximate start and end date for each activity is calculated. Next step would be to create a network diagram that depicts the actions and dependencies in the tasks. Using this network design, we will compute the critical route for the project to find the shortest amount of time required to accomplish it.

## Project Schedule

In the following table, the activity for the execution plan is shown (figure 1) along with task number and description given each activity. Estimated time duration and responsibility who is in charge is also listed.

Table 3:Project Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task # | Task Name | Description | Duration  (total: 100 days) | Responsibility |
| 1 | Describe system requirements | What are the expectations of this parking system and how will it add value in lowering the traffic jams. | 1 | Project team |
| 2 | System Design | What is the layout, desired function and features and overall expectation from this project | 3 | Project team |
| 3 | Prep our facility and employees | For the desired system, what are the appropriate equipment present, what is needed | 2 | Project team |
| 4 | Finalize system requirements with one vendor | Choose a vendor based on the quality and price of the equipment and which vendor offers the best product that satisfies the business needs | 3 | Project team |
| 5 | Issue purchasing order | Issue and finalize paperwork of purchase and right of ownership to software | 1 | Project team |
| 6 | Purchase all hardware | Purchase all hardware equipment (sensors, cables…) needed for the software chosen | 2 | Project team |
| 7 | Space layout and design | Infrastructure preparedness in parking area to go ahead with renovations for a smooth transition | 2 | Project team |
| 8 | Installation | Installing sensors at parking areas | 4 | Project team |
| 9 | Transfer all existing data | Transfer all/most recent existing traffic data onto system | 4 | Project team |
| 10 | Testing and verification | The system will be tested multiple times to make sure all the functions and requirements work well | 10 | Project team |
| 11 | Make changes and update | If changes are needed (most likely will be) fill in the change request form. | 5 | Project team |
| 12 | Management and Stakeholders review | Managements analysis and review pf progress and what to expect and approval of the issues listed in change request form. | 2 | Project team |
| 13 | Initiate a training plan | Begin working on training guidelines and also to understand the app flow. | 4 | Project team |
| 14 | Develop an operation manual link | Develop a manual to understand the parking system and the traffic flow. Understand the application performance and possible bug fixing instructions. | 3 | Project team |
| 15 | Deploy parking systems | Application will go live | 2 | Project team |
| 16 | Project benefits measurement | Metrics used to measure benefits | 2 | Project team |
| 17 | Prepare final project report | Lessons learned | 2 | Project team |
| 18 | Prepare final project presentation | Finalizing deliverable | 2 | Project team |
| 19 | Finalized overall project | Presenting to stakeholder | 2 | Project team |

## Activity sequence

The graphic (figure) below depicts the actions and the sequence in which they will be carried out. The predecessor for each activity is mentioned in the second column, along with the task number, so that the dependencies in this project are evident. This activity schedule will be constantly monitored by management to ensure that each task is performed within the time limit specified. The durations for each activity are displayed in days.

## Network Diagram: -

To comprehend the order and dependencies of each task, we have laid out the network diagram based on this table. The activities shown in the table above are represented by the square with task numbers, and the arrows indicate which activity comes after which. You can once more refer to the table above for the durations for each. The critical path approach is then used to compute the duration for each path shown in the diagram, accounting for dependencies and sequencing.

Activity List

Table 4:Activity List

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Activity** | **Predecessor** | **Duration** |
| **1** | Describe system requirements | ----- | 1 |
| **2** | Design the parking system | 1 | 3 |
| **3** | Prep our facility and employees | 1 | 2 |
| **4** | Finalize system requirements with one vendor | 2 | 3 |
| **5** | Issue purchasing order | 4 | 1 |
| **6** | Purchase all hardware | 5 | 2 |
| **7** | Space layout and design | 3 | 2 |
| **8** | Installation | 5 | 4 |
| **9** | Transfer all existing data | 8 | 4 |
| **10** | Testing and verification | 8 | 10 |
| **11** | Make changes and continue retest as needed | 10 | 5 |
| **12** | Management and Stakeholders review | 11 | 2 |
| **13** | Initiate a training plan | 12 | 4 |
| **14** | Develop an operation manual link | 13 | 3 |
| **15** | Roll-out parking systems | 14 | 2 |
| **16** | Project benefits measurement | 14 | 2 |
| **17** | Prepare final project report | 14 | 2 |
| **18** | Prepare final project presentation | 14 | 2 |
| **19** | Finalized overall project | 14 | 2 |

**Calculating the Critical Path:** -

Diagram

Description automatically generated

Figure 2:Network Diagram

Path 1: Adding the durations for activities 1, 2, 4, 5 and 6 will equal to 10.

Path 2: Adding the durations of activities 1, 3 and 7 will equal to 5

Path 3: Adding the durations of activities 1, 2, 4, 5, 8 and 9 will equal to 16

Path 4: Adding the durations of activities 1, 2, 4, 5, 8, 10, 11, 12, 13, 14 and 15 will equal to 38

Path 5: Adding the durations of activities 1, 2, 4, 5, 8, 10, 11, 12, 13, 14 and 16 will equal to 38

Path 6: Adding the durations of activities 1, 2, 4, 5, 8, 10, 11, 12, 13, 14 and 17 will equal to 38

Path 7: Adding the durations of activities 1, 2, 4, 5, 8, 10, 11, 12, 13, 14 and 18 will equal to 38

Path 8: Adding the durations of activities 1, 2, 4, 5, 8, 10, 11, 12, 13, 14 and 19 will equal to 38

The project's critical path, which is the shortest length of time it can be finished in, came out to be 38 days. Based on the duration of each action, we anticipated the project would last 56 days. Prior to our computation, our best guess, keeping holidays and time off in consideration, was 72 days. This computation indicates that the project may be completed in as few as 38 days. Finishing the project early than expected will allow the team enough time to ensure that everything is in order, running correctly, and that the parking app has all of the resources required to function successfully.

## Milestone List

Based on our project progress, we have updated our milestone list (figure). This will contain all the project tasks and plans. The highlighted area of this table indicates the in-progress tasks of the project.

Figure 5

*Milestone report*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Project Milestone Report**  Date: December 11, 2018   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Milestone** | **Date** | **Status** | **Responsible** | **Issues/Comments** | | *Pre-initiation* | | | | | | Organizational Analysis |  | Completed | Whole Team |  | | Business Case Discussion |  | Completed | Whole Team |  | | SWOT Analysis |  | Completed | Whole Team |  | | Project Groundwork |  | Completed | Whole Team |  | | *Initiating* | | | | | | Prepare Project Charter |  | Completed | Shriya |  | | Identify key Stakeholders |  | Completed | Komal |  | | Project Kick-off meeting |  | Completed | Ruchi |  | | *Planning* | | | | | | Prepare scope statement |  | Completed | Christine |  | | Requirement List |  | Completed | Shriya |  | | Prepare WBS |  | Completed | Shriya |  | | Schedule management |  | Completed | Shriya |  | | Activity Sequence |  | Completed | Komal |  | | Network Diagram |  | Completed | Shriya |  | | Milestone List |  | Completed | Komal |  | | Gantt Chart |  | Completed | Shriya | Updated due to Budget change | | Cost Plan |  | Completed | Christine |  | | Project Budget |  | Completed | Christine | Unseen expenses thus increase of $800,000 | | Quality Management |  | Completed | Ruchi |  | | Resource Management Plan |  | Completed | Ruchi | Added 2 more Coders to team | | Communication Plan |  | Completed | Ruchi |  | | Risk Management Plan |  | Completed | Ruchi |  | | *Executing* | | | | | | Install sensors |  | Completed | Christine |  | | Test Application |  | Completed | Christine |  | | Deploy |  | Completed | Whole Team |  | | Survey |  | Completed | Christine |  | | Updates |  | Completed | Shriya |  | | Testing |  | Completed | Ruchi |  | | Management Review |  | Completed | Christine |  | | Project Benefits |  | Completed | Komal |  | | *Monitoring and controlling* | | | | |  |  |  | | Progress Reports |  | Completed | Ruchi | Reports were shared with internal team Daily, weekly, biweekly, with stakeholders Monthly and Quarterly | | Change Requests |  | Completed | Komal |  | | *Closing* | | | | |  |  |  | | Final Project Report |  | Completed | Whole Team |  | | Final Project Presentation |  | Completed | Whole Team |  | | Key Takeaways |  | Completed | Whole Team |  | |

## Gantt chart

The WBS and subsequent broken-down activities will be visually represented on the Gantt chart. The chart is useful for understanding the lengths of the tasks and which action comes after another. It is also a very important tool in the team, as it will allow us to track our progress and make updates as needed.

# **Cost Plan**

The Parky Panda Project Manager and the Stakeholders predicted the overall cost of the project and outlined its scope of work. The formulated cost plan covers the tasks, resources and duration needed to calculate the Parky Panda’s project’s total cost to deliver it. The estimates should be closer to the actual to ensure that spending stays in the green when the project is initiated.

## 6.1. Task Estimation and Resource Allocation

The Parky Panda Project has been broken into eight individual tasks. Team members with the skillset required to complete the project have been identified and assigned to the tasks. Their hourly rates are also calculated. While some team members are outsourced, the majority will be available full-time.

Table 5:Task Estimation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tasks** | **Skill** | **Team Member** | **(Hourly Rate-USD)** | **Availability** |
| **Pre-Initiation** | Project Manager | Ruchi Singh | $59.00 | Full time |
| **Initiation** | Systems Analyst | Amit Kumar | $30.00 | Full time |
| **Planning** | Systems Analyst | Amit Kumar | $30.00 | Full Time |
| **Design** | System Designer | Young-ki Park | $44.92 | Outsourced |
| **Development** | Developer | Jane Doe | $46.74 | Full time |
| **Testing** | Tester | Lasith Malinga | $19.00 | Outsourced |
| **Launch** | Project Manager | Ruchi Singh | $59.00 | Full time |
| **Maintenance** | Developer | Jane Doe | $46.74 | Full time |

## 6.2. Task Length

The task length provides a timeline for the tasks. For this, we shall refer to our project Gantt chart.

**Table

Description automatically generated**

Figure 3: Gantt Chart

## Methods for documenting costs: Budget Estimation

For drafting our budget, the budget estimation technique which uses the bottom-up approach has been chosen. The bottom-up approach sums up all the costs required to complete tasks and gives the Project Manager a budget estimate. Although it took a significant amount of time to complete and had a chance of cost inflation, the method was exact. The Project Manager drafted the budget to accommodate the deviation between the planned and the actual income from our Sponsors. The following is the final draft of the Parky Panda Project Budget.

## Project Budget

****

Figure 4:Project Budget



## Hardware, Software, Infrastructure Estimation

The Parky Panda project team will be working from home therefore, there will be no infrastructural costs incurred. However, the resources working from home will require computers and an internet connection. For every computer there is a unique ID and software installed along with antiviruses. Installation of internet at home from the company has a proper number and ID. Below is the cost estimation.

Table 6:Resource Allocation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Physical resource | ID | specifications | Quantity | Estimated Cost/Unit USD |
| Laptop | LAP/042 | Intel i7 or i9 processor.  Windows 10 or 11.  16 - 32 GB of RAM. | 8 | $800.00 |
| Municipal Corporation License | MCL/003 | - | 1 | $120 |
| Company Registration License | CRL/243 | - | 1 | $100 |
| Sensor Installation License | SIL/037 | - | 1 | $150 |
| Labor License | LL/234 | - | 1 | $200 |
| WIFI Dongle | WIF/897 | 4 G USB | 8 | $60.00 |
| Work Desk | WDD/4783 | standard desk height is 29 to 30 inches | 8 | $35.00 |

## Control Threshold

Variance control is important and will be used to maintain a tight kevel of control over the Parky Panda Project. Acceptable variances will be generally around ± 10–15 percent. To cater for such risks where actual costs are greater than expected costs, funds have been put aside.

## Project Cost Control

It is important that the project costs are controlled in order for the project to be a success. The goal is to complete the project under budget so as to gain a larger profit, gain the trust of our stakeholders, and budget for future projects more accurately. There are a variety of performance management tools available for the management of an effective project. One of the most regarded tools is the Earned Value Analysis.

## Earned Value Management System

This performance measurement baseline measures the project performance and can be calculated at any given time within the project phase. Our Project is scheduled to be completed in 4 months with a budget of $941, 329.00USD. The scheduled percentage of work completed in 3 weeks is 20%. Actual costs incurred in 3 weeks amount to **138,854.24USD**.

1. **Planned Value (PV)**

The planned value in 3 weeks is calculated as follows:

PV= $941, 329 x 20% = $941, 329x(20/100) = **$188,265.8USD**

1. **Earned value (EV)**

The work completed after the 3rd week is 25%, and the amount spent is $188,265.8USD Earned value will be calculated as follows:

EV= 25% x $$941, 329.00USD = (25/100) x $941, 329.00 = **$235, 332.25**

1. **Schedule Variance (SV)**

PV= $188,265.8USD

EV= $235, 332.25USD

Therefore SV= EV-PV = $235, 332.25-188,265.8

= **$47 066.45USD**

1. **Schedule performance Index (SPI)**

SPI measures the Parky Panda Project efficiency and is expressed as the ratio of earned value to planned value.

SPI= EV/PV = **$235, 332.25/ $188,265.8 = 1.25**

Because the SPI>1, therefore the Parky Panda Project is ahead of Schedule.

**Earned Value Graph for our project**



Figure 5:Earned Value Graph

## Project Funding and Foreign Currency Risk

The Parky Panda Project will be funded Dr. McGarry of the George Washington University, the U.S Department of Transport (DOT), and the George Washington University School of Business. To minimize foreign currency risk, the Project Manager plans to invest in currency hedged funds. This will help neutralize the currency risk and allow her to invest in a specific country or region’s stocks. The Project Manager plans to invest almost exclusively in the stocks of countries in the Euro area.

# **7. Quality Management**

## 7.1. Quality Management Plan

Managing quality entails ensuring the system's quality and delivering it as intended by all stakeholders, and the user requirement. We will be using the Six-Sigma method for Quality control. We would check with the user requirement and check for the feasibility and then proceed with the updates/changes. We would have a maintenance and quality check s/w in place so that it tests the application every 3 months, and this would be an automated system.

## 7.2. Quality Policies and impact on clients

A Quality Policy is typically a brief statement that aligns with an organization's purpose, mission, and strategic direction. It provides a framework for quality objectives and includes a commitment to meet applicable requirements (ISO 9001, customer, statutory, or regulatory) as well as to continually improve.

Based on these models (see Models), the Consortium for IT Software Quality (CISQ) has defined five major desirable structural characteristics needed for a piece of software to provide business value: Reliability, Efficiency, Security, Maintainability and (adequate) Size.

A Quality Policy is a requirement of any formalized quality management system (QMS), and its purpose is to set the framework for the commitment of the scope of the QMS for internal and external stakeholders.

A Quality Policy is typically a brief statement that aligns with an organization’s purpose, mission, and strategic direction. It provides a framework for quality objectives and includes a commitment to meet applicable requirements (ISO 9001, customer, statutory, or regulatory) as well as to continually improve.

But a Quality Policy can be so much more. It can become a way to drive passion for cultural change within an organization by incorporating pieces of it into routine meetings and embedding it into employee objectives and performance measurement.

For example, some companies will incorporate a quality objective directly into an employee’s annual goals. Examples could include being involved in a continual improvement project or simply maintaining compliance.

### **7.2.1. Impact on Clients**

We fulfill our Mission to enable our customers to make the world healthier, cleaner, and safer by continuously improving the quality of our products and services and by ensuring global regulatory compliance.

1. Quality for our customers means they can rely on our products and services to consistently meet their specifications and requirements.
2. Quality for our colleagues means we take personal ownership to ensure our work meets customer requirements and is error free from design through use.
3. Quality for regulatory authorities means that we operate at the highest ethical standards and meet or exceed all applicable regulatory requirements.
4. Quality for our company means we drive a continuous improvement culture that is enabled by practical process improvement (PPI) and our company’s quality system.

The three aspects of software quality: functional, structural, and process

1. The sponsors of the project, who are the people paying for the software’s creation. For software developed by an organization for its own use, for example, these sponsors are commonly businesspeople within that organization.
2. All three of these groups care about software quality. The aspects of quality that each finds most important aren’t the same, however. Understanding these differences requires taking a closer look at what software quality really means.
3. Functional quality means that the software correctly performs the tasks it’s intended to do for its users. Among the attributes of functional quality are:
4. Meeting the specified requirements. Whether they come from the project’s sponsors or the software’s intended users, meeting requirements is the sine qua none of functional quality. In some cases, this might even include compliance with applicable laws and regulations. And since requirements commonly change
5. throughout the development process, achieving this goal requires the development team to understand and implement the correct requirements throughout, not just those initially defined for the project.
6. Creating software that has few defects. Among these are bugs that reduce the software’s reliability, compromise its security, or limit its functionality. Achieving zero defects is too much to ask for most projects, but users are rarely happy with software they perceive as buggy.
7. Good enough performance. From a user’s point of view, there’s no such thing as a good, slow application.
8. Ease of learning and ease of use. To its users, the software’s user interface is the application, and so these attributes of functional quality are commonly provided by an effective interface and a well-thought-out user workflow. The aesthetics of the interface—how beautiful it is—can also be important, especially in consumer applications.
9. Software testing commonly focuses on functional quality. All the characteristics just listed can be tested, at least to some degree, and so a large part of ensuring functional quality boils down to testing.

The second aspect of software quality, structural quality, means that the code itself is well structured. Unlike functional quality, structural quality is hard to test for (although there are tools to help measure it, as described later). The attributes of this type of quality include:

1. Code testability. Is the code organized in a way that makes testing easy?  
   Code maintainability. How easy is it to add new code or change existing code without introducing bugs?
2. Code understandability. Is the code readable? Is it more complex than it needs to be? These have a large impact on how quickly new developers can begin working with an existing code base.
3. Code efficiency. Especially in resource-constrained situations, writing efficient code can be critically important. Code security. Does the software allow common attacks such as buffer overruns and SQL injection? Is it
4. insecure in other ways?
5. Both functional quality and structural quality are important, and they usually get the lion’s share of attention in discussions of software quality. Yet the third aspect, process quality, is also critically important. The quality of the development process significantly affects the value received by users, development teams, and sponsors, and so all three groups have a stake in improving this aspect of software quality.
6. The most obvious attributes of process quality include these:
7. Meeting delivery dates. Was the software delivered on time?  
   Meeting budgets. Was the software delivered for the expected amount of money?
8. A repeatable development process that reliably delivers quality software. If a process has the first two attributes—software delivered on time and on budget—but so stresses the development team that its best members quit, it isn’t a quality process. True process quality means being consistent from one project to the next.
9. There are many connections among these three aspects of software quality. For example, improving process quality with agile development methods increases the odds of getting the project’s requirements right, which also improves functional quality. There are trade-offs as well, where improving quality
10. There are many connections among these three aspects of software quality.
11. In one area can lower quality in another. An organization might speed up a project’s development process to meet a deadline—improving process quality— only to find that the number of bugs in the software has gone up, hurting functional quality. Similarly, cutting features can lower functional quality, since users get less of what they’re looking for, but improve process quality by increasing the odds of meeting a release date. In general, each development
12. project weighs the interests of all three groups—and all three aspects of quality—against one another. Different projects make different trade-offs.

## Quality Control Chart

**Diagram

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Figure 6:Six Sigma

We plan to use the Six-Sigma method. It is a methodology used to identify and fix the flaws that reduce efficiency or produce more errors than is desirable in our application. Using this methodology will help our application and has numerous advantages including better productivity and time management, cost reduction and improved quality and customer satisfaction. Out of the two methodologies provided, we have chosen to use DMAIC.

### **7.3.1 DMAIC**

The data-driven improvement cycle known as DMAIC, which stands for Define, Measure, Analyze, Improve and Control, is used to enhance, optimize, and stabilize business processes and designs.

**Define:** Identifying the need.

**Measure:** Evaluating the efficiency of the existing process.

**Analyze:** Using data to assess current processes in order to identify areas for improvement or where faults occur.

**Improve:** Adjusting and streamlining the procedure to help us achieve our objectives.

**Control:** Designing a system to maintain the enhanced process while accounting for anticipated future obstacles.

Diagram

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Figure 7:Cause and Effect Diagram

## Quality Trace

For tracing the quality of our project, we intend to use the Requirements Traceability Matrix (RTM). The matrix will be useful for tracking the requirements and to check if all Parky Panda project requirements are met. We intend to use the following template.

Requirements Traceability Matrix

Table 7:Requirements Traceability Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Requirement ID | Requirement Description | Test Case ID | Test Case Description | Responsible | Status |
| R001 | A car entering or leaving the parking lot must be detected by the system. | TC001 | Install sensors at the parking lot's entrance and exit, and make sure the system can recognize cars passing through them with accuracy. |  | Pending |
| R002 | System needs to be able to recognize each vehicle's license plate. | TC002 | If a car enters the parking lot, use a camera to capture its license plate and check that the system can recognize the number. |  | In Progress |
| R003 | Availability of parking places must be tracked by the system. | TC003 | Install sensors in the parking places and ensure that the system can track occupied and open spaces with accuracy. |  | Completed |

## Quality Updates & Changes

We plan to develop a change management plan, use a change log and create a change request form. In addition, we will record updates based on user's feedbacks along with feasibility check.

|  |  |  |
| --- | --- | --- |
| Change Request Form | | |
|  | | |
| Change Description | | |
| Project Name: | **Change Name:** | **Number:** |
|  |  |  |
| Requested By: | **Contact:** | **Date:** |
| Description of Change: | | |
| Reason for Change: | | |
| Priority [Circle One]: 1. High 2. Medium 3. Low | | |
| Impact on Deliverables: | | |
| Impact of Not Responding to Change (and Reason Why): | | |
| Date Needed: | **Approval of Request:** | **Date:** |

|  |
| --- |
| Change Impact |
| Tasks/Scope Affected: |
| Cost Evaluation: |
| Risk Evaluation: |
| Quality Evaluation: |
| Additional Resources: |
| Duration: |
| Additional Effort: |
| Impact on Deadline: |
| Alternative and Recommendations: |
| Comments: |

|  |  |
| --- | --- |
| Sign Offs | |
| [Circle One]: 1. Accepted 2. Deferred 3. Rejected 4. More Info Requested | |
| Comments: | |
| Project Manager Signature: | **Date:** |
| Decision Maker Signature: | **Date:** |

Figure 8:Change Request Form

**8. Resource Management Plan**

## 8.1. Human Resource Requirement

The Parky Panda Project is a mobile app that allows you to book parking spaces online. The Parky Panda Project has human resources with unique IDs, and the job role of the human resources involved is fixed.

The process of acquiring human resources is simple. The Parky Panda Human Resources Department follows the given process of acquiring human resources.

* The release of advertisements.
* Screening resumes.
* Candidates are called for a written test.
* After passing the written exam, they proceed to the first technical exam.
* If they are successful, they proceed to the second technical exam.
* If they pass, they are invited to the HR round of interviews.
* Once they pass the HR round, papers are verified.
  + Certificates of education are verified.
  + SSN
  + Address verification.
  + Previous work employment verification.
* Once the papers have been verified, an offer letter is sent.
* The candidate must sign the offer letter.
* The final appointment letter will be issued.

The resources hired from the above selection processes help the Parky Panda human resources and training manager plan the training, team development, and recognition (awards for the teams to grow). Team building and skill development workshops will be carried out to enhance team performance**.**Awards will be provided based on performance to validate employees' efforts and motivate them to put in more effort.

Parky Panda HR training requirements Trainings can be divided into HR training, skill upgradation training, and technical training.

* Newly hired HR employees will be expected to attend a three-day compliance and policy training. The main focus is to help the employees adjust to the new office environment and company culture.
* The next training schedule, at the completion of two months, is to upgrade the people's skills, teamwork, and fundamentals of learning and motivation.
* The next training is after 4 months of certification training on upgrading technical skills.
* Training on project management is required after six months of work to learn skills in project management and implement
* Other trainings will be recommended based on individual skills.
* Group activities include activities for team development such as get-togethers, games, and more time spent with others; group activities; team family gatherings; and adventures or outings outside of the office premises.
* Recognition and rewards plan for employees like "best employee," "most punctual employee" every month, and yearly rewards for on-time deliveries for employees
* Annual event for the entire staff for the entertainment and recreation club, complete with an award ceremony.

## 8.2. Workplace Compliance

**What Is It and Why Is It Necessary?**

Workplace compliance is, essentially, risk management on behalf of the employer, which comes in two parts:

* **Regulatory compliance** refers to what an organization or business does to ensure compliance with external laws and regulations that apply to their industry.
* **Corporate compliance**: the actions or policies an organization or business institutes to ensure that everyone within the company complies with both internal and external rules, policies, and definitions of what constitutes appropriate behavior and a safe working environment.

Ensuring maximum efficiency in the workplace through compliance involves designing, implementing, and monitoring company policies and practices at the place of business, as well as properly educating the workforce

**What Areas of Compliance Are There?**

Violations of proper behaviors or safe conditions at work can take a variety of forms, such as:

unlawful discrimination, sexual harassment, corrupt personnel practices, unfair business practices and policies, wage/benefit/payroll problems, compromised worker safety or privacy.

While workplace discrimination and harassment happen across all types of jobs, certain industries are extra vulnerable to other kinds of worker rights violations and require extra compliance measures, safety procedures, and educational instruction for industry-specific hazards.

For example, in the factory and construction industries, workplace safety is a higher concern than, say, in the financial sector, which is mostly office work. The financial industry, on the other hand, is more susceptible to a privacy invasion like a data breach; therefore, corporate compliance in a financial institution calls for more cybersecurity training.

Roughly speaking, corporate compliance falls into three categories:

**a) Regulatory and legal compliance**: laws are always changing, and industry bodies are always tightening niche regulations and practices; the compliance officer keeps the company compliance program updated to the most recent standards and changes in law.

##### **b) Financial Sector Compliance**: The financial industry's weak spots tend to be in financial crime, which necessitates compliance laws that target violations like fraud, bribery, money laundering, inside trading, and other instances of criminal corruption affecting employees.

##### **c) Information Technologies Sector Compliance**: The IT field must build extra strong compliance around data privacy and protection, with specific protocols and limitations for how employees are allowed to view, interact with, and store personal (and potentially highly sensitive) data of coworkers and customers. This is where the training for employees on data privacy comes in handy.

##### **The Importance of Workplace Compliance**

##### Every organization requires bylaws for how to operate, prevent disasters, and handle problems. Workplace compliance regulations enforce two main conditions: that companies are responsible for safety in the workplace and providing secure environments for their workers (which requires providing appropriate workplace training and taking swift action in response to employee claims of their rights being violated) as well as that workers do not take inappropriate liberties with each other in the form of discriminatory or abusive conduct—from superiors to subordinates as well as among colleagues of equal standing (once again, this is a question of preventative training and fostering a healthy culture by the employer). The fact is employees are not going to simply govern themselves. They require rules and regulations that include both positive and negative reinforcement for policy adherence and defiance.

##### Compliance pro tip: when it comes to attempts to ensure compliance, positive reinforcement beats negative reinforcement. In other words, rewarding employees for doing the right thing works better than punishing them for doing the wrong thing.

##### Parky Panda team created a solid corporate compliance program. Every business with employees needs a strong corporate compliance program that:

##### prevents unlawful or unethical behaviors or actions from being committed by employees.

##### Encourages the reporting of such actions from coworkers, supervisors, administrators, and other "bosses" (this means that employees must feel safe from work retaliation for exercising their right to complain).

##### Increases productivity and promotes business growth (employees who feel safe and secure do better work than those working in unsafe or hostile conditions).

##### Reduces corruption/fraud/abuse/waste/discrimination

##### Supports company mission and sets employee expectations.

##### Prevents corporate failure

##### secures a good reputation as a legally compliant business that treats its employees well – within the industry, with employees, with customers, and by the community at large

##### **Essential components of a corporate compliance program**

##### To be strong, a company's compliance plan should include the following elements:

##### **Hiring A Corporate Compliance Officer**

##### Some larger businesses have an entire compliance department, while others hire corporate compliance officers (and sometimes set up compliance teams/committees) to establish a corporate compliance program and execute and monitor the company policies outlined in it.

##### **Investing Into Training**

##### Top administrators and management must be educated on updated ethical standards and business laws, as well as the value of corporate compliance in leadership.

##### The general workforce must be educated on federal, state, and local laws as well as corporate policies for keeping the workplace a respectful and safe environment. Even more importantly, the general workforce deserves coaching that helps them see the common benefits behind corporate and regulatory compliance policies and procedures (as opposed to feeling confused and oppressed by them); this makes their training stick.

##### **Facilitating Communication Between Employees and Higher-Ups**

##### Employees must be provided with an established (non-intimidating!) way to report non-compliant behaviors at work without fear of retaliation from the higher-ups.

##### 

##### **Reevaluating Internal Policies**

##### Rules and regulations are always changing; the compliance officer should systematically review the existing policies and update them in accordance with shifting laws and industry standards.

##### **Conducting Annual Risk Assessments**

##### Businesses should always strive to zero in on their worst risk areas by annually reviewing recent litigation, audit results, employee claims, and compliance complaints in order to see whether or not the key policies in place are serving the business well.

##### The employer must consistently apply the rules outlined in the corporate compliance plan to all cases and complaints -- to avert preferential treatment and keep things fair.

##### 

##### **Boosting Worker Commitment To/Respect for Compliance Regulations**

##### In addition to training, every business should make the relevant laws, rules, policies, and procedures readily available and easily accessible for all employees to familiarize themselves with at their leisure. There are federal laws requiring that anti-discrimination laws be posted in various spaces online and around the place of work. Likewise, the internal compliance policies and procedures should be made clear and easy-to-locate for employees, which is where the staff handbook comes

##### **The Employee Handbook**

##### The employee guidebook aggregates all the above-mentioned company rules, policies, and procedures into a single document where each employee can read about their rights, entitlements, and responsibilities and obligations within the company.

##### It also serves as a compliance device to ensure employees make an educated commitment to a company culture of compliance. For example, asking workers to sign off on receiving their copy of the handbook creates a formal (and psychological) acknowledgment that the information and instructions within the guide are understood and accepted.

##### Compliance pro tip: Create procedural checklists for employees to use to make sure they don't miss anything and know exactly what to do.

## Safety Policy

**Parky Pandas safety policies for the employees**



Figure 9:Safety Policy

**Top safety policies for your workplace**

* Incident reporting policy. ...
* Drug and alcohol policy. ...
* Safe driving policies. ...
* Personal protective equipment (PPE) policy. ...
* Lockout/tagout policy and procedures. ...
* Transitional duty policy.

**HR Professionals Have Direct and Indirect Connections to Safety**

Sometimes HR’s role in workplace health and safety (and safety compliance) is direct. Sometimes, HR and safety influence each other more indirectly.

*Direct responsibility* for health and safety happens when:

* Safety training must be implemented.
* Procedures are put into place to enforce safe behaviors.
* The health and safety professional reports to HR, and/or HR is involved in hiring.

Outside of being directly responsible, there are many *indirect connections* as well. For example:

* When an employee is injured, HR must assist in the injured employee's return to work (often with light duty work responsibilities).
* If an organization has multiple incidents, that can lead to high turnover, which also increases the workload for HR.
* If word gets out that a company has a bad safety record, that can make it even more difficult to attract and retain reliable workers.

In short, *safety and compliance issues are intimately tied to what HR does.* They are HR compliance issues, too. A proactive HR department will want to make sure that its team knows the basic ingredients that go into safety programs, especially as they relate to HR policies.

## Releasing Resources to Close a Project: Your Complete Process

As the Parky Panda project under the Parky Panda Project Management Office (PMO) comes to a close, you need to release the resources that have been used. Here’s a complete process for releasing resources to close a project, so your PMO doesn’t miss a beat.

As with many of the [processes to close a completed project](https://www.pmmajik.com/how-to-close-a-project-a-complete-guide-for-pmos/), most of the actions will be in the hands of your project managers. However, the processes and documentation should come from your PMO—the data derived from properly closing projects is invaluable to your office.

To help you plan your resource release processes, we’re going to be covering:

* The reason you need to plan your resource release process
* The people you need to involve in a successful release of resources
* What you need to do to get the process running smoothly so you can have a solid project closure process

**Why is it important to release project resources?**

Releasing project resources when a project is finished allows them to be moved on to other projects. When the Parky Panda project is completed, the release resources will be made available.

The resources in question could be:

* Extra office space that was leased for the project
* Outside contractors who were brought in
* Staff seconded from inside the business to work on the project

The first benefit of formally releasing resources is that costs will also be reduced. This means that this step should be taken in conjunction with the last step we looked at: [reviewing contracts and documents](https://www.pmmajik.com/checking-the-documentation-and-contracts-when-closing-a-project-in-your-pmo/).

When a supplier or contractor is told the project is complete, it’s also the time to request the final invoice, as per the last step we looked at.

At the same time, you can also prepare for the next phase of closing a project, which is to request feedback. This will be the topic of our next post.

As well as the business benefits, it can also be a positive moment for the people working on the project. They can move on, whether to the next project or back to the team they originally worked on.

**Who needs to be involved in releasing resources after finishing a project?**

As with any project process, you need to outline exactly who is required to act. To release resources for a project, Parky Panda primarily needs:

* **The project manager**, who will take care of all the actions from the business side,
* **The resource owner, such as a supplier or a seconded team member's line manager,**
* **The person who has been working on the project** will be released back to their team.
* **The HR department,** which may need to plan training or catch-ups for the returning staff,

Of course, it’ll depend on the resource as to exactly who will need to be involved.

**How do I manage releasing resources when closing a project?**

Releasing resources to close a project should be done well in advance, particularly when there are people involved.

When releasing people to another project or back to their usual business unit, work with HR to ensure they get caught up on things like training or local area policy updates. You should also ensure that the person has a debrief session to check if they’re happy with their next steps; don’t focus on the project in this conversation.

To release resources back to suppliers, ensure that everything is being returned as agreed in contracts. Having an email template for your PM to use can ensure that the right information is given and a strong relationship is maintained.

It’s worth noting that there may have been resources released much earlier in a project; for example, a software developer who was only needed in the opening stages of the project. Be sure to review any early releases from the project so that everything is finished correctly.

**How to release resources when closing a project**

Our process for releasing resources when closing a project will ensure that your project managers catch all the loose ends and maintain relationships with workers and suppliers.

This will be the end of nearly everyone's work on the project, with perhaps a project manager and one or two support staff remaining to finish up paperwork and close processes.

## Roles & Responsibilities

Table 8:Roles and Responsibilities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee ID | Name | Position | Internal/  External | Project Role | Contact Information |
| DIN001 | Nina McGarry | Director | Internal | Sponsor | nmcgarry@gwu.edu |
| VP002 | Komal Patil | VP of IT | Internal | Team member/ Financial Analyst | Komalpatil1820@gwu.edu |
| SC003 | Shriya Sharma | Senior consultant | Internal | Team member | Shri13@gwu.edu |
| ITD005 | Christine Mundiya | Data Analyst | Internal | Team member | [christinenyasha.mundiya@gwu.edu](mailto:christinenyasha.mundiya@gwu.edu) |
| PD006 | Ruchi Singh | Project director | Internal | Project manager | ruchi.singh@gwu.edu |
| ST007 | Serena Parve | Stakeholder | External | stakeholder | serena@gwu.edu |

## Organizational Chart

Diagram

Description automatically generated

Figure 10:Organizational Structure

## Physical resources

Every business need resources, whether it's people, money, suppliers, or time. The physical resources include tangible items that are necessary and available for a business to function. These are items that take up space, have a value, and are used in the operation of the company.

Physical resources are necessary for all types of businesses. Product-based businesses use physical resources for both providing the goods for sale and for the operation of the business. Service-based businesses use physical resources to facilitate the delivery of the service, such as having a space to work, tools that are needed for the service, and resources used to support the service.

As part of the Parky Panda Project, the team works from home, so physical resources are almost non-existent. Those resources working from home need a computer and an internet connection; that is the only physical resource required. There is a unique ID for each computer, and the software installed alongside the antivirus software is all licensed software. The company's installation of internet at home has a unique number and ID.

Table 9:Physical resources

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Physical resource | ID | specifications | Quantity | Supplier |
| Laptop | LAP/042 | Intel i7 or i9 processor.  Windows 10 or 11.  16 - 32 GB of RAM. | 8 |  |
| License | LIC/765 | unlimited | 8 |  |
| WIFI Dongle | WIF/897 | 4 G USB | 8 |  |
| Work Desk | WDD/4783 | standard desk height is 29 to 30 inches | 8 |  |
| Sensors | SEN/089 | Radar sensors (FMCW) | 60 |  |

We will list the precise components needed for the system, evaluate vendors and costs, and put orders in for them in order to buy the materials, tools, and supplies for a Parky Panda Project. The procedures we will use to buy components, tools, and supplies for a Parky Panda system are as follows:

* Specify the precise equipment, materials, and tools required for the Parky Panda project. For example, we will use a list of pre-authorized vendors for our project, and any exceptions must be approved by the vice president. This is likely to include the system's hardware, software, and sensors.
* Evaluate suppliers and costs for the necessary supplies, tools, and equipment. This entails searching for suppliers that provide the necessary goods at reasonable prices and contrasting the costs and characteristics of various possibilities.
* Order the necessary supplies, equipment, and building materials for the parking system. This entails getting in touch with the suppliers, sending the required data and funds, and coordinating the delivery of the goods.
* Keep track of the orders to make sure they are delivered promptly and undamaged. In order to do this, it will be necessary to keep track of the orders' progress, get in touch with the vendors when needed, and ensure that the products are delivered and prepared for use.
* Record the vendor, pricing, and delivery information for all supplies, equipment, and materials bought for the parking system. This will facilitate item tracking and accounting as well as serve as a handy resource for later use.

We can make sure that the Parky Panda system's supplies, equipment, and materials are procured quickly and effectively by following these steps. This will make it more likely that the system will work well and satisfy the needs of its users.

# **Communication Plan**

The parky panda communication Plan includes **a policy-driven approach to providing company stakeholders and all team members with certain information**. Communication plans are typically used in business settings to ensure all parties have the latest updates on projects, goals and objectives. Parky Panda Communication plan includes how the communication will take place, Types of communication. Whether the communication is Formal or Informal and what information to be provided to which team member which is describes in the table below…

Communication plan for Parky Panda Project

Table 10:Communication plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No | Name of Team mates | Positions | Information Access | How will communication take place | Reports  Access | Type of Communication | Access to Information |
| 1. | Dr. Nina McGarry | Stakeholeder | Project status | Email /whatsapp | 1. Status Report 2. Progress Report 3. Board/Executive report 4. Cost /Benefit Analysis | Formal | 1.status  2. Budget info  3.Variance |
| 2. | Shriya Sharma | Sr. Consultant | Project Development | Email/Whatsapp | 1.Status Report  2. Progress Report  3. Variance Report | Formal | 1.status  2.HR  3. Progress  4. Variance |
| 3. | Komal Patil | Vice President IT | Project Development | Email/Whatsapp | 1. Status Report 2. Progress Report 3. Cost Benefit Analysis 4. Variance Report | Formal | 1.Status  2.Progrss  3.Variance  4.HR  5.Budget  6.Risk |
| 4. | Christine Nayta Mundla | DATA Analyst | Project Data n Development | Email/Whatsapp | 1. Status Report 2. Progress Report 3. Variance Report | Formal | 1.Status  2.Progress  3.Variance  6.Risk |
| 5. | Ruchi Singh | Project manager | Project schedules n control | Email/Whatsapp/Call | 1. Status Report 2. Progress Report 3. Resource Report 4. Gap Ananalysis 5. Variance report 6. Risk Report | Formal/Informal | 1.Status  2.Progress  3.Variance  4.Risk  5.Cost/Benefit  6HR  7.Budget. |

The Parky Panda communication report includes everything on communicating with our team and stakeholders. The communication plan states what kind of communication will take place in the project, who is involved in the communication, what needs to be communicated, and how the information will be distributed.

## 9.1. Types of reports

The purpose of generating project reports is to keep Parky Panda stakeholders updated on the project and its progress. Reports will be generated every week for the duration of the project. Different reports are directed towards different stakeholders.

* 1. **Status Reports**

This report will be used to raise concerns about risks and other issues with stakeholders and to increase awareness of the project team's successes. As opposed to listing the week-to-week activities, status reports should preferably address these topics. Daily status review meeting will be conducted and chaired by the Parky Panda Project Manager.

* 1. **Progress Report**

This is one of the most important project reports to be generated over the course of the project. The purpose of the progress report is to update the team and the stakeholders on information on the Parky Panda project, specifically whether or not the project is meeting the baseline set by the schedule and budget. The report will inform the stakeholders on where the project is at that time.

* 1. **Risk Reports**

The Project Manager will issue a monthly report on project risks. The risk report will be created as an output to a risk review meeting that will be conducted. Parky Panda Team members will update and contribute to a risk register whenever issues arise.

* 1. **Board/Executive Reports**

Board/Executive reports will provide the project board members with the information they are required to know before attending a meeting. These reports will be used as a reference document (to current and previous meetings) and will contain details such as meeting minutes, executive summary report and items mentioned in the agenda. This report will be tailored for board members and will contain a different level of detail compared to the weekly status update that goes to the project team and key business stakeholders.

* 1. **Cost Benefit Analysis Report**

This report will help decide if our Parky Panda project is worth it. It will be used to comparehow much benefits or opportunities the Parky Panda project will offer to GW in comparison to what has been invested. This report is very important because it will help stakeholders decide if the project is making sense from a business perspective. The benefits of carrying out the project must outweigh the cost of implementing it.

* 1. **Resource Reports**

This will let the team and the Project Manager know who is supposed to do what on the project and when. The Project manager will go through the entire project plan in order to work out resource allocations.

* 1. **Variance Reports**

This report will be used to allow the team and stakeholders track if the project is progressing according to plan. The report will compare planned against the actual outcome and will give the Parky Panda team a metric to measure if they are on track, ahead of schedule, or behind schedule.

* 1. **Gap Analysis Report**

This report will be used to show the Parky Panda team how to get from point A to point B. It will enable the Project Manager to assess whether goals are being met and whether resources

are being used efficiently

## 9.2. Meeting schedule

Parky Panda project meetings will be held to encourage teamwork, and excellent decision-making amongst the team and other stakeholders. Holding meetings is an effective strategy that will keep the project on track and well-organized. The Parky Panda Project manager plans to hold productive and excellent project meetings.

Table 11:Meeting Schedule

|  |  |  |
| --- | --- | --- |
| Meeting Types | Frequency | Attendance |
| Regular team meetings | Daily | Required attendance |
| Stakeholder meetings | Fortnightly | Required attendance |
| Change Control meetings | Daily | Required attendance |
| Status Review meetings | Daily | Required attendance |
| Project Review meetings | Weekly | Required attendance |

## Types of meetings

The following meetings will be carried during the Parky Panda Project.

1. **Regular team meetings**

**These meetings will be held to foster a culture of open** communication and shared ideals among team members. The meetings will allow the Parky Panda team members to explore new ideas, learn about one another's preferences, and establish a sense of community. The main goals of the meetings is to foster communication and decision-making, team building, and to reduce feelings of loneliness among team members.

1. **Stakeholder meetings**

Members of the project have the chance to participate and communicate during stakeholder meetings. Meetings with stakeholders are meant to promote cooperation, not legislation. The stakeholder meetings will include project timeline, milestone tracker, milestone status, issues and risks, top action items and next steps.

1. **Change control meetings**

The change control meetings will be conducted in order to review the change requests, and approve or reject any Parky Panda Project changes proposed by the client.

1. **Status review meetings**

Status review meetings will be regularly scheduled so that information concerning the project may be exchanged. The Parky Panda project team will conduct daily status review meetings and meet weekly with the client. The meetings will be held to help the team stay on track with the project timeline, share progress updates, hold the team accountable, and address important project changes.

1. **Project review meetings**

A retrospective session will be held to allow the Parky Panda team to come together and reflect on what went well and what should be improved for future projects.

## Meeting notes/minutes

“Meeting minutes” really translates to a short report of the meeting. Meeting notes, on the other “meeting minutes” really translates to a short report of the meeting. Meeting notes, on the other hand, may have more context. A meeting doesn’t end when team members log off of Zoom or leave the conference room. It ends when meeting notes are sent. Documenting what was talked about is an essential part of conducting effective meetings. The action items in the Parky Panda meeting notes will provide clarity on how to proceed once the meetings are over.

### **9.4.1. Structure of Meeting Notes**

* **Who and when:**TeamStarts with who attended the meeting, date, and time?
* **Summarize each agenda item:** As team discuss agenda items, write a 1-3 sentence summary of the outcome.
* **Repeat the summary for the room**: Confirm the outcome before you commit it to the notes. If you’re the designated note-taker for your meetings, repeat the decision before you document it to make sure everyone’s aligned. It might sound repetitive, but a quick “Before we move on, I want to confirm we all agree that X is the reason we’re moving forward with Y” will commit that decision to everyone’s memory.
* **Assign action items to individuals:** Add next steps as you go and assign them to individuals instead of teams. Assigning action items to individuals will ensure one person is accountable for completing the task.
* **Move things to the parking lot:** Park items for later. If you don’t get to an item or a tangent derail the meeting, document these in the parking lot and revisit them in your next, or a separate meeting

1. **Risk Management Plan**

10.1. Risk Strategy

Parky Panda project Risk Strategies involves details below….



Figure 11:Risk Strategies

* + - 1. When to include risk avoidance?

Including a risk avoidance strategy as soon as possible. This will help minimize the possibility of risks right from the beginning of the project. Factors to consider when deciding whether to include a risk avoidance strategy in Parky Panda project:

* The likelihood of risk occurring.
* The potential severity of consequences if risk occurs.
* The cost and feasibility of implementing a risk avoidance strategy.
* The impact of the risk avoidance strategy on the project schedule and budget.
  + - 1. Risk Reduction

Project manager included this strategy specifically during the risk analysis process for optimal outcomes in Parky Panda Project. Questions to ask when deciding whether to include a risk reduction strategy in Parky Panda project:

* What are the potential risks, and how likely are they to occur?
* What are the consequences of a risk event happening?
* How much money and time can be invested in reducing the risk?
* Are there any existing risk reduction strategies that can be used?
  + - 1. Risk Transferring

Risk transferring strategy should be included preferably during the planning stage. This helped Parky Panda Project take all the necessary steps to reduce or eliminate any potential risk. Factors to consider when deciding whether to include a risk transferring strategy in your project:

* The probability of risk occurring.
* Any applicable legal requirements or restrictions.
* The available options for transferring risk.
* The risks and benefits of not transferring risk.

1. Risk Acceptance

A common time to use risk acceptance in project management is during the planning phase. This is when team project manager decides which risks to take on and how to address them down the line. Another time is during the monitoring and controlling phase. This is when you ensure that all accepted risks are being managed properly. Factors to consider when deciding whether or not to include a risk acceptance strategy in Parky Panda project:

* The potential impact of risk if it does occur.
* The availability of any other risk mitigation strategy.
* The money and time budgeted for managing risks in the project.

## 10.2. Risk Methodologies

There are three kinds of methods used for determining the level of risk of our business. The methods can be: Qualitative Methods – Quantitative Methods – Semi-quantitative Methods, vulnerability-based, or threat-based.

10.2.1. Quantitative methods bring analytical rigor to the process. Assets and risks receive dollar values. The resulting risk assessment can then be presented in financial terms that executives and board members easily understand. Cost-benefit analyses let decision makers prioritize mitigation options.

10.2.2. Qualitative methodsA qualitative risk assessment provides a general picture of how risks affect an organization’s operations. People across the organization are more likely to understand qualitative risk assessments. On the other hand, these approaches are inherently subjective. The assessment team must develop easily explained scenarios, develop questions and interview methodologies that avoid bias, and then interpret the results.

10.2.3. Semi-quantitative Methods Some organizations will combine the previous methodologies to create semi-quantitative risk assessments. Using this approach, organizations will use a numerical scale, such as 1-10 or 1-100, to assign a numerical risk value. Risk items that score in the lower third are grouped as low risk, the middle third as medium risk, and the higher third as high risk.

10.2.4. Vulnerability based Vulnerability-based methodologies expand the scope of risk assessments beyond an organization’s assets. This process starts with an examination of the known weaknesses and deficiencies within organizational systems or the environments those systems operate within.

10.2.5. Asset based Methods Traditionally; organizations take an asset-based approach to assessing IT risk. Assets are composed of the hardware, software, and networks that handle an organization’s information—plus the information itself. An asset-based assessment generally follows a four-step process:

* Inventory all assets.
* Evaluate the effectiveness of existing controls.
* Identify the threats and vulnerabilities of each asset.
* Assess each risk’s potential impact.

Asset-based approaches are popular because they align with an IT department’s structure, operations, and culture. A firewall’s risks and controls are easy to understand.

10.2.6. Threat based Method Threat-based methods can supply a more complete assessment of an organization’s overall risk posture. This approach evaluates the conditions that create risk. An asset audit will be part of the assessment since assets and their controls contribute to these conditions. Threat-based approaches look beyond the physical infrastructure. By evaluating the techniques threat actors use, for example, assessments may re-prioritize mitigation options. Cybersecurity training mitigates social engineering attacks.

**Choosing the right methodologies**

When designing risk assessment, the methodologies used depend on what is needed to achieve and the nature of Parky Panda organization.

Board-level and executive approvals are the most important criteria in Parky Panda Project, so Risk assessment methodology approach leaned towards quantitative methods. Parky Panda also applied qualitative approaches as it needed support from employees and other stakeholders. Asset-based assessments align naturally with Parky Panda IT organization while threat-based assessments address today’s complex cybersecurity landscape.

The role of the Risk Manager

* + Provide a methodology to identify and analyze the financial impact of loss to the organization, employees, the public, and the environment.
  + Examine the use of realistic and cost-effective opportunities to balance retention programs with commercial insurance.
  + Prepare risk management and insurance budgets and allocate claim costs and premiums to departments and divisions.
  + Provide for the establishment and maintenance of records including insurance policies, claim and loss experience.
  + Assist in the review of major contracts, proposed facilities, and/or new program activities for loss and insurance implications.
  + In cooperation with General Counsel, maintain control over the claims process to assure that claims are being settled fairly, consistently, and in the best interest of the entity.

Role of other managers:

The Risk Manager cannot be successful without the assistance of other groups within the organization. At Marquette University, cooperation from departments' and divisions' staff is essential.

* + Other managers must provide information necessary for the risk manager to review and identify loss exposures.
  + Supervisors must be aware of their role in the prevention of loss and be accountable to follow procedures, attend risk control meetings, and, when appropriate, provide any recommended training.

## Funding the risk

Risk financing is the determination of how an organization will pay for loss events in the most effective and least costly way possible. Risk financing involves the identification of risks, determining how to finance the risk, and monitoring the effectiveness of the financing technique that is chosen.

The process for determining risk financing typically involves a company forecasting the losses that they expect to experience over a period of time and then determining the [net present value](https://www.investopedia.com/terms/n/npv.asp) of the costs associated with the different risk financing alternatives available to them. Each option is likely to have different costs, depending on the risks that need coverage, the [loss development](https://www.investopedia.com/terms/l/loss-development.asp) index that is most applicable to the company, the cost of maintaining a staff to monitor the program and any consulting, legal, or external experts that are needed.

## Timing

The Parky Panda Project team determined how frequently risk management activities would be performed. Parky Panda's standard practice is to review risks weekly during project meetings. As we have an agile project, consider discussing risks for a couple of minutes in our daily stand-up meetings. Timing risk is the speculation that an investor enters into when trying to buy or sell a stock based on future price predictions. Timing risk explains the potential for missing out on beneficial price movements due to an error in timing.

## Risk Categories

Risk categories can be defined as the classification of risks as per the business activities of the organization and provides a structured overview of the underlying and potential risks faced by them. Most commonly used risk classifications include strategic, financial, operational, people, regulatory and finance.

### 

The following are the categories of risk –

#1 – Operational Risk

[**Operational risks**](https://www.wallstreetmojo.com/operational-risks/) can be defined as the risks of loss arising from improper implementation of processes, external issues (weather problems, government regulations, political and environmental pressures, and so on), etc. Operational risks can be better understood as a type of risk due to inefficiencies in business operations carried out by an organization. Examples of operational risks are insufficient resources, failure in resolving conflicts, etc.

#### #2 – Budget Risk

Budget risk can be defined as a risk that arises from an improper estimation of a budget allocated to a particular project or process. Budget risk is also regarded as cost risk, and the implications of such a risk are delay in the completion of a specific project, premature handover of the project, failure to deliver the quality project or compromise in the quality of the project in comparison to what was committed to the client, etc.

#### #3 – Schedule Risk

When the release or completion of the project is not assessed and addressed correctly, the schedule risk takes place. Such a risk can impact a project and might even be the reason behind the failure of the same and, thus, can result in losses for the company.

#### #4 – Technical Environment Risk

Technical environment risk can be regarded as the risk concerning the environment in which both the customers and the clients operate. This risk can take place due to the testing environment, regular fluctuations in production, etc.

#### #5 – Business Risk

[**Business risks**](https://www.wallstreetmojo.com/business-risk/) can occur due to the unavailability of a purchase order, contracts in the initial stage of a particular project, delay in the attainment of inputs from clients and customers, etc.

#### #6 – Programmatic Risk

These are the risks that are not within the control of a program or outside the purview of the operational limits. Changes in product strategy or government regulations are examples of programmatic risks.

#### #7 – Information Security Risk

Information security risks are concerned with the breach of the confidentiality of a company’s or clients’ sensitive data. The violation of such data can be a huge risk for an organization, and it might not just cause financial losses but also result in loss of [**goodwill**](https://www.wallstreetmojo.com/goodwill/).

#### #8 – Technology Risk

Technology risks occur due to sudden or complete change concerning technology or even the installation of new technology.

#### #9 – Supplier Risk

Supplier risks take place in a scenario where there is third-party supplier interference in the development of a particular project owing to his association in the same.

#### #10 – Resource Risk

Resource risk occurs due to improper management of a company’s resources such as its staff, budget, etc.

#### #11 – Infrastructure Risk

Infrastructure risk takes place as a result of inefficient planning concerning infrastructure or resources, and that is why it is always essential to have appropriate planning of infrastructure so that the project does not get impacted.

#### #12 – Technical and Architectural Risk

Technical and architectural risk are such types of risk that fail the overall functioning and performance of an organization. These risks arise out of the failure of software and hardware tools and equipment that are taken into use in a particular project.

#### #13 – Quality and Process Risk

Quality and process risk occurs due to improper application of customizing a process and hiring of staff to the process that is not well trained and as a result of which the outcome of a process gets compromised.

#### #14 – Project Planning

Project planning risks are such risks that arise out of lack of proper planning concerning a project. This lack of project planning can cost the project to sink and fail to meet the expectations of the clients as well.

#### #15 – Project Organization

Project organization is another risk associated with the improper organization of a particular project. This lack of project organizing can cost the project to sink and fail to meet the expectations of the clients as well.

## Definition of probability and Impact

It is common to use the terms “probability” and “impact” to describe these two dimensions, with “probability” addressing how likely the risk event or condition is to occur (the uncertainty dimension), and “impact” detailing the extent of what would happen if the risk materialized (the effect dimension).

* **Risk analysis** - The process of identifying risks, determining their **probability** and **impact**, and identifying areas needing safeguards.
* **Risk assessment** - A prioritization of potential business disruptions based on **severity** and **likelihood** of occurrence. The risk assessment includes an analysis of threats based on the **impact** to the institution, its customers, and financial markets, rather than the nature of the threat.
* **Risk measurement** - A process to determine the **likelihood** of an adverse event or threat occurring and the potential **impact** of such an event on the institution. The result of risk measurement leads to the prioritization of potential risks based on **severity** and **likelihood** of occurrence.

Notice there’s a theme (which I took the liberty of highlighting for emphasis). A risk assessment should evaluate both likelihood and impact.

**Impact.**The impact is an estimate of the harm that could be caused by an event. For example, a cyberbreach could have a catastrophic impact.

**Likelihood.**Likelihood is how probable it is that an event will occur. For example, a cyber breach seems a very likely occurrence when there’s no firewalls, anti-virus software, or intrusion detection software to prevent it.

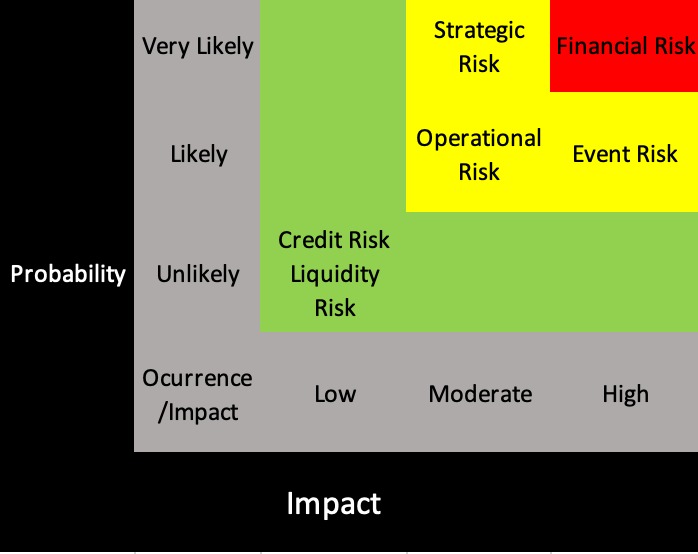


Figure 12:Risk Probability impact matrix

## Reporting Risk

**A Typical Risk Index Methodology**

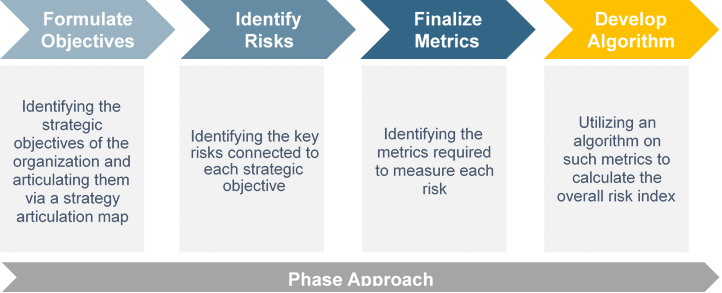
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Figure 13:Risk Methodology

## Tracking

Risk Tracking (sometimes referred to as Risk Monitoring) is an activity of systematically tracking and evaluating the performance of risk mitigation actions against established metrics throughout the acquisition process and develops further risk mitigation options or executes risk mitigation plans, as appropriate.

## Monitoring & Controlling

We the Parky Panda team planned this project as a 5-year plan. As previously explained, we would reach our break-even point on the 3rd year. So, we will be monitoring and updating the application for 5 years. Post deployment we are sure that there might be few issues and we would be debugging them and resolving issues to keep our customer happy. This process of monitoring will be started from the day testing process of the app is started. Once the process is streamlined, we would take up further necessary actions of outsourcing the patch updates or do it ourselves.

## Closing and Key Takeaways

* Creating a project charter document helped in understanding of project goals, objectives and resource requirements before the project was scoped out in details.
* Sticking to the plan and being on schedule was challenging
* Financial stability and foreseeing risks were something we struggled with
* Maintaining quality and being customer friendly was one of our major goals.
* Above all this keeping our employees happy was our main goal as they are the keyworkers of our Project to succeed.
* Overall, we were able to learn how to Create, Plan and Implement a Project for any sector