Course number 44618

Project management plan

Eventz

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# 1.Project Description

The project is all about the events. This website will contain two types of end users one is event organizer and event visitors. The event organizer will upload all the events they are conducting, and the event visitors will check the available events nearby. The events are shown according to the specifications given by visitors.

# 2.Product Characteristics and Requirements

**Characteristics**

Our project has two modules

1. Event Organizer module The main module is the event organizer module. In this, we will login as event organizer, they will be able to see their functionalities provided like add event, add event details etc.,
2. Event visitor module Secondly, the other important module is the event visitor module. In this, we will login as event visitor they will be able to see their functionalities provided like view event details, view events filtered by location, view availability, payment gateway, etc.,

## 2.1.Requirements

**Software Requirements**

Angular, HTML, CSS, Bootstrap, Node, JavaScript, Visual Studio, Microsoft Office, Agile, Gantt charts.

**Hardware Requirements**

Laptops and desktops that support all the above software, Infrastructure to employees.

## 2.2.Product User Acceptance Criteria

* The User Acceptance mainly requires the proper functionality of the website.
* The website should not contain any errors.
* The content should be loaded with less buffer time.
* Data provided by the users should be secured and safe

## 2.3.Summary of Project Deliverables

**Project management-related deliverables** business case, charter, team contract, scope statement, WBS, sched0075le, cost baseline, status reports, final project presentation, final project report, lessons-learned report, and any other documents required to manage the project.

**Product-related deliverables research** reports, design documents, software code, hardware, etc.

1. Issues log
2. Work log
3. UML Diagrams
4. Final project documentation
5. lessons learnt
6. Functionality development plans

# 3.Schedule management

The project was started on 05/11/2021 and it is expected to be finished by 06/03/2021. Every module is given a scheduled end date to identify the progress while the risk is also kept in mind.

**Graphical user interface, application, Teams

Description automatically generated**

# 4.Cost management

Budget has been allocated about $927,500 for this project including inside work costs, infrastructure costs and software costs. An extra of $200,000 will be given if further required.

Graphical user interface, application, Excel

Description automatically generated

# 5.Quality management

The quality management plan defines acceptable level of quality, which is typically defined by the client and describes how the project will ensure this level of quality in its deliverables and work processes. Quality management plan must ensure the products are built and met the standards and requirements provided by the client, deliverables are effective and appropriate.

In our project, quality management plan is involved using,

Quality planning used during the planning phase

Quality assurance used during execution phase

Quality control used during the monitoring and controlling phase

The quality management is done by the project manager, who will review the project management framework and the web-based performance management tool for design, content, and usability. If there are any changes required in the project, the change management process is used to manage change on the project.

## 5.1.Quality Standards

The relevant standards, methodologies should be maintained for following items

* Standards of Risk Management must be maintained.
* Records management, web publishing, information security, privacy, etc.

## 5.2.Metrics

We use the following metrics to measure the quality

Passed Test cases percentage = 100%

Failed Test cases percentage = 0%

Line’s coverage Percentage = 80%

Conditional Coverage percentage = 75%

Fixed Defects percentage = 100%

Test Design Efficiency = 100%

Methods Coverage percentage = 75%

Requirement’s coverage = 100%

Executed test cases percentage = 100%

Acceptance defects = 0 High defects, 2 Medium defects, 4 Low defects

High Level Defects are caused due to the errors in planning. Project Manager should take care of it.

Medium Level Defects are like bugs. These are the errors caused when we combine different parts into a single project. Hence, we should perform enough tests.

Low Level Defects are the defects that are hardware related to software and can be eliminated by providing the required software.

# 6.Resource management

This project will require the following internal staff

• Project Manager (PM) for conducting high level meetings

• Project Team Members for Development of Requirements

• Project Team Members for Submission of Documentation

• Back-end Developer for Development of Back-End of the Website

• Client for funding the project and for clarifications in the requirements.

## 6.1.Staff Assignments

The project manager will work through functional managers to assign individuals to the project. The project manager review and check the candidates whether they possess the necessary skillset. If a particular project is required at a specific point of time, the manager will be making necessary planning to ensure that experts are available at that point of time. The employees of the project will be paid overtime if required.

## 6.2.Training, Rewards, and Reassignment

People assigned to this project must have sufficient experience and should be able to easily identify and understand issues on the job. The project manager must do his best to have a friendly and demanding work environment. The project manager is responsible for writing an assessment of results and suggests appropriate incentives. When a person is not performing well, the project manager assures.

# 7.Communication management

The purpose of communication management plan is to determine the communication requirements of the project and how stakeholders interact with each other. The mode of communication in project is through email. Project Manager, Abdul Syed Suboor is responsible for the communication in the team. If there are any changes in the project, Project manager is subjected to send all the changes to the team. The daily status of the project is to be updated to the project manager by the team through email or reports.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholders** | **Communications Name** | **Delivery Method/Format** | **Producer** | **Due/Frequency** |
| Project Manager | Project status report | Email | Abdul Syed Suboor | Every week |
| Team lead | Project documents | Email | Vinetha batchu | Every week |
| Developer | Project status report | Email | Jaya Shankar Mangina | Every week |
| Designer | Project Documents | Email | Kushal Satya Durgaji Katari | Daily |
| Testing manager | Test Reports | Reports | Vinay Kumar Paspula | Daily |

## 7.1.Comments/Guidelines

Handwritten or typed comments from all the above stakeholders, if applicable.

## 7.2.Escalation procedures for resolving issues

If there are any defects and issues, which are needed to be raised and solved based on their priority.

If there are any conflicts in the team, the project manager should define an escalation process, where the conflict is addressed to the team manager by the developers, which further passed to the project manager.

## 7.3.Revision procedures for this document

If the document needs to undergo a review or possess any changes, then the document is updated including the new version number with the necessary changes and sent to the project manager for approval, who in turn reviews and proves the changes and sent to all the stakeholders for their acceptance. Once the document is returned to the project manager from the stakeholder showing their approval through signoffs, the document is published to all the stakeholders for further use development by the stakeholders and the team.

## 7.4.Glossary of common terminology

Communication The effective way of sending and receiving of information.

Stakeholder An individual or groups involved in the project that may be affected with the project activities.

Escalation The process of passing the issues within the project to the higher management.

# 8.Risk Management

## 8.1.Methodology

Risk management is the process of identifying areas of risk that could negatively impact the success of the project and proactively managing those areas. The approach we have taken to manage risks for this project includes a process by which the project risks are identified and ranked according to the various effect of that risk on the project.

This project is a user friendly and easy to navigate website with a quality content about all the process groups and the knowledge areas. We provide an interface where the user can select an event to be visited or organized and make the booking according to their requirements.

**Roles and Responsibilities**

**Project Manager** – Abdul syed suboor - Approves or Disapproves the tasks.

**Team leader** – Vineetha batchu - Researching, writing, gathering, organizing, and editing information regarding project.

**Developer** - JayaShankar Mangina – developing the application

**Designer** - Kushal Satya Durgaji Katari- main role in designing applications.

**Testing Manager** – Vinay Kumar Paspula – main role is test the performance of the application.

**Budget and Schedule**

The total budget of the project is estimated approximately $927,500. The amount of $351,000 is kept for internal labor, $176,500 in spent on external labor, $310000 is spent on non-labor. This sums up to $837,500. We also have 90,000 reserves for any kind of risk that may occur.

The project is scheduled to complete by June 3. According to the work breakdown structure, initial requirement gathering is dated till 05/13/2021, planning phase is till 05/16/2021, development of the project is done till 05/25/2021 and the monitoring and controlling is 05/30/2021 .Depending on the risk, we can extend the schedule to few days that is June 3. If there is no risk we can use this time period for closing and documenting.

## 8.2.Risk Categories

We have categories the risk into four major groups as below

**External** In our project, the government related changes on finance will effect on the final budget. For example, the outbreak of corona virus will have so much on economy of the government and will indirectly have effect on our project. The market status will also be very influenced part of risk.

**Internal** The service related problems may come under this block. Customer satisfaction, cost-related and quality related risks may also effect.

**Technical** Any changes related to technology may come under this. If the software updates, all employees must have to learn how to use new updates. This might delay the project and effect the work flow of the project.

**Unforeseeable** Theserisks are kind of unexpected once. We may not predict the future, anything may occur as corona virus this time. None of us predicted that this virus will affect our lives for this large amount of time.

## 8.3.Risk Probability and Impact

We have to predict the risk beforehand to make ourselves less effected with the risk. We have to find the effect of the risk in all cases. Preventive measures must be taken.

**Risk Documentation**

The document of risk may involve many different inputs. The inputs may be

**Stakeholder Analysis document**  This block may involve the possible risks that can be occurred by any stakeholder. In our case the customer may change the view of the project that might affect the project.

**Schedule evaluation risk document**  This block may include the data related to the risks that we may effect on deadlines which we face due to external factors.

**Technical risk document**  This lock will have the data related to the technical risks that we may face in our project. The technical risk may occur due to poor planning, design errors, quality standards etc.,

**Cost Evaluation risk document**  This document will include, the risks we may face for budget. This may occur if there is an economic changes which will indirectly effect the employees. During a project cycle we may have many employees joining and leaving a project. Their salaries may affect the cost involved for a project.

# 9.Procurement Management

After a fulfillment planning with enter like scope baseline, the needs documentation, teaming settlement, the risk entry register, hobby resource requirement, the assignment time table, pastime fee estimates, the price usual performance baselines, and organizational method property, this document changed into made.

## 9.1.Guidelines on Types of Contracts

* There are several types of contracts, such as firm-fixed price, time and materials (T&M), cost-refundable, and others.
* Firm fixed price The fixed-price contract is a legal arrangement between the project company and an individual (person or enterprise) to provide the project with products or services at an negotiated price. In general, the contract specifies the price of the goods or services, the timing needed to support the project, and the price for delivering goods or services.
* Time And Materials On small activities that have a high uncertainty, the contractor might charge an hourly rate for labor, plus the cost of materials, plus a percentage of the total costs. This type of contract is called time and materials (T&M).
* Cost Reimbursable Constants The company agrees to pay the contractor for the expense of delivering the service or of providing the goods in a non-refundable contract. These types of contracts also referred to as Cost-plus contracts. Different pieces of procurement can require different types of contract. A well defined product may be a firm price while a product requiring research and development effort may be a contract with T &M. All goods and services to be procured for this project will be demanded under fixed-price contracts. The project team will work with the contracts and purchasing department to define the types of items, the quantities, the services and the delivery dates required. The contracts and procurement department must then apply for tenders from different suppliers to procure the products within the time frame required and at fair cost under the firm's fixed price contract once the vendor has been selected. Chew-Chew pest website will use the firm-fixed price. In which we will get the contract out of Customer where we will build the appropriate website based on client requirements. And we'll do that in a fixed budget that was agreed at the initial stage with the client.

## 9.2.Standard procurement documents or templates

* The Bank provided procurement documents to be used by Borrowers for projects funded by the IPF Which include records relating to GPN, SPN, EOI, REOI, Standard Prequalification; Documents for initial search, Request for bids and Request for proposals.
* For this project three types of procurement documents are used.
* The first type of document is Request for information(RFI) which is usually used when a customer has limited expertise and exposure to an industry.
* The key explanation for the RFI procedure is that a bidder would have identified a long list of possible vendors for their project and may proceed with the issuance of next documents.
* The Request for Proposal or Request for Quote is the second phase in the procurement documentation process. These two documents are not interchangeable, but there are instances where you can jump to the RFQ right.
* The buyer tells the sellers exactly what they want "provide me a quote for the following products. ”Nevertheless, an RFP requires the seller to decide how they can fix or resolve the needs of the buyer "provide me with your idea about how to fix my problems."

## 9.3.Guidelines for creating procurement documents

* Collecting Knowledge- A potential customer first seeks out suppliers, who meet the product requirements.
* Supplier Contact-When identifying a prospective supplier, The Customer demands quotations, deals, details and tender.This can be achieved through ads, or direct contact with the manufacturer.
* Background Review-The customer now looks at the references for the goods / services in question and may also take samples of goods / services or carry out trials.
* Negotiation-Next negotiations are conducted on size, availability and customization options. The contract is concluded for the purchase of the goods or services.
* Fulfilment-The ordered goods or services shall be shipped and delivered on the basis of the contract signed. payment is finished at this stage too, Additional training or product implementation can be offered as well.
* Renewal-Upon consumption or disposal of the goods or services and expiry of the contract; The product or service must be reshuffled.

# 10.Stakeholder management

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Level of Interest** | **Level of Influence** | **Potential Management Strategies** |
| **Syed Abdul Suboor** | High | Leading | Syed Abdul Suboor is good at planning. Also, he can handle the client and project sponsor deals/meetings. |
| **Vineetha Batchu** | High | Resistant | Vineetha Batchu being in high position, she develops the team managing skills to be as a good leader. |
| **Jaya Shankar Mangina** | High | Resistant | Jaya shankar Mangina is good at designing and developing websites and he is known for his on-time deliverables. |
| **Vinay Kumar Paspula** | High | Supportive | Vinay Kumar Paspula is responsible for testing the web application screens and this requires the use of different testing tools. He can grasp them as quickly as possible. |
| **Kushal Satya Durgaji Katari** | High | Supportive | Kushal Satya Durgaji Katari is a logical thinker who might be regarded the project's most ardent backer. He has a pleasant demeanor and a keen sense of time management. He manages the project's technical needs and ensures that the assignment is completed correctly. |

# 11.Project ****Integration**** Management

## 11.1Overview of Project

The project is all about the events. This website will contain two types of end users one is event organizer and event visitors. The event organizer will upload all the events they are conducting and the event visitors will check the available events nearby. The events are shown according to the specifications given by visitors.

**Budget Information**

Budget has been allocated about $927,500 for this project including inside work costs, infrastructure costs and software costs. An extra of $200,000 will be given if further required.

**Project Objectives**

The main Objective of this project is to create a website which will display the data about events happening at a particular location and description about it.

**Success Criteria**

The Application should be user-friendly without any errors and the entire application needs to be tested to meet the customer requirements and satisfaction.

## 11.2.Approach

* Requirements should be gathered from the client.
* Cost should be estimated based on requirements and project plans should be developed.
* The work area should be set up and required software should be installed.
* Scrum meetings should be conducted regularly.
* Before delivery to the client through testing should be done so that the application would have zero errors.

**Management and Technical Processes**

**Management Processes**

Setting goals, planning and controlling the organizing and leading the execution of the project.

**Technical Processes**

Tools and technologies

* Angular
* HTML
* CSS
* Bootstrap
* Node
* JavaScript
* Visual Studio
* Microsoft Office
* Agile
* Gantt charts

**Work to Be Performed**

* Syed Abdul Suboor will be organizing the work flow, managing the client.
* Vineetha Batchu will be working on all the event pages and schedules the meeting with the team members to know the status of the work done.
* Jaya Shankar Mangina will be working on the modules of both event organizer and event visitor pages.
* Vinay Kumar Paspula will be working on a few modules of event organizer and visitor, besides working on the test cases of all the pages of the website.
* Kushal Satya Durgaji Katari will be creating drafts and designs of products and also modifying existing processes to increase efficiency.

**Schedule Information**

The project was started on 05/11/2021 and it is expected to be finished by 06/03/2021. Every module is given a scheduled end date to identify the progress while the risk is also kept in mind.

# 12.References

[https //github.com/ESOF-423/Planning-Repository](https://github.com/ESOF-423/Planning-Repository)

[https //github.com/brainlid/wbs\_markdown](https://github.com/brainlid/wbs_markdown)