Cloud Business Intelligence

Project Management Sample

by

Kyra Michel

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Cloud Business Intelligence Project

Introduction

1. What is the project about and what are the project goals and objectives?
2. Who will manage and how is the project going to be managed?
3. Describe the impact of internal and external factors that may promote or hinder individual decisions and the management of people, procedures, processes, and projects.

Section A: The Project Charter

Project Name	Cloud Business Intelligence Implementation	Project Number	P0123
Project Team	Kyra Michel (Project Manager), and the Analytics team	Prioritization	High
Owner(s)	CEO	Start Date:	April 1
		Scheduled Completion Date:	Sept 10

Mission/ Purpose	Implement a Cloud-based Business Intelligence tool that will replace the old and obsolete IT infrastructure. This is an independent project.

Project Description	The project is about replacing the current server with a cloud-based Business Intelligence tool that will enable the company to be more flexible and save on IT costs, and also that will allow easy access to data from a wide range of sources from wherever they are using whatever devices.

Objectives	Automated, fast, and accurate Easy access to data Dynamic updates to databases Save on IT costs
Milestones	Hiring talented analysts and build an Analytics team by April 20 Requirements and feasibility analysis by April 30 Design detailed new data architecture May 1 Development done by July 30 Integration done by August 5 Testing done by August 15 Implementation and deployment First pilot done by September 1 Final release on September 10
Budget	$250,000

Estimated Labor	$80,000
Estimated Materials	$20,000
Estimated Contractors	$50,000
Estimated Equipment and Facilities	$50,000
Estimated Travel	$50,000
Total Estimated Cost	$250,000

User Acceptance Criteria	Ease of use Speed up transactions and response time Dynamic report generation Leverage data-driven decisions from a wide range of sources and reap the benefits of a comprehensive interactive tool

High-Level Project Assumptions	Current customer data is correct Generate the reports dynamically Internal control is in affect and strong Transactions and response time are fast Hierarchical authority is enforced Easy data entry and generation of reports Pulling data from a wide range of sources
High-Level Project Constraints	Budget, rules, requirements
Exclusions and Boundaries	No loss of data during data transfer, maintenance and upgrades
Major Risks	Network issues during replacement Data transfer risk

KEY STAKEHOLDERS

Project Manager	Kyra Michel
Project Core Team	Kyra Michel (Project Manager) and data analysts
Subject Matter Experts (SMEs)	Data engineers and developers

APPROVALS

Type Name	Signature	Date
Project Manager Approval		
Customer/Sponsor Approval		

Section B: The Stakeholder Engagement Plan

The most important group of stakeholders are the users, CEO, CFO, the project team, sales team, all are stakeholders. The approach to each stakeholder/stakeholder group, communication method, and frequency – please double click on the Excel spreadsheet inserted below:

Key	High	High	Neutral	Inform	Meeting	Steering Committee Review
Key	High	High	Support	Manage	Meeting	Steering Committee Review
Key	High	High	Against	Manage	Meeting	Steering Committee Review
Primary	High	High	Support	Inform	Email	Weekly Status Report
Primary	High	High	Against	Satisfy	Email	Weekly Status Report
Primary	High	High	Support	Satisfy	Email	Weekly Status Report
Secondary	Medium	High	Neutral	Monitor	Email	Weekly Status Report
Key	High	High	Support	Manage	Meeting	Weekly Status Meeting
Key	Medium	High	Support	Manage	Meeting	Weekly Status Meeting
Key	Low	Medium	Neutral	Manage	Meeting	Weekly Status Meeting

Section C: The Communications Management Plan

COMMUNICATIONS MANAGEMENT PLAN								
Project Name:			Cloud-based Business Intelligence Project					
Project Manager Name:			Kyra Michel					
Project Description:			Replace current server with a cloud-based Business Intelligence toolm					
ID	**Communicaton Vehicle**	**Target Audience**	**Description/ Purpose**	**Frequency**	**Sender**	**Distribution Vehicle**	**Internal / External?**	**Comments**
0	Weekly Status Meting	Project Team	Communicate updated project status	Weekly	A.V.	meeting	Internal Only	Full team meeting - we will note stakeholders when needed
	Steering Committee Review	CEO, CFO, Finance Dir, Project Manager, Sales Dir, Data Architect	Updates, Project Status, Obstacles	Monthly	Kyra Michel	meeting	Internal	Stering Committee
	Weekly Status Report	CEO, CFO, Finance Dir, Project Team	Status, updates, content timeline, key accomplishments, planned work	Weekly	Kyra Michel	e-mail	Internal	

Section D: The Project Scope Statement

Project Name	Cloud-base BI	Date	**September 10**
Project Number	P0123	Project Manager	Kyra Michel

Project Description
The project is about replacing our current server with a cloud-based Business Intelligence tool.

Project Requirements
Flexibility, easy to use, dynamic data reporting, leverage data-driven decisions from a wide range of sources and reap the benefits of a comprehensive interactive tool

Project Deliverables
Flexible and accessible Business Intelligence tool for all users, Cloud-based system

Project Does Not Include (Exclusions)
Changes to record is out of scope.

Acceptance Criteria
Ease of use, transaction speed improved by 30% Allows data extraction from a variety of sources Highly intuitive UI Dashboards with various data visualization elements Dynamic reporting

Estimated Project Schedule	
Milestones	Estimated Date of Completion
Development complete ***Customer data migrated to cloud*** ***First pilot complete*** ***Implementation***	*by August 15* ***by August 25*** ***by September 1*** ***by September 10***
Total Estimated Length of Project	

Resource Requirements		
Role	Quantity	Estimated Length of Time
Developer/Data engineer	**2**	**$50,000**
Data analyst	1	$50,000
Cloud-BI purchase	1	$100,000
Project Manager	1	$50,000

Estimated Cost of Project		
Expense Type	Description	Estimated Cost
	Labor and software project	$250,000
	Total Estimated Cost of Project	

Project Constraints
The budget and schedule
Project Assumptions
Network will support the new cloud-based BI system. Customer data are accurate.

June 30, 2020

_____ _____

Approver's Printed Name Date

CEO

Title

_____

Signature

Section E: WBS and the Project Schedule (using MS Project)

Creating the WBS for the project:

Major tasks:

Decided to purchase BillRite software

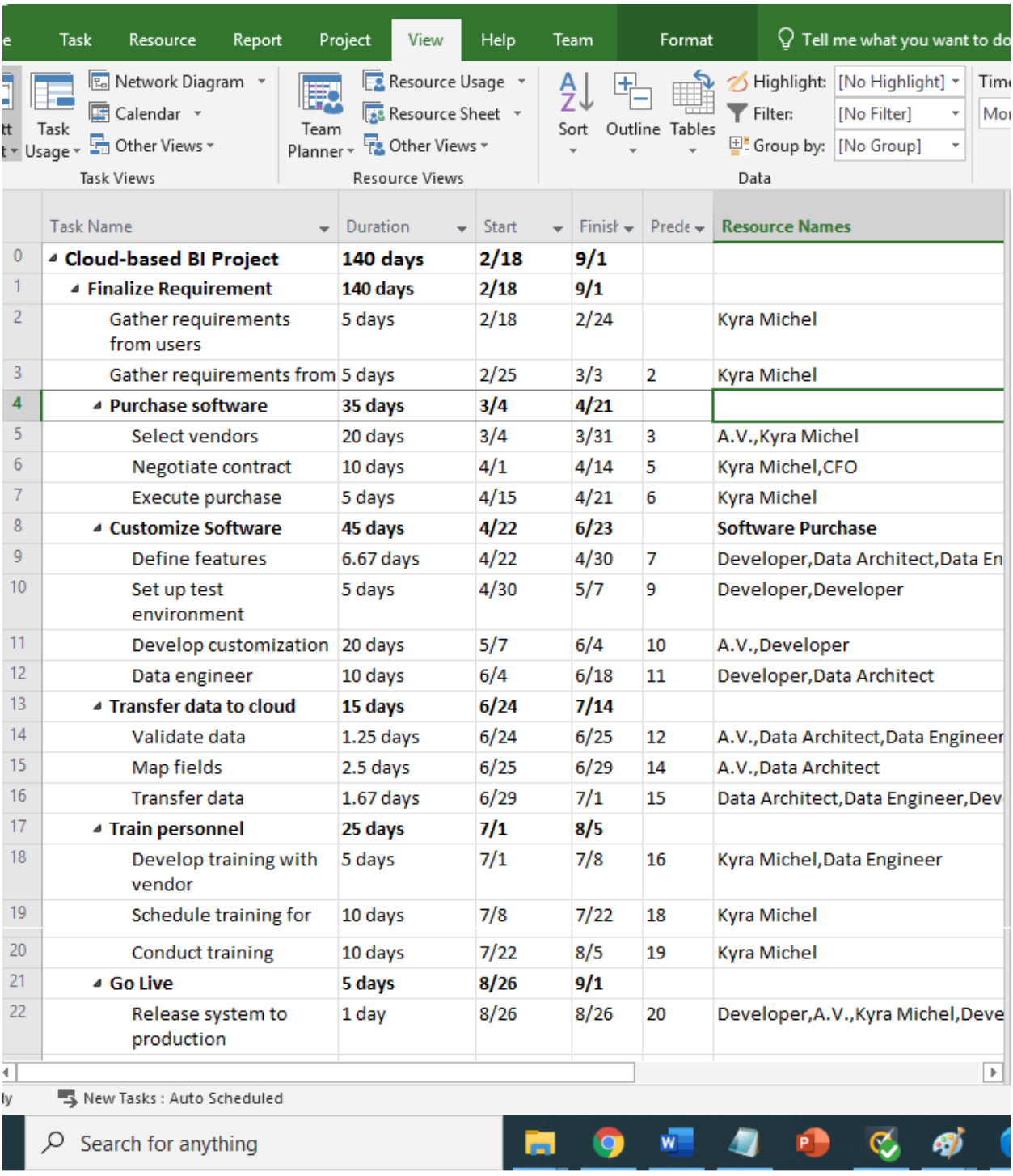
Milestones:

1. Finalize requirements
2. Purchase software
3. Customize software
4. Transfer data to cloud
5. Train personnel
6. Go live

Adding detail or subtasks:

The Project Schedule

(using MS Project)

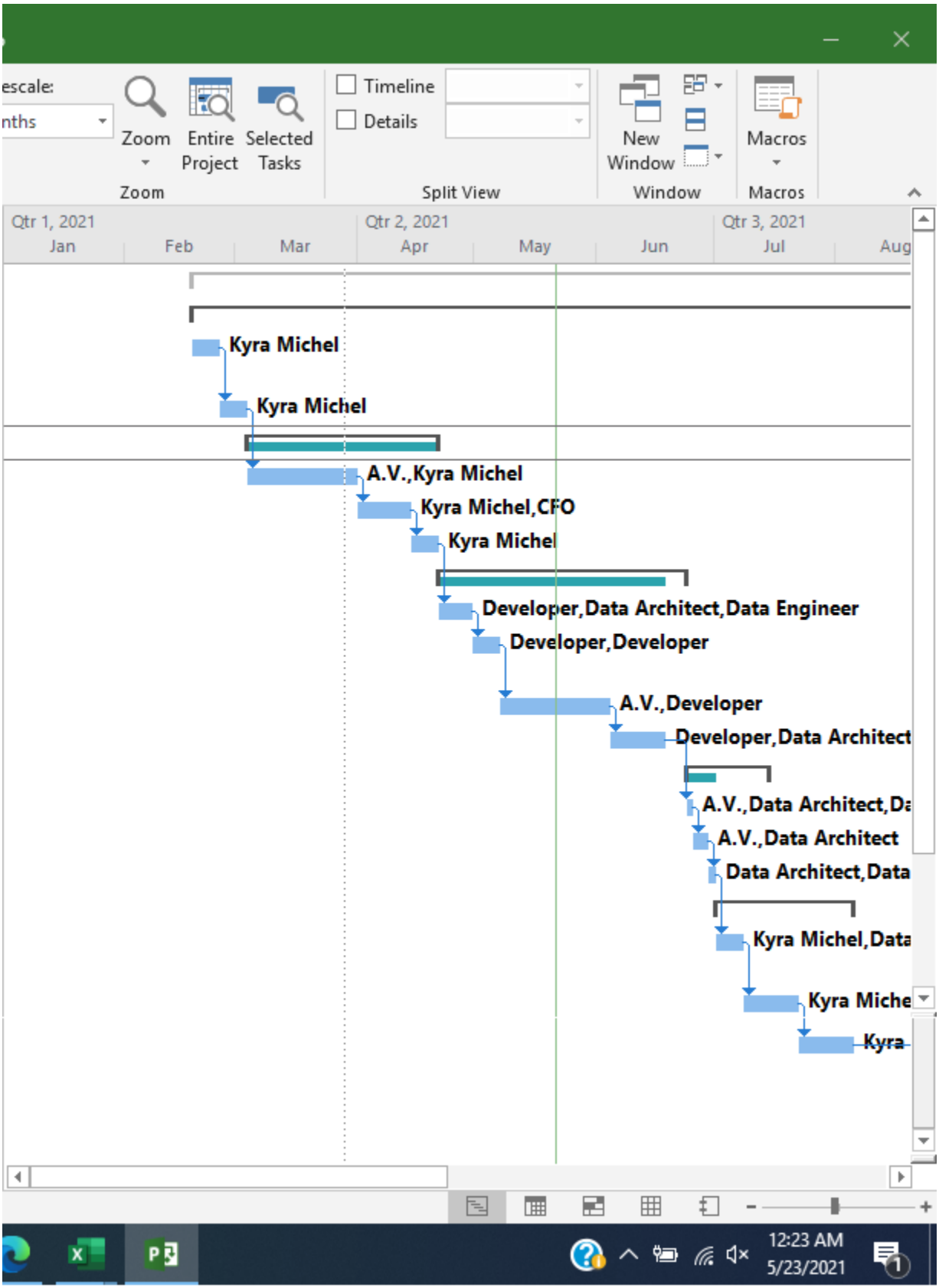


	Task Name	Duration	Start	Finish	Prede	Resource Names
0	**Cloud-based BI Project**	**140 days**	**2/18**	**9/1**		
1	**Finalize Requirement**	**140 days**	**2/18**	**9/1**		
2	Gather requirements from users	5 days	2/18	2/24		Kyra Michel
3	Gather requirements from	5 days	2/25	3/3	2	Kyra Michel
4	**Purchase software**	**35 days**	**3/4**	**4/21**		
5	Select vendors	20 days	3/4	3/31	3	A.V.,Kyra Michel
6	Negotiate contract	10 days	4/1	4/14	5	Kyra Michel,CFO
7	Execute purchase	5 days	4/15	4/21	6	Kyra Michel
8	**Customize Software**	**45 days**	**4/22**	**6/23**		**Software Purchase**
9	Define features	6.67 days	4/22	4/30	7	Developer,Data Architect,Data En
10	Set up test environment	5 days	4/30	5/7	9	Developer,Developer
11	Develop customization	20 days	5/7	6/4	10	A.V.,Developer
12	Data engineer	10 days	6/4	6/18	11	Developer,Data Architect
13	**Transfer data to cloud**	**15 days**	**6/24**	**7/14**		
14	Validate data	1.25 days	6/24	6/25	12	A.V.,Data Architect,Data Engineer
15	Map fields	2.5 days	6/25	6/29	14	A.V.,Data Architect
16	Transfer data	1.67 days	6/29	7/1	15	Data Architect,Data Engineer,Dev
17	**Train personnel**	**25 days**	**7/1**	**8/5**		
18	Develop training with vendor	5 days	7/1	7/8	16	Kyra Michel,Data Engineer
19	Schedule training for	10 days	7/8	7/22	18	Kyra Michel
20	Conduct training	10 days	7/22	8/5	19	Kyra Michel
21	**Go Live**	**5 days**	**8/26**	**9/1**		
22	Release system to production	1 day	8/26	8/26	20	Developer,A.V.,Kyra Michel,Deve

Section F: Resource Allocation and Budget

Steps 1-4:

- ✓ Allocate resources
- ✓ Review costs
- ✓ Analyzed resource allocation and assignments
- ✓ Print the Gantt chart:


Timeline
Details
Zoom
Entire Project
Selected Tasks
New Window
Macros
Split View
Window
Macros
Qtr 1, 2021
Jan
Feb
Mar
Qtr 2, 2021
Apr
May
Jun
Qtr 3, 2021
Jul
Aug
Kyra Michel
Kyra Michel
A.V.,Kyra Michel
Kyra Michel,CFO
Kyra Michel
Developer,Data Architect,Data Engineer
Developer,Developer
A.V.,Developer
Developer,Data Architect
A.V.,Data Architect,Da
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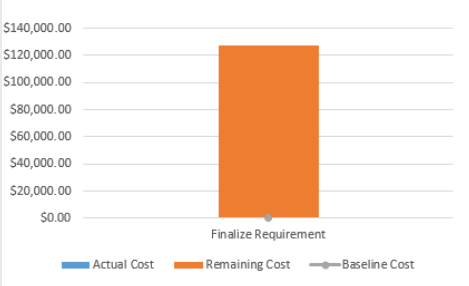
✓ **Project budget report**

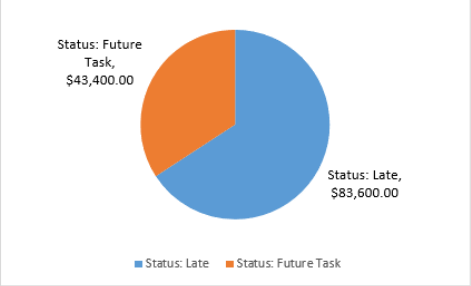
COST STATUS

Cost status for top-level tasks.



COST DISTRIBUTION

How costs are spread out amongst tasks based on their status.

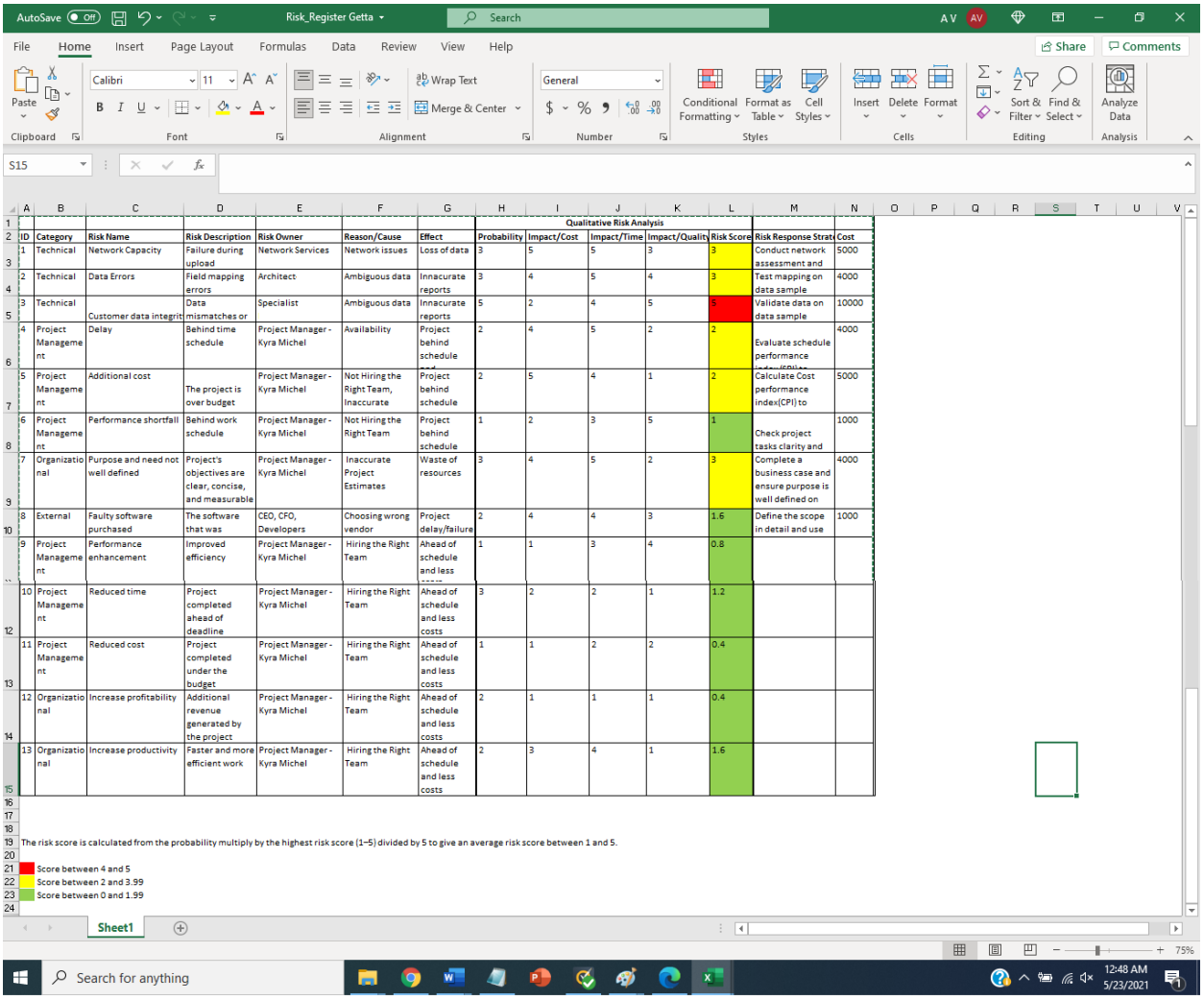


COST DETAILS

Cost details for all top-level tasks.

Name	Fixed Cost	Actual Cost	Remaining Cost	Cost	Baseline Cost	Cost Variance
Finalize Requirement	$0.00	$0.00	$127,000.00	$127,000.00	$0.00	$127,000.00

Section G: Risk Register



							Qualitative Risk Analysis						
ID	Category	Risk Name	Risk Description	Risk Owner	Reason/Cause	Effect	Probability	Impact/Cost	Impact/Time	Impact/Quality	Risk Score	Risk Response Strat	Cost
1	Technical	Network Capacity	Failure during upload	Network Services	Network issues	Loss of data	3	5	5	3	3	Conduct network assessment and	5000
2	Technical	Data Errors	Field mapping errors	Architect	Ambiguous data	Innacurate reports	3	4	5	4	3	Test mapping on data sample	4000
3	Technical	Customer data integrit	Data mismatches or	Specialist	Ambiguous data	Innacurate reports	5	2	4	5	5	Validate data on data sample	10000
4	Project Management	Delay	Behind time schedule	Project Manager - Kyra Michel	Availability	Project behind schedule	2	4	5	2	2	Evaluate schedule performance	4000
5	Project Management	Additional cost	The project is over budget	Project Manager - Kyra Michel	Not Hiring the Right Team, Inaccurate	Project behind schedule	2	5	4	1	2	Calculate Cost performance index(CPI) to	5000
6	Project Management	Performance shortfall	Behind work schedule	Project Manager - Kyra Michel	Not Hiring the Right Team	Project behind schedule	1	2	3	5	1	Check project tasks clarity and	1000
7	Organizational	Purpose and need not well defined	Project's objectives are clear, concise, and measurable	Project Manager - Kyra Michel	Inaccurate Project Estimates	Waste of resources	3	4	5	2	3	Complete a business case and ensure purpose is well defined on	4000
8	External	Faulty software purchased	The software that was	CEO, CFO, Developers	Choosing wrong vendor	Project delay/failure	2	4	4	3	1.6	Define the scope in detail and use	1000
9	Project Management	Performance enhancement	Improved efficiency	Project Manager - Kyra Michel	Hiring the Right Team	Ahead of schedule and less	1	1	3	4	0.8		
10	Project Management	Reduced time	Project completed ahead of deadline	Project Manager - Kyra Michel	Hiring the Right Team	Ahead of schedule and less costs	3	2	2	1	1.2		
11	Project Management	Reduced cost	Project completed under the budget	Project Manager - Kyra Michel	Hiring the Right Team	Ahead of schedule and less costs	1	1	2	2	0.4		
12	Organizational	Increase profitability	Additional revenue generated by the project	Project Manager - Kyra Michel	Hiring the Right Team	Ahead of schedule and less costs	2	1	1	1	0.4		
13	Organizational	Increase productivity	Faster and more efficient work	Project Manager - Kyra Michel	Hiring the Right Team	Ahead of schedule and less costs	2	3	4	1	1.6		

The risk score is calculated from the probability multiply by the highest risk score (1–5) divided by 5 to give an average risk score between 1 and 5.

Score between 4 and 5
Score between 2 and 3.99
Score between 0 and 1.99