



**الجامعة الإسلامية العالمية ماليزيا**

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**يُونَيْبَرَسِيَّتِي إِسْلَامِيَّةٌ أَنْتَارَايَغْسِيَا مَلَيْسِيَا**

**KULLIYAH OF INFORMATION TECHNOLOGY AND  
COMMUNICATION**

**PROJECT MANAGEMENT IN IT (INFO 3308)**

**Section :02 Semester :02**

**Session: 2020/2021**

**Client's Personal Website**

**Submitted to: Noor Azian Mohamad Ali**

**Group Members:**

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## 1.1 INTRODUCTION

Our group is 2 people and the Project is a client personal website. We are students of INFO 3308 Project Management in IT class, we were assigned to build up a website for Dr Tanveer Saleh, he is Associate Professor of Kulliyyah of Engineering in IIUM Gombak Campus. We discussed the website and he was eager to work with us. After talking with him, we confirmed him as our client and started to create the website by completing the milestones one by one.

## 1.2 PROJECT STAKEHOLDERS

In our project, the stakeholders are our team, our client and our project supervisor madam.

Project team members:

Name	Role in the project	Email Address	Phone Number
Md Anwarul karim	Project Leader	karim.anwarul@live.iium.edu.my	01112855248
Antor Md Emran Hossain	Team Member	antor.emran@live.iium.edu.my	01127063725

## Client details



Name	Role	Email address	Phone number
Dr Tanveer Saleh	Client	tanveers@iium.edu.my	017-6031022

## Project Supervisor:

Name	Role	Email	Phone number
Dr Noor Azian Mohammad Ali	Supervisor	noorazian@iium.edu.my	0162155203

## 1.3 PROJECT DESCRIPTION

### Background:

The website becomes a powerful tool to personally identify careers. Being proactive we chose our client's personal website to help to influence people and add value to them by sharing knowledge. Our client Dr Tanveer Saleh has been serving as an Associate

Professor and Coordinator of the Autonomous Systems and Robotics Research Unit in the Department of Mechatronics Engineering at the International Islamic University Malaysia. His research is supported by various national and international funding agencies, including the Ministry of Higher Education Malaysia, Ministry of Science and Technology Malaysia and the US Air force. He has supervised several postgraduate students who largely contributed to his research. There may be some users that find the website by searching research and get to know about him.

## **CHALLENGES AND OPPORTUNITIES:**

The challenges :

- Communicate and take approval from the client
- Understand his requirements
- Compromising things because of the time constraints and platform constraints
- No budget provided and the client is not willing to spend money
- Using WordPress platform to create the website
- Live hosting the website for free limits the usage of many features.
- Convince the client through WhatsApp messages and email as to face-to-face meeting is not possible during the COVID situation.

The opportunities:

- First-time experience working with real projects.
- Take the challenge to compete with the client's current website.
- Learn time management by completing the milestones on schedule

- Work in tight schedule so have more focus on proper time management
- Using the knowledge of the book/slides/lectures deal with a real client
- Learn communication, time, requirements, resource management
- Create a website for free that will help the client increase his engagement with us.

### **Overview of the desired impact**

This website is the personal website of Dr Tanveer Saleh. This website will provide his personal information along with his professional information. People who will visit the website will get to know about his association with different researchers and his involvement with different publications. Dr Tanveer Saleh also wants to use this website for teaching purposes for his students by posting different study tutorial videos and for that he made us create a teaching page on the website. Overall, the impact of the website is going to be great for anyone that will visit.

### **1.4 Measurable organizational value (MOV):**

The first phase of a project begins with conceptualizing the project's goal and overall measure of success called the Measurable Organizational Value (MOV). The Measurable Organizational Value (MOV) is the goal of the project and is used to define the value that your project will bring to your client. To provide real value to an organization, a project must align with and support the organization's vision, mission, and strategy.

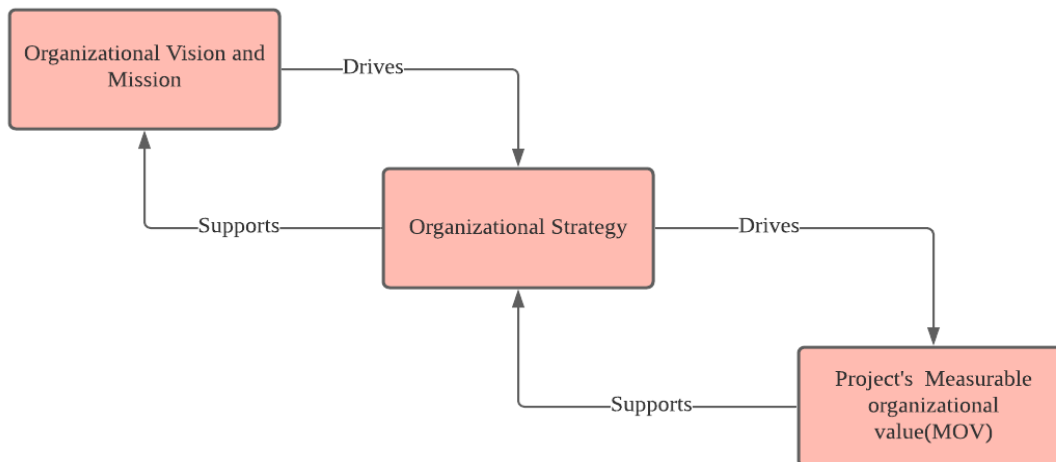


Figure 1.4.1 –Project Alignment

It is our responsibility to lead and facilitate the MOV process by working closely with the client. We’ve done this over one or several one-on-one meetings with our client. The MOV of our project is to “increase regular website view by having 200 monthly visitors within 6 months of development”. We’ve developed our MOV using the following six steps-

- Desired area of impact: Our desired area of impact is Education. We plan to increase regular website views after a certain timeframe.
- The desired value of the project: The desired value of this project is to do more. By having enough teaching materials we plan to increase the number of student engagement with this website.
- Develop an appropriate metric: Many organizations can have different kinds of metrics to measure the value-added to the organization. In our case, we increase monthly views as our measurement metric.
- Set a time frame for achieving the MOV: The time frame to complete all the MOV goals is 6 months.
- Verify the MOV and get agreement from the project stakeholders: In this step, we discussed with the client and made sure that the proposed topic is doable within this



timeframe and it is indeed worth doing and completing this project will add certain benefits to the organization.

- Summarize the MOV in a clear, concise statement: The MOV of this project in one statement is “Increase regular website view by having 200 monthly visitors within 6 months of development”

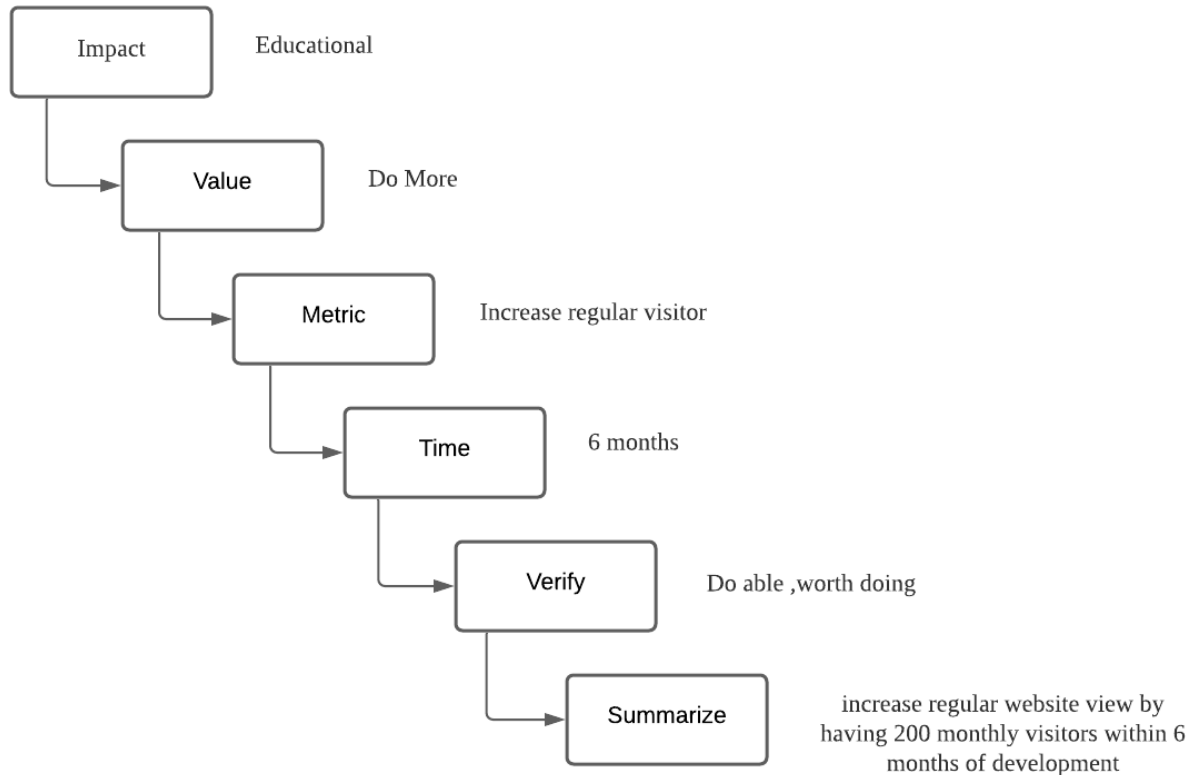


Figure 1.4.2 Summary of the Process for Developing the MOV

## 1.5 PROJECT SCOPE

Project scope is the part of project planning that involves determining and documenting a list of specific project goals, deliverables, tasks, costs and deadlines. The documentation of a project's scope, which is called a scope statement or terms of reference, explains the boundaries of the project, establishes responsibilities for each team member and sets up procedures for how completed work will be verified and approved. Our project scope is a

client's personal website in such a way that will increase spreading its latest contents to interested students.

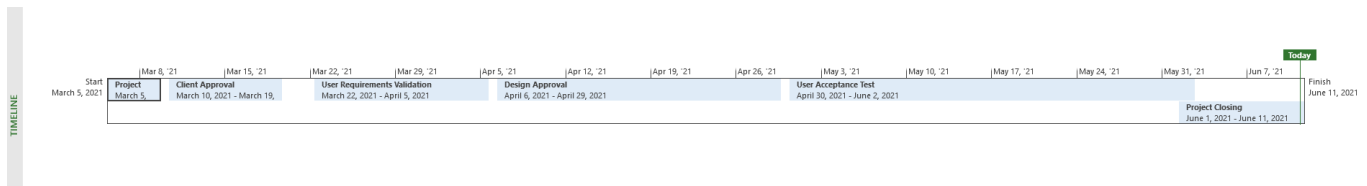
### Scope statement

- Develop a website that will provide the client with personal and professional programs.
- Develop a website where visitors can have all the details of clients research, teaching information.
- Develop the website so that visitors can easily access the client's social media through the website as well as join and connect to his various programs.

### Out of scope for this project

- Update the website content
- Troubleshoot and fix errors

## 1.6 PROJECT SCHEDULE SUMMARY



ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Ma
1		<b>Personal Website Development</b>	<b>74 days</b>	<b>Fri 3/5/21</b>	<b>Fri 6/11/21</b>			28
2		<b>Project Proposal</b>	<b>3 days</b>	<b>Fri 3/5/21</b>	<b>Tue 3/9/21</b>			
3		Form a group	2 days	Fri 3/5/21	Mon 3/8/21		Emran, Karim	
4		Group meeting	1 day	Tue 3/9/21	Tue 3/9/21	3	all	
5		Briefing about project	1 day	Tue 3/9/21	Tue 3/9/21	4SS	Karim	
6		<b>Client Approval</b>	<b>8 days</b>	<b>Wed 3/10/21</b>	<b>Fri 3/19/21</b>			
7		Team meeting	1 day	Wed 3/10/21	Wed 3/10/21	5	all	
8		Find client	1 day	Thu 3/11/21	Thu 3/11/21	7	Emran	
9		Set appointment with client	3 days	Fri 3/12/21	Tue 3/16/21	8	Karim	
10		Meet Client	1 day	Wed 3/17/21	Wed 3/17/21	9	all	
11		Discuss about the website	1 day	Wed 3/17/21	Wed 3/17/21	10SS	Emran	
12		Get client agreement	1 day	Wed 3/17/21	Wed 3/17/21	11SS	Karim	
13		Deliverable 1 - client signature	1 day	Thu 3/18/21	Thu 3/18/21	12	Emran	
14		Milestone 1 - Client Approval	1 day	Fri 3/19/21	Fri 3/19/21	13	all	
15		<b>User Requirements Validation</b>	<b>11 days</b>	<b>Mon 3/22/21</b>	<b>Mon 4/5/21</b>			
16		Team meeting	1 day	Mon 3/22/21	Mon 3/22/21	14	all	
17		Take appointment from client	3 days	Tue 3/23/21	Thu 3/25/21	16	Emran	
18		Collect requirements for the website	1 day	Fri 3/26/21	Fri 3/26/21	17	Karim	
19		Discuss ideas with team members	1 day	Mon 3/29/21	Mon 3/29/21	18	Emran	
20		Confirm requirement with client through what'sapp	1 day	Tue 3/30/21	Tue 3/30/21	19	Karim	
21		Request personal information	1 day	Wed 3/31/21	Wed 3/31/21	20	Emran	
<div> <div>Project: Final gantt chart.mpp Date: Fri 6/4/21</div> <div> <div>Task</div><div>Inactive Summary</div><div>Manual Task</div><div>Duration-only</div><div>Manual Summary Rollup</div><div>Manual Summary</div><div>Start-only</div><div>Finish-only</div> </div> <div> <div>External Tasks</div><div>External Milestone</div><div>Deadline</div><div>Progress</div><div>Manual Progress</div> </div> </div>								
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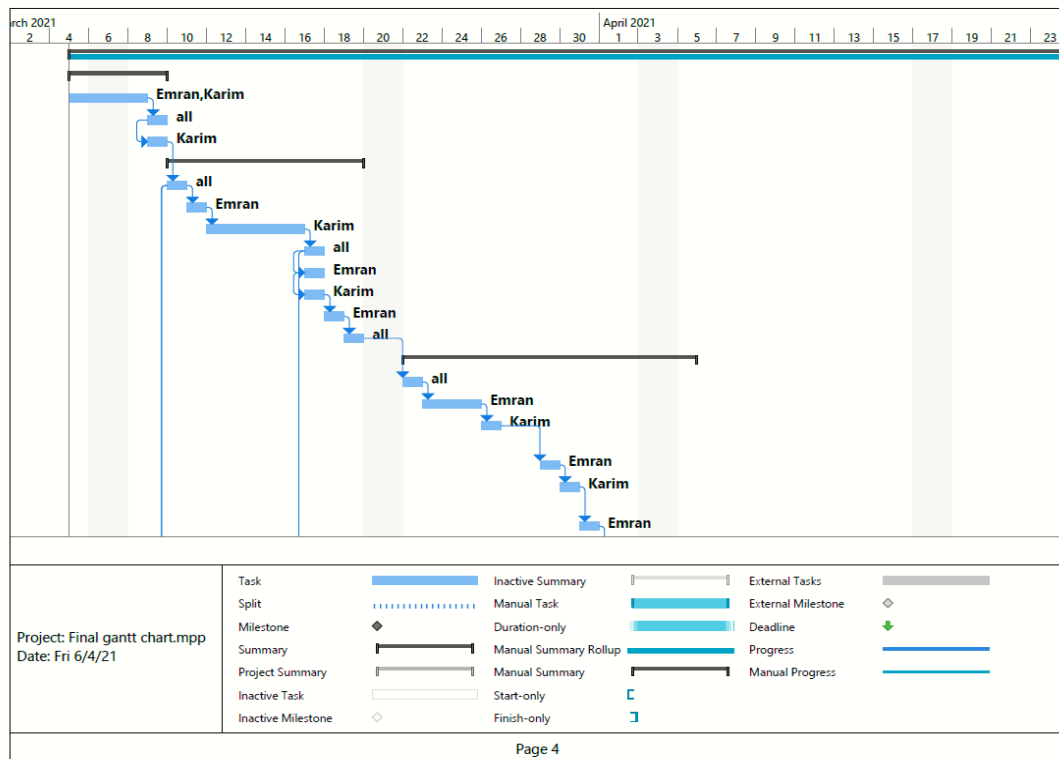
ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Ma
22		Create documentaion for design phase	1 day	Thu 4/1/21	Thu 4/1/21	21	all	28
23		Deliverable2 - Client signature	1 day	Fri 4/2/21	Fri 4/2/21	22	Emran	
24		Milestone 2 - User Requirements Validation	1 day	Mon 4/5/21	Mon 4/5/21	23	all	
25		<b>Design Approval</b>	<b>18 days</b>	<b>Tue 4/6/21</b>	<b>Thu 4/29/21</b>			
26		Team Meeting	1 day	Tue 4/6/21	Tue 4/6/21	24	all	
27		Discuss abou preferable design for website	1 day	Tue 4/6/21	Tue 4/6/21	7SS	Emran, Karim	
28		Create on paper design	1 day	Wed 4/7/21	Wed 4/7/21	27	all	
29		Distribute work among team members	1 day	Thu 4/8/21	Thu 4/8/21	28	Karim	
30		Create few initial design	12 days	Fri 4/9/21	Mon 4/26/21	29	all	
31		Meet client	1 day	Tue 4/27/21	Tue 4/27/21	30	Emran	
32		Show desigens	1 day	Tue 4/27/21	Tue 4/27/21	10SS	all	
33		Client approve one design	1 day	Tue 4/27/21	Tue 4/27/21	32SS	Karim	
34		Deliverable 3 - Client signature	1 day	Wed 4/28/21	Wed 4/28/21	33	Emran	
35		Milestone 3 - Design Approval	1 day	Thu 4/29/21	Thu 4/29/21	34	all	
36		<b>User Acceptance Test</b>	<b>27 days</b>	<b>Fri 4/30/21</b>	<b>Wed 6/2/21</b>			
37		Team meeting	1 day	Fri 4/30/21	Fri 4/30/21	35	all	
38		Distribute the task according to the expertise	1 day	Fri 4/30/21	Fri 4/30/21	7SS	Karim	
39		Work on individual part	12 days	Mon 5/3/21	Tue 5/18/21	38	all	
40		Demonstrate design individually	1 day	Wed 5/19/21	Wed 5/19/21	39	Emran, Karim	
41		Take appointment from client	1 day	Thu 5/20/21	Thu 5/20/21	40	Karim	
42		meet Client for demo testing	1 day	Fri 5/21/21	Fri 5/21/21	41	all	
43		Client feedback	1 day	Fri 5/21/21	Fri 5/21/21	42SS	Emran	
<div> <div>Project: Final gantt chart.mpp Date: Fri 6/4/21</div> <div> <div>Task</div><div>Inactive Summary</div><div>Manual Task</div><div>Duration-only</div><div>Manual Summary Rollup</div><div>Manual Summary</div><div>Start-only</div><div>Finish-only</div> </div> <div> <div>External Tasks</div><div>External Milestone</div><div>Deadline</div><div>Progress</div><div>Manual Progress</div> </div> </div>								
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ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Ma
44		Fix errors	3 days	Mon 5/24/21	Wed 5/26/21	43	all	28
45		Meet client again for final testing	1 day	Thu 5/27/21	Thu 5/27/21	44	Emran,Karim	
46		Deliverable 4 - Client signature	1 day	Fri 5/28/21	Fri 5/28/21	45	Karim	
47		Milestone 4 - User Acceptance Test	1 day	Mon 5/31/21	Mon 5/31/21	46	all	
48		<b>Project Closing</b>	<b>9 days</b>	<b>Tue 6/1/21</b>	<b>Fri 6/11/21</b>			
49		Meet client	1 day	Tue 6/1/21	Tue 6/1/21	47	all	
50		Collect evaluation form	1 day	Wed 6/2/21	Wed 6/2/21	49	Emran	
51		make final report	5 days	Thu 6/3/21	Wed 6/9/21	50	all	
52		Deliverable 5 - Client signature	1 day	Thu 6/10/21	Thu 6/10/21	51	Karim	
53		Milestone 5 - Project C	1 day	Fri 6/11/21	Fri 6/11/21	52	all	

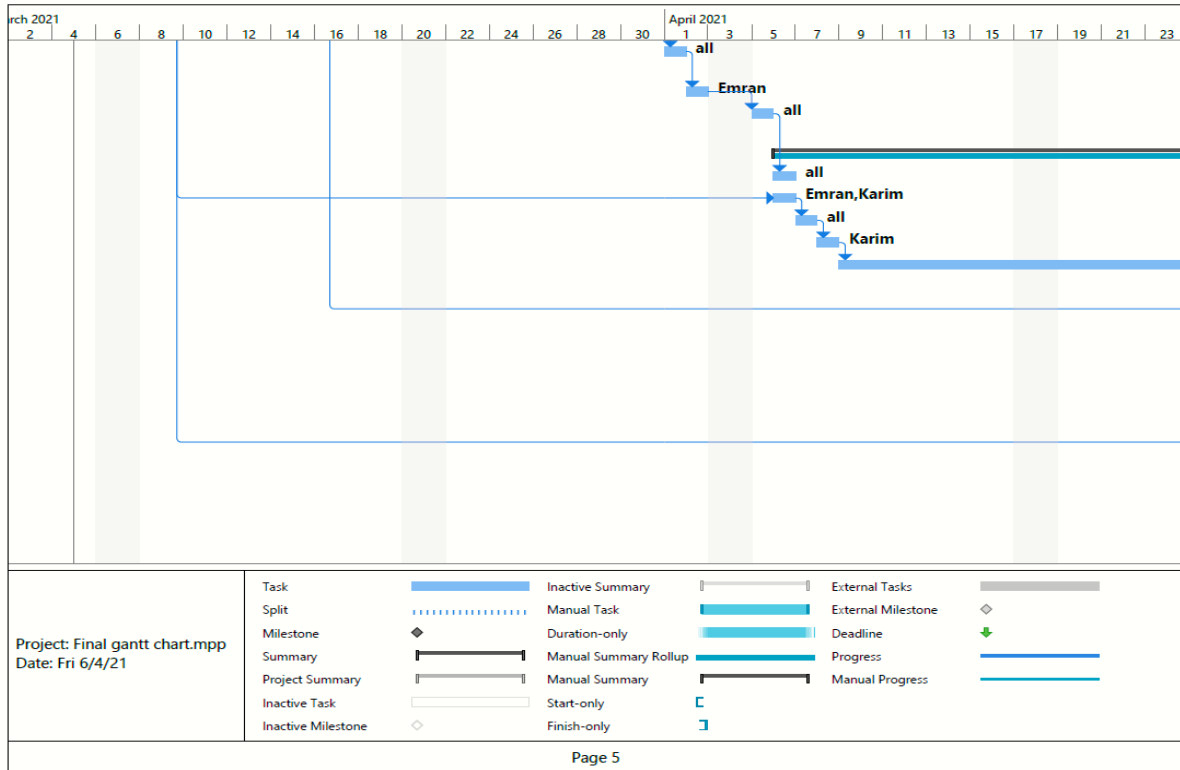
  

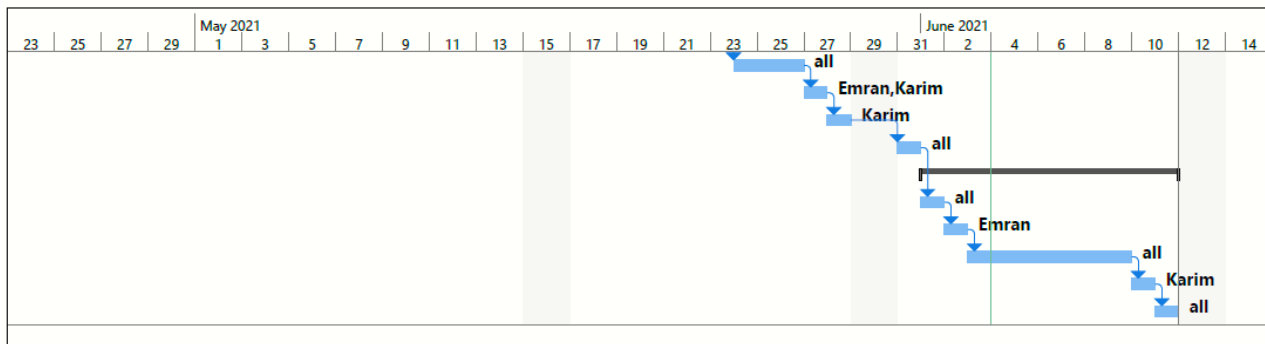
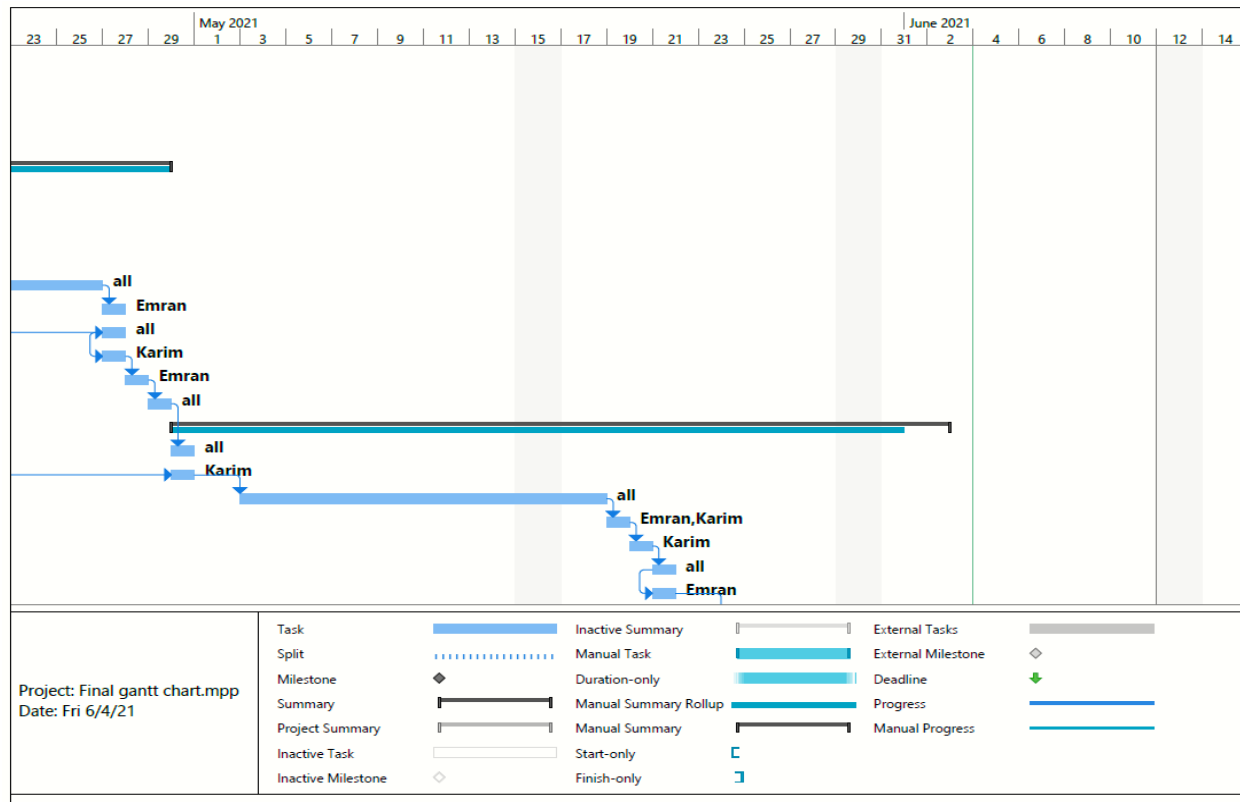
Project: Final gantt chart.mpp Date: Fri 6/4/21	Task Split Milestone Summary Project Summary Inactive Task Inactive Milestone	Inactive Summary Manual Task Duration-only Manual Summary Rollup Manual Summary Start-only Finish-only	External Tasks External Milestone Deadline Progress Manual Progress	   
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## 1.7 PROJECT BUDGET SUMMARY

As we are doing this project for our Project Management in IT course so we are not taking any money from our client. Instead the client will give us marks based on our performance and client satisfaction. If we would charge our client then the estimated budget would be:

Define the Resources:

- Team members
- software
- Domain purchase
- Premium WordPress plugins

As we are using WordPress to create websites and it was free to create websites so we did not need to pay any money here. However, we had to pay for the premium plugins that helped us design the website. Which cost us 200 RM for a yearly subscription. About the domain purchase, we used our university domain which is completely free for university staff and our client is a university staff so the domain was free. For team members, we charge 10 RM per hour. Each member worked approximately 70 hours which makes  $(70 \times 10) = 700$  Rm for each member and as we have 2 team members the total team member salary would be 1400 RM. The overall budget for the project would be  $(200 + 1400) = 1600$  RM.

## 1.8 QUALITY ISSUES

Quality management is the act of overseeing all activities and tasks needed to maintain a desired level of excellence. Quality management includes the determination of a quality policy, creating and implementing quality planning and assurance, and quality control and quality improvement. Quality refers to distinguishable characteristics.

Features:

- our website is user friendly

- The UI is clear
- we categorized all page separately
- People and Map is included
- anyone access the website and understand the easily
- clients Social media is linked
- There is a teaching page was included for the students
- Client research paper are open source anyone can read
- Finally, the Contract address for donation and consultation has been included.

### **Project Quality Management :**

Quality management Planning: Quality Management ensures increased revenues and higher productivity for the client. The project has standard quality , asked by clients. All modules and UI have been added.

Quality Assurance: it is about ensuring that we create quality work packages and deliverables in the process. After we created a sample the client and other developer audited us and gave direction to make the project better.

Quality Control: We collected the data and then analyzed and made the changes inside. We tested the results to ensure there are no defects in it.

Continuous Improvements: From our best practices we added new tabs such as events and programmes and improved the system .



## **1.9 RESOURCE REQUIRED**

- People: Team members , Client
- Technology: Wordpress
- Facilities: Internet
- Others: Personal Computer
- Resources to be provided: Webpage
- Resource: Website
- Name of the resource Provider : Tanveer Saleh
- Date to be provided : 10/06/2021

## **2.0 ASSUMPTIONS AND RISKS**

Making assumptions in project management is an everyday activity. Assumptions help you define scope and risks and fine-tune your estimates for time and cost. Of course, it is essential to document and validate your assumptions. Assumptions may include things that must go right. Assumptions for our project can be – project manager must stay in the group, communication with the client has to be from time to time etc.

Risks, on the other hand, may be thought of as anything that can go wrong or things that may impact the success of the project. Key situations or events that could significantly impact our project's scope, schedule, or budget. These risks, their likelihood, and the strategy to overcome or minimize their impact should be detailed in the project's risk plan. We applied a checklist and SWOT method.

### **RISK CHECKLIST:**

- ➔ User requirement validation by the team and the client.
- ➔ The project team has the skill to complete the project
- ➔ Project approved by the lecturer.
- ➔ The workload for the project is sufficient.

- The project is achievable during the timeframe.
- Get support from ITD if a system error occurs
- The project will have a solid impact on the client.
- The website is user friendly.

## **SWOT ANALYSIS**

Strength: As students of ICT we have created websites for other courses previously. We have sufficient technical abilities.

Weakness: Weaknesses can be poor communication like face to face meeting was not possible due to lockdown in this pandemic also as a group it was our first time working together.

Opportunities: Definitely helped increase our skills. This was our first real-time project where there was a real client. It helped our managing skill as well as communication with the client.

Threats: Risk of free online websites making powerful tools like Wix, Squarespace or google sites. Another team can convince the client to make the website using these powerful tools than our WordPress.

## **2.1 PROJECT ADMINISTRATION**

Project Administrators handle the administrative functions of an organisation's projects and programs. Project administration focuses on the knowledge areas, processes, and controls that will support the project. These are actually separate sub plans or strategies that make up the project management plan. Administration may include:

**1. Communication Plan:** This plan outlines how the project's status or progress will be reported to various stakeholders. We organize this plan in a process for reporting and resolving significant issues or problems as they arise. We communicate with our client through face-to-face meetings, online meetings and WhatsApp conversations sometimes.

Stakeholder	Reporting requirements	Report	Reason
Dr Tanveer Saleh (Personal website)	<p>During periodic review meetings.</p> <p><b>Timeframe:</b></p> <p>3 months project.</p> <p>The report will be updated to the client Dr Tanveer Saleh monthly.</p>	Project summary, Earned value, the progress of work	<p>From our project summary report, our client will have a clear understanding of the overall cost that the project will incur. Our project earned value report gives a top-level summary of the project at a given status date. It also includes key metrics that monitor the health of the project.</p>

Md Anwarul Karim (project manager)	<p>Via online</p> <p><b>Timeframe:</b></p> <p>The team will send a report to Karim through WhatsApp or email every week as well as on the milestone dates.</p>	<p>Earned value, project summary, slipping tasks, critical tasks, development progress, design progress, over budget tasks, resources etc.</p>	<p>Karim will be concerned with making both operational and strategic decisions. It will be easier for him to track the current status of the project and he can evaluate the work progress with the baseline plan.</p>

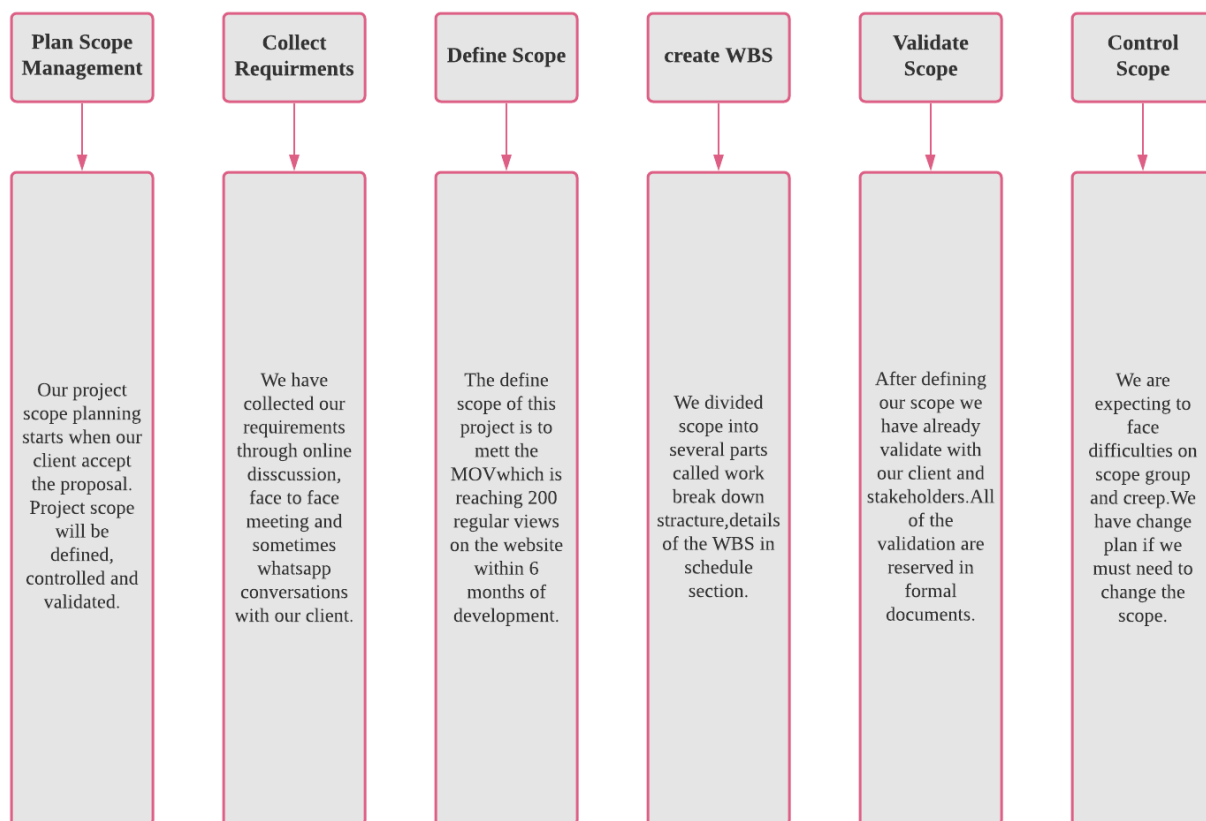
Antor Md Emran Md Anwarul Karim (project team)	At periodic intervals  <b>Timeframe:</b>  The project team members will weekly discuss and update each other on what has been done, and what should be done next. They will know the work progress and have a proper idea of their current status of work as well as what should be done in the next phase.	Which member does which part when and make a to-do list for each of the members.	Karim and Emran will be concerned about day to day execution of the project. In the case of interdependent tasks, we can see each other's progress which can increase the pace of the project.
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Areas that help us develop a communication plan are:

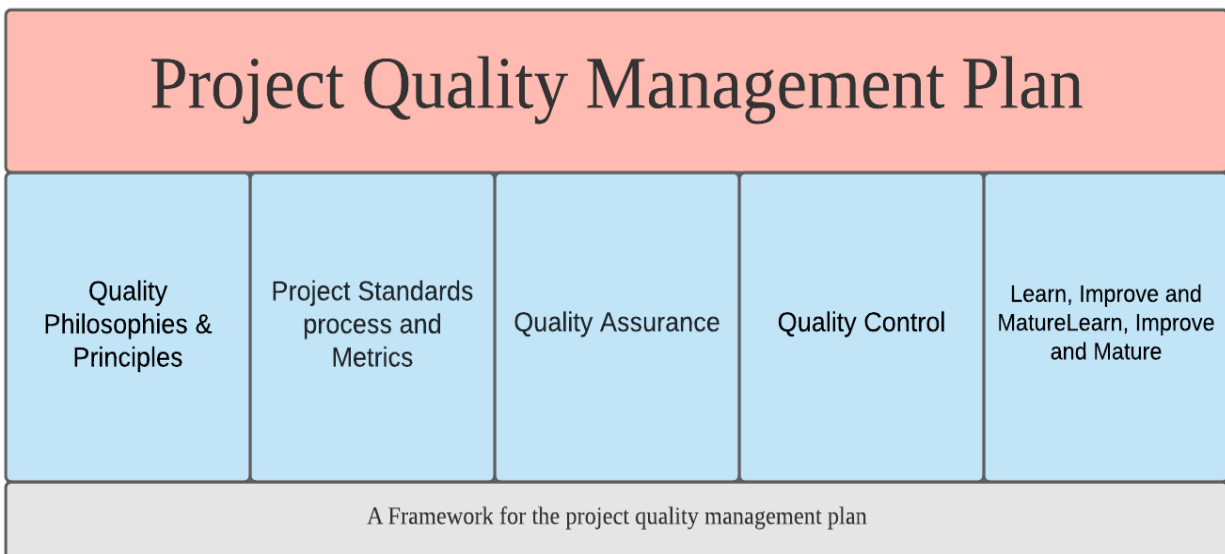
- ☐ Stakeholders: Dr Tanveer Saleh (Personal website)
- ☐ Information Requirements: We collect one stakeholder, therefore our information requirements focus on scope, schedule, budget, quality, and risk as well as timings and delivery medium for our stakeholder.

- ☐ Type of metrics: An informal review of deliverables, milestones, or phases.
- ☐ Timings / Availability: Every 1 or 2-week interval.
- ☐ Medium/ Format: paper reports, Whatsapp, Google meet, phone calls, email.

**2. A SCOPE MANAGEMENT PLAN:** The project's scope is the work to be completed. Scope provides us with the foundation for developing our project plan's schedule and cost estimates. Our project's scope defines all of our work, activities, and deliverables that the project team must provide in order for the project to achieve its MOV.



**3. A QUALITY MANAGEMENT PLAN:** A Quality Management Plan helps guide the Program Manager and project personnel to execute quality management and quality assurance activities for a project or program. We gather details on how quality planning, assurance, and control will be supported throughout our project life cycle. In addition, a plan for testing the information system will be included.



a) **Quality Philosophies & Principles:** Our quality principle and philosophies are focused on customer satisfaction, needs and improving the process to improve the product quality. So, we have followed Philip Bayard Crosby's 14 steps philosophy in our project. They are given below-

- ★ Make it clear that management is committed to quality for the long term.
- ★ Form cross-departmental quality teams.
- ★ Identify where current and potential problems exist.
- ★ Assess the cost of quality and explain how it is used as a management tool.
- ★ Improve the quality awareness and personal commitment of all employees.

- ★ Take immediate action to correct the problems identified.
- ★ Establish a zero-defect program.
- ★ Hold a Zero Defects Day to ensure all employees are aware there is a new direction.
- ★ Encourage individuals and teams to establish both personal and team improvements.
- ★ Encourage employees to tell management about obstacles they face in trying to meet quality goals.
- ★ Recognize employees who participate.
- ★ Implement quality controls to promote continual communication.
- ★ Repeat everything to illustrate that quality improvement is a never-ending process.

#### b) Project Standards process and Metrics

Process metrics: We controlled the defects introduced by the process which are required to develop our website. We used process metrics to improve website development and maintenance processes.

Product metrics: Our product metrics focus on client's satisfaction, performance, reliability, security, and so forth.

Project metrics: Our project metrics ensure that our project meets its overall goal as well as its scope, schedule, and budget objectives must be managed effectively.



Type	Metric	Description
Process	Defect arrival rate	We have recorded the number of defects that are found in a specific period of time.
	Defect by phase	There might be defects during the phase or milestone.
	Fix response time	We fixed response time based on our plan and schedule
product	Client found defects	Our client found several defects so we fixed them immediately after the client's complaint.
	Client's satisfaction	After fixing client issues, the client is fully satisfied.
product	Scope change request	Our client has the option to ask for changing scope if we cannot make him understand the MOV.

	Scope change approval	We will analyse the change with the client and approve it if it's realistic.
	Overdue task	We made a mistake calculating time so some tasks took longer than expected.
	A task that should have started	We had to delay a few of our tasks because our client was a bit late to provide information.

### c) Quality Assurance:

Verification:

Our website performs all of its intended functions correctly and reliably, so we are happy with the outcome.

Technical review: Our team did a periodical technical review to ensure that the website meets our client's demands.

Business review: Business review is designed to ensure that our website provides the required functionality specified in the project scope and requirements. That means we have completed each deliverable to meet the project methodology.

Management reviews: Karim handled the management reviews and presented them to the stakeholders to update them on our progress.

Validation:

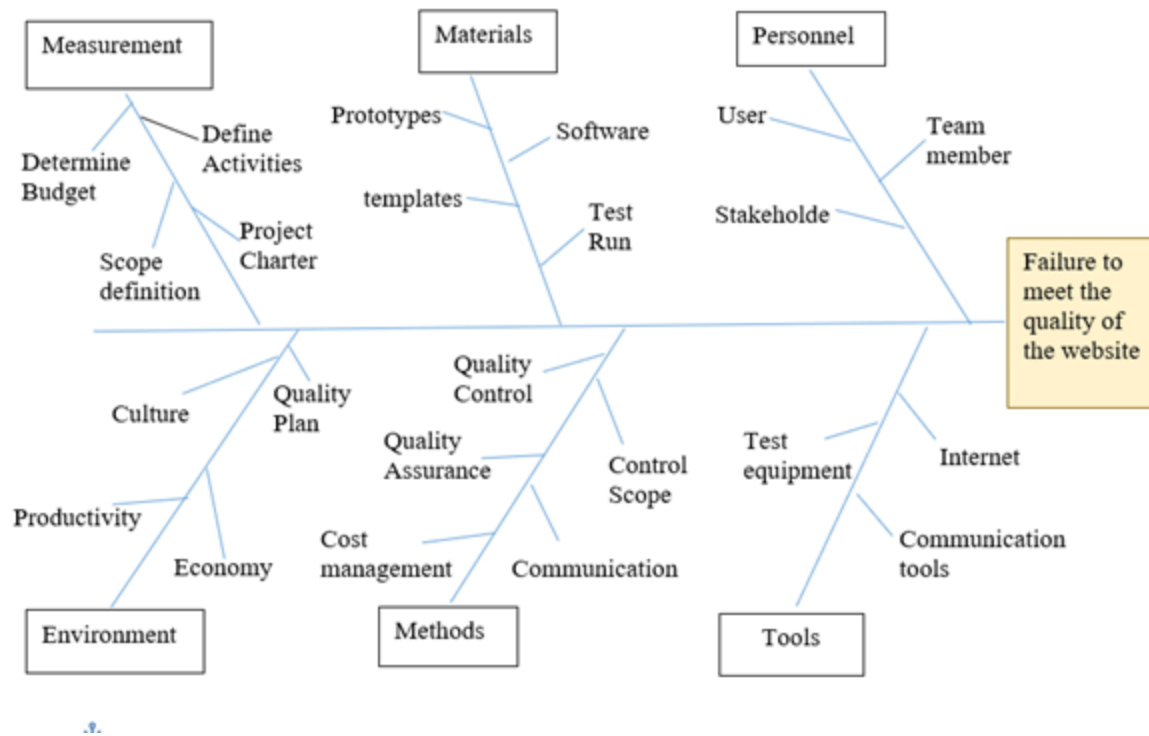
The validation process started at the end of the project. We tested makes up for our website to ensure the system performs as specified and meets customer satisfaction.

Testing

- We have performed our testing with our classmate.
- We have done testing from time to time.
- We have created a test plan.
- We keep notes on the feedback

#### **d) Quality Control**

We focus on monitoring the activities and results of the project to ensure that the project complies with the quality standards. Once the project's standards are in place, it is important to monitor them to ensure that the project quality objective is achieved.

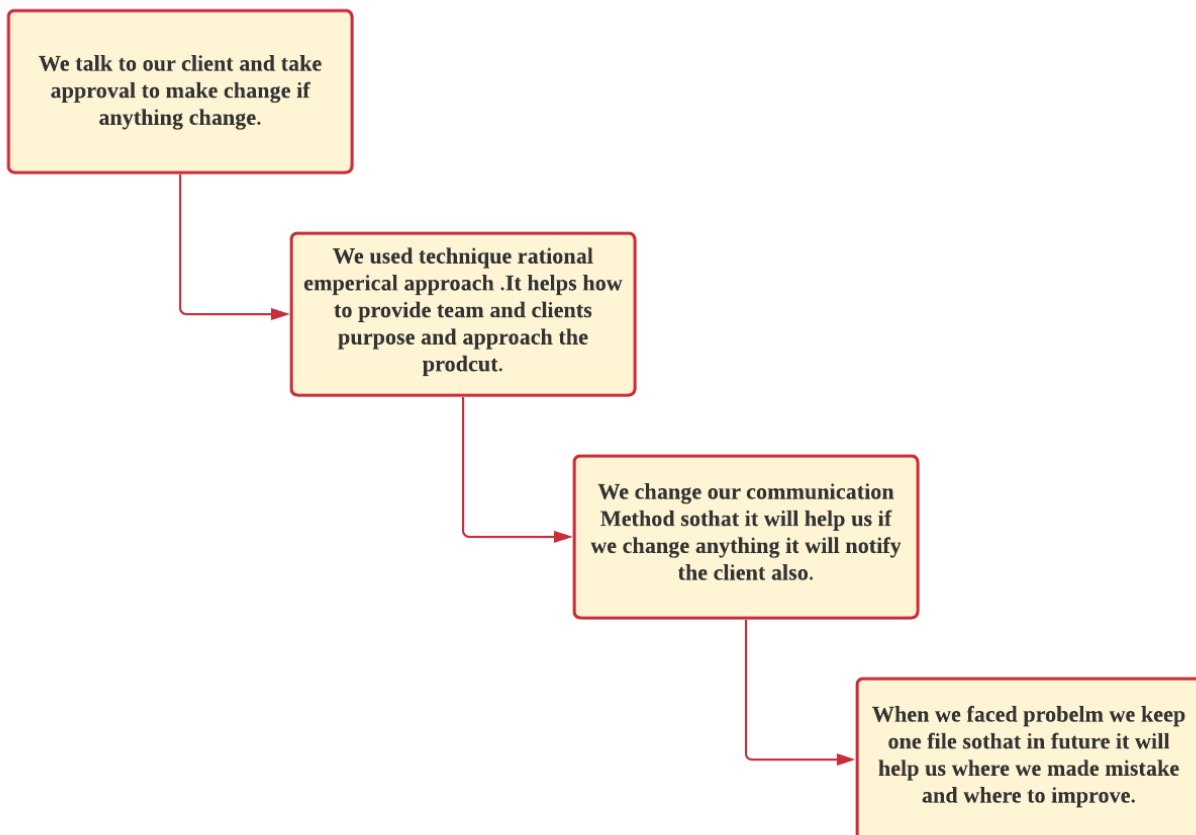


### e) Learn, Improve and Mature

We've learned lessons from our team's experience and we documented the outcomes. We always make continual, incremental improvements to make the website more efficient, effective, stable, mature, and adaptable.

#### 4. Change management plan

The key to successful organizational change is to plan for and manage the change and the associated transition effectively. Our team has to come up with a change management plan in such a way that we can stick to our main project goal easily while making any changes.



## **5. Human resource plan**

People are the most important resource on a project. Human resource management focuses on creating and developing the project team as well as understanding and responding appropriately to the behavioural side of project management. It is estimated that the human resource of a systems development project will consume up to 80 percent of its budget. Therefore, we have chosen our team wisely. Below the diagram shows how we choose the team and the leader.

Inspire a vision: As we are in the midst of a pandemic it wasn't possible to have face to face meetings. It was Karim's responsibility to inspire others through online discussion. For this project, karim inspired us in a shared vision that helped others see the deep meaning of the daily work and not made them feel as if they are performing routine tasks. Once he shared his vision about the project others found the same purpose. So, they engaged with the project that helped them create a successful website.

The democratic style: In democratic, team members get to share their perspective along with the team leader. As a result it creates a great working environment for everyone to feel they are not less than anyone. During the project Karim spends time what's the other team member's perspective about the project. He was always open to taking ideas from the team members. In this way he was able to build trust, respect and commitment. Subsequently, morale tends to be high, and everyone has a more realistic idea of what can or cannot be done. As in this team, all of the member's quality is the same, a democratic style is the best way to make any decisions.

**Implementation and project closure plan:**

After completing the testing the project team and manager is responsible for ensuring the website is transferred successfully from the development and test environment to the operational environment of the client. We choose a direct cutover approach to implementation.

The direct cutover approach helps you to completely shut down the old system and work on the new system. As we created a new website from scratch we decided to use direct cutover. Direct cutover helps you to finish the system faster than any other cutover approach. Once we are done finishing the website we hand it over to our client.

**Project closure:**

Finally, We completed all tasks to make sure that our project was completed successfully. Project Closing serves an important purpose for the organization and helps it avoid unfavourable and adverse scenarios. So our Project was closed the normal way. After we delivered the deliverables and received formal sign-off from the client, the project manager Karim handed over the resources to our respective teams. Final meeting and presentation: Project manager Karim already stated to the client that the project is already over. During the final meeting, the project manager handed over the website to our client Dr Tanveer Saleh. In the same discussion, we gave him an evaluation form on our performance that our client needs to fill up and send to our lecturer. The meeting provides a forum for the project manager to acknowledge the hard work and contributions of the project team and other key stakeholders. Finally, we signed off on the project successfully.



KULLIYAH OF INFORMATION AND COMMUNICATION TECHNOLOGY

**INFO 3308 PROJECT MANAGEMENT in IT – Class Project**  
**Kulliyyah of Information Communication and Technology, Sem 2 2020/2021**

**PROJECT STAGES SIGN OFF**

Stage	Signature	Date
CLIENT APPROVAL		15/03/21
USER REQUIREMENT VALIDATION		1/04/21
DESIGN APPROVAL		
USER ACCEPTANCE COMPLETION		
PROJECT CLOSING		

**CLIENTS DETAILS**

Client 1	
Name	Dr. Tanveer Saleh
Email Address	tanveers@iium.edu.my
Contact No.	017-6031022
Project Name	

**STUDENTS DETAILS**

Name	Matric No.	Email Address	Contact No
Md Anwarul Karim	1627421	karim.anwarul@live.iium.edu.my	011-12855248
Antor Md Emran Hossen	1739373	antor.emran@live.iium.edu.my	011-27063725
Muhammad Akhyar bin Al-Khairi	1715231	akhyar.alkhairi@live.iium.edu.my	018-2482089

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 Madam Noor Azian Mohamad Ali, Lecturer of Project Management in IT course  
[noorazian@iium.edu.my](mailto:noorazian@iium.edu.my) or 0162155203 or ext 5615.*



## CLINT REQURNMENT



<b>PAGE REQUIREMENTS</b>	<b>NUMBER OF PAGES: 6-8</b> Home page, biography, Teaching, Research, Award, Contact
<b>PAGES SHALL INCLUDE</b>	<ol style="list-style-type: none"><li>1. <b>HOME PAGE:</b> logo, menu bar, Dynamic images of research, events.</li><li>2. <b>Biography:</b> Clients personal and professional journey and achievement.</li><li>3. <b>Teaching:</b> Client wants upload tutorial videos.</li><li>4. <b>Research:</b> Client wants to update research material.</li><li>5. <b>Award:</b> Client wants to add his collection of awards.</li><li>6. <b>Contact:</b> Client's contacts.</li></ol>
<b>ADD ON</b>	Client's social media like LinkedIn.
<b>WEBSITE TEMPLATE</b>	Client has few suggestions how he wants his website to look.
<b>COLOR REQUIREMENT</b>	Client wants his website color to match with IIUM website.
<b>OBJECTIVE</b>	To make a simple and effective personal website.



KULLIYAH OF INFORMATION AND COMMUNICATION TECHNOLOGY

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**PROJECT STAGES SIGN OFF**

Stage	Signature	Date
CLIENT APPROVAL		15/03/21
USER REQUIREMENT VALIDATION		1/04/21
DESIGN APPROVAL		16/04/21
USER ACCEPTANCE COMPLETION		
PROJECT CLOSING		

**CLIENTS DETAILS**

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Project Name	

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## PROJECT MANAGEMENT IN IT

INFO 3308

Sec: 02

Lecturer: NOOR AZIAN BT. MOHAMAD ALI

### Design Document sample

Client Signature: 

**Dr. Tanveer Saleh**  
Associate Professor  
IIUM Gombak Campus  
KULLIYAH OF ENGINEERING

## Page 01



Home Biography Teaching Research Publication Awards Contact

### Client Name

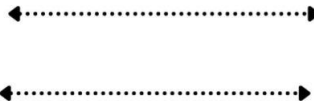


Slide image

picture



Client detail



Footer

facebook, linkedIn, Contact details

## Page 02



Home Biography Teaching Research Publication Awards Contact

### Biography

Client pic



Client details



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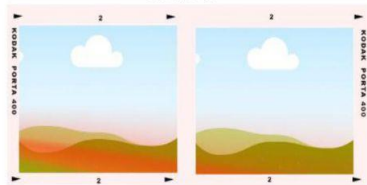
facebook, linkedIn, Contact details



## Teaching

[Home](#) [Biography](#) [Teaching](#) [Research](#) [Publication](#) [Awards](#) [Contact](#)

video



Text about teaching



Footer

[facebook](#), [linkedIn](#), [Conatct details](#)



## Research

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Picture



Research doc details



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## Page 05



### Awards

Home Biography Teaching Research Publication Awards Contact

picture with awards

Awards title



← Footer facebook, linkedIn, Conatct details →

## Page 06



### Contact

Home Biography Teaching Research Publication Awards Contact

Client address

Location

email

← Footer facebook, linkedIn, Conatct details →

## Page 07



### Publication

Home Biography Teaching Research Publication Awards Contact



List all details publication


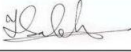
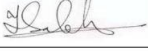
← Footer facebook, linkedIn, Conatct details →



KULLIYAH OF INFORMATION AND COMMUNICATION TECHNOLOGY

**INFO 3308 PROJECT MANAGEMENT in IT – Class Project**  
**Kulliyyah of Information Communication and Technology, Sem 2 2020/2021**

**PROJECT STAGES SIGN OFF**

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USER ACCEPTANCE COMPLETION		21/05/21
PROJECT CLOSING		

**CLIENTS DETAILS**

Client 1	
Name	Dr. Tanveer Saleh
Email Address	tanveers@iium.edu.my
Contact No.	017-6031022
Project Name	

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## PROJECT MANAGEMENT IN IT

INFO 3308

Sec: 02

Lecturer: NOOR AZIAN BT. MOHAMAD ALI

USER ACCEPTANCE TESTING DOCUMENT (UAT)

Client Signature: 

Dr. Tanveer Saleh  
Associate Professor  
IIUM Gombak Campus  
KULLIYAH OF ENGINEERING



## USER ACCEPTANCE TESTING

Document Date: 21/5/2021

Project Manager: Anwarul Karim

Client: Prof. Dr. Tanveer Saleh

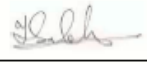

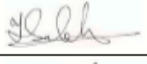
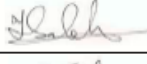
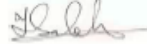
### Project Name: Website 1: PERSONAL PROFILE

REQUIREMENTS	YES	NO
<b>HOME PAGE</b>	-	-
All buttons can be pressed and work	√	
All navigation links can be pressed and work	√	
Information given correct	√	
<b>PARTIAL CV PAGE</b>	-	-
Table of content navigation works	√	
Information given correct	√	
<b>TEACHING PAGE</b>		
Table of content navigation works	√	
Information given correct	√	
<b>RESEARCH PAGE</b>		
Table of content navigation works	√	

Navigation link can be pressed and work	√	
Information given correct	√	
<b>PUBLICATIONS</b>		
Navigation link can be pressed and work	√	
Information given correct	√	
<b>AWARD PAGE</b>		
Information given correct	√	
<b>CONTACT PAGE</b>		
Information given correct	√	
Map locations correct	√	

**INFO 3308 PROJECT MANAGEMENT in IT – Class Project**  
**Kulliyah of Information Communication and Technology, Sem 2 2020/2021**

**PROJECT STAGES SIGN OFF**

Stage	Signature	Date
CLIENT APPROVAL		15/03/21
USER REQUIREMENT VALIDATION		1/04/21
DESIGN APPROVAL		16/04/21
USER ACCEPTANCE COMPLETION		21/05/21
PROJECT CLOSING		09/06/21

**CLIENTS DETAILS**

Client 1	
Name	Dr. Tanveer Saleh
Email Address	<a href="mailto:tanveers@iium.edu.my">tanveers@iium.edu.my</a>
Contact No.	017-6031022
Project Name	

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## **Administrative Closure:**

- We believe we give our best effort for this project.
- We check all deliverables are complete.
- After That, we confirmed that the client formally accepted the project.
- We've already released all of the project resources, facilities etc.
- The project team already gave an evaluation and review of the project. We've documented individual performance reviews. Project post mortem is also done by our team members. Our client sends the website to test and evaluate her students, so we can consider this as an audit by third party people.
- And this report is also evidence of closing the project.

## **LESSON LEARNED:**

In summing up, We have gained a lot of experiences from this project. Some experience is given below,

- First, we learn how to deal with clients.
- We definitely earned real-life experience in project management.
- What is MOV and how to use it for our project and the implementation of it.
- Another thing is the use of project scope and its challenges.
- Learned about the critical phases of the project schedule and how to overcome them.
- We learnt how to create a budget plan for a project.
- Quality and resource management issue and solution
- Risks and assumptions, key issues and dependencies, its solutions.
- Project administration issues such as Communication plan, scope management, quality management, change management and implementation and disclosure.
- Most importantly we learnt what are the things not to do during the agreement with the Client.