What are the factors that affect IT Implementation?

# Introduction

As a practitioner, you are required to demonstrate that you have a clear understanding of the task you are performing. The purpose of the introduction is for the practitioner to demonstrate a clear understanding of the task at hand.

The introduction should include:

- What is the task?

- What is the purpose?

- What are you delivering, and what is the use of it?

- How is your report structured?

- Any other information you see as being important to include.

Structure

A professional report at workplaces must consider a structure that helps readers understand discussions more effectively. Structure helps the flow of the contents and a logical connection between sections.

Look at your analysis outcome and the groups of themes or factors. It is a good place to think about shaping the main headings of the write-up.

Methodology

As an IT professional, you must demonstrate how you get data and how you analyse it t support your discussions and recommendations.

What are your sources of data?

- How did you find them? Where from?

- Why did you select these sources?

- What was your approach to the analysis of data?

- Any other important issue related to the methodology you would like to present.

# Outcome

Explaining the outcome of the analysis

Implement the structure and describe your analysis. Provide examples/evidence to justify that your work is accurate and based on data.

## Delivery Factors

We have 4 different delivery factors to consider, turns out that these factors align perfectly with testing plan types.

* Unit Test Plan
* Integration Test Plan
* System Test Plan
* Acceptance Test Plan

(Software Testing Fundamentals, n.d.)

These plans if executed correctly help prevent the fatal errors identified in the analysis.

Example

“The objectives for the use of the Beta environment as a substitute for the pilot did not cover the primary in situ testing function that a pilot would typically perform” Ref: 3  
A simple functional testing coverage would solve this inside a unit test.

**Implementation Factors**

A Project plan or a project schedule would solve most if not all the issues. Each factor will be addressed with a different part of the plan. (South Aftrican Goverment) (ROBERTS, 2019)

### Factor: Project Monitoring

#### Administrative Tasks Plan

Allocate time within the project plan to accommodate administrative tasks this could include status reports, team meetings, etc. There needs to be regular updates or intervals to update the management on the project progression and feedback on that progress.

Example

“Found that Ministers were not always well served. Reporting to Ministers has been inconsistent, at times unduly optimistic and sometimes misrepresented the situation” Ref 29

### Factor: Schedules/Deadlines

#### Critical Path Analysis

Critical path analysis to identify those tasks which are critical to the success and timely completion of the project. This then can be structed into something like milestones or deadlines.  
This analysis would Identify the critical path which is defined as a series or path of activities that defines the longest path through the project and therefore establishes the minimum duration of the project. It includes the Development cost estimates by identifying the type and amount of resources required to produce the deliverables for each project component.

Example

“Over the course of the project, Talent2 had missed agreed milestones or deadlines, which eroded trust and confidence in its ability to deliver.” Ref 34

“The objective measures of success and failure of IT projects are project completion within time and budget.” Ref 36

### Factor: Scope Creep

#### Adjustment Plan

The identification of potential plan adjustments is required when the plan does not meet previously stated project objectives but should only considered under certain circumstances.

Considerations

* Opportunities for optimising will be directly limited by resources
* The approach at the point of integration of projects may need to be re-addressed
* The impact of any change on all projects must be considered

“Work commenced on the requirements for the school’s payroll project in October 2008. This process was lengthy and was never actually completed. Even after Go Live, new requirements  
were being discovered” Ref 41

“The system was inadequately scoped and neither party took any effective measures to stabilise it. Both parties ignored all the warning signs of a project in serious distress.” Ref 43

### Factor: Workflow Communication

#### Communication Plan

A communications plan outlines how a project will be communicated to various audiences. Much like the work breakdown structure, a communications plan assigns responsibility for completing each component to a project team member. (Community Tool Box)

In this step, it's important to outline how issues will be communicated and resolved within the team and how often communication will be done to the team and the stakeholders or the boss.

Each message has an intended audience. A communications plan helps project managers ensure the right information gets to the right people at the right time.

“The lack of discussion by the Project Board about the State Services Commission’s guidelines for the Management Factors and monitoring of major IT projects was a major failing. There  
was a large degree of turnover in key project leadership positions throughout” Ref 47

“Communications can be instrumental for changes throughout different phases ERP implementation.” Ref 52

## Management Factors

The first thing and projects has is a project manager to not only start but manager the progress, but there are other important factors that contribute largely to a project’s outcome. It takes careful planning, attention to detail and effective communication to make a project succeed. With vigilant management and a strong project closing, a company can consistently reach project success.

### Factor: Contract Status

#### Open Communication Policy

All projects require sound communication

For example, will information be distributed via mail or e-mail, is there a shared web site, or are face-to-face meetings required?

The communication management plan documents how the communication needs of the stakeholders will be met, including the types of information that will be

communicated, who will communicate it, who receives the communication, the methods used to

communicate, the timing and frequency, the method for updating the plan as the project

progresses, escalation process, and a glossary of common terms.

Example

“The tender documents did not make the overall roles and responsibilities clear enough, and did not provide an appropriate process to define the scope and requirements progressively” Ref 62

“Barriers to success such as high vendor team member turnover and frequent change of deputy governors were managed by hiring trusted, credible mediators to see the project through to fruition.” Ref 65

“The detail of all the Changes could not be pursued in evidence, and nor would it have been productive to do so. In each case, the parties willingly agreed them. The relevance of them to the Terms of Reference is the effect they had on price, on the time it took for the system to be completed and delivered, and what they reveal about the adequacy of the scoping of the system and whether the system was likely to function as a payroll system ought when it went live.” Ref 69  
Even with a terms of reference no one meet to discuss the changes.

### Management Assumptions

### Project Expertise

### Project Management Skills

### Stakeholder Politics

## Planning Factors

### Project Complexity

### Project Objectives and Goals

### Project Risk Analysis

# Conclusion, summary, reflection

Demonstrate your in-depth knowledge of the work you have completed and your confidence in pointing out the key points in a concise fashion.

Present a summary of what you did. Explain limitations. Outline what worked and what did not. Suggest how the outcome you delivered may be improved. Explain what your contribution to the IT community is? What is the value of your work?