

Project Leader: Muhammad Iqbal bin Mohamad Yunus (B031910263)
 Project Member: a) Mohamad Hafiz bin Abu Osman (B031910313)
 b) Nurul Aqilah binti Zul Hadi (B031910264)
 c) Muhammad Amsyar bin Hamdan (B032010479)

Lab 8 (group 2-4 students) from your AI Project

Prepare the Responsibility Assignment Matrices (RAM) according to for your Artificial Intelligence Project as given in the Table below. Submit via ulearn

Resource Responsibility	Project Director	Project Manager	Procurement Manager	Risk Manager	Administrative Manager	Administrative Staff Support	Financial Analyst	Contract Manager	Project Librarian	Project Scheduler	Quality Manager	Technical Manager	System Engineer	Implementation Manager	Application Support Manager	Test Manager	Configuration Manager	Operations Manager	Customer Support Manager	Project Sponsor	Executive Steering Committee	IPOC & IVV	Legal Counsel	DOF	DGS	Federal Partners
P - Primary Responsibility A - Approval Authority S - Supporting Responsibility (Contributor or Reviewer) I - Information Only (Select from drop down list)																										
Project Funding																										
Task/Deliverable																										
Task/Deliverable																										
Task/Deliverable																										
Task/Deliverable																										
Task/Deliverable																										
Task/Deliverable																										
Task/Deliverable																										
Task/Deliverable																										
Task/Deliverable																										
Task/Deliverable																										

Note: you can download above spreadsheet in Excel template from ULearn

1 ROLES AND RESPONSIBILITIES

Describe the specific roles and responsibilities as they have been tailored for AI project. These are not meant to be job descriptions, but rather a summary of the responsibilities for each role.

The responsibilities are tailored based on life cycle phase and actual project staffing. It is quite common for multiple roles to be assigned to a single position. The description would list the responsibilities for the functions as being assigned to a single position.

Below is a listing of the most commonly used project roles and responsibilities. Projects should *add/change/delete* the roles as appropriate to your AI project.

1.1 Project Office Roles and Responsibilities

Project Manager

A project manager is a person who is fully responsible for the project's planning, execution, control, monitoring, and closing. The project manager's primary responsibility is to monitor, budget, plan, and record all parts of the project.

It is critical for the project manager to communicate with senior management to guarantee that each project's direction and scope are effectively planned. In general, he is totally responsible for any project's failure or success. Furthermore, strong planning and teamwork from other project members are required to complete a successful project.

Procurement Manager

A procurement manager oversees and directs the acquisition of all products and services required by a company. Computer components, raw resources, and staff are examples of such elements that differ per company. A procurement manager must also make sure that the items and services he or she buys are within budget. Procurement managers must analyze suppliers and have the requisite negotiation skills to secure the best available costs to do this.

Procurement managers devote a significant amount of effort to supporting procurement workers and overseeing procurement procedures. This may entail coordinating the actions of purchasing agents or buyers, as well as ensuring that procurement regulations and procedures are followed by all departments.

Risk Manager

The Risk Manager will be responsible for overseeing the organization's entire insurance and risk management program, as well as analyzing and detecting risks that may jeopardize the organization's reputation, safety, security, or financial performance.

Administrative Manager

Administrative Managers are typically found in office environments and may be responsible for a certain department's operations. They employ and educate other administrative workers and provide input on administrative policies to enhance organization and communication. Administrative managers distribute duties to Administrative Assistants and conduct audits of corporate operations to ensure that optimal administrative practices are consistently implemented. Their role is to ensure that a company's everyday operations run smoothly and contribute to the achievement of its objectives.

Administrative Staff Support Services

The Administrative Staff Services Support oversees assisting the Administrative Manager with staff services, functioning as a help desk contact between the Project Office and external stakeholders, and working as a personnel liaison and training coordinator. The Administrative Staff Services Support also assists the Administrative Manager with acquiring new or additional facility space and/or infrastructure resources, asset management supervision, contract arrival and staff orientation planning, administrative support, conference room calendars and distribution lists maintenance, and incoming/outgoing mail managerial staff.

Financial Analyst

The primary responsibility of a Financial Analyst is to evaluate financial data and other vital information to give significant information to management, which are then used to make business decisions. They study economic circumstances, corporate performance, and fundamentals to estimate future performance and propose a course of action, such as purchasing or selling a company's stock, based on its overall outlook, and expected performance.

Contract Manager

Contract Managers oversee preparing, negotiating, and documenting commercial contracts on their employer's behalf. They are responsible for investigating the terms of a contract, informing parties of contract renewals or extensions, and keeping track of all contacts between their employer and numerous accounts.

For projects that have many project consultants, a separate contract manager may be needed specifically for overseeing the consultants. This may also be the case when the Prime Contract has a large number of deliverables and contract terms which need to be managed and tracked, so a separate manager for consultants would allow the Prime Contract Manager to focus their efforts.

Project Scheduler

The project scheduler role usually entrusted to the project manager. The project scheduler oversees the entire undertaking. They plan it, create a timeline, put together a project team, and manage their workload throughout the project's lifespan. Project managers are also in charge of risk and budget management.

Quality Manager

A Quality Manager, also known as a Quality Assurance Manager, is responsible for overseeing the manufacturing process to ensure that all products meet the same high standards. They are responsible for creating and performing quality control tests, evaluating items at various stages of production, and preparing reports detailing production difficulties.

Stakeholder Coordinator

The Stakeholder Coordinator usually involves the project manager. The Project Manager oversees scoping, planning, and executing a project that has the support and funding of the three essential stakeholders. To scope, create, plan, and execute an initiative, they will work closely with representatives from each of the major stakeholders. They'll also help you recruit your team and manage components of the project such as your team, budget, and timeline.

Technical Manager

The technical manager is a diverse profession that necessitates both management and technical expertise. A technical manager should be capable of handling all aspects of the company's systems, including diagnosing any technological concerns. They are responsible for overseeing the development and implementation of any system at all stages. They must ensure that their team is properly trained and capable of doing their duties. Any difficulties that develop within the team are directed to the technical manager. They oversee making critical choices for the company's technological concerns, considering everything from cost to hardware or software quality.

System Engineer

Complex systems are considered, designed, managed, and optimized by system engineers. A single module or a whole application system might be included. When it comes to designing systems or goods, system engineers have the upper hand since they manage the entire process from conception through manufacture and operation, as well as recycling. System engineers are tasked with managing the numerous operations in the specialty divisions daily. In multidisciplinary initiatives, they make the connection. They examine requirement profiles, run simulations ahead of time, and calculate a cost depending on the risks involved. System engineers are frequently tasked with developing, implementing, and constructing IT systems in businesses. They are a vital success element for businesses since they are so important for a good operation.

Implementation Manager

The project's execution will be the responsibility of the Implementation Manager. Through planning, organizing, coordinating, and monitoring implementation activities, the Implementation Manager will offer implementation management leadership. The Implementation Manager will also oversee effectively managing all information technology resources assigned by the project manager, including implementation strategy, organizational change management, production support, IT training/knowledge transfer, defect/problem tracking, and Maintenance & Operation. To guarantee that technical duties meet all objectives and expectations, the Implementation Manager will organize SOWs and interact directly with contractors.

Application Support Manager

The Applications Support Manager oversees managing and organizing the installed software change request process, as well as ensuring that change requests meet quality and configuration criteria. They oversee application design sessions and walkthroughs, as well as application change management and acceptability testing. They keep track of the contractor's application support performance and ensure that quality control is maintained.

Test Manager

The Test Manager oversees supervising the Prime Contractor's system testing. The Manager collaborates with the Quality Management team to create test cases and data that best replicate the system's "real-life" circumstances. As needed, the Test Manager is also in charge of arranging interface testing with other agencies (county, state, and federal). They oversee planning, monitoring, and evaluating prime contractor test programs, as well as the issue reporting and resolution process.

Configuration Manager

The Configuration Manager's responsibilities include administering the Configuration Management process, coordinating the control of all non-product related configuration items, working with contractors to manage and coordinate product related configuration items, assisting the System Engineer in maintaining the requirements database, and conducting configuration audits. The Change and Release Management Group works with project stakeholders to get consent to release programs and configuration changes into the production environment, and Configuration Management oversees that.

Operations Manager

The Operations Manager oversees organizing and managing the new system's operations. This involves managing issue resolution as well as administrative and operational tasks. They keep an eye on the prime contractor's operations management and the settlement of operational support issues.

Customer Support Manager

The Customer Support Manager oversees monitoring M&O Contractor's service activities as well as aiding customers with specific requests or issues. The Customer Support Manager oversees contractor service levels and metrics, as well as providing customer viewpoint and problem prioritization.

1.2 Project Stakeholder Roles and Responsibilities

External resources included in the staff planning estimates should be described here. If the resource is only providing review or response to questions, it is not necessary to describe the organization in this section.

A full description of all external stakeholders should be in the Governance Plan or Communication Plan, so this section should only highlight those organizations that are lending staff or significant time to the project to support project activities.

Indicate the type of support the organization is providing and whether the resources are full or part-time and if they are on-site or off-site. Also describe whom the externals “report” to in the project and/or the type of relationship, peer, advisor/counsel, etc.

Project Sponsor

The project sponsor is responsible for many aspects of the project, from initiating and ensuring success to approving and establishing parts of the project. The role can be broken into three parts which are vision, governance and value or benefits realization. Project sponsors are instrumental in selecting the project manager during the initiation phase, and then they give that project manager a clear mandate, context for the project and set the level of their authority. Also, during the project initiation, the project sponsor makes sure the project is appropriate for the organization, offering input on the project charter and participating in the kick-off meeting. The sponsor helps with the decision making during this phase.

Office of Technology Services (OTech) Representative

Office of Technology Services (OTech) Representative is responsible for providing customer service with customers' technical and network issues. They perform troubleshooting procedures through remote communication to fix end-user's problems with their hardware and software systems. They diagnose the system failures according to the customers' descriptions and identify technical solutions to avoid the reoccurrence of the same problem. The Office of Technology Services (OTech) Representative must have excellent communication and technical skills to navigate systems and ensure that the customers receive the highest satisfaction.

Office of Chief Information Officer (OCIO) Representative

The Office of the Chief Information Officer (OCIO) provides leadership to the Department of the Interior (DOI) and its bureaus in all areas of information management and technology. To successfully serve the Department's multiple missions, the OCIO applies modern IT tools, approaches, systems, and products. Effective and innovative use of technology and information resources enables transparency and accessibility of information and services to the public. The OCIO analyzes how various technologies benefit the company or improve an existing business process and then integrates a system to realize that benefit or improvement. OCIO needs to know how to run a business because the job requires a lot of knowledge about how a company works from top to bottom. CIOs should also be aware of technology trends because IT may change in two to three years.