Delivery skills

Task: Review project artifacts below, identify any issues or concerns, and how you would approach or change things.

Project: Development of a new e-commerce platform
Start Date: August 1, 2023
End Date: December 31, 2023

Artifact 1. Project plan

1. Requirements gathering and analysis - 2 weeks
2. UX/UI design - 4 weeks
3. Front-end development - 8 weeks
4. Back-end development - 10 weeks
5. Integration testing - 4 weeks
6. User acceptance testing - 4 weeks
7. Security testing - 2 weeks
8. Deployment - 2 weeks
9. Bug fixing and maintenance - 4 weeks

Artifact 2. Resources plan

1. Project Manager - 100% of their time dedicated to the project
2. Business Analyst - 50% of their time dedicated to the project
3. UX/UI Designer - 100% of their time dedicated to project
4. Front-end Developer - 100% of their time dedicated to project
5. Back-end Developer - 100% of their time dedicated to project
6. Quality Assurance Engineer - 50% of their time dedicated to project
7. DevOps Engineer - 50% of their time dedicated to the project

Artifact 3. Risk management plan

Risk	Mitigation plan
Delay in third-party components delivery	● Plan for possible delays by adding buffer time to the project schedule
Technical issues during development	● Allocate additional resources or bring in external expertise if required
Insufficient resources	● Hire additional staff or outsource tasks to a third-party vendor

Risk	Mitigation plan
Scope creep	● Define and communicate the project scope clearly at project kick-off
Unavailability of key team members	● Maintain regular communication with team members to identify any potential issues

Upon reviewing the provided project artifacts, I'veidentified a few concerns and recommendations for improvement:

Artifact 1. Project plan:
1. **Lack of buffer time**: the project plan does not account for any buffer time or contingency for unforeseen issues or delays. It's advisable to include some buffer time between major phases or allocate specific buffer weeks to mitigate risks and accommodate unexpected challenges.
2. **Testing duration**: the testing phases (integration testing, user acceptance testing, and security testing) are allocated shorter durations compared to the development phases. This might lead to rushed testing or inadequate time for issue resolution. It would be prudent to allocate more time for testing activities to ensure thorough testing and proper bug fixing.
3. **Bug fixing and maintenance**: four weeks for bug fixing and maintenance might be insufficient, depending on the complexity and size of the e-commerce platform. It would be beneficial to allocate a more substantial duration for this phase to address post-deployment issues effectively.

Artifact 2. Resources plan:
1. **Business Analyst and Quality Assurance Engineer allocation**: allocating only 50% of their time to the project might result in delays or insufficient attention to critical activities. It's recommended to assign these roles full-time or at least increase their allocated time to ensure their contributions align with the project's needs.
2. **Missing roles**: the resource plan does not include specific roles like a database administrator, system administrator, or technical support staff. Depending on the platform's complexity, it's important to assess whether these roles are necessary and allocate resources accordingly.
3. **Lack of team sizes**: the resource plan doesn't mention the number of team members for each role. It's crucial to define the team size required for each phase to accurately estimate the project's resource needs and avoid overloading team members.
4. **Project Manager allocation**: while it's mentioned that the Project Manager is dedicated 100% to the project, it would be beneficial to specify the project manager's role and responsibilities in more detail to ensure effective project management and coordination.

Artifact 3. Risk management plan:

1. **Risk identification**: the listed risks cover various aspects such as external dependencies, technical challenges, resource constraints, scope management, and team availability. It's a good range of risks to consider for an e-commerce platform development project.
2. **Risk severity and likelihood**: the risk plan does not mention the severity or likelihood assessment for each risk. It would be helpful to evaluate and prioritize the risks based on their potential impact and probability of occurrence. This would enable the project team to focus on high-priority risks and allocate appropriate resources for mitigation.
3. **Mitigation plan effectiveness**: the mitigation plans provided are generally reasonable and cover potential actions to address the identified risks. However, it would be beneficial to further elaborate on the specific steps or strategies that would be implemented to mitigate each risk. This would provide clearer guidance to the project team in case any of these risks occur.
4. **Risk monitoring and communication**: the plan does not mention a process for ongoing risk monitoring or regular communication about risks within the project team. It's crucial to establish a mechanism to monitor the occurrence and status of risks throughout the project lifecycle, as well as to ensure effective communication between team members regarding any emerging risks or changes in risk severity.

To address these concerns and improve the project artifacts, I would recommend the following changes:

Artifact 1. Project plan:
1. **Introduce buffer time**: allocate specific buffer weeks throughout the project plan to account for unforeseen delays or issues.
2. **Extend testing durations**: allocate more time for integration testing, user acceptance testing, and security testing to ensure comprehensive testing and issue resolution.
3. **Increase bug fixing and maintenance phase**: allocate a more substantial duration for post-deployment bug fixing and maintenance to address issues effectively.

Artifact 2. Resources plan:
1. **Review roles and allocations**: assess the roles needed for the project and adjust the resource plan accordingly. Consider adding roles such as database administrator, system administrator, or technical support staff as required.
2. **Adjust allocation percentages**: increase the allocation percentages for the Business Analyst and Quality Assurance Engineer to ensure their full-time dedication to the project.
3. **Define team sizes**: specify the number of team members required for each role to accurately estimate resource needs and prevent overloading.
4. **Clarify Project Manager responsibilities**: provide a detailed description of the Project Manager's role and responsibilities to ensure effective project management and coordination.

Artifact 3. Risk management plan:
1. **Include severity and likelihood assessment**: evaluate the severity and likelihood of each risk to prioritize them and focus mitigation efforts accordingly. This will help allocate resources effectively and address higher-priority risks proactively.

2. **Elaborate on mitigation strategies**: provide more detailed mitigation strategies for each risk, specifying the actions, resources, or processes that will be implemented to address the risks effectively. This will offer clearer guidance to the project team and improve the chances of successful risk mitigation.
3. **Establish risk monitoring and communication**: define a process for ongoing risk monitoring, including regular risk assessments and updates. Additionally, establish clear communication channels within the project team to promptly report and discuss emerging risks or changes in risk status.

By addressing these issues and making the recommended changes, the project artifacts will provide a more realistic and comprehensive plan for the development of the e-commerce platform, minimizing risks and improving the chances of successful project completion within the given timeframe.