**PROJECT INITIATION DOCUMENT (PID)**

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| **Project:** | **Designing a Management System for Chandrika Agri Centre** |
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| **PRINCE2** |  |
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# Project Initiation Document

## 3 Purpose of Document

Chandrika Agri Center is currently a emerging manufacturer & provider of fertilizer in Sri Lanka, which is a stern pillar in building the economic infrastructure of any country. Currently as it stands, in 2019, the company consists of several segmented processes handled by about 25 employees and a corporate team for the administrative task performances.

With the budding of the company and upscaling being prominent at the time of concern, the management sector pertinent to performing administrative functions is in need of a control system in place to avoid complications and efficiency compromises that are potentially viable for any emerging company.

This is where the project team led by the project manager would step in, by offering to implement a software solution to monitor the systematic flow of work within the company relevant to the process of manufacturing as well as employee evaluation. This will include relevant components for these management purposes and will enable Chandrika Agri Centre to move forward in the business world with one foot firmly planted on a profitable business.

## 4 Background

Agriculture is an important aspect of the Sri Lankan economy and it has been that way since a long time. Albeit the current scale of branching, Chandrika Agri Centre is second to none in its forte which is the manufacture and provision of fertilizer for agricultural purposes. With economy of the country depending on the agriculture based industries at large, Chandrika Agri Centre needs to be ahead of their competition always. This concerns not only product quality assurance, but also process efficiency in delivering products as well.

The systematic approach to deploy the software solution would provide enough edge for the client to reinforce the efficiency of company workforce and reduce multiple overheads associated with extra labour and other costs. Thus staying ahead of competitors with the aid of the project outcome would be beneficial for solidifying the company reputation and favourable marketing as well.

## 5 Project Definition

### 5.1 Project Objectives

* To analyse existing system that are being used by client and identify drawbacks.
* To provide a smoothly operating, user friendly management system that overcomes current drawbacks of the existing system.
* To investigate specific areas of functionality, which are known to be needed.
* To meet user requirements by getting customer satisfaction.
* To produce best practice documentation.

### 5.2 Defined Method of Approach

The project will be managed using PRINCE2, and the solutions proposed will be custom built by the project team.

### 5.3 Project Scope

The scope of the project mainly includes implementing a new management system for the client to enhance the day-to-day management activities using a software tool comprising of simple layouts.

The project will be segmented into the below categories as initially discussed and planned with reference to client requirements.

-Process Management  
 -Inventory Management

-Machinery Management

-Employee Management

-Stock Management

The stages of the project will be considered according to the previously mentioned partitioning of the artefact and will be evaluated according to Prince2 project management methodology.

### 5.4 Project Deliverables and/or Desired Outcomes

* Working software artefact
* Documentation (includes all the documents produced during the course of planning, designing implementing and delivering the artefact)

### 5.5 Exclusions

* Limitations of third party tools
* Aspects relating to the financial management are excluded from the artefact owing to client requirements.

### 5.6 Constraints

Limitations and boundaries put on regarding the realization of the artefact by the client would prove as a constraint in building a much more interconnected system. However the team will provide the client what they desire while adhering to these constraints to avoid ethical dilemmas.

### 5.7 Interfaces

The project consists of both external and internal interfaces that with which it would interface with. Main identified interfaces are as below.

-Owner -Technical Interfaces

-Employees -Information Interfaces

-Competitors -Review points

-Time Interfaces -Major breakpoints/ issue interfaces

-Social Interfaces -Operations/ Management Interfaces

### 5.8 Assumptions

The assumptions supporting the Project are:

* That sufficient team resource is available for all aspects of the Project to meet the declared time scales
* That adequate funding is made available
* That the deliverables support the corporate aspirations of TNA
* That there is director level support for the Project

## 6 Project Organisation Structure

### 6.1 Project Management Team Structure

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| --- | --- |
| **Name** | **Role** |
| **Nipuni Rajapaksa** | Project Manager |
| **Udara Jayawardhane** | Technical Writer |
| **Kavindi De Silva** | Quality Assurance |
| **Manuja Suran** | Developer |
| **Nuwantha Fernando** | Developer |

### 6.2 Job Descriptions

* Project Manager - Has the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project.
* Technical Writer - is a professional information communicator whose task it is to transfer information (knowledge) between two or more parties, through any medium that best facilitates the transfer and comprehension of the information.
* Quality Assurance - ensures that products meet certain thresholds of acceptability. They plan, direct or coordinate quality assurance programs and formulate quality control policies
* Developer - Contributes in the design, installation, testing and maintenance of software systems.

## 7 Communication Plan

Communication among the group members will be done using face to face communication as well as electronic communication methods, Such as emails and relevant team meetings.

Client will be updated about the current state of the project and the progress of the Project weekly/ monthly (depending on stage) via having relevant client meetings. This will involve the client and the each of the group member giving a brief overview idea about what have they done since the last meeting as well as the achievements for the relevant periods. These meeting will giving everyone a clean idea of the tasks that other members are involved with as well as all of them are able to coordinate their tasks with other group members easily. If any major accomplishment or goal reached should be noted by the PM during these meetings.

Relevant information related to client's existing processes will be given through workshops and knowledge transferring programs.

## 8 Project Quality Plan

Quality of the final product will be controlled within regular code reviews, test specs, unit testing, and functional testing. Specifically, it is important that project code reviews are done by two different developers. Each developer should compose their own unit tests for the functions. By doing a functional testing it will help to ensure that the different components of the system work together correctly. The advantage of having code reviewed by various developers are that we will end up having familiar with the other developers code. so in any emergency case there shouldn’t be such a large number of issues in the case when someone has to get another ones work.

Furthermore each stage deliverable, especially pertaining to documentation, will be assessed against the Prince2 methodology requirements. Quality will be consistently assured with relevance to the weekly meetings with the project board and team members’ contributory ideas.

## 9 Project Controls

Overall project delivery will be conducted with guidance of the Project Manager, Nipuni Rajapaksa.

The project in its entirety will be conducted with respect to Prince2 methodologies and the documentation will be mainly handled by the Technical Writer, Udara Jayawardhane.

The development of the deliverable is assessed in stages, with implementation being overlooked by the Developers Manuja Suran and Nuwantha Fernando. Quality of progress will be regularly analysed by the Quality Assurer, Kavindi De Silva.

The team will be contributing to all facets of the project management, acting according to secondary roles suited for each stage. Each contribution will be denoted in the RACI matrix while information flow will occur as follows.

Project decisions, progress and issues will be discussed within the team and then reported to the Client/ Senior user, W.J Shalinda and Project Executive, Dr. Yasas Jayaweera during regular meetings. These meeting minutes will be recorded to achieve sub task of each stage of the project.

Risk & Issue logs will be kept for recording risks, issues, potential changes within the project and their expected outcomes.

Regular highlight reports will be issued at given dates to inform the project board of the status and future progress of the project. Project Board and Client as mentioned previously as well will be notified of every achievement for being verified and presented as evidence.

## 10 Initial Business Case

Aligning this project with a business strategy provides benefits, such as more efficient investment of time and reduced cost of resources. Additionally, opportunities and potential dangers can be spotted during the project.

Expected benefits:

* Cost savings by reducing paperwork.
* Cost savings by reducing the number of failed agricultural products
* Cost savings by efficient usage of resources

Furthermore in short term benefits, the company would be able to reduce lead time for manufacturing products, while increasing efficiency and employee morale. In long term, these would translate in to considerable increments in overall profitability of company, allowing the client to advance in acquiring better assets for future proofing the guaranteed service.

Timescales:

The following timescales are a rough estimate, which will be refined once the project plan is complete

Project time: 4 months

Major risks:

Staff in the agricultural area is inexperienced in specifying requirements in a software project. This could lead to the wrong software solution being delivered. Hence, this is likely to reduce the benefits realised from the project.

## 11 Initial Project Plan

The project is defined into five main phases that are: -

Stage 1: Team creation & defining roles. Getting acquainted with the relevant tasks to be performed according to said roles.

Stage 2: Requirement analysis and scope definition. Understanding client requirement and producing necessary documents for project initiation.

Stage 3: Product design & implementation. Designing user interfaces of the product and progressing upon them to develop and implement prototypes and a final deliverable.

Stage 4: Final testing of the project artefact & appraisal of the client & project board

Stage 5: Final documentation & closing of project.

## 12 Initial Risk Log

*Risk analysis*

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| --- | --- |
| *Risk* | *Implications* |
| *When Group member(s) missing* | *Low team morale, Low productivity* |
| *Emerging inward clash within members* | *Low productivity, low trust between members, productivity is impeded.* |
| *As project increment in size, requirements may out of scope* | *scheduled tasks fall in risk of being accurate* |
| *Project out of timeline* | *Low productivity* |
| *Loss of project files* | *Low team morale, Low productivity,resources wasted* |
| *supplied specification is not enough* | *Time wasted, resources wasted, poor overall productivity.* |

*Risk Management Activities*

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| *Risk* | *Risk Management Activity* |
| *When Group member(s) missing* | *Keeping group members up to date, in agreement with informal communications built up earlier.* |
| *Emerging inward clash within members* | *Abstain from inflating situations and fights. Helpful communication between each of the group member.* |
| *As project increment in size, requirements may out of scope* | *potential action that must be taken* |
| *Project out of timeline* | *Time Management, with discussion of the team do some extra works till the project come into the timeline* |
| *Loss of project files* | *All the project files should have to back up.* |
| *supplied specification is not enough* | *discuss about critical adjustments that must to take so as to ensure that productivity can proceed.* |