**Project Title:**

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| **Smart Auto Gate Using Plate** |

**Project Manager: JASNI JAZALI BIN MOHD ZAMRI (B031910077)**

**Project Members: 1) WAN ALI BIN MOHAMAD PAUZI (B031910397)**

**2) FARABI TASNIM AHMED (B031910456)**

**3) MUKHEISH RAO A/L M.APPARAO (B031910099)**

**Company Name: casaIoT**

**GitHub: https://github.com/openoneforme/AutoGatePlateRecognition**

# Roles and Responsibilities

## Project Office Roles and Responsibilities

**Project Manager (JASNI)**

The Project Manager is responsible for planning, directing and overseeing the project, and ensuring that deliverables and functionality are achieved as defined in the Project Charter, funding documentation and subsequent project plans. The Project Manager also responsible for the management of all resources assigned to the project, serves as the primary liaison between the project and the Project Sponsor and Executive Committee, and escalates decisions and issues as needed. The Project Manager coordinates project related issues with other efforts, reviews and resolves project issues not resolved at lower levels and directs the project management functions. The Project Manager acts as the principal interface to the contractors.

### Quality Manager (FARABI)

A quality manager must implement methods for inspecting, testing, and evaluating items and industrial equipment. In addition, they must guarantee that products meet quality standards. Furthermore, the quality manager is responsible for compiling, analyzing, and summarizing data in order to generate reports. They must adhere to strict deadlines for product delivery. Another responsibility is to train and manage production line employees in production procedures and to analyze the quality of goods. To ensure that each step of the manufacturing process is completed correctly, quality managers must track items throughout the process.

**Financial Analyst (WAN)**

The Financial Analyst is responsible for supporting the Administrative Manager by managing and tracking project budget/costs, coordinating/preparing budgetary documents, e.g., Special Project Reports and OSI Budget Change Proposals, reviewing budget/contract expenditures, and collecting and reporting financial metrics. This includes reconciling the accounting and Work Breakdown Structure cost management processes and developing financial management policies and procedures. The Financial Analyst also provides support in project solicitations, evaluations, and award processes - assisting in the evaluation of the cost and administrative sections of the proposals based on the criteria in the Evaluation Plan.

**Project Scheduler (MUKHEISH)**

The Project Scheduler is responsible for coordinating and managing inputs to the project plan. This includes tracking progress against project schedule, merging and identifying dependencies and risks between the project schedule, tracking progress on prime contractor’s schedule and counties’ schedules.