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Human Resource Management (ICT3123)

Project Integration Management - Report

Group 01

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Abstract

Developing the Project Charter

(Prabhash)

Develop Project Charter is the process of developing a document that formally authorizes the existence of a project and provides the project manager with the authority to apply organizational resources to project activities. The key benefit of this process is a well-defined project start and project boundaries, creation of a formal record of the project, and a direct way for senior management to formally accept and commit to the project.

The project charter establishes a partnership between the performing and requesting organizations. A project manager is identified and assigned as early in the project as is feasible, preferably while the project charter is being developed and always prior to the start of planning. The project charter should be authored by the sponsoring entity. The project charter provides the project manager with the authority to plan and execute the project.

Inputs

- Project statement of work
- Business case
- Agreements
- Enterprise environmental factors
- Organizational process assets

Tools and techniques

- Expert Judgment
- Facilitation Techniques

Outputs

- Project Charter

Developing the Project Charter for RMD Food City, E-Shopping Platform

Inputs

When considering Project statement of work, it can be categorized into three main sub categories.

- Business need.

Our client's business need was based on market demand. While competitors having technology advancements, our client has focused on developing an E-Shopping platform for his business. Considering the COVID Pandemic situation which is going on, his need for an E-Shopping platform was enhanced.

- Product scope description.

The E-Shopping platform is available for local market which client chooses. As per client's need, the project scope has been chosen and applied.

- Strategic plan.

The overall objective of the client was shifting the current business to a different platform as per current business needs to be changed. The primary goal of our team is to build software solutions which can compete to the current foreign e-business platforms who dominate the market.

The Business case was developed as per the market demand increased for Online platforms past few years. The discussed software solution doesn't have any agreements with any party because this project is entirely for educational purposes. Enterprise Environmental Factors are considered for building this project because this solution is provided to Sri Lankan local market and the project should target the local customers to provide higher level of support. There was no any Organizational Process Assets to be considered while the client's business is a new upcoming small scale business.

Tools and Techniques

The project team has set up meetings with the supervisor several times to evaluate our process, while cheating the project charter as the Expert Judgment. According to the supervisor's guidance, the project charter was adjusted.

As Facilitation Techniques, the development team has conducted several brainstorming sessions and there are several meetings conducted with the project manager.

Outputs

As the final outcome, the project charter document was released as a team effort.

Developing the Project Management Plan

(Wihanga)

Develop Project Management Plan is the process of defining, preparing, and coordinating all subsidiary plans and integrating them into a comprehensive project management plan. The key benefit of this process is a central document that defines the basis of all project work.

Inputs

- **Project charter**
- **Outputs from other processes**
- **Enterprise environmental Factors**
- **Organizational process assets**

Tools and techniques

- **Expert Judgment**
- **Facilitation Techniques**

Outputs

Project management plan

Developing the Project Management Plan for of RMD Food City, E-Shopping Platform

Inputs

Inputs of developing project management plan,

- Project charter
- outputs from previous phase

Also we use information about

- formal and informal plans
- Policies and procedures
- Guidelines

in RMD Food City

Tools and techniques

We visited the business environment several times. Also, we interviewed some of the employees in RMD Food City. We discussed the business and business process of RMD food city with the owner. In addition we take advice and opinions from our project supervisor all the time.

Outputs

As outputs of the project management plan we have,

- Scope management plan
- Schedule management plan
- Cost management plan
- Communication management plan
- Quality management plan

Directing and Managing Project Work

(Sudheera)

Directing and Managing Project Work is the process of leading and performing the work defined in a project's management plan and implementing approved changes to achieve the project's objectives. The key benefit of this process is that it provides overall management of the project work.

The project manager directs the performance of the planned project activities and manages the various technical and organizational interfaces. The Directing and Managing Project Work process is directly affected by the project application area. Deliverables are produced as outputs from processes performed to accomplish the project work as planned and scheduled.

Inputs

- Project management plan
- Approved change requests
- Enterprise environmental factors
- Organizational process assets

Tools and techniques

- Expert judgment
- Project management information system
- Meetings

Outputs

- Deliverables
- Work performance data
- Change requests
- Project management plan updates
- Project documents updates

Directing and Managing Project Work of RMD Food City, E-Shopping Platform

Following details are the input, Tools and techniques, Outputs of the Directing and Managing Project Work of RMD Food City, E-Shopping Platform project integration planning.

Inputs

The document generated on the previous phase (the project management plan) takes as an input to the directing and managing phase.

Tools & Techniques

The project team will set up meetings with the supervisor several times to evaluate our process, while directing and managing the project as the Expert Judgment. According to the supervisor's guidance and clients requirements, changes and corrections will be done.

As while developing the system, completed and completing processes will evaluate by the team members and the supervisor in order to manage the project to success.

Outputs

Project documents updates

By processing those inputs, these documents can be updated.

- Requirements documentation
- Project logs
- Risk register
- Stakeholder register

Monitoring and Controlling Project Work

(Madushan)

Monitoring and Controlling Project Work is also one of the most important processes of project integration management. It involves looking at all aspects of the project & the process of tracking, reviewing, and reporting the progress to meet the performance objectives which are defined in the project management plan. This process is very helpful to stakeholders to get an idea about the current state of the ongoing project as well as about budget, schedule and scope forecast.

When considering the monitoring project work, it includes collecting, measuring and distributing performance information of the project and then analyzing that data to make the process improvements. It is important to continuously monitor the project because it gives details about the health of the project and can identify the things which need to give more attention in the project.

Control means the determining corrective or preventive actions or replanning and following up on action plans to determine whether the actions taken resolved the performance issue.

Inputs

- Project management plan
- Schedule forecasts
- Cost forecasts
- Validated changes
- Work performance information
- Enterprise environmental factors
- Organizational process assets

Tools and techniques

- Expert judgment
- Analytical techniques
- Project management information system
- Meetings

Outputs

- Change requests
- Work performance reports
- Project management plan updates
- Project documents updates

Monitoring and Controlling Project Work of RMD Food City, E-Shopping Platform

Following details are the input, Tools and techniques, Outputs of the Monitoring and Controlling Project Work of RMD Food City, E-Shopping Platform project integration planning.

Inputs

Project management plan

Project management plan of the RMD Food City, E-Shopping Platform used to form the basis for controlling the entire project. As well as there some Subsidiary plans and baselines such as, Scope management plan, Requirements management plan, Schedule management plan, Cost management plan, Quality management plan, Process improvement plan, Human resource management plan.

Schedule forecasts

Schedule forecasts of RMD Food City, E-Shopping Platform derived from progress against the schedule baseline & computed time estimate to complete. This may used to check whether the project is still within defined tolerance ranges or not and identify change requests.

Cost forecasts

When considering the Cost forecasts of the project, it derived from progress against the cost baseline and computed estimates to complete (ETC).

Validated changes

After the Perform Integrated Change Control process there will be some changes and after approved them, It requires validation to ensure the change was appropriately implemented. So this provides the confirmation whether change was appropriately executed.

Work performance information

Here, the performance data of RMD Food City, E-Shopping Platform collected from various controlling processes, analyzed in context, and integrated based on relationships across areas. work performance data has been transformed into work performance information like that.

Enterprise environmental factors

It describes the enterprise environmental factors may affect to Monitor and Control Project Work process.

Organizational process assets

Here describe the organizational process assets that can influence the Monitor and Control Project Work process of RMD Food City, E-Shopping Platform.

Tools & Techniques

Expert judgment

Expert judgment is used to interpret the information provided by the monitor and control processes of the RMD Food City, E-Shopping Platform project.

Analytical techniques

Analytical techniques are applied in project management to forecast potential outcomes based on possible variations of project or environmental variables and their relationships with other variables.

Project management information system

It describes the enterprise environmental factors, provides access to automated tools, such as scheduling, cost, and resourcing tools, performance indicators, databases, project records, and financials used during the Monitor and Control Project Work process.

Meetings

Meet the owner of RMD Foodcity and do some meetings with him. Can do this by face-to-face, virtual, formal, or informal meetings. All of the group members participate in these meetings.

Outputs

Change requests

After comparing the planned results to actual results, change requests may be issued to expand, adjust, or reduce project scope, product scope, or quality requirements and schedule or cost baselines. These details will be mentioned here.

Work performance reports

Work performance reports are the physical or electronic representation of work performance information compiled in project documents which used to make decisions.

Project management plan updates

In the Monitor and Control Project Work process, there will be some changes identified and it may affect the overall project plan. After processing these changes through appropriate change control processes cause updates of the project management plan.

Project documents updates

Some project documents may be updated such as Schedule and cost forecasts, Work performance reports, and Issue log.

Performing Integrated Change Control

(Yohan)

When considering the Performing Integrated Change Control, doing the reviews of all the change requests received as well as the approve and manage the changes to things like deliverables, organizational process assets, project documents, and the project management Plan. As well as communicating their disposition.

All the project documents, deliverables, baselines, or the project management plan are reviewed here and take actions to approve or reject the changes. The main advantage of this is it allows for the document changes of the project with minimum risk arising from the project by ignoring the overall project objectives and plans.

This process is conducted by the project manager and all responsibilities belong to him.

Inputs

- Project management plan
- Work performance reports
- Change requests
- Enterprise environmental factors
- Organizational process assets

Tools and techniques

- Expert judgment
- Meetings
- Change control tools

Outputs

- Approved change requests
- Change log
- Project management plan updates
- Project documents updates

Performing Integrated Change Control of RMD Food City, E-Shopping Platform

Inputs

Project management plan

Elements of the project management plan that may be used include, but are not limited to

- Scope management plan, which contains the procedures for scope changes.
- Scope baseline, which provides product definition; and
- Change management plan, which provides the direction for managing the change control process and documents the formal change control board (CCB).

Work performance reports

Work performance reports of particular interest to the Perform Integrated Change Control process include resource availability, schedule and cost data, and earned value management (EVM) reports, burnup or burndown charts.

Change requests

Change requests may include corrective action, preventive action, and defect repairs. However, corrective and preventive actions do not normally affect the project baselines—only the performance against the baselines.

Enterprise environmental factors

The project management information system may include the scheduling software tool, a configuration management system, an information collection and distribution system, or web interfaces to other online automated systems.

Organizational process assets

The organizational process assets that can influence the Perform Integrated Change Control process include, but are not limited to

- Change control procedures, including the steps by which official organization standards, policies, plans, and other project documents will be modified, and how any changes will be approved, validated, and implemented.
- Procedures for approving and issuing change authorizations.
- Process measurement database used to collect and make available measurement data on processes and products.

Outputs

Approved change requests

Change requests are processed according to the change control system by the project manager, CCB, or by an assigned team member. Approved change requests will be implemented through the Direct and Manage Project Work process.

Change log

A change log is used to document changes that occur during a project. These changes and their impact to the project in terms of time, cost, and risk, are communicated to the appropriate stakeholders. Rejected change requests are also captured in the change log.

Project management plan updates

Elements of the project management plan that may be updated include, but are not limited to:

- Any subsidiary plans, and
- Baselines that are subject to the formal change control process.

Changes to baselines should only show the changes from the current time forward

Project documents updates

Project documents that may be updated as a result of the Perform Integrated Change Control process include all documents specified as being subject to the project's formal change control process.

Closing the Project or Phase

(Rakshitha)

The main task of this process is finalizing all activities across all of the e Project Management Process Groups to complete the project or phase. There are many advantages of this process, such as it provides lessons learned, the formal ending of project work etc.

Project manager reviews all previous information when closing the project. Then ensure all works of the project are completed and meet the objectives of the project. The project scope is measured against the project management plan and then the project manager reviews the baseline of the project. It will help to ensure the completion before closing the project.

Project manager needs to engage all the stakeholders in the project to succeed in this process.

Inputs

- Project Management Plan
- Accepted Deliverables
- Organizational Process Assets

Tools and techniques

- Expert judgment
- Analytical techniques
- Meetings

Outputs

- Final product, service, or result transition

- Organizational process assets updates

Closing the Project or Phase of RMD Food City, E-Shopping Platform

Inputs

Project Management Plan

The project management plan becomes the agreement between the project manager and project sponsor, defining what constitutes project completion.

Accepted Deliverables

Accepted distributions may include approved product specifications, delivery receipts, and work performance documents.

Organizational Process Assets

Corporate process resources that can affect a closed project or process stage include but are not limited to:

- Guidelines or requirements for completing a project or stage
(Example: Management Procedure, Project evaluation)
- Knowledge-based on previous information and lessons learned
(Examples: reports and documentation, risk management information activities)

Tools and techniques

Expert judgment

Expert judgment is applied when performing administrative closure activities. These experts ensure the project or phase closure is performed to the appropriate standards. Expertise is available from many sources, including but not limited to

- Professional and technical associations

Analytical techniques

Examples of analytical techniques used in project closeout are:

- Regression analysis,
- Trend analysis

Meetings

Meetings can be virtual, formal, face-to-face or informal. This may include project team members and other stakeholders involved or affected by the project. Meeting types include tutorials, user groups, and review meetings but are not limited to these

Outputs

Final product, service, or result transition

This output shows the adaption of the final product, service, or result that the project has discontinued.

(in the case of the end of the phase, the intermediate product, service, or the result).

Organizational process assets updates

Corporate process assets to be updated as a result of a project or phase-out process of closure include, but are not limited to:

- Project file - documentation following project activities, project management plan, project scope, cost, time schedule, risk registers and other registers, planned risk response measures
- Project or phase closure documents - Closing documents are the formal documentation that indicates the completion of a project or phase. During project closure, the project manager reviews prior phase documentation to ensure all project requirements are met. If the project was terminated prior to completion, formal documentation indicates why and procedures for the transfer of the finished and unfinished deliverables.
- Previous information - Historical information and lessons learned information is transferred to the lessons learned knowledge base for use by future projects or phases.
- This can include information on issues and risks as well as techniques that worked well that can be applied to future projects.
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Conclusion

This is the report of Project Integration Management of RMD Food City E-Shopping Platform project. Here, describe about 6 main processes of Project Integration Management of this

project. Those are Create project charter, Develop project management plan, Direct and manage project work, Manage project knowledge, Monitor and control project work. Perform integrated change control & Close out the project.

References

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Pennsylvania, USA: Project Management Institute, 2013, pp. 63 - 104.