Life Enhancement Orthopedic (LEO) Ltd.

Purchase Order Processing (POP) System

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❑Phase 1 : Project Initiation

❑Phase 2 : Project Planning

❑Phase 3 : Project Execution

❑Phase 4 : Monitoring and Control

❑Phase 5 : Project Closure

INTRODUCTION

About LEO Ltd.
- **Life Enhancement Orthopedic** (LEO) Ltd. is an established orthopedic from Indiana.
- LEO Ltd. has global clients spread over Asia-Pacific, North-America, Europe, and Australia.

New POP system
- LEO Ltd. is looking for a business solution to build an online centralized **Purchase Order Processing** (POP) system.
- Globally accessible via internet
- All LEO Ltd. customers including hospitals, surgeons, sales reps and distributors will have access to the POP system.

Project Management
- Project management helps to orchestrate all the different aspect of a project to build a proper outcome.
- **Mr. Robert Tales** is the Project Manager and Owner for the POP project.

PROJECT Conception & Initiation 1 | PROJECT Definition & Planning 2 | PROJECT Launch or Execution 3 | PROJECT Performance & Control 4 | PROJECT Project Close 5

PROJECT INITIATION

INTRODUCTION

- Project Initiation is the first phase of the project management where the scope, value, objectives, and feasibility of the project are defined.
- Project managers often use the techniques like Business Case Document or Feasibility Studies to determine the initiation phase.

SCOPE

- LEO Ltd. will receive a fully functional online POP system which is accessible via the internet. All the registered users will have the capability to create purchase orders for their orthopedic parts requirements.

DELEGATION OF AUTHORITY

- **Mr. Robert Tales** will be the Project Manager and Owner of the POP project. He is associated with LEO Ltd. for the last 16 years.
- **Mr. Andrew Penning**, who will be the delivery manager.

OBJECTIVES

- Only the existing LEO Ltd. user will have access to the POP system.
- The POP system will have high availability.
- The POP system will be accessible via the internet, with two-factor authentication; and only authenticated users can use it.
- LEO Ltd. user will include hospitals, surgeons, surgeon team members, sales reps, and distributors.
- All orders will be confirmed back to the requestor via email.
- Shipping and delivery information will be communicated back to the requestor via email.
- LEO Ltd.'s inventory will be maintained in the JD Edwards (JDE) database. All the orders will directly update the backend inventory.
- The POP solution will have the capability of expedited shipping and delivery, which will be the part of the request itself.
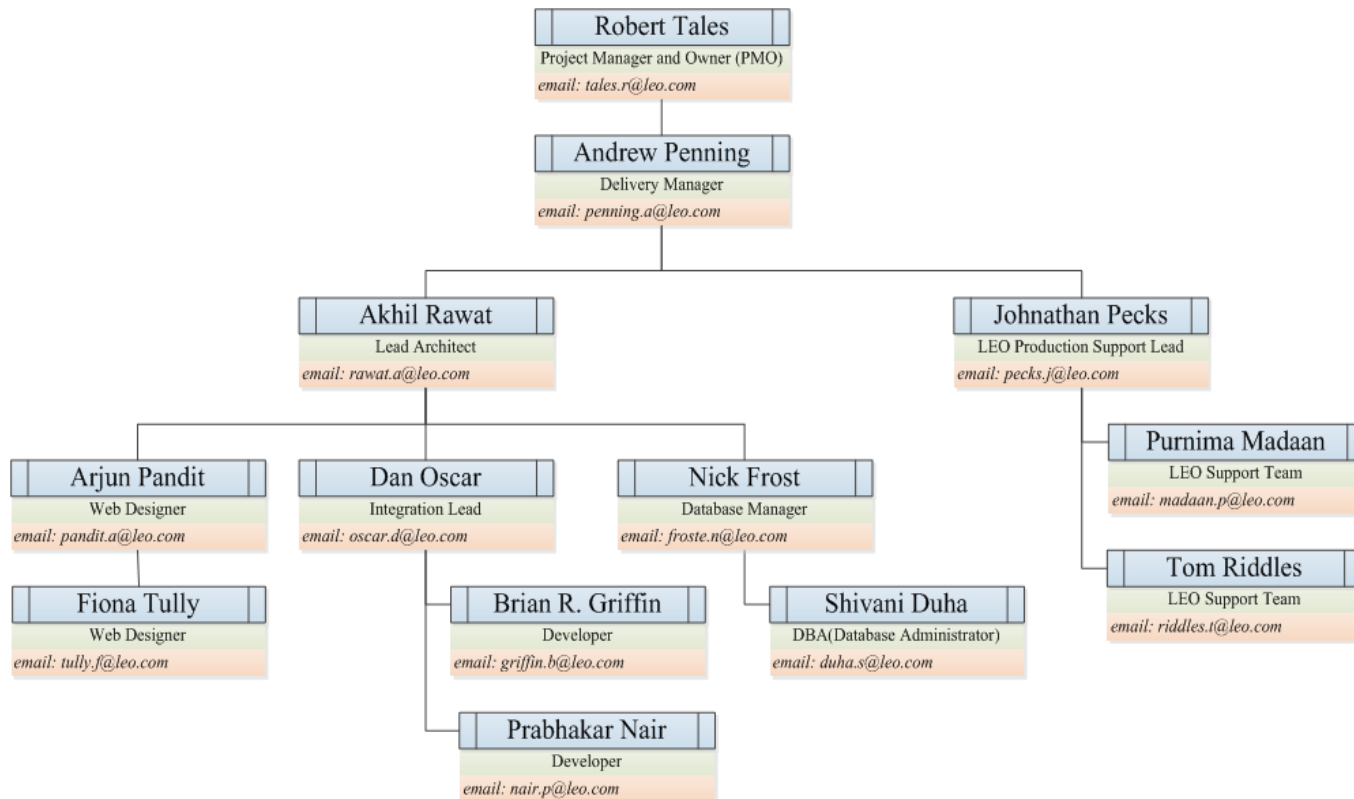
PROJECT TEAM

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Andrew Penning
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PROJECT INITIATION Cont...

HIGH LEVEL DESIGN

* LEO Global Purchase Order Processing system *

Global User → LEO Network → LEO PO system → PO Processing → Confirmation → Invoice → Shipping → Confirmation

ESTIMATED COST

➢ Total Budget allocated to the project is **USD 700,000** which includes internal and external funding.

➢ This project is sponsored by the LEO Ltd. and does not require any loans and additional stakeholders apart from existing LEO stakeholders.

ESTIMATED PROJECT TIMELINE

➢ The project started on **03-Sep-2018** and the current Go Live is planned for **25-Mar-2019**, which is over duration of 6.5 months.

➢ There will be a hyper care period of **30 days** followed by the complete handover to the LEO Ltd.'s production support team.

PROJECT PLANNING

INTRODUCTION

➢ Planning phase deliverables include finalizing the project charter, budget details, communication plan, and detailed task estimation.

➢ It helps to save time, cost, manage risks and issues, human resource and the external supplies.

PROJECT PLANNER

➢ LEO Ltd. has purchased licensed **Microsoft Project Planner** tool for the project management purpose.

➢ The tool helps the project manager to handle all the project steps in details including assigning the task, PERT estimation, Gantt charts, maintaining logs, effort estimation, project timelines, and daily progress.

➢ Microsoft Project Planner will help in managing the entire task in a proper way for the team.

➢ Management team will need to purchase the licenses if more team members need access to the tool.

PERT ESTIMATION

➢ **Program Evaluation Review Technique**

➢ The PERT estimation is based on a 3-point estimate technique [Optimistic Value (O),Pessimistic Value (P),Most Likely Value (M)].

➢ The PERT estimates weighted average using the formula

$$E\_PERT = (O+P+4×M)/6$$
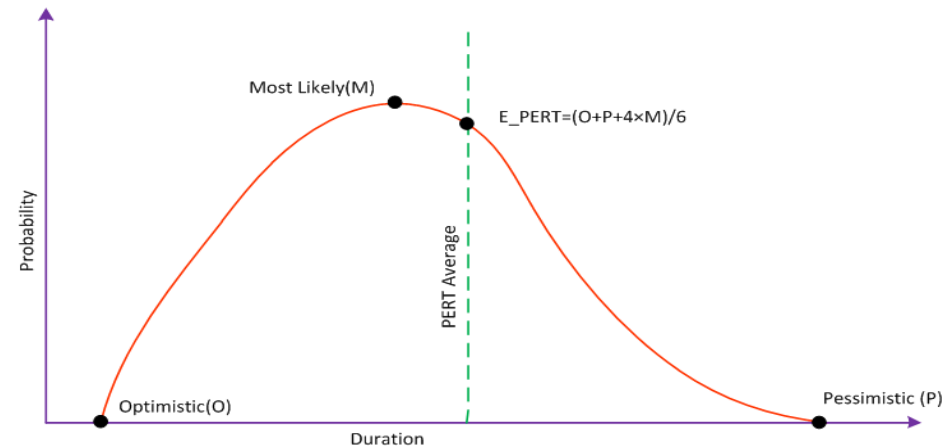
PERT Estimation Calculation

PROJECT PLANNING Cont…

TASK PROJECTION

TASK	START DATE	DURATION	END DATE
Conceptuslize Business Events	9/3/18	14	9/17/18
Document Requirments	9/18/18	15	10/3/18
Determine Scope	9/18/18	15	10/3/18
Project Plan Review	10/4/18	4	10/8/18
Approve Project Plan	10/9/18	6	10/15/18
Layout Logistics	10/9/18	21	10/30/18
Hire Team Members	10/9/18	21	10/30/18
Write Specs	10/22/18	14	11/5/18
Prepare HLD and LLD	10/22/18	14	11/5/18
HLD and LLD Review	11/5/18	7	11/12/18
Environment Setup	10/22/18	21	11/12/18
Integration Development	11/12/18	63	1/14/19
Unit Testing	12/17/18	35	1/21/19
QA Movement	1/21/19	7	1/28/19
QA Testing	1/28/19	14	2/11/19
UAT Validation	2/4/19	21	2/25/19
UAT Sign Off	2/25/19	7	3/4/19
Change Request	3/4/19	7	3/11/19
Production Deployment	3/11/19	7	3/18/19
Dummy Testing	3/18/19	7	3/25/19
GoLive	3/25/19	1	3/26/19
Hypercare and Support	3/26/19	30	4/25/19
Project Closure SignOff	4/25/19	7	5/2/19
Project End Success Dinner	5/3/19	1	5/4/19
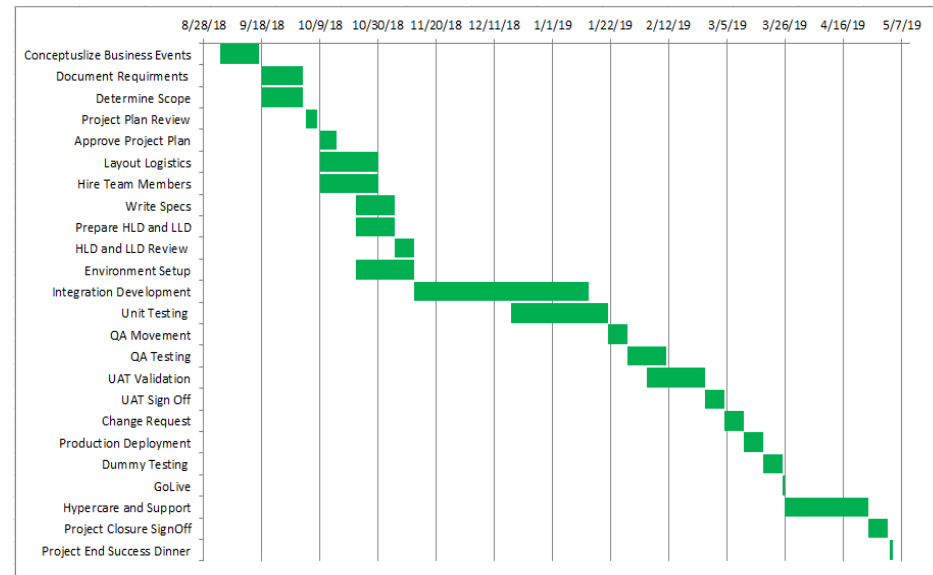
GANTT CHART

FIXED COST FUNDING

Project Funding	Amount (in USD)
Internal	
LOE Ltd. Contribution	300,000
Sales profit Contribution	80,000
Yearly Allocated Budget for Integration	150,000
Total Internal Funding	530,000
External	
Project Sponsers	110,000
Bank Loan	0
Stakeholders	60,000
Total External Funding	170,000
Total Budget	**700,000**

ESTIMATED PROJECT EXPENSES

Expenses	Amount (in USD)
Fixed Expenses	
Salaries	450,000
Consultant Fees	50,000
Variable Expenses	
Travel and Lodging	50,000
Team meet and food	5,000
Backup Finance	145,000
Subtotal	**700,000**

COMMUNICATION PLAN

- During the project implementation team will be using LEO Ltd. webmail exchange to communicate with each other.
- All the team members also have access to https://leo.webexmeetings.com/webex, which can be used for audio-video conferencing. Along with that LEO Ltd. has its own internal messenger for use.
- The POP system project will also provide 24x7 support to all the users via over call and email. LEO Ltd. has an established support team who works on all time zones to support all the customers.
- Users can also raise incidents and concerns using the LEO Ltd.'s existing 'Service Now' incident management system.
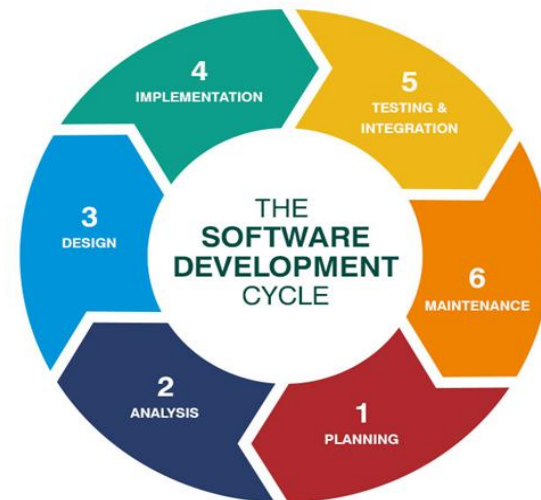
PROJECT EXECUTION

INTRODUCTION

➢ Project Execution is depended on effective and accurate planning.

➢ A kick-off meeting normally indicates the start of the Project Execution phase where the teams concerned given responsibilities.

➢ This phase includes development, High-Level Design, Low-Level Design, testing, integration testing, team coordination, reporting, status meetings, updating project schedules, project progress monitoring, and deployments.

➢ LEO Ltd.'s is using the combination of waterfall and iterative method for implementation.

➢ LEO Ltd.'s execution plan is based on the Software Development Life Cycle (**SDLC**) methodology

SOFTWARE DEVELOPMENT LIFE CYCLE

Six Stages, One Process

THE SOFTWARE DEVELOPMENT CYCLE

1 PLANNING
2 ANALYSIS
3 DESIGN
4 IMPLEMENTATION
5 TESTING & INTEGRATION
6 MAINTENANCE

PROJECT EXECUTION Cont...

IMPLEMENTATION STRATERGY

➢ The Lead Architect, **Mr. Akhil Rawat** will be responsible for the development and delivery of the web-based user interface. He will be working with the development, integration, and database team for the implementation.

➢ Delivery Manager, **Andrew Penning** will coordinate with the architect and the production support team for the execution and post-implementation steps to meet the desired product quality.

➢ All teams will work directly with the LEO Ltd.'s network team for any network related activities.

➢ The development team will be responsible for system integration testing.

➢ LEO Ltd. will execute the User Acceptance testing using the internal testing team.

➢ All SDLC stages must be approved by the architect before moving to the next.

BUSINESS ETHICS

➢ All the teams must have duties defined to them.

➢ The project must complete on the time which was agreed upon by the management team.

➢ All the requirements and implementation must be documented properly.

➢ All the codes and interfaces should be versioned.

➢ Handover document should be provided to the support team before the Go Live.

➢ Any unethical activity or misconduct should be reported to the management team on priority.

MONITORING & CONTROL

INTRODUCTION

➢ Project Monitoring and Control is all about measuring the project progression and performance to ensure that everything is aligned with the project management plan.

➢ All the important points, suggestions, fundamental competencies which can improve the overall state of the project are the part of this phase of the project lifecycle.

➢ This stage monitors that how much attention to detail is being put there while the software is being programmed.

➢ The project manager will use the Key Performance Indicators (KPIs) to determine and monitor the project.

KEY PERFORMANCE INDICATORS (KPI)

➢ Project Objectives
➢ Planned value project KPI
➢ Cost Performance Index (CPI)
➢ Scheduled Performance Index (SPI)
➢ Quality Deliverables
➢ Planned Hours vs Actual Hours
➢ Percentage of the task completed
➢ Backlog task assessments

MONITORING & CONTROL Cont...

RISK MANAGEMENT

- ➢ Risk management is the management process to analyze the possible risks that must be omitted before the production movement.
- ➢ The project is a web-based solution and will always have the risk of internet hacking, or network hijacking.
- ➢ In the POP system project, the project manager has focused on managing the service break down, and protection against all sort of hacking attempts.
- ➢ The risk analysis will be done by all the team members.

HYPERCARE SUPPORT PERIOD

- ➢ Once the project is moved to production and POP system is operating globally, **30 days** Hyper-Care will be done by the project management team to give their assistance to the production support team.
- ➢ All the bugs, fixes, enhancement, and changes reported in this phase of the project will be managed by the development team.
- ➢ Once the Hyper-Care period is over, the project will be handover to the LEO Ltd. Production Support team, which is led by **Mr. Jonathan Peeks**.

PROJECT CLOSURE

INTRODUCTION

➢ Project Closure phase will be the fifth and final phase for the project management team.
➢ This phase determines how the project will terminate and the future of the project.
➢ LEO Ltd. will leverage this project phase to celebrate the project with the team and all team members.
➢ Project manager will be sharing the complete project report to the upper management team.
➢ Once a project is concluded, the manager will conduct a meeting as a "post-mortem" – to evaluate what went well in a project and identify project failures.
➢ The details about all the project phases and their conclusions will be shared with the team.

LESSON LEARNT REPORT

➢ All the team members will pitch in their unbiased ideas about their learning on working in the project in a report.
➢ This report will determine the success and failure of the project in an individual and organizational level.
➢ The team in this phase will document what they learned throughout the project lifecycle.
➢ The outcome of the lesson learned will be used for future endeavors of LEO Ltd.
➢ Lessons learned in this project will be the building block for the upcoming projects in LEO Ltd.

PROJECT CLOSURE Cont...

USER FEEDBACK

➢ Project manager will create an online survey and feedback system from where the real world users can share their experience working with the POP system.
➢ The feedback report will be shared with the management team on the project closure

TEAM RECOGONITION

Recognitions

Appreciation

Awards

Rewards

PROJECT CLOSURE Cont...

CELEBRATION & SUCCESS PARTY

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