**Operational Plan**

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| Task Description | Key Results Area | Goal | Actions | Key Results | Responsibility | Timeline | Budget | Contingency Plan |
| Kick-Off Meeting | Strategic Plan: Digital Asset Management | Ensure alignment with the company's strategic plan for digital asset management. | Schedule and conduct a kick-off meeting to introduce the project team and stakeholders, discuss project objectives, deliverables, and timelines. | Meeting conducted with all stakeholders presents. Project objectives and deliverables understood. | David Doe | 01-Mar-24 | R0 | Arrange a follow-up meeting in case of any misunderstandings or lack of clarity. |
| Requirements Gathering | Knowledge Management | Gather all requirements necessary for the successful implementation of the digital asset management system. | Conduct interviews, surveys, and workshops with key stakeholders to identify and document requirements. | Requirement document created and approved by stakeholders. | David Doe | 02-Mar-24 - 10-Mar-24 | R500 (for survey tools, interview expenses) | Regular communication with stakeholders to address any missed requirements or changes. |
| Front-End Development | Change Processes | Develop a user-friendly and intuitive frontend interface for the digital asset management system. | Design wireframes and prototypes based on gathered requirements. Implement frontend functionalities according to design specifications. | Frontend system developed and integrated with backend successfully. | Philasande Bhani, Luxolo Mkwaqa | 11-Mar-24 - 30-Apr-24 | R5,000 | Regular code reviews and feedback sessions to address any design or functionality issues. |
| Back-end Development | Change Processes | Build a robust and scalable backend system to support the digital asset management platform. | Design database schema and backend architecture. Implement backend functionalities and APIs. | Backend system developed, tested, and integrated with frontend successfully. | Sinovuyo Sikhisi, Sizwe Mthembu, Zandile Mthethwa | 11-Mar-24 - 30-Apr-24 | R7,000 | Regular load testing and performance monitoring to ensure system scalability and reliability. |
| Database Design and Setup | Knowledge Management | Design and implement an efficient database structure to store and manage digital assets securely. | Analyze data requirements and design database schema accordingly. Set up the database environment and optimize performance. | Database schema implemented and populated with sample data. | Cleo Chlo | 15-Mar-24 - 15-Apr-24 | R3,000 | Regular backups and data recovery procedures implemented to prevent data loss. |
| Testing Environment Setup | Change Processes | Set up a dedicated testing environment to perform rigorous testing of the digital asset management system. | Configure testing servers and environments to mimic production settings. Deploy testing tools and frameworks. | Testing environment set up and ready for integration testing. | Simphiwe Zwane | 25-Apr-24 - 30-Apr-24 | R2,000 | Alternative testing environment identified in case of technical issues with the primary setup. |
| Integration Testing | Knowledge Management | Validate the integration between frontend, backend, and database components of the digital asset management system. | Execute test cases covering various user scenarios and system functionalities. Identify and resolve integration issues. | Successful integration testing completed with minimal defects. | Simphiwe Zwane | 01-May-24 - 15-May-24 | R2,500 | Parallel testing conducted in case of delays or technical challenges with the primary testing phase. |
| User acceptance Testing | Knowledge Management | Ensure that the digital asset management system meets user requirements and expectations. | Collaborate with end-users to perform acceptance testing on the system. Gather feedback and address any usability issues. | Positive feedback received from end-users. Minor issues addressed promptly. | Simphiwe Zwane | 16-May-24 - 31-May-24 | R3,000 | Extended UAT period allocated to address any critical issues or user concerns. |
| Bug Fixing and Finalisation | Change Processes | Address any identified bugs or issues and finalize the digital asset management system for deployment. | Prioritize and resolve reported bugs and issues. Conduct final performance and security checks. | Bug-free system ready for deployment. Final documentation prepared. | All Developers, Simphiwe Zwane | 01-Jun-24 - 30-Jun-24 | R4,000 | Additional resources allocated to expedite bug-fixing activities in case of unexpected delays. |
| Documentation | Knowledge Management | Create comprehensive documentation to facilitate system usage, maintenance, and troubleshooting. | Generate user manuals, technical documentation, and training materials. Ensure documentation is accessible and up-to-date. | Documentation completed and approved by stakeholders. | David Doe | 01-Jul-24 - 31-Jul-24 | R1,500 | Backup documentation stored securely to prevent loss or corruption. |
| Training and Handover | Knowledge Management | Provide training sessions for end-users and administrators to ensure effective utilization of the system. | Develop training modules and conduct hands-on training sessions. Provide ongoing support and resources for users. | Training sessions conducted successfully. Users proficient in system usage. | All Team Members | 01-Aug-24 - 31-Aug-24 | R3,500 | Additional training sessions scheduled to accommodate new hires or staff turnover. |
| Final Review and Approval | Strategic Plan: Digital Asset Management | Obtain final approval from stakeholders for the deployment of the digital asset management system. | Present the completed system and documentation to stakeholders for review and sign-off. | System approved for deployment. Stakeholders satisfied with project outcomes. | Loyiso Gola | 01-Sep-24 | R0 | Escalate any unresolved issues to higher management for resolution. |