

8.0 Project Planning

8.1 Human Resource

We will outline a realistic and feasible human resources plan that aligns with our current skill levels, the need for collaboration, and the support required from experienced mentors and advisors.

Position	Project Coordinator	Business Analyst	System Designer	UI/UX Designer
Lead Member(s)	Gui Kah Sin	Tan Zhi Ming Sabrina Heng	Brendan Chia	Poh Lok Yee
Responsibilities	Organize project activities, ensure timelines met, assisting team members and KADA representatives in communicating.	Gather and analyse requirements from KADA, ensure alignment with KADA's needs.	Design the structure of the digital system	Design user-friendly interfaces for the digital system
Skills Required	Basic project management, good communication and organizational skills.	Analytical thinking, good communication skills	Basic understanding of system design concepts, database concept and user interface design	Basic UI/UX design concepts and familiar with design tools

Figure 8: Workforce distribution of TechAway

Human Resources Plan

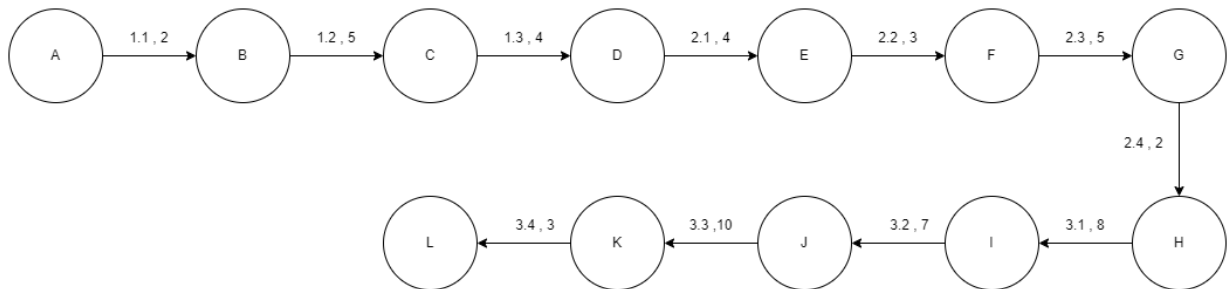
1. Allocation – Assign team roles based on interests and individual strengths within group.
2. Team Development – Organize meeting and training session to train team members with roles, project objectives, and necessary skills.
3. Performance Monitoring and Communication – Plan frequent team check-ins to talk about the status, resolve issues, and get mentor help as needed.

Our human resources plan ensures clear roles and support for each team member, enabling us to effectively manage and execute KADA's digital transformation project.

8.2 WBS

No	Activity	Predecessor	Duration (days)
1.0	Research Phase	-	7
1.1	Conduct interview with KADA staff	None	2
1.2	Questionnaires	1.1	5
1.3	Examine the platforms and technologies available about KADA system	1.2	4
2.0	Planning Phase	Research Phase	14
2.1	Determine the essential features and functions for KADA system	1.3	4
2.2	Define goals, deliverables and scopes	2.1	3
2.3	Draft document outlining system requirements	2.2	5
2.4	Ready draft proposal	2.3	2
3.0	Design Phase	Planning Phase	28
3.1	Design database schema and system architecture	2.4	8
3.2	Create user interface (UI) and user experience (UX) suitable for user's admin	3.1	7
3.3	Create a prototype and solicit user input	3.2	10
3.4	Demo	3.3	3

8.3 PERT Chart (based on WBS)



8.4 Gantt Chart

