Department of Accounting & Information Systems

Jahangirnagar University

Savar

Dhaka - 1342

Project Report

Website of Department of Accounting & Information Systems

Submitted to:

Tanjila Hossain

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Savar, Dhaka – 1342

Submitted by:

Innovative Thinkers

Batch: 3rd

Department of Accounting & Information Systems

Jahangirnagar University

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Submission date: 22 November, 2017

Group Profile

Group Name: Innovative Thinkers

Project Name: Website for Department of Accounting & Information Systems

Course Title: Project Management (4204)

SL. No.	Name	ID
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2	Farhana Chowdhury	2623
3	Syeda Faiza Ahmed	2628
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Letter of Transmittal

20th November, 2017

Tanjila Hossain

Lecturer

Department of Accounting & Information Systems

Jahangirnagar University,

Savar, Dhaka – 1342.

Mam,

We are delighted to present to you "Project Report for website of Accounting & Information Systems". The report includes procedures starting from Project proposal, analysis, approach, planning, integration, structure, execution, liability & risk analysis, communication, cost estimation, time estimation, Gantt chart, critical path, slack and other important elements.

Your instructions has been strictly followed in every step and helped to complete the report.

Yours Sincerely

On behalf of the group

Tarikul Islam

Group: Innovative Thinkers

ID: 2624

Batch: 3rd

Department of Accounting & Information Systems

Savar, Dhaka - 1342

Problem Statement

Department of Accounting & Information Systems doesn't have any specialized website. Currently it is using university website's page, which is hardly customizable and upload or updating it is very problematic as IT department doesn't allow full access over the server. The students are hardly benefited by it. To showcase achievement, make good use of it, benefit students with notices, library, articles, admission procedure and so on.

In this situation it is necessary to have its own website that is fully customizable.

Abstract

The project report has been prepared based on available data, forecasts provided by experts and other project management tools. The real life situation can be little different depending on the circumstances. The project is considered as not for profit. The members working in the team will get fixed amount at the end of the project. Any inclusion or deduction is possible as we have enough buffer time. Risks has been estimated based on common issues faced by this type of project. CPM method has been used to estimate time and creating Gantt chart. Spreadsheet (EXCEL) analysis has been used to do CPM. A detailed network diagram has been drawn to describe every step clearly. A register form is included in the appendix section to monitor the project through its lifespan. Risk register should be updated at every meeting. Full effort has been given to complete each and every pros and cons, so that they are taken into account. However, the report isn't full proof. There is always room for improvement.

Project Proposal

Project Title	Website for Accounting & Information Systems	Mailing Address	tarikul.bd@hotmail.com
Project Manager	Tarikul Islam	Phone	01741318235

Duration	Funding Total
120 days	BDT 106800

Project Summary

As the world is adopting cutting edge technologies, internet has become ever popular. A good website is now considered as the reflection of an organization. To show our presence, achievements, provide information, do admission procedures, notice, provide custom email that can give students access to offers provided by Microsoft, adobe, prezi etc. having a better website is important. Our plan is to create a website that fulfills all our needs. Through this website we can create virtual class room, take online exam, provide notice, digital library, showcase research and articles etc.

Goal/Objective

- Provide full overview of A&IS JU.
- Showcase achievements, research, club & other activities.
- Proper resource (Teachers, students & other) management.
- Provide access to study materials, notice & do admission works.
- Provide custom mail to teachers, students & staffs.

Description of specific steps

I. Permission
II. Fund Collection
III. Graphic Design
IV. Purchase
V. Website Development
VI. Testing
VII. Roll Out
VIII. Training

Time Frame Estimated

In favorable circumstances around 104 days with 16 days as buffer time. In total it will take 120 days (estimated).

Description of Responsibility for Implementation (R=Responsible, S=Supports)

Task	Tarikul Islam	Faiza Ahmed	Farhana Chowdhury	Sonia Akter	Sabbir Ahmed
Get Permission	S	R	R	S	
Collect Fund		R		S	R
Appoint Designer	R		S		S
Purchase Domain	R	S			
Hosting & Backend	R	S	S	S	S
Appoint Content Upgrader	S	R	S	S	S
Login & email	R	S	S	S	S

Description of Project Budget Estimate

Cost Item	Amount BDT	Amount BDT
Direct Cost	84800	
Direct Overhead	8000	
Total Direct Cost		**92800**
General & Administrative Expense		14000
Total Cost		**106800**

Resources Needed

I. Funds
II. Designer
III. Co-coordinators
IV. Hosting (Server)
V. Local Server (Library)
VI. ERP (Enterprise Resource Planner- Optional)

Evidence of Accomplishment

- ICMAB website
- Hazi Danesh University

Contents

1 Introduction

As technology advances internet is becoming ever popular. Website has become an essential part. Often website of an institution is used as major requirements to rate it. Thus having a website is essential for any major organization. As one of the department of a top public university in Bangladesh, Department of Accounting & Information Systems needs to have a useful and stunning website to showcase the department and use as a medium to interact with students, teachers and others. Notice, research works, club activities, digital local library etc. can be the major advantages of a website.

On this project we will develop a website for the Department. On this report almost every details that is necessary has been discussed. Although maximum effort has been given to estimate events and expenses. There are some optional features that can be included or excluded. ERP software solution costs around BDT 32000 and it was excluded taking into account financial requirements. Also the department doesn't have any web specialist so a third party has been selected to host the website. It will cost around BDT 36000 a year. But the plus point is we will get 24/7 support. Cost can be minimized in this section, but maintenance has been given priority over cost.

Detailed task list and Gantt charts has been included in the appendix to get clear picture of the project. Every possible disclosures has been made to cover maximum areas of the project. This report can be amended and changes can be made upon request from the stakeholders.

The work will be done by a team with a supervisor from faculty member. So no profit has been added. Only extra charges for different roles has been added. The senior web developer is an experienced person with excellent database handling record. A formal training phase is included in the project to train faculty members and office staffs on how to handle the website.

Overall a useful website can be really helpful for the department.

2 Choosing Project Path

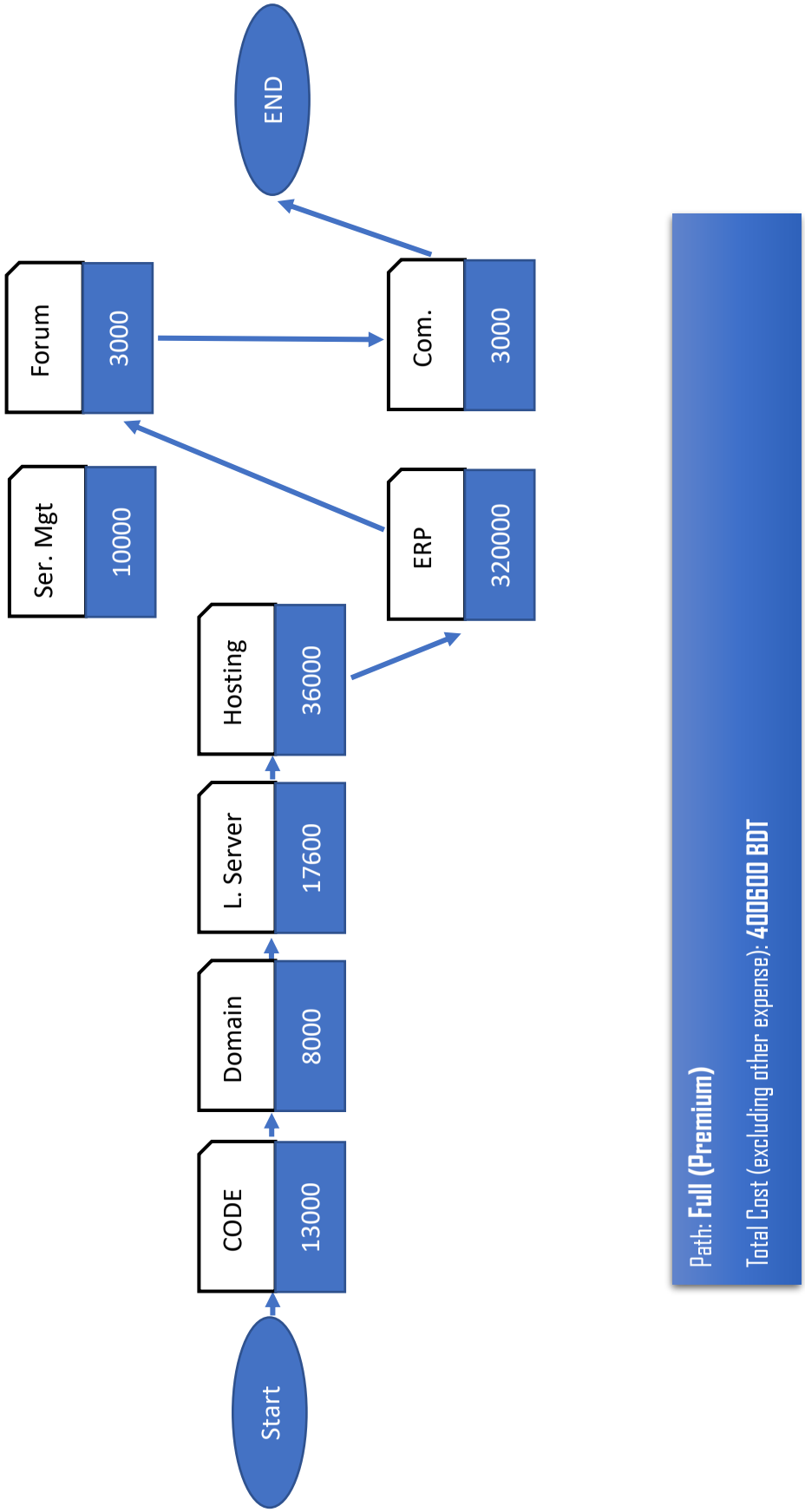
There are several options in hand in terms of functionality. Depending on the requirements a website can be made in many different ways.

2.1 Alternative Project Paths:

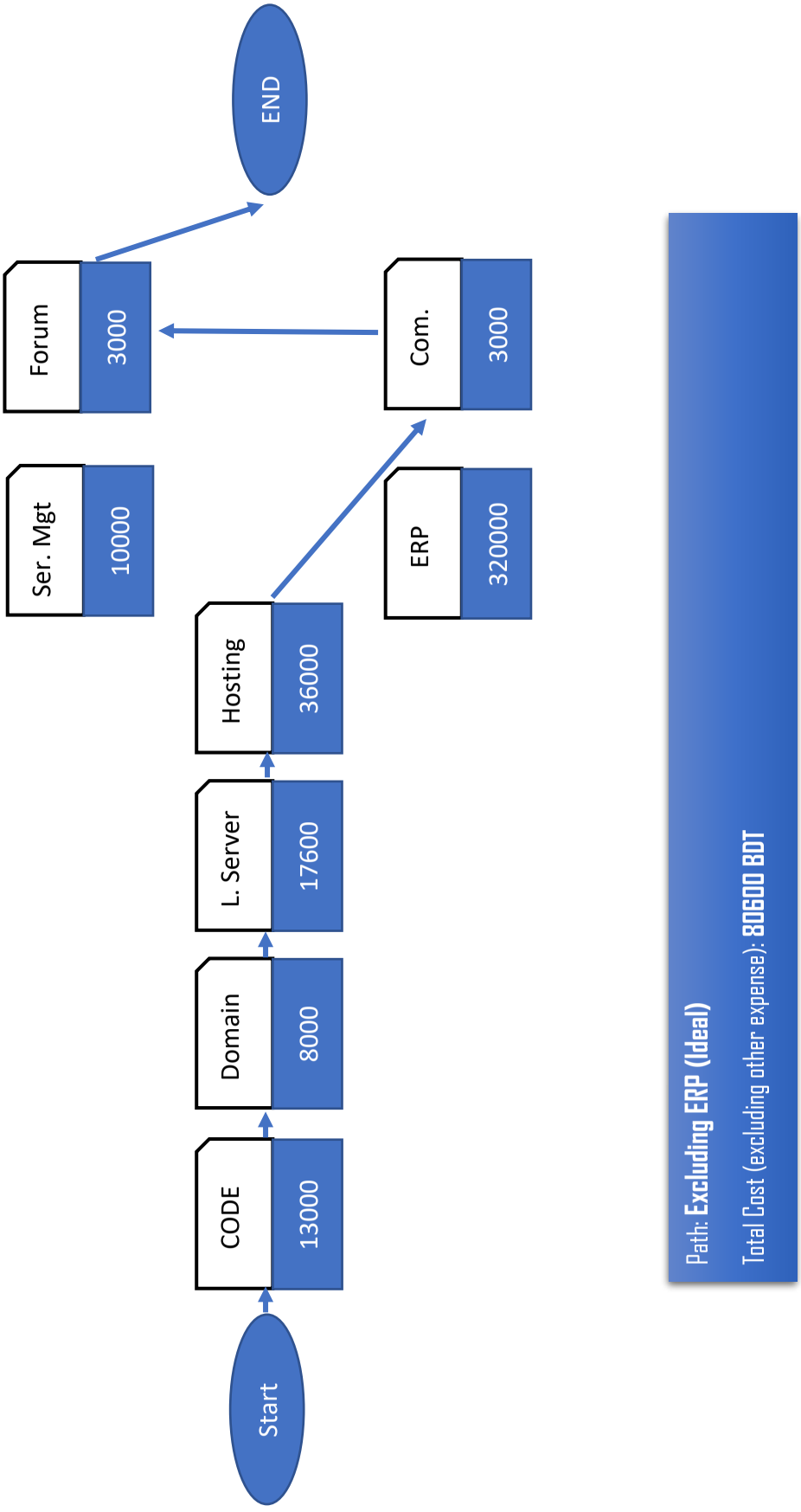
Our website have around 4 different ways to complete. The elements are given below:

A. **Code:** Code consists of basic coding that is basic element of a website.
B. **Domain:** Domain is web address that is linked to the website's server.
C. **Local Server:** A local server is small server at the department's home network. Which will be only accessible if anyone is in the faculty premises and connected to the library Wi-Fi.
D. **Hosting:** The website need to be placed in a server that is connected to the internet. Usually large organization have their own server division. As Accounting & Information Systems doesn't have any experts it should be hosted by 3rd party.
E. **ERP:** To securely conduct user related registration, payment, authorizations etc. organizations often use Enterprise Resource Planning (ERP) software's. ERP ensures security and reliability. It also helps reduces hacking related problems.
F. **Server Management:** If we use only local server the overall cost will reduce but then will need an expert to manage the server.
G. **Forum:** A separate webpage where ideas and views on a particular issue can be exchanged.
H. **Community:** A community web page is where specific content or links are only available to its members. A web community may take the form of a social network service

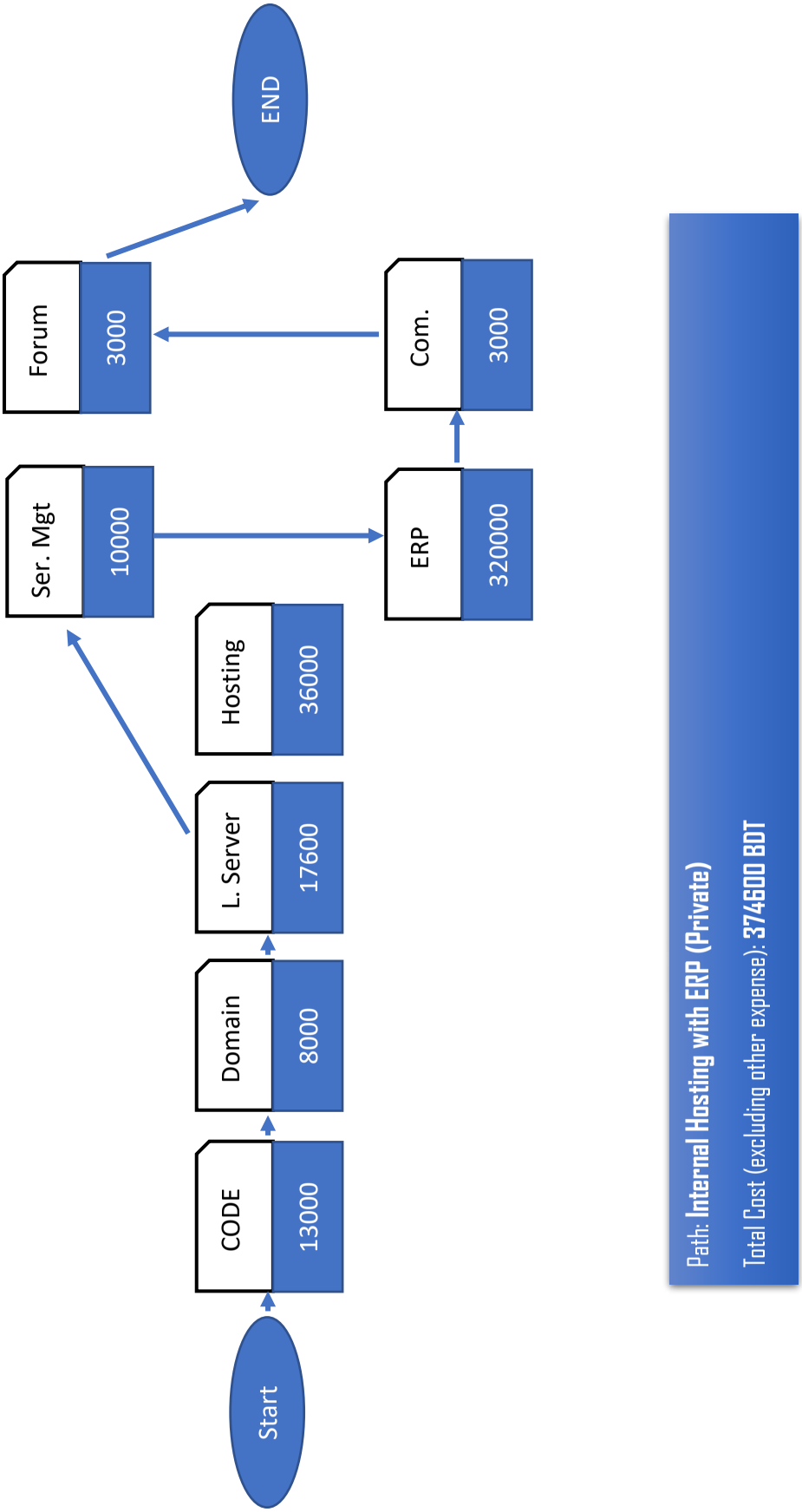
2.1.1 Full Features (Premium)



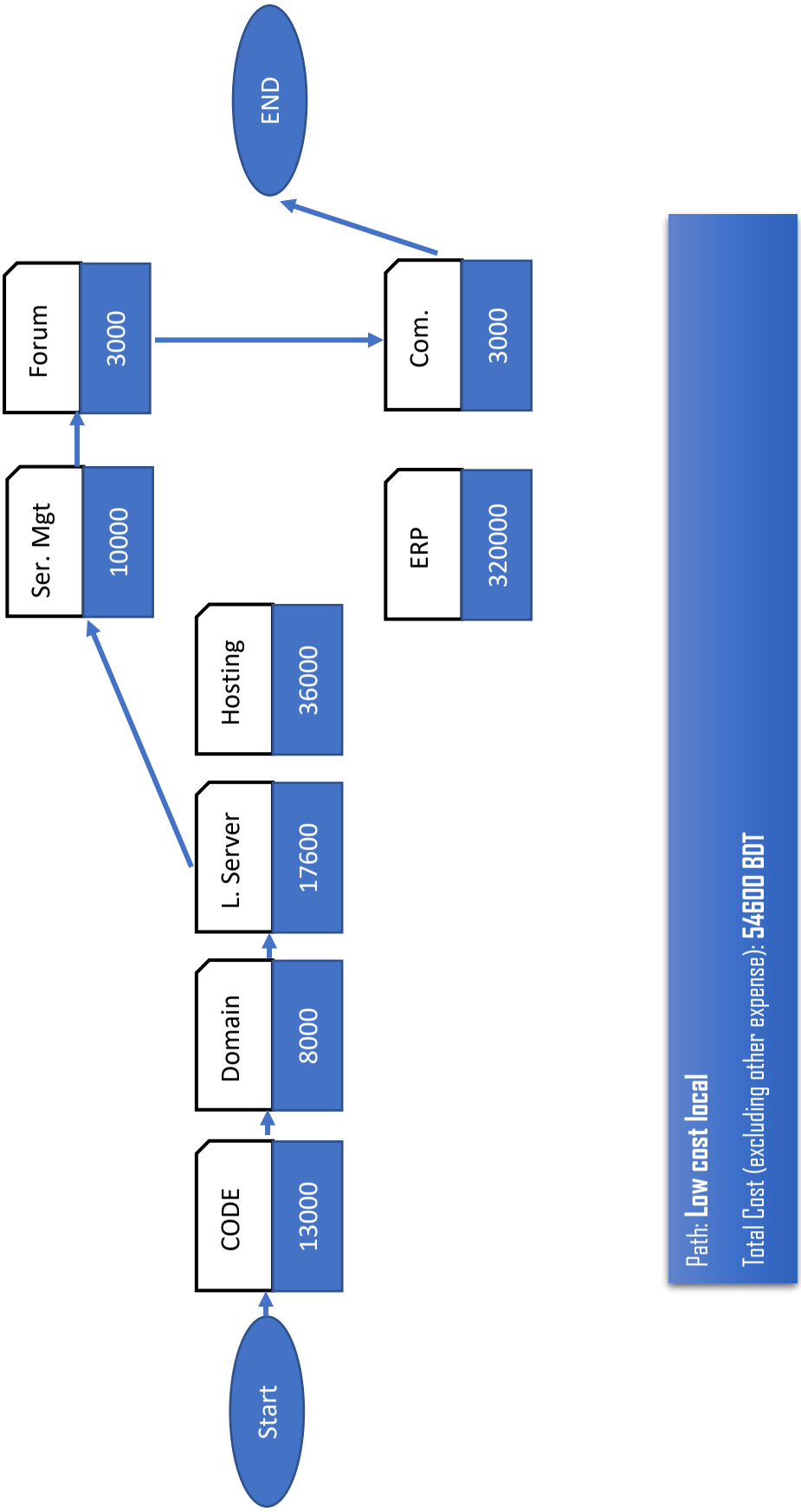
2.1.2 Excluding ERP (Ideal)



2.1.3 Internal Hosting with ERP (Private Full)



2.1.4 Low cost local



2.2 Path Decision

As Department of Accounting & Information Systems is a renowned department of a top ranked public university, its website should be good enough to suit its reputation. So the best choice is the "Ideal Path" with external hosting. It is a balanced website with all features, 24/7 support and within reasonable cost. It will be able to provide ERP like solution without buying expensive ERP software.

3 Overview of the Project

3.1 Purpose:

The purpose of the project is to develop a full website and local virtual library for Department of Accounting & Information Systems in order to showcase the overview of the department and create a virtual library that is only available in the departments' Wi-Fi network to avoid copyright claims. Also an optional ERP software can be used to provide accounts for individual students, faculty members and office staffs. All the payment, admission procedure of EMBA, event registration etc. can be provided using this ERP software.

All activities related to the purpose are considered to be in scope. All activities not directly related to the purpose are considered to be out of scope.

As the world is adopting cutting edge technologies, internet has become ever popular. A good website is now considered as the reflection of an organization. Through the website we can create virtual class room, take/attend online exam, showcase research & articles etc.

3.2 Project Supervisor

The project supervisor will be monitoring the project's progress from start to its end and make sure it is properly accounted for to all the stakeholders of the project.

Tanjila Hossain

Lecturer,

Department of Accounting & Information Systems,

Jahangirnagar University,

Savar, Dhaka-1342

3.3 Project Manager

Project manager will distribute, co-ordinate and perform tasks with the group members. It will be his task to guide members and execute plans.

Tarikul Islam

Batch: 3rd

ID: 2624

Department of Accounting & Information Systems,

Jahangirnagar University,

Savar, Dhaka-1342.

3.4 Objectives

The objectives of the project are given below:

a. Provide full overview of Accounting & Information Systems, Jahangirnagar University.
b. Showcase achievements, research, club & other activities.
c. Proper Resource Management.
d. Provide access to study materials, notice & books via Local Library.
e. Do admission and registration procedures.
f. Provide custom mail addresses to Teachers, students and staffs which can create opportunity to get benefit of different offers, products & services at no/low cost.

3.5 Resources

The project will be planned with the following resources:

3.5.1 Budget

BDT 106800 {+320,000 (optional)}

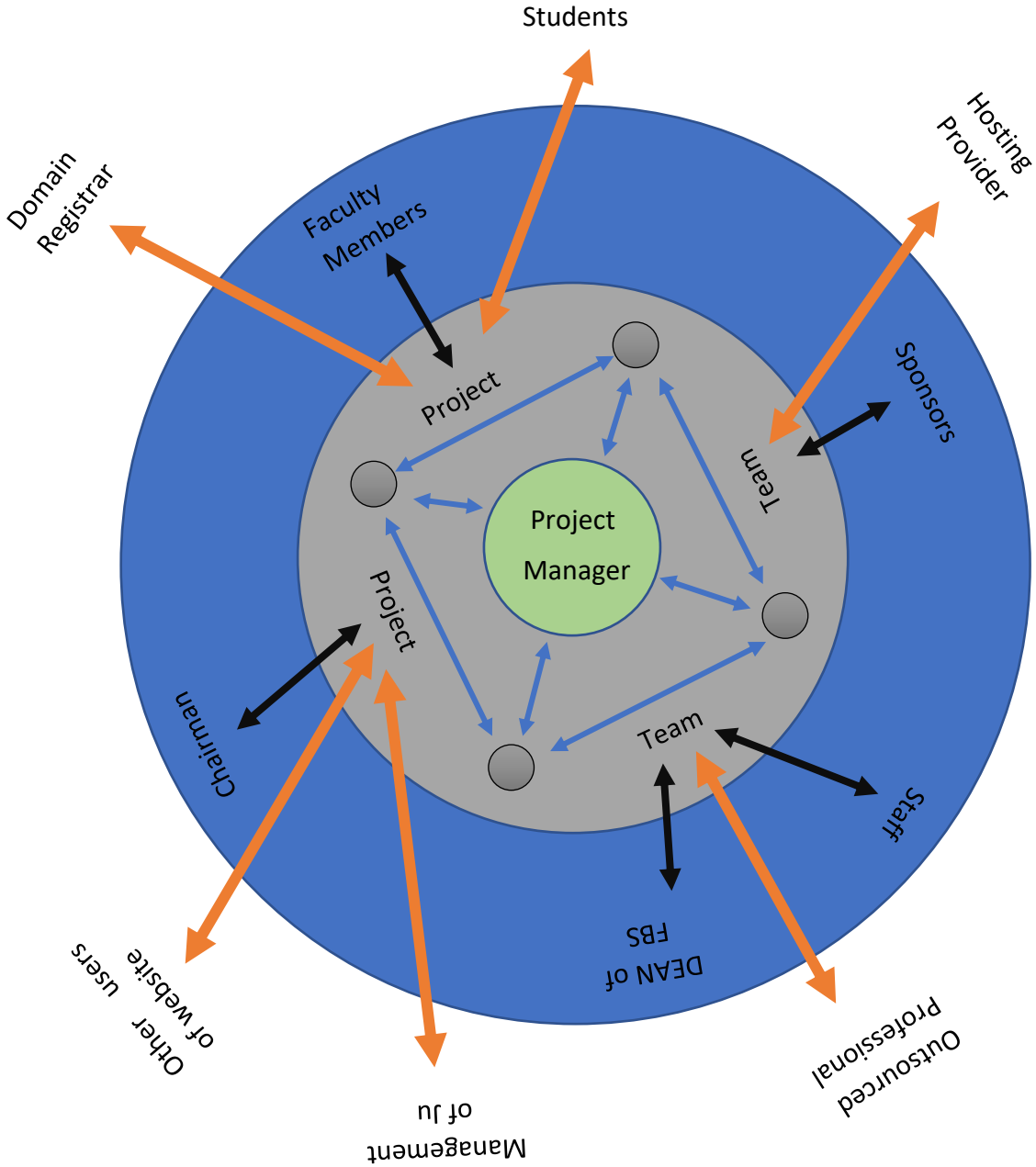
3.5.2 Time

104 days but not more than 120 days

3.5.3 Human Resources

- ✓ **Project Manager:**
  Tarikul Islam
  Mob: +8801741318235
  tarikul.bd@hotmail.com
- ✓ **Senior Web-programmer (Tech Lead):**
  Arafath Ahmed (Outsourced)
- ✓ **Junior web-programmer:**
  Tomattos Technologies Ltd. (Free with hosting)
- ✓ **Graphic designer:**
  Tarikul Islam
- ✓ **Web design & Tester:**
  Tarikul Islam
- ✓ **Project Analyst:**
  Sabbir Ahmed Sanny
  Sonia Akter
- ✓ **Communications:**
  Syeda Faiza Ahmed
- ✓ **Database specialist:**
  Arafath Ahmed (Outsourced)
- ✓ **Photographer:**
  Ninian Adhikary Nitol (Outsourced)
- ✓ **Data Entry Specialist:**
  Farhana Chowdhury

3.6 Stakeholders



3.7 Key Issues

The project is on a tight schedule with just 4 months maximum to make it up and running. The website also involves a highly demanding user base. The budget of such a big amount including ERP is a kind of tough for a department like A&IS, so we need to find sponsors. As a department of a high ranked public university of Bangladesh, security of the website is a major issue. Fortunately we will be hosting on a dedicated server. Train faculties and staffs to use CPanel and update content would be a bit difficult, but it shouldn't take long to master them. Maintenance of the website is another obstacle. Fortunately we will have a separate server only for us. If any problems occurs we have full control and we can reset it easily from anywhere of the world. In case of any emergency we don't have a dedicated operator, so we have to rely on host's 24/7 support which is pretty good.

3.8 Scope

The project team will cover the following deliverables and any other approved web design elements and website functionalities as per required by the department and backend systems as per Tomattos Technologies Ltd.

3.8.1 Website Requirements / Deliverables

3.8.1.1 Website Contents

1. Informative page on Accounting & Information Systems and its history.
2. A secure online account facility with:
    a. Student Database (which retains students' information & other necessary details.
    b. Students' registration & current status linked to central database.
        I. Result
        II. Payments
        III. Admission
3. Access to local library.
4. Open discussion environment.
5. Secure community pages accessible only by teachers, students & staffs.
6. Online notice.

7. Informative page on club & department events.
8. Result publish.
9. Article, journal, research papers etc. publication.

3.8.1.2 Details user's manual on using and maintain the website

1. Introduction to the website and its integrated backend systems.
2. Description of administrative tools provided for the website.
3. Troubleshooting guide cum FAQ.
4. Login information for various administrative purposes for the web team.
5. Contact numbers and license information pertaining to third party services acquired for the website.

3.8.1.3 Web Design Elements

The website will bear similarities with website of "The Wharton School", and "The University of Notre Dame". Although it will be unique only the outline of it will follow web design trends. The requirement of web design will be defined by the graphics designer, project analyst, web programmers, program manager & project supervisor.

3.8.1.4 Website Features

3.8.1.4.1 Enhance user experience

Search function to:

- ❖ Help visitors find information they need on the website.
- ❖ Give visitors more control in how they interact with A&IS website.

3.8.1.4.2 Search optimization

Not only can visitors search information on the website, visitors will also be able to find information via search engines such as Google and Yahoo! With Search Engine Optimization (SEO).

3.8.1.4.3 Account access

Students, teachers and staffs will have their own account where all the procedures and information will be available by database/ERP software solution.

3.8.1.4.4 Individual Email address

Users will have their own custom email address which can be used as official email address and be used to avail numerous offers available for students.

3.8.1.4.5 RSS feeds for site's updates

Users of the website, RSS (rich Site Summary) provides visitor with up to-date information or any other website changes (customizable), saving them time from always visiting A&IS's website for latest update.

Instead of sending emails, a RSS "burner" (can think of an updates generator) will churn out changes made to the website in form of "feeds" and these "feeds" are then sent to the visitor's RSS Feed Reader usually integrated on Internet browsers.

3.8.1.4.6 Security for online registration

Registrations, transactions, documents etc. are protected from malicious and fraud attacks.

3.8.1.4.7 Admission Procedures

Results and notice of both B.B.A. and M.B.A. programs can be published via the website. Also the admission procedures of EMBA that is currently processed via a 3rd party website can be done on the departments own website.

3.8.1.4.8 Local Library

A local library that will only be accessed by connecting to a WIFI network at the faculty premises. Library will have contents like paid books. For copyright issues it can't be published on internet rather on intranet. A separate section will be formed through which sheets, slides and other non-copyrighted documents that will be placed on the internet server.

3.8.2 Milestone list

Milestone	Description	Day
Project charter signed	Initializing phase of the project is completed.	4th day
Requirements signed	Shows that we gather all the requirements and stakeholders are happy with them.	4th day
Planning done	Planning phase of the project is done.	20th day
Fund collection	Funds from department and from sponsors are collected.	20th day
Purchase	All the equipment, domain and hosting is bought.	35th day
Graphics design approved	Graphical design for the website completed and can be used.	39th day
Main site completed	Main part of the site is completed.	83th day
Database completed and filled	Backend database management or ERP setup is completed.	83th day
Account and login	Accounts and login system is done.	83th day
Local library	Local library is coded and hardware are assembled.	83th day
Publish	All information and necessary documents are sent to the department	94th day
Training	Training of teachers and staffs are done and the site is handed over.	104th day

3.8.3 Limits and Exclusions

The project will have to deal with limited resources. As Accounting & Information Systems doesn't have any staff who can do the tasks of the website, we has to hire external hosting so that 24/7 support is available. It increased the cost by around BDT 36000. Also we have to use a Core two duo dedicated server instead a XEON high speed server because of limited funding. Getting sponsor is another risk. We may not get proper sponsor or they can give conditions that are not possible for us to complete. Extending funding is also a limitation for us.

3.8.4 Review with stakeholders

A brief meeting should be arranged with the students and teachers to determine what they expect to get from the Department Website and if there is anything else that needs to be included in the project.

4 Project Consideration

Project consideration determines how much autonomy is required to successfully complete the project.

Particulars	Score out of 100
Size of The Project	80
Strategic Importance	90
Novelty and Need for Innovation	85
Need for Integration	92
Environmental Complexity	50
Budget Constrains	98
Time constrains	55
Stability of Resource Requirements	70

Here high score means it requires more autonomy and authority. So the project manager and project team needs to take things carefully and with their expertise.

5 Project life cycle

5.1 Defining

a. Permission
b. Stakeholders Identification
c. Meeting with Stakeholders
d. Project Charter presentation

Estimated Time Required 4 Days

5.2 Planning

a. Team Meeting
b. Scope
c. Cost Calculation
d. Requirements analysis
e. Work Breakdown Structure
f. Prepare Contract

Estimated Time Required 20 Days

5.3 Executing

a. Graphic design
b. Purchase
c. Web Development
d. Server setup

Estimated Time Required 68 Days

5.4 Delivering/Closing

a. Testing
b. Roll Out
c. Training

Estimated Time Required 12 Days

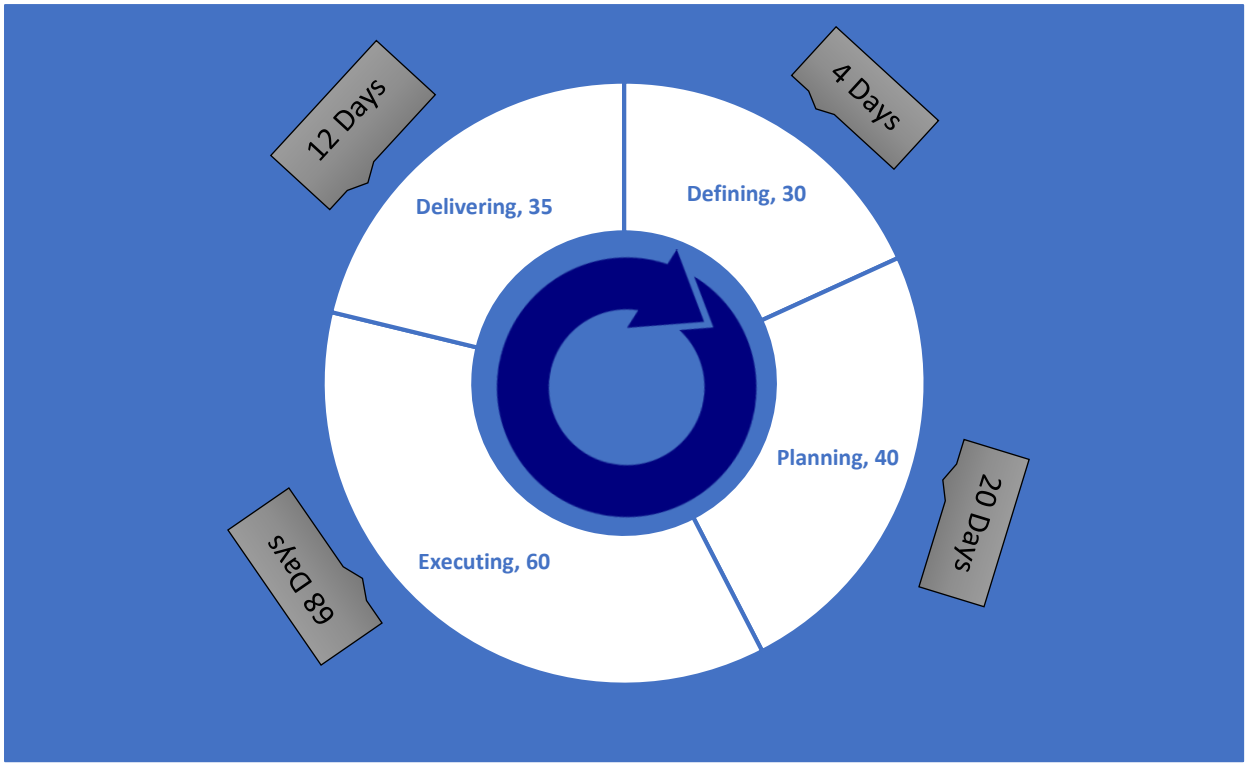
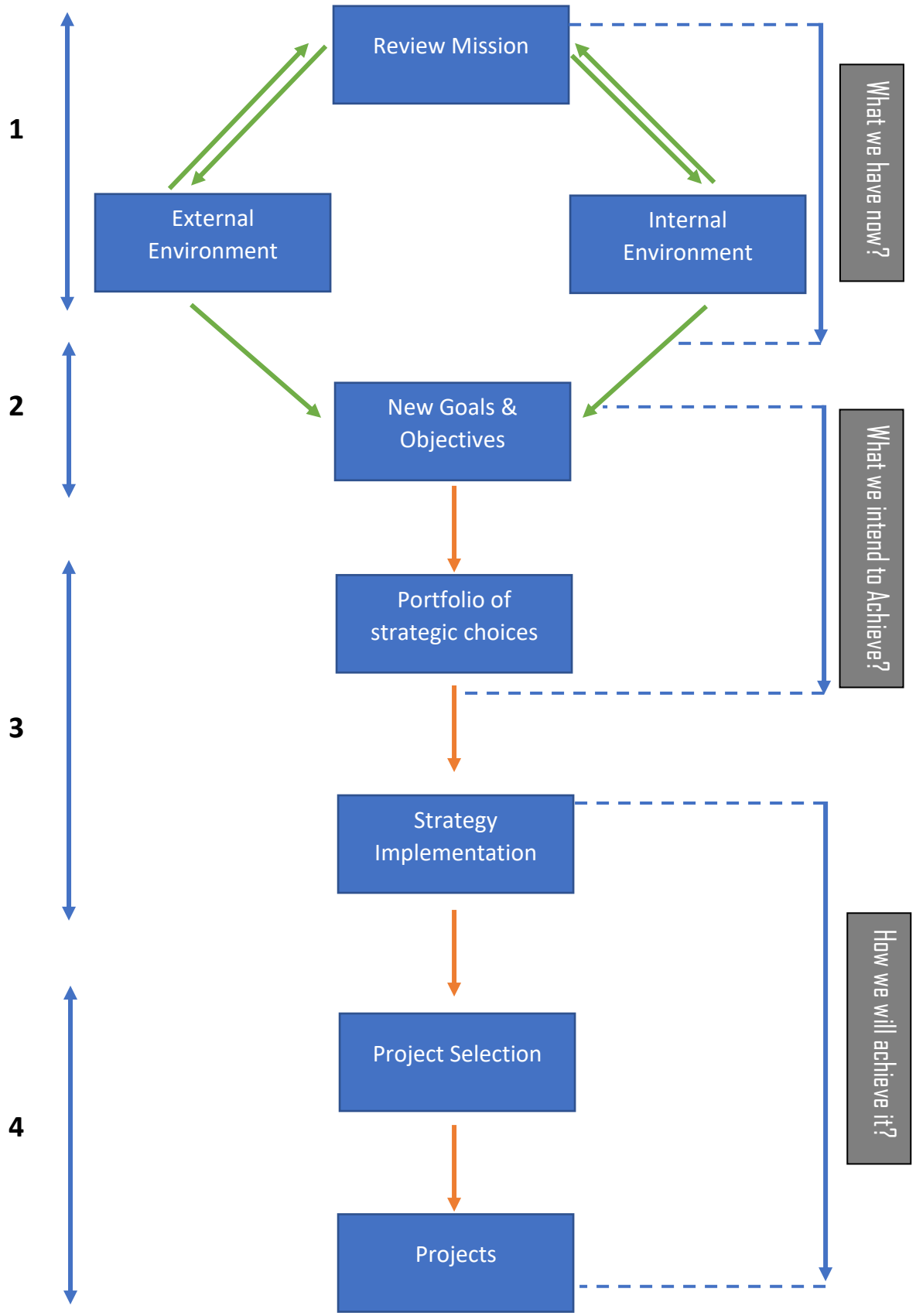


Fig: Product Life Cycle with Level of Effort and days

6 Strategic Management process

6.1 Strategic Management Diagram



6.2 Strategic Management Activities

As this is a project the strategic management process has been modified to fit the requirements. Having a better strategy is more than just necessary.

6.2.1 Review and Define Mission

Mission identifies the scope of the project also answers "What outcome we want?" It is a clear statement to be followed by the members of the project and provide where give focus and more effort.

6.2.1.1 Mission Statement

We will work for Department of Accounting & Information Systems as a dedicated project team (1). Our main objective is to make a good website (2) using advanced new technologies and advanced coding (4). We don't aim for profit in this project but all the members will get payments for their work as budgeted (5). Our main philosophy is "job isn't done until client satisfied" (6). Quality is our first priority. Our team has only 6 members and they are skilled in their field, so we can achieve "Low cost" and "better integration" advantage (7). Maximum support to earn better service with relatively low cost (8). As most of the members are young, they have a better understanding of new advanced technologies and we are looking forward to use those (9).

6.2.1.1.1 Elements of Mission Statement

1. Customers
2. Products
3. Market
4. Technology
5. Profitability
6. Philosophy
7. Self-concept
8. Concern for Public Images
9. Concerns for Employees.

6.2.2 Long Range Goals and Objectives

Our long range goal would be achieving good reputation and convert our team into an organization.

6.2.3 Analyze and Formulate Strategies to Reach Objectives

Before formulating any strategy, it is essential to predict the situation. To predict we need to use any analytical matrix. Here we used simple SWOT matrix.

	HELPFUL	HARMFUL
INTERNAL ORIGIN	**Strength**	**Weakness**
	I. Good Integration with Department's personnel. II. Specialized only in Website building. III. Better team communication. IV. Use of the latest advanced technologies.	I. As all the members are of same age, lack of Chain of Command may arise. II. Relatively less experienced team. III. The team isn't a registered organization. IV. Lack of Human Power.
EXTERNAL ORIGIN	**Opportunity**	**Threats**
	I. Low cost and almost no investment. II. Can hire specialist on demand. III. Less bureaucratic procedures. IV. Direct supervision of client. V. Open for any strategy change.	I. Large IT firms offerings. II. No initial hosting space for testing. III. Greater fluctuations in project costs. IV. Domain frauds. V. Price hike of components required. VI. Restrictions given by University that will limit data access.

6.2.3.2 Response to analysis

Steps to mitigate weakness and threats are given below:

- Stablish chain of command and define each individual responsibilities precisely.
- Consult senior experts if any emergency occurs.
- Motivate members to complete their task in time.
- Minimize cost.
- Get some primary hosting space for testing.
- Buy components at the beginning of the project or enter into a written contract with a seller.
- Buy domain at the start of project.
- Get proper documentation signed to specify deliverables to minimize extra budget needs.
- Meet proper authority to get permission to access data.

6.2.4 Implementation Strategies through Projects

The implementation of the strategies has been described in risk management and project breakdown structures.

7 Project Priority Matrix

One of the primary jobs of a project manager is to manage the trade-offs among time, cost and performance. The project manager must define and understand the nature of the priorities of the project.

- ✓ **Constrain:** The original parameter is fixed. The project must meet the completion date, specifications and scope of the project or budget.
- ✓ **Enhance:** Given the scope of the project which should be optimized, in case of time and cost, this usually means taking advantage of opportunities to either reduce costs or shorten the schedule. Conversely, with regard to performance, enhancing means adding value to the project.
- ✓ **Accept:** For which criterion is it tolerable not to meet the original parameters? When trade-offs have to be made, is it permissible for the schedule to slip, to reduce the scope and performance of the project or to go over budget?

	Time	Performance	Cost
Constrain			O
Enhance		O	
Accept	O		

Here cost of the website is not considerable. Time is considerable as we have enough time to buffer. The performance of the site should be enhanced and is the first priority.

8 Process Breakdown Structure

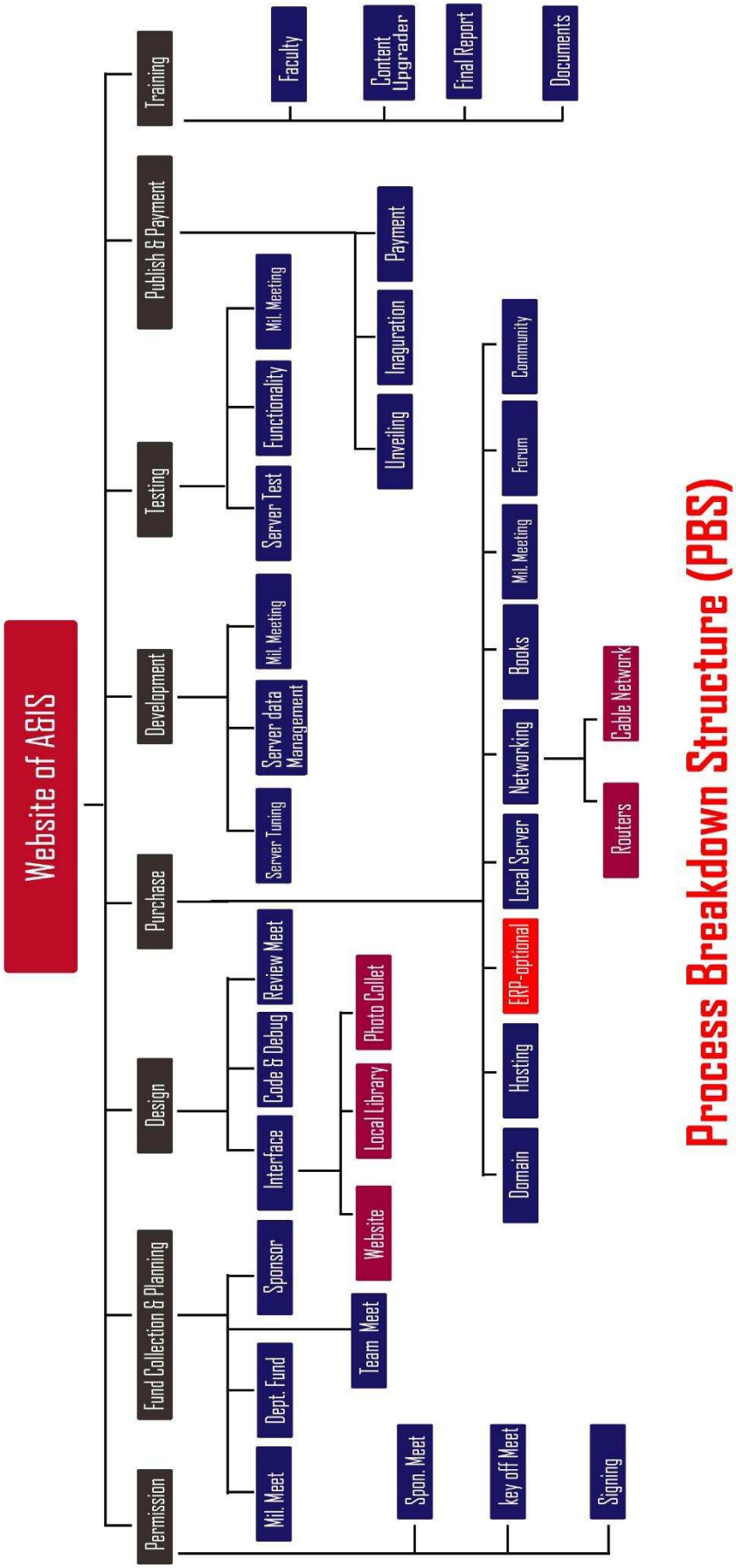
Work Breakdown Structure (WBS) breaks the project into Major Deliverables, Sub Deliverables, further Sub deliverables and ultimately in to work packages. WBS is best suited for projects that are tangible. For process oriented projects such as this project (Website) WBS is difficult to apply. This kind of project suits best Process Breakdown Structure (PBS). Here the project is divided in to several steps or phases. The projects evolves with one phase affecting other phases.

The PBS checklist includes the following contents:

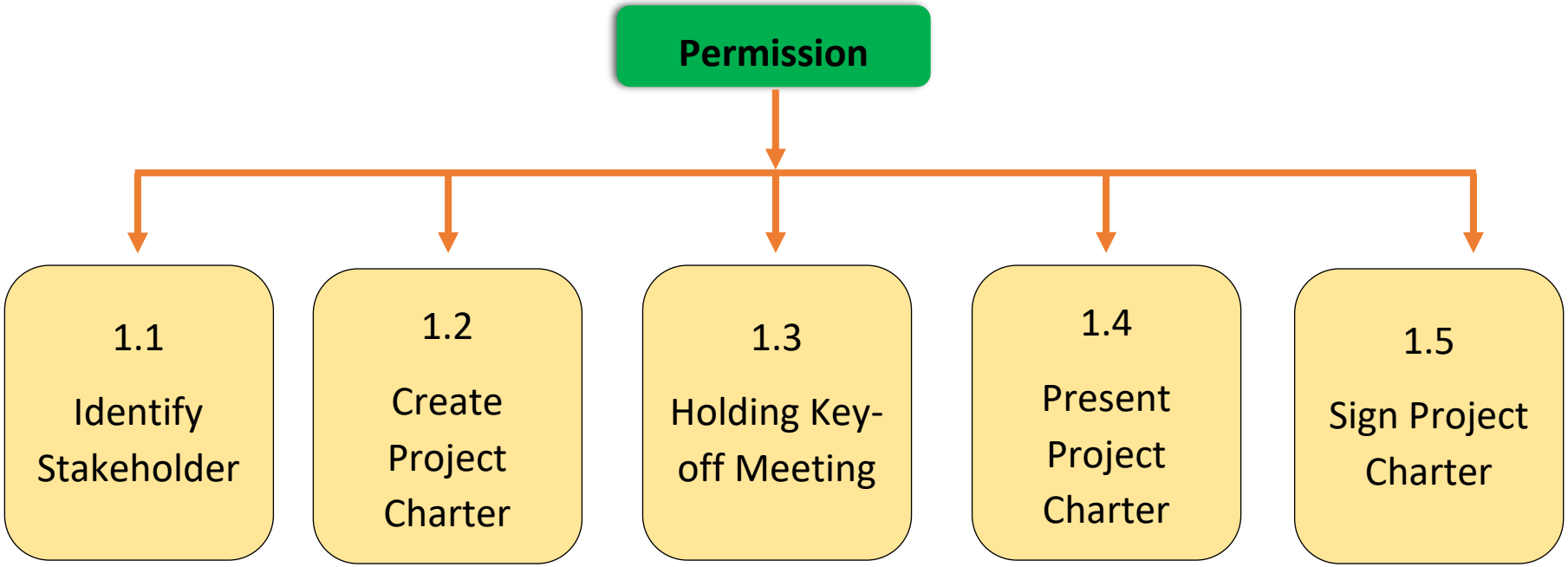
- Deliverables needs to exit a phase to enter another.
- Checkpoints that ensure that deliverables are complete and accurate.
- Signs-off by the stakeholders that the phase has successfully completed and it should move on to next steps.

8.1 Full Process Breakdown Structure

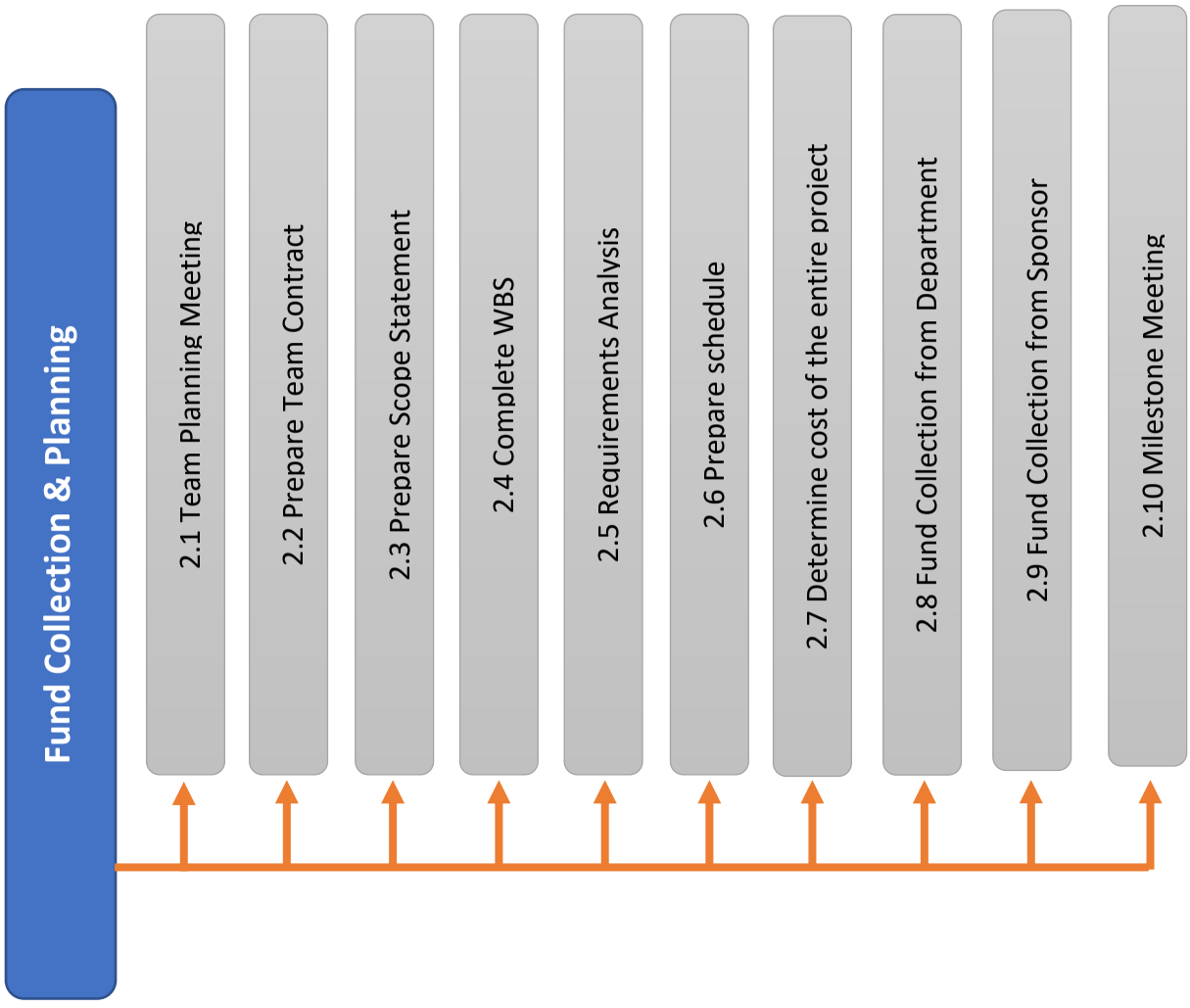
The Process Breakdown Structure (PBS) of this project is given on the next page:

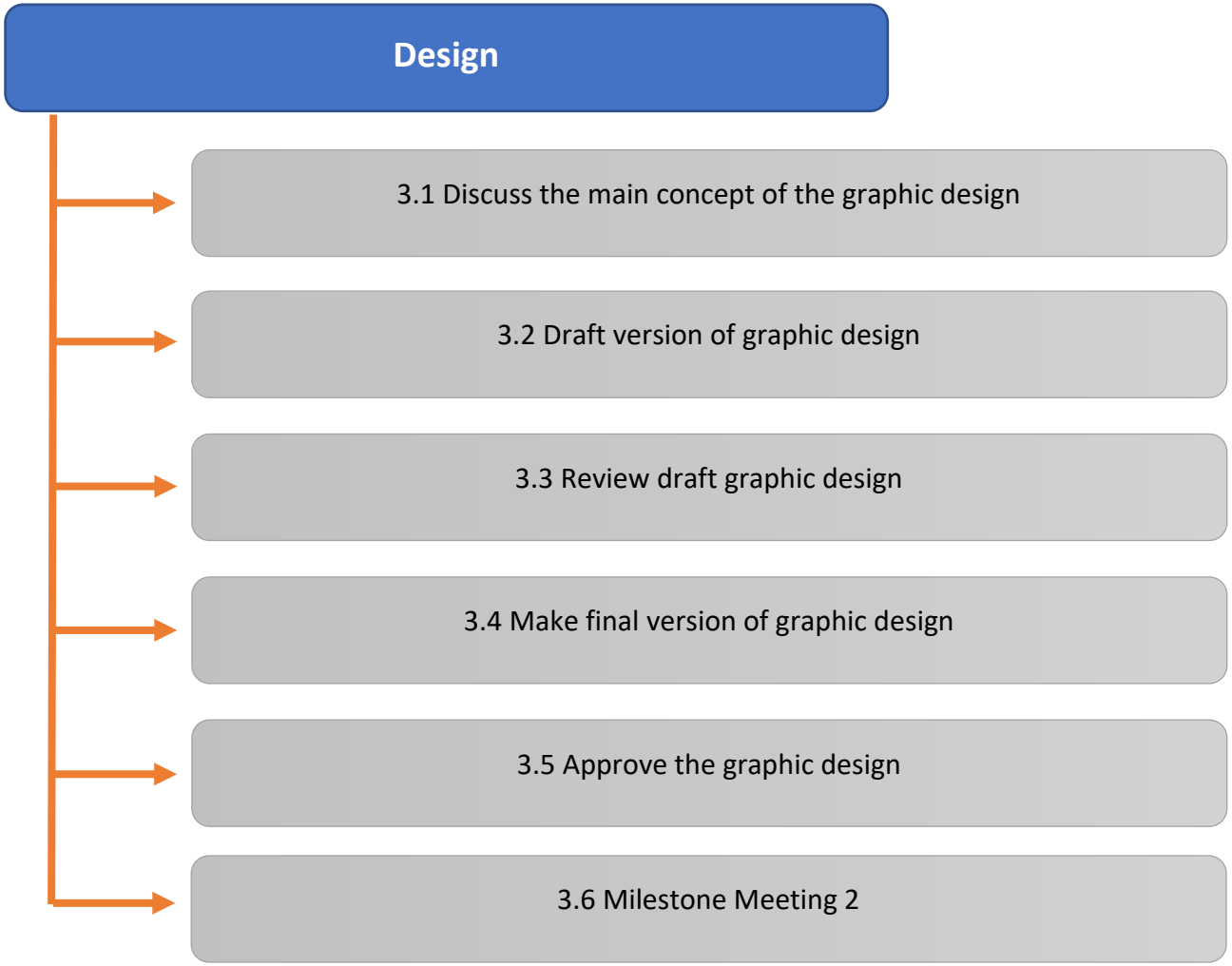


Process Breakdown Structure (PBS)

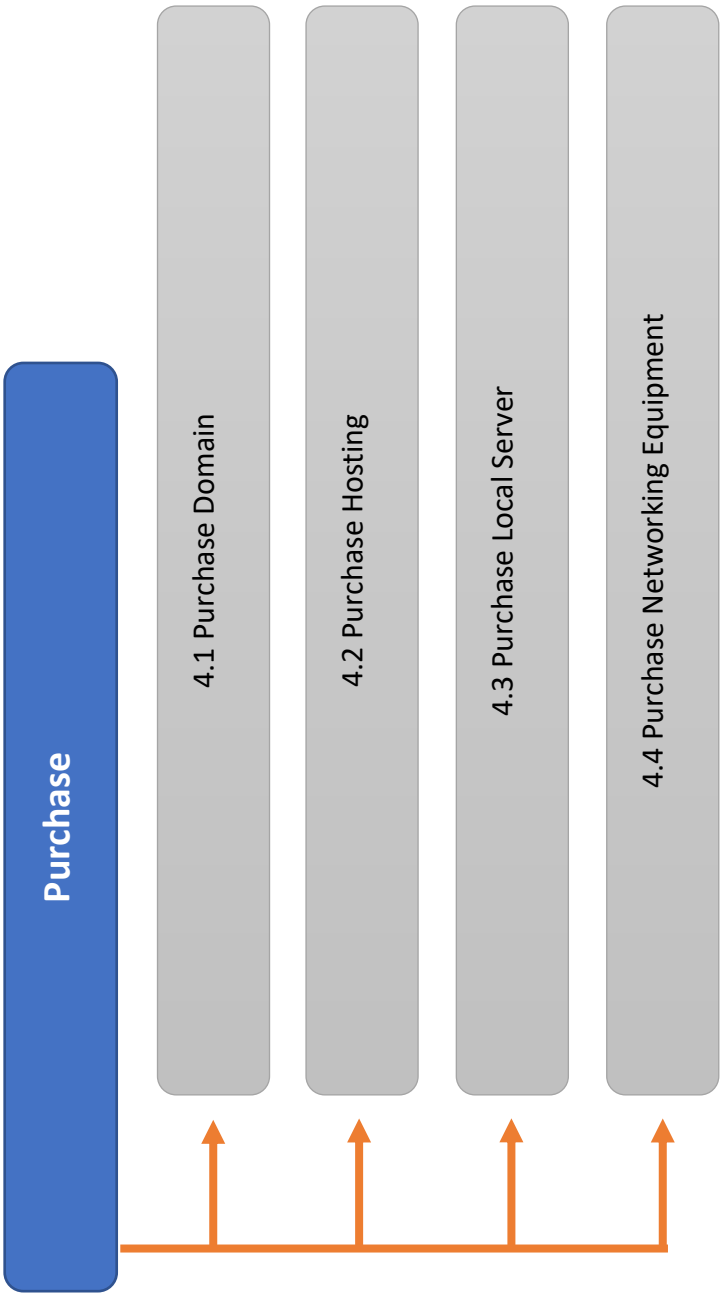

Permission
1.1
Identify Stakeholder
1.2
Create Project Charter
1.3
Holding Key-off Meeting
1.4
Present Project Charter
1.5
Sign Project Charter

8.2.2 Fund Collection & Planning

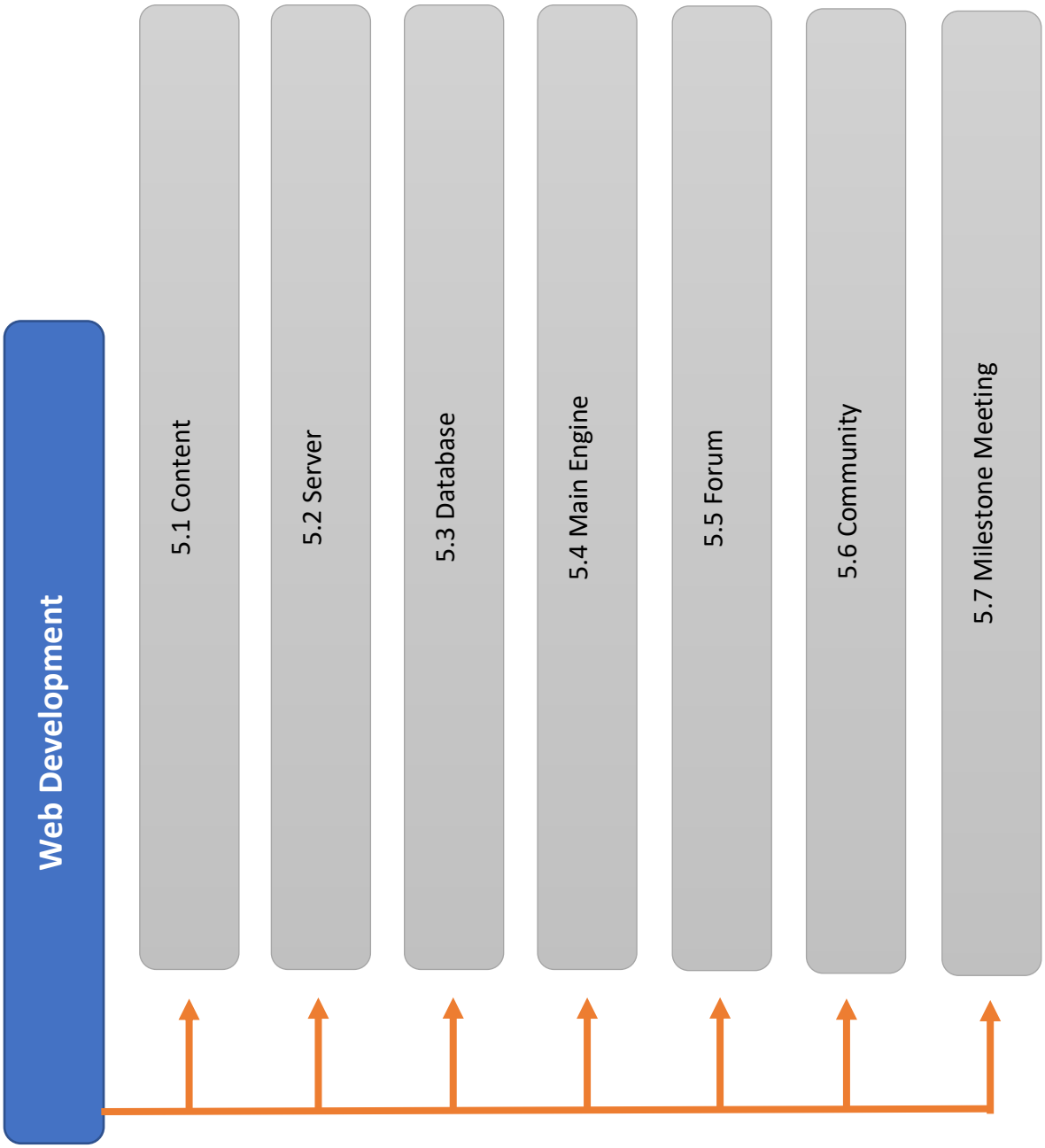



Design
3.1 Discuss the main concept of the graphic design
3.2 Draft version of graphic design
3.3 Review draft graphic design
3.4 Make final version of graphic design
3.5 Approve the graphic design
3.6 Milestone Meeting 2

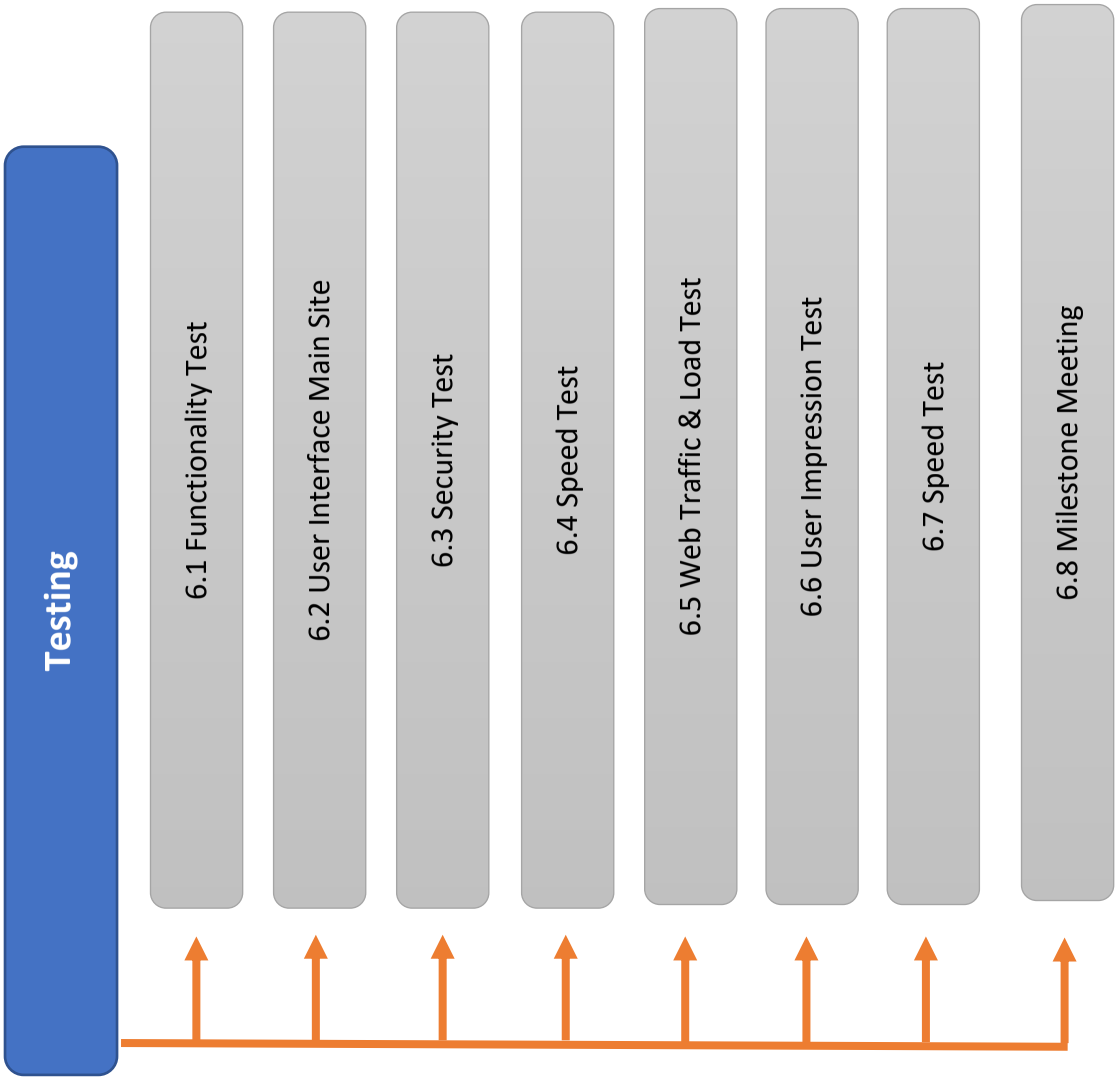
8.2.4 Purchase



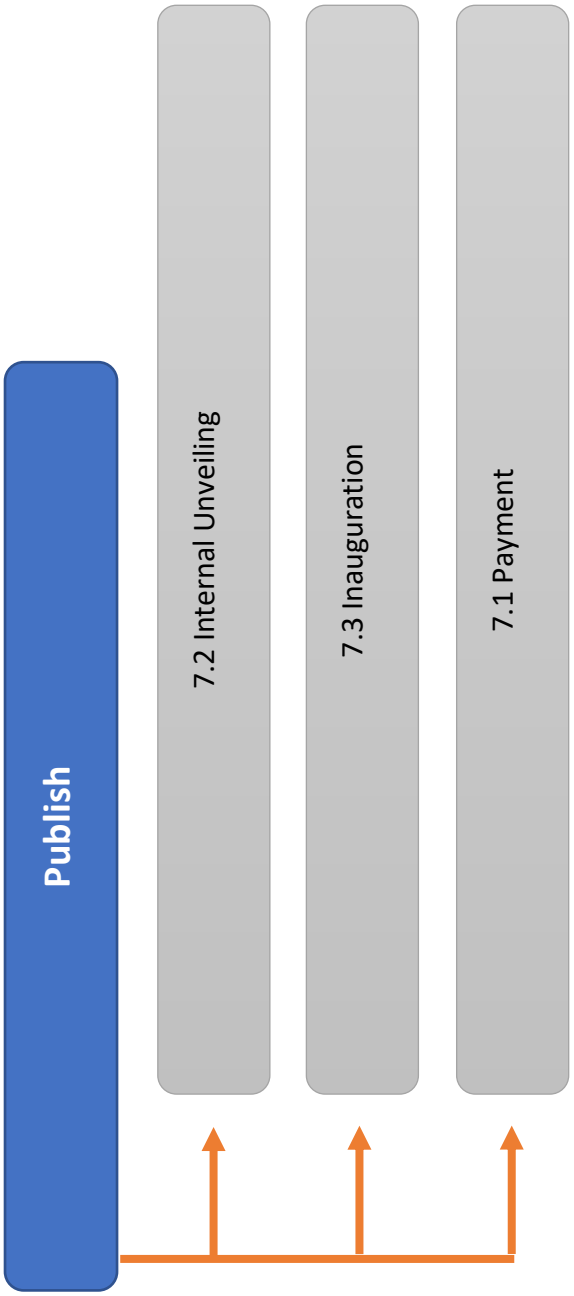
8.2.5 Website Development

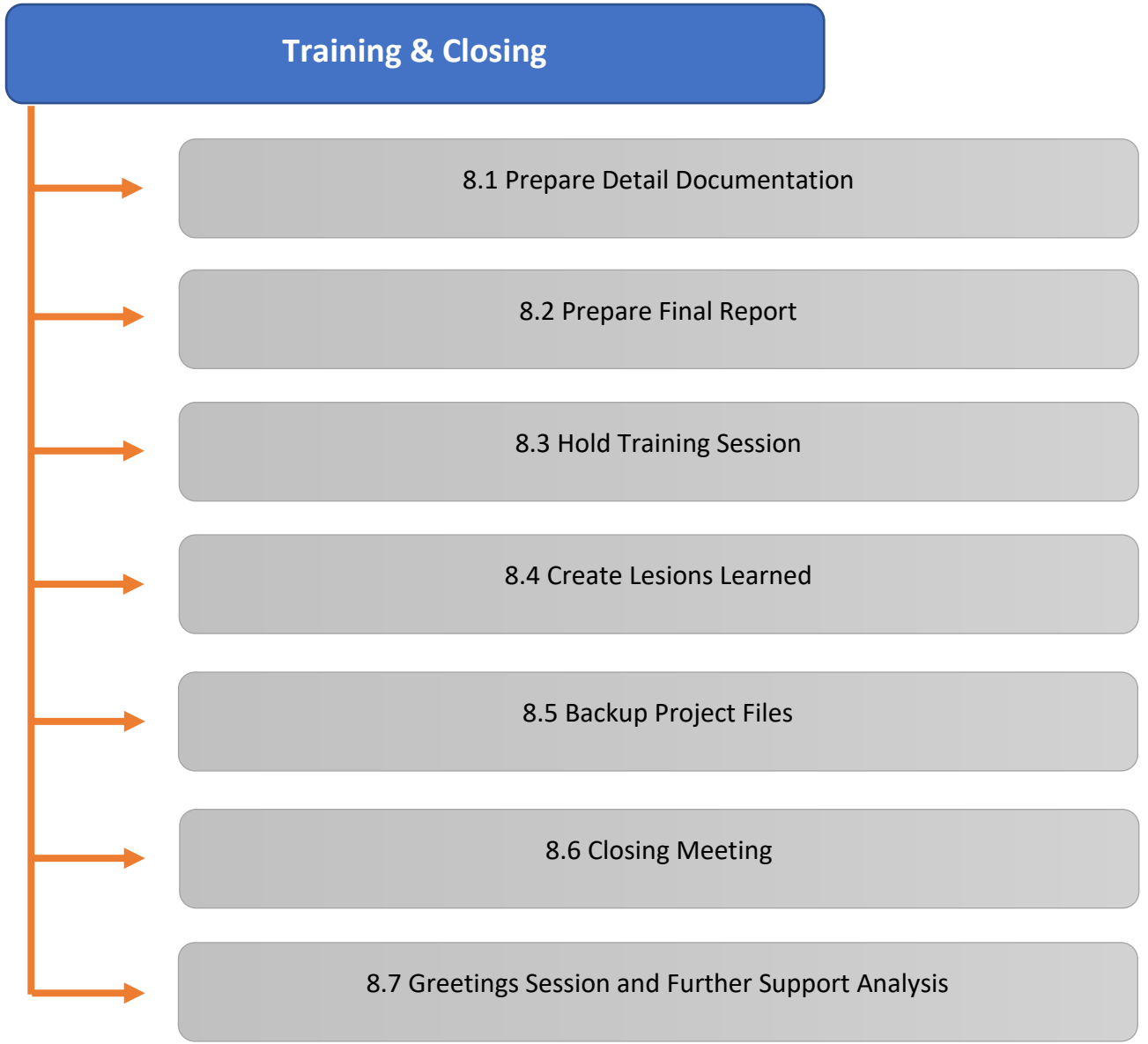


8.2.6 Testing


Testing
6.1 Functionality Test
6.2 User Interface Main Site
6.3 Security Test
6.4 Speed Test
6.5 Web Traffic & Load Test
6.6 User Impression Test
6.7 Speed Test
6.8 Milestone Meeting

8.2.7 Publish/Roll Out




Training & Closing
8.1 Prepare Detail Documentation
8.2 Prepare Final Report
8.3 Hold Training Session
8.4 Create Lesions Learned
8.5 Backup Project Files
8.6 Closing Meeting
8.7 Greetings Session and Further Support Analysis

9 Project time & Buffer time

The project is estimated to finish in 104 days. For the purpose of padding or buffer time the deadline is set to be done in 120 days. So we have a buffer time of 16 days. In case of any delays we have enough buffer time to overcome any unexpected events.

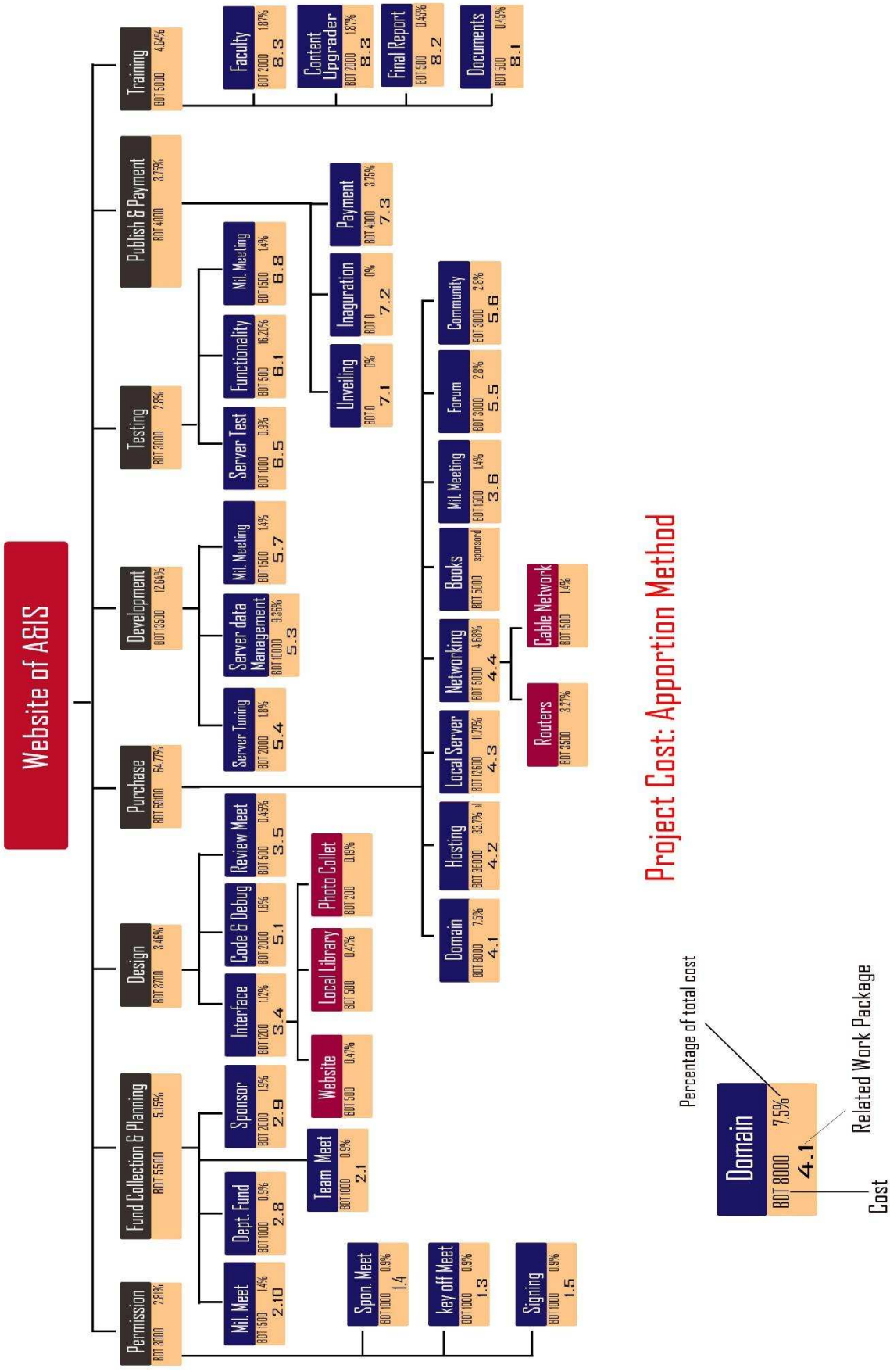
10 Cost estimate:

The total cost of the project would be around 106800. We have used **Apportion method** under **Top-Down Approaches**. The details of the cost is included in Appendix 7: Budget Report. It is assumed that payment is sanctioned at the beginning of each activity. Even if we don't pay at the beginning the amount will be shown as expended.

10.1 Break down of cost:

Cost Item	Amount BDT	Amount BDT
Direct Cost	84800	
Direct Overhead	8000	
Total Direct Cost		**92800**
General & Administrative Expense		14000
Total Cost		**106800**

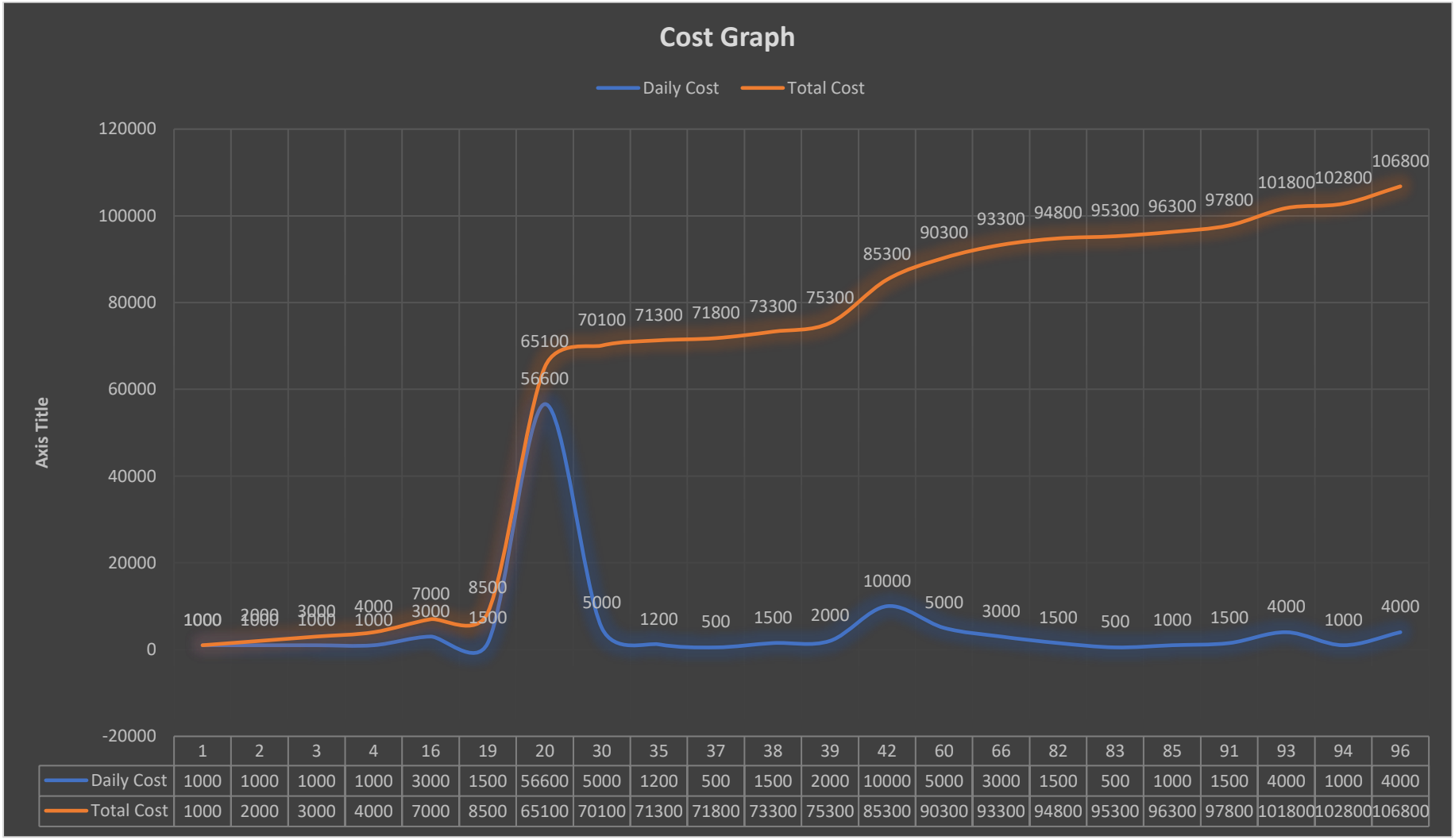
10.2 Project Cost (Apportion method)



10.3 Cost over time and related Work Package

Related Work Package	Day	Daily Cost	Total Cost
1.3	1	1000	1000
1.4	2	1000	2000
1.5	3	1000	3000
2.1	4	1000	4000
2.8,2.9	16	3000	7000
2.1	19	1500	8500
4.1,4.2,4.3	20	56600	65100
4.4	30	5000	70100
3.4	35	1200	71300
3.5	37	500	71800
3.6	38	1500	73300
5.1	39	2000	75300
5.3	42	10000	85300
5.4,5.5	60	5000	90300
5.6	66	3000	93300
5.7	82	1500	94800
6.1	83	500	95300
6.5	85	1000	96300
6.8	91	1500	97800
7.3	93	4000	101800
8.1,8.2	94	1000	102800
8.3	96	4000	106800
	Total	**106800**	**106800**

10.4 Cost Graph



	1	2	3	4	16	19	20	30	35	37	38	39	42	60	66	82	83	85	91	93	94	96
Daily Cost	1000	1000	1000	1000	3000	1500	56600	5000	1200	500	1500	2000	10000	5000	3000	1500	500	1000	1500	4000	1000	4000
Total Cost	1000	2000	3000	4000	7000	8500	65100	70100	71300	71800	73300	75300	85300	90300	93300	94800	95300	96300	97800	101800	102800	106800

10.5 Budget Report

ID		Task	Fixed Cost	Total Cost
101	2.8, 2.9	Travel & communication expense for fund collection	00	3000
102	4.1	Domain registration	3000	8000
103	4.2	Hosting	00	36000
105	3.4	Graphics design (interface)	1000	1000
106	5.1	Coding and Debugging	2000	2000
107	1.4	Meeting with sponsors	00	1000
108	3.4	Photo collection	200	200
109	1.5	Project Charter signing	1000	1000
110	2.1	Team Planning Meeting	1000	1000
111	8.1	Detailed documentation	500	500
112	3.5	Review meeting for draft graphics design	500	500
113	8.3	Training	4000	4000
114	4.3	Local server	12600	12600
115	4.4	Routers	3500	3500
116	4.4	Cable Network	00	1500
117	5.3	Development	10000	10000
118	1.3	Hold key-off meeting with team	00	1000
119	5.5	Forum	3000	3000
120	5.6	Community	3000	3000
121	6.1	Functionality test	500	500
122	5.4	Server tuning	00	2000
123	8.2	Prepare Final Report	00	500
124	6.5	Server capability test	1000	1000
125	2.10,3.6, 5.7,6.8	Milestone report meeting 4 times	5000	6000
126	7.3	Team Status report	00	00
127	7.3	Project analyst	2000	2000
128	7.3	Communications	1000	1000
129	7.3	Data entry	1000	1000
		Total (Excluding ERP)	**55800**	**106800**

Note: The budget can change depending on the situations arise.

11 Project Team

11.1 Dedicated Project Team Structure

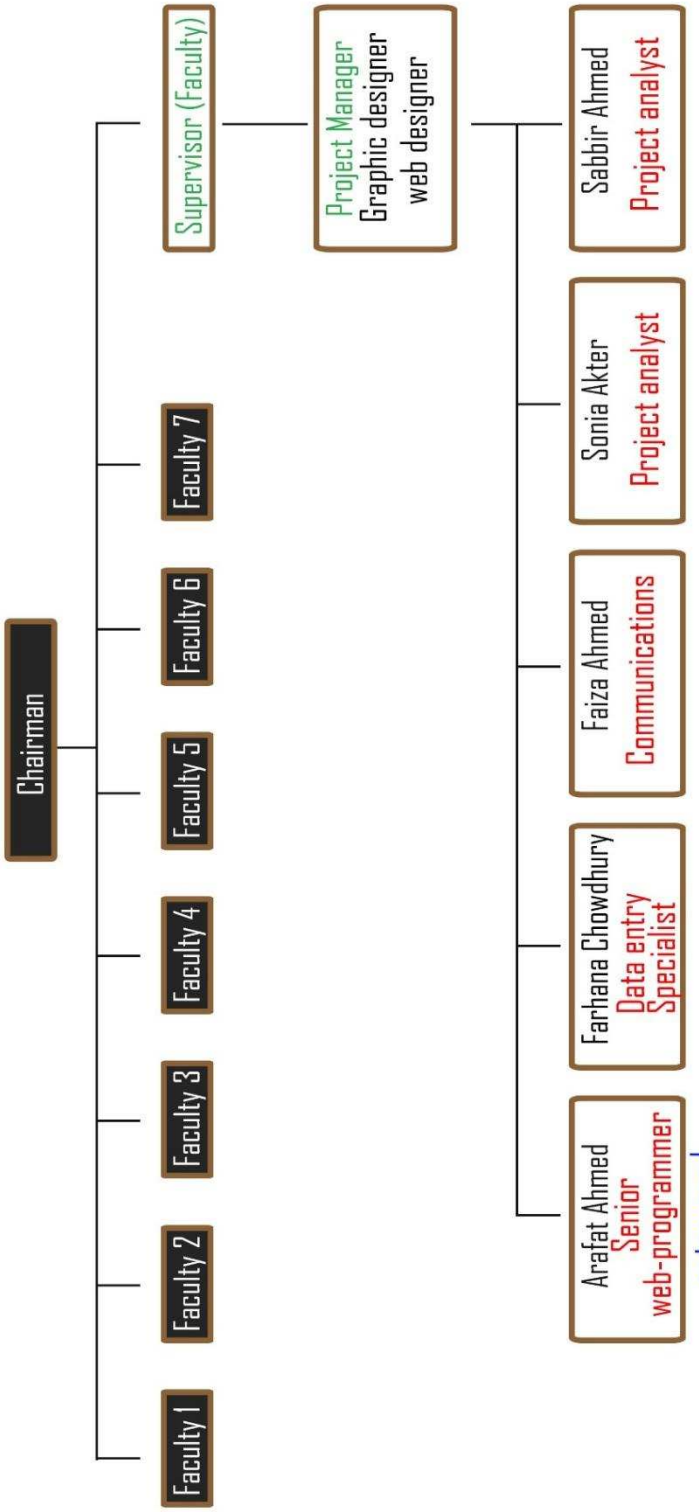


Fig: Dedicated Project Team Structure

11.2 Project Responsibility

11.2.1 Project Supervisor

Honorable faculty Tanjila Hossain will be the team's supervisor. She will work with the project manager and team, particularly in the areas of scope clarification, progress monitoring and consultation.

11.2.2 The Project Team

11.2.2.1 Project manager

The project manager is responsible for accomplishing the stated project objectives. Key project management responsibilities include creating clear and attainable project objectives, building the requirements and cost management, schedule and the quality of project. Determining and implement the needs of the department is also his major focus.

11.2.2.2 Project Analyst

The role of a Project Analyst is to be an internal consultant who is responsible in determine the department's requirements and form a guideline on how it will be integrated in department's operations. Identify options for improvements and how to achieve these requirements and how to bridge these with the project.

11.2.2.3 Junior web programmer

The junior web programmer is responsible for completing all the programming tasks given by the senior web programmer. He will play the supporting role to the technical development of the website.

11.2.2.4 Graphic designer

The design elements and the graphical contents are the responsibility of the graphics designer. He will work with the project manager and senior web-programmer to provide maximum outlook but remain within the requirements, so that the site don't become heavy and time consuming to load properly.

11.2.2.5 Web designer & Tester

A web designer's main responsibility is to create outlook, layout and other features of the website. He must have expertise both in graphic design and required programming skills. Upon creation a web designer has to play the role of maintain and add new additions to the website. While the site is under construction web designer has the role of making outlook and after the site is constructed he works with the team that maintains the website.

11.2.2.6 Communications specialist

Communications specialist is responsible for communicating with the stakeholders, team & other important parties. He/she is also responsible for organizing meetings and other discussions. He/she will work side by side with the project manager.

11.2.2.7 Database specialist

A database specialist/ administrator handles the integrity, efficiency, performance and most important of all security of the database. After testing if any problem arises that is related to the back end programs the database specialist is the one responsible to fix. A database specialist should be hired carefully. Trust and having a written agreement is important for the security of the website.

11.2.2.8 Data entry specialist

Data entry specialist is responsible for digitize paper information and assist in preparing reports on milestone achievements. He/she will take records of the progress of the project.

11.2.3 Outsourced specialist

11.2.3.1 Senior web programmer

The project's senior web programmer is overall in-charge of all technical aspects of the project and will provide project manager with all the needed information and updates of website's development. Senior web programmer will also discuss design elements of the website with the graphics designer.

11.2.4 Members Profile

Members Profile and Qualifications are given in Appendix 2

Description for Responsibility for Implementation (R=Responsible S= Supports)					
Task	Tarikul Islam	Faiza Ahmed	Farhana Chowdhury	Sonia Akter	Sabbir Ahmed
Permission	S	R	R	S	
Fund Collection		R		S	R
Graphic Design	R		S		S
Purchase	R	S			
Web Development	R	S	S	S	S
Testing	S	R	S	S	S
Roll Out & Training	R	S	S	S	S

11.2.6 Culture

The project team is working together for 5 years, so the members have great understanding, similar beliefs and are great in cooperation. The project team has a tradition of using updated technologies which is unique.

11.2.6.1 The key dimensions defining an Organization's Culture

Job	1. Member Identity	Organization
Individual	02. Team Emphasis	Group
Task	03. People Focus	People
Independent	04. Unit Integration	Interdependent
Loose	05. Control	Tight
Low	06. Risk Tolerance	High
Performance	07. Reward Criteria	Other
Low	08. Conflict Tolerance	High
Means	09. Means-ends Orientation	Ends
Internal	10. Open System focus	External

12 Communication Management Plan

The communication management plan is base communication framework of the project. It is a guide of communication for the project. It will update as the communications needs to perform. It is regularly assessed and updated throughout the project life span. The roles of each individual is identified and defined in it. It includes a communication matrix. A communication matrix defines the communications requirements in the project. It describes communications rules and the process of holding meetings. It ensures every meeting successfully serves the purpose of holding it and get desired result. While communicating with the stakeholders the structure of the project team should be presented.

12.1 Communication Matrix

What Information	Target Audience	When	Methods of communication	Provider
Milestone Report	Faculty members	Monthly	Meeting	Project Manager
Project Status Report & Agendas	Chairman & Project Supervisor	Weekly	E-mail	Project Manager
Team Status Report	Project Manager & Supervisor	Biweekly	Meeting	Group Members
Issues Report	Supervisor	Weekly	Meeting	Project Manager
Escalation Report	Members, Faculty & Chairman	When Needed	Meeting	Supervisor & Project Manager
Outsourcing Performance	Supervisor & Project Manager	Monthly	E-mail	Members
Accepted Change Request	Chairman & Faculty Members	Anytime	Meeting	Supervisor
Oversight Gate Decision	Supervisor & Chairman	As Requested	E-mail/Report	Project Team

12.2 Communications Roles and Responsibility

12.2.1 Project manager

The Project Manager have to play the proactive role to ensure better communications on the project. The Communications Matrix has defined the communications requirements. To determine what information to present the communication matrix will be used. What to communicate, to whom to communicate and when to communicate is described in the matrix.

12.2.2 Project Sponsor

The sponsor is responsible for the project funding. The project sponsor is at top level major communications should be done by the chairman & supervisor. The communications should be short and brief unless they want more information. Project manager and members should only communicate if the sponsor asks for.

12.2.3 Senior Web Programmer

The senior web programmer has the responsibility to ensure that all technical aspect of the project is done and ensure implementation in a sound manner. Technical designs, implementing design and documentation. He will communicate closely with the project manager and project team.

12.2.4 Chairman

As the project is for Department of Accounting & Information Systems the Chairman will take the delivery of the website, he will be informed the project status at a timely manner and all the changes have been done. He will communicate with supervisor and project manager.

12.2.5 Faculty Members

The faculty members are the major users of the website and need through understanding of the system. They need know whole project plan, progress over the time and possible changes in the system the department now work with. They will be kept in touch by the supervisor and project manager.

12.2.6 The Students

The students of Accounting and information Systems needs the knowledge of the website. How to operate them, what the need to do to maintain their user accounts, what to do & what not to do.

12.2.7 Staffs of A&IS

The staffs (shorter & clerk) need to know how to update the data on the website. Also the CPanel they think better should be chosen. In these regards the need to be in close touch with project team. Also enough training should be given to them. They will be briefed by the senior web-designer.

12.2.8 Database Specialist

As the Database Specialist is outsourced, it is expected that he will be in touch with the department as further help may needed. He will also give the staffs & chosen faculty member adequate understanding of the database, as they will use it regularly.

12.3 Contact Information

The contact (Mobile & email) of all the person in the communication plan (includes all the member). This will be used as the address directory.

Role	Name	Email	Phone
Chairman	MD. Salahuddin Raajib	rajib_ais@yahoo.com	+8801778277536
Supervisor	Tanjila Hossain	tanjilahossain172@gmail.com	+8801971309430
Project Manager	Tarikul Islam	tarikul.bd@hotmail.com	+8801741318235
Senior Web-Designer	Arafat Ahmed	arafatahmedtanimcsedu57@gmail.com	+8801924252248
Hosting & Database Specialist	Tomatos Technologies ltd.	info@tomattos.com	+880 1621 222 111
External Sponsor	Not Yet Decided	Not Yet Decided	Not Yet Decided
Project Analyst	Sonia Akter Sabbir Ahmed	soniya777ju@gmail.com sabbirahmedsunny38@gmail.com	+8801748813803 +8801948624724
Communications	Syeda Faiza Ahmed	sfa.mimu@gmail.com	+8801943235432
Data Entry Specialist	Farhana Chowdhury	chowdhury.farhana53@gmail.com	+8801914569115

12.4 Meeting Guidelines

12.4.1 Meeting Agenda

The agenda of the meeting should be disclosed and notified to the participants at least 5 days earlier. It should include the topics, presenter and time required. A review and comments on last meeting should be discussed at the beginning of every meeting. Additional agendas may be discussed is the persons responsible thinks it's necessary.

12.4.2 Meeting Duration

The duration of the meeting should be announced 3 days earlier. Additional time should be kept after the presenters time requirements. It will also take into account the discussion time and review time.

12.4.3 Meeting Place

The place of the meeting should be chosen carefully. It should be suitable for every participant. The ideal place should be in the campus of Jahangirnagar University.

12.4.4 Action Items

Action items are the decision making topics that are the outcome of the meeting. Action items are recorded as per agenda and time duration. It will include items/topics and the owner of the action item. Meeting should start with the review of the action items of the previous meeting and end with the decisions taken on the current action items. The owner of the action items should be identified at the review of each new action items.

12.4.5 Meeting Chair Person

The chair person is responsible for declaring agendas, time table, location and time allocated to each presenter. He/she will ensure that the meeting starts and ends on time and all the presenter finish in their allocated time frame.

12.4.6 Record keeper

The record keeper will take notes during the meeting. All the important items discussed in the meeting should be well documented. He/she will be also responsible for recording meeting items and follow-up items. The record keeper will hand over the record to the chairperson. He/she will use it to assess the performance.

12.4.7 Time keeper

The time keeper help to distribute times to the presenter. He/she is responsible to notify presenters their allocated time and when to present his topic. He also notifies the presenter if his/her time is allocated time is about to end or over.

12.4.8 Escalation Report

If any stakeholder finds any issues concerning the project, he/she should submit a formal report to the concerning project member. The project member will then pass it to the project manager and other members if needed. The project manager will then take necessary steps to resolve the issues.

12.4.9 Corrections to the Communications Plan

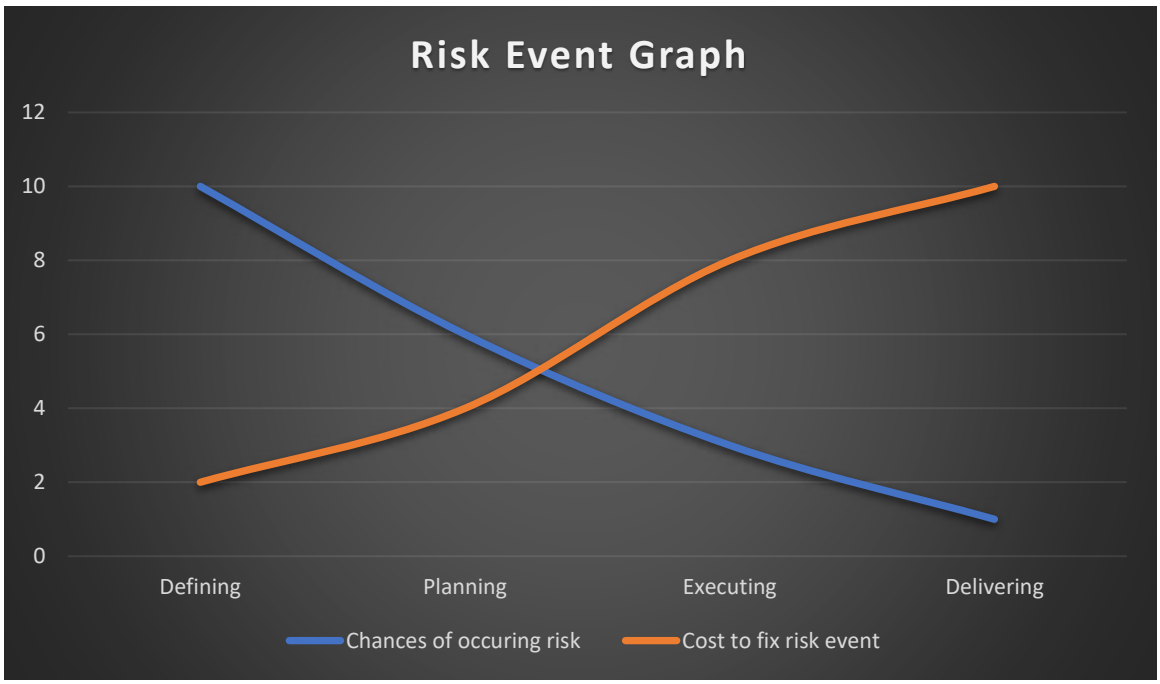
The project management will update the communication plan if necessary. Before making any changes the team should discuss with the stakeholder.

13 Risk Management Plan

There is always risk associated with any project. Risk Management Plan helps Stakeholder's aware of the uncertainties and threats. It also suggests that project management team is well aware of the risks and it is possible to take actions to prevent these.

The site will be used both by students and non-students. So there is a great uncertainty whether the outside users will get what they are looking for. The project team will work with limited resources and time. To finish the project on time and efficiently, risk mitigation is an important task.

13.1 Risk Event Graph



13.2 Risk Management Approach

To manage risks the team will use a systematic approach by which the team identified different risks associated with project.

The risks that are most probable and has highest impacts is stated here in this schedule so that the persons responsible can take preventive measures early to reduce the risk.

The meetings are arranged to give updates on the risks to the stakeholders and the sponsors. It is necessary to provide reports on the risk management if it is significant. The project manager and the members are responsible for these reporting.

Once completed the project team will assess what risk factor arose and how they handle the risk. They will also analyze the outcome and check if there is any scope for improvements.

13.3 Roles and Responsibilities

The Project Manager and Senior Web Programmer will play the role of Risk Manager. He will be responsible for monitoring the project risks and plan strategies to mitigate the risks. Project performance such as budget, scope and milestones.

The senior web programmer is an experienced professional in the field of web programming. He will take strategies to mitigate risks related to technology and web development. These risks are mainly the performance of the web site and backend programming.

The central role of risk manager will be mainly played by the Project Manager. The Senior Web Programmer will report to the Project Manager.

13.4 Risk Identification

13.4.1 Risk Breakdown Structure

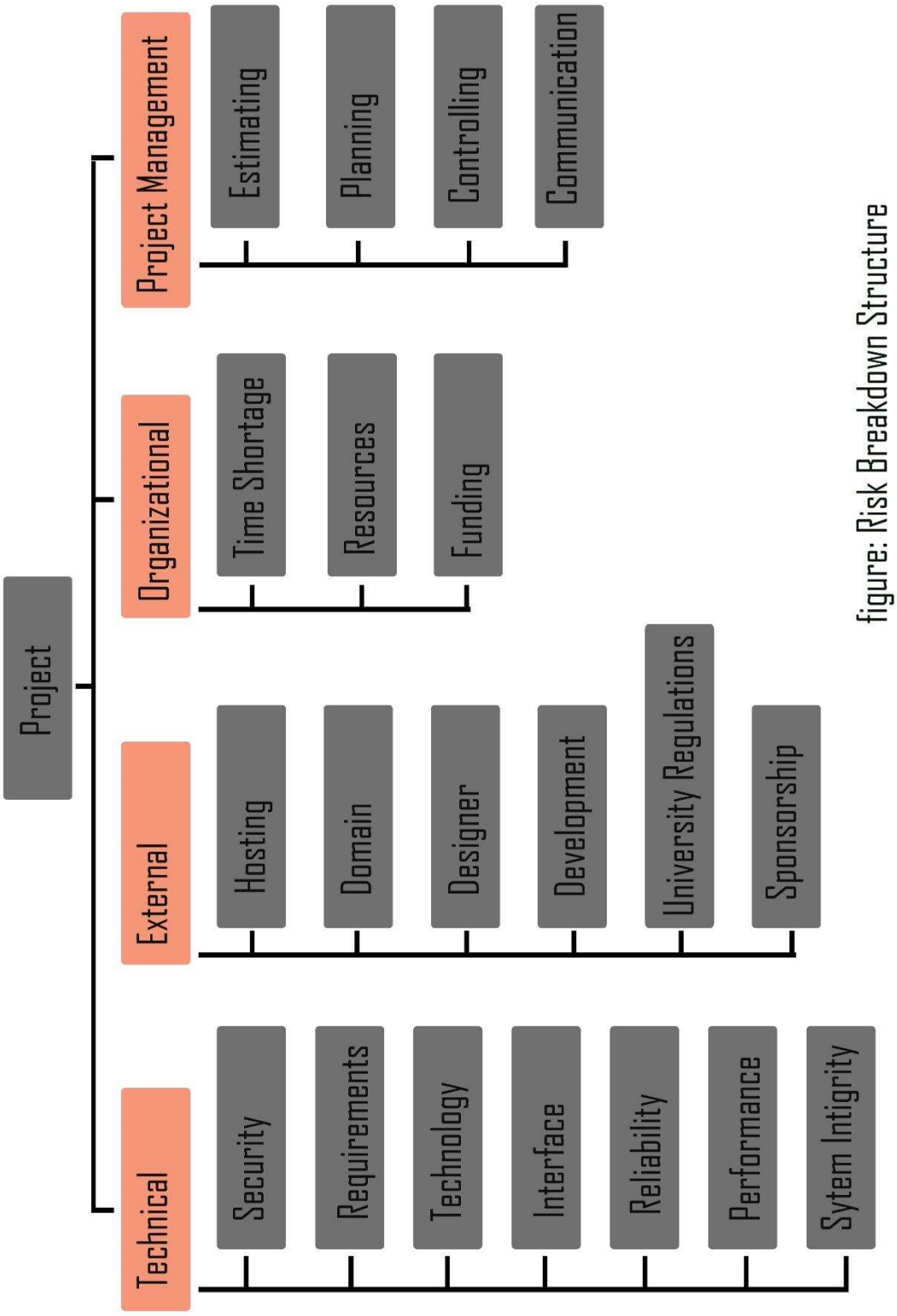


figure: Risk Breakdown Structure

13.4.2 Top 3 Risks

The top 3 high risk and high impact risks are presented below:

13.4.2.1 Miscommunications

The miscommunication can hamper the project greatly. To get desired result it is important that all the actions taken is rationalized in the meetings and other form of communication. Also the project is highly dependent on the separate tasks. If one task isn't done properly it can hamper other tasks. It is also required to clarify the requirements by the next phase. Also miscommunication can create negative impression on the stakeholders. Miscommunication can lead to outputs that are incompatible with other phases. It is also important that if anyone identifies any problem he/she should inform it to others. Without good communication this type of problems has a high chance of happening.

Potential Response: Arrange meetings regularly and timely. Give everyone space to present their opinion. Prepare adequate documentation to clarify the matters. Provide everyone with communications list so that anyone can connect to anyone directly.

13.4.2.2 Lack of stakeholder's participation

As the website will be cutting edge it is important to involve the stakeholders. The stakeholders will accept the project, so they needs to know what outcome will the project produce. Unless may not like the outcome. Therefore underestimating the outcome the project team may not get adequate support, resources or time to finish task in time and with satisfactory quality.

Potential Response: A direct communication option among the sponsors and project team can eliminate this risk. Apart from that a meetings will be held to get a better communication and eliminate any misconception.

13.4.2.3 Request for huge changes at the later phases

There is always a risk that stakeholders may demand any major changes at the later part of the project. These types of changes may ruin total project. As every phase of the project is linked with the previous parts. A major change may require changes that are almost impossible to do. For example, changing any functionality of the website may impact graphics design, web design, web programming, backend programming and resources needed. These type of modification will take great toll on the project team.

Potential Response: Paper works of scopes and project requirements should be documented properly and signed by stakeholders. There should be documentation for the situation if any major changes is demanded. It should state the additional time and other resources.

13.4.3 Other common risks

13.4.3.1 Software bugs

Software bug is a common problem in programming projects. If any bug is discovered it can delay the completion of the website. It is also possible that a bug in the core can lead to a complete overhaul of the website. These bugs can occur by human errors, development tools or hardware.

Potential Response: The project has two main resources to do the job. Senior Web Programmer and Tommatos technologies Ltd. Both are experienced in their field. So it is expected they have the ability to identify the problem as early as possible and fix it. It takes time and money, the project team has provisions for that. We can also appoint external programmer to assist in debugging procedures.

13.4.3.2 Overemphasis on low priority items

The requirements of the website can be divided into two sections low priority and high priority items. The low priority items are easier to fix and doesn't consume long to fix. Example of Low priority items are; wrong image, wrong description etc. On the other hand High priority items are difficult to fix and takes long time to debug e.g. Responsiveness, Backend error, database problems etc.

Potential Responses: To avoid these problems it is necessary to take great care while handling high priority items and consume less time on low priority items. It is also important to identify major features of the website in planning phase and sign them by the stakeholders. The high priority items should be defined by the senior Programmer at the beginning of the project, so that persons involved in these task can be cautious while doing them.

13.4.3.3 Sickness or any unexpected leave of key personnel

Any key member of the team can become sick or take leave during the project. Supervisor, Project Manager and senior web programmer are the key players.

Potential Response: The team has been designed in a way that we have backup for almost every key personnel. The senior programmer and web designer can do each other's tasks. On the other hand host party can do the tasks of senior web programmer. In absence of the supervisor chairman or any faculty member can take the responsibility. 2 weeks of extra time is also available to buffer this problem.

13.5 Risk Assessment

13.5.1 Meeting

A risk assessment meeting will be held with the sponsor, faculty members, supervisor, chairman and the project members.

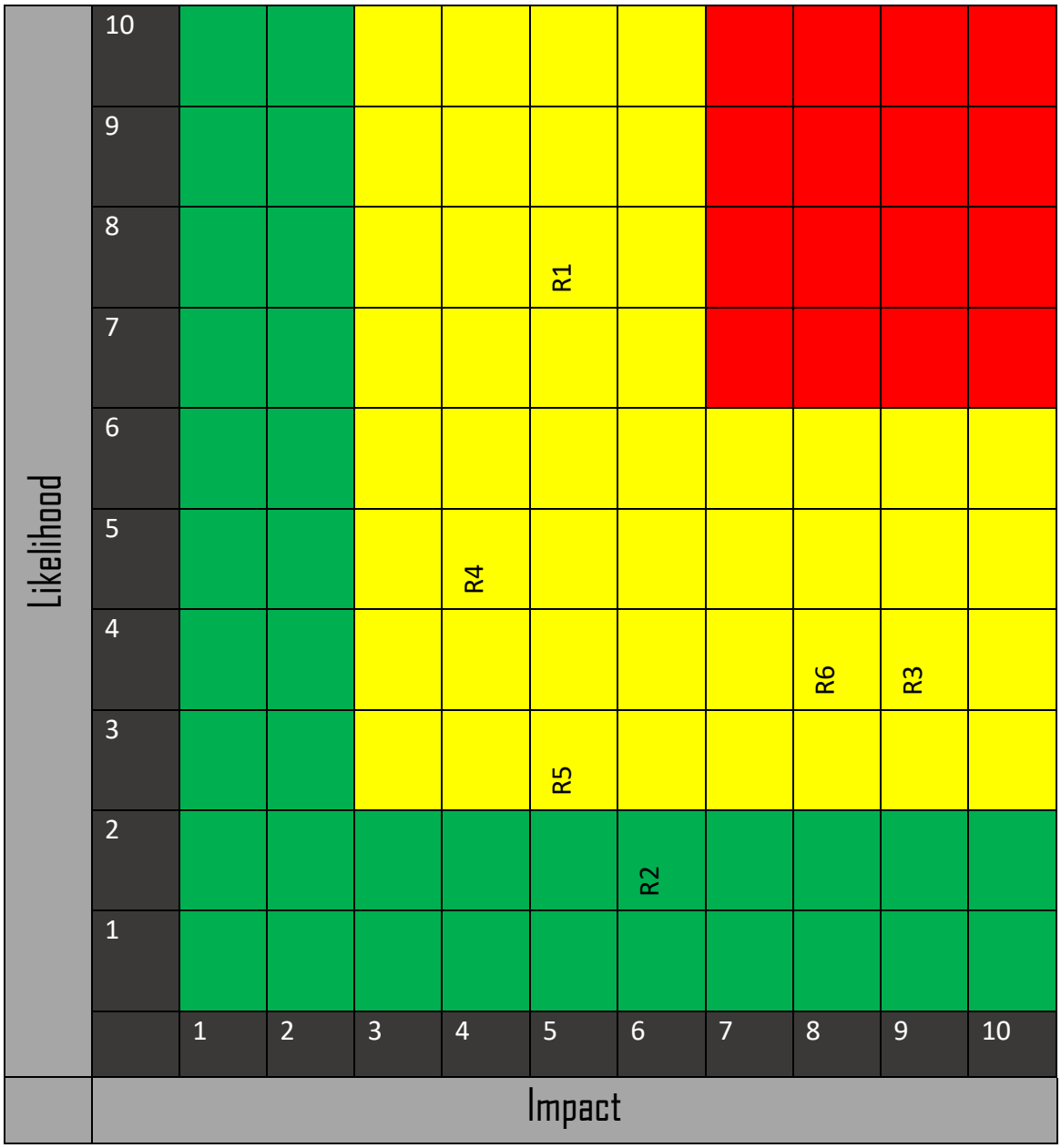
To identify risks we will use **Crawford Slip Method**. It is very common and effective information gathering technique. In this method a small slip is passed to the participants of the meeting and they are asked to write suggestions on a specific questions. It is important that suggestions for only one question is written on one slip. In this project at the risk assessment meeting we will use this technique to identify risks. We will pass slips at the beginning and everyone will be asked to write as many risks they can regarding the specified topic. Then it will be collected and presented in front of them via projector and start discussion how to eliminate these. These will also be recorded in the project plan and risk register.

13.5.2 Impact Scale Graph

Relative or Numerical Scale					
Project Objective	**1 Very Low**	**2 Low**	**3 Moderate**	**4 High**	**5 Very High**
Cost	Insignificant cost increase	< 5% increase	5-15% increase	15-25% increase	>25% Increase
Time	Insignificant Time increase	<10% increase	10-15% increase	15-25% increase	>25% Increase
Scope	Decrease barely noticeable	Minor areas affected	Major areas affected	Reduction unacceptable	Project Useless
Quality	Degradation barely noticeable	Minor features affected	Approval required	Unacceptable	Project Useless

ID	Risk Event	Likelihood (Out of 10)	Impact (Out of 10)	Detection Difficulty (Out of 10)	Risk Value	When
R1	Miscommunication	5	5	7	175	All over the project life
R2	Lack of Stakeholders' Participation	2	6	2	24	All over the project life
R3	Huge change request at later phase	4	9	4	144	Finishing
R4	Software Bugs	5	4	7	140	After Executing phase
R5	Over emphasis on low priority items	3	5	6	90	During development
R6	Sickness or unexpected leave of key personnel	4	8	8	256	Any time during project life

13.5.4 Risk Severity Matrix



Major Risk

Moderate Risk

Minor Risk

13.6 Responses to risks

13.6.1 Risk Response Matrix

Risk Event	Response	Contingency Plan	Trigger	Responsible
Miscommunication	Reduce	Arrange meeting	Compromised integrity	Syeda Faiza Ahmed
Lack of Stakeholders' Participation	Reduce	Inform pros-cons	New requirements	Tarikul Islam
Request for big change in later phase	Scope clarification	Proper signing of contract	Change in requirements	Arafat Ahmed
Software Bugs	Eliminate	Proper testing	Unable to perform specified functions	Arafat Ahmed
Over emphasis on low priority items	Shift focus	Identify & track low and high priority items	Less time for major items	Tarikul Islam
Sickness or Unexpected leave	Use backup	Have alternative personnel and extra buffer time	Delay in completion	Sonia Akter; Farhan Chowdhury

13.6.2 Risk Monitoring

The most common risks and risks that has higher impact has been included in the risk management plan, so that the team can monitor the risks over the project period. All the risks related to the current phase of the project is discussed in the each meeting. The project manager, senior web programmer and members will discuss the risks and their current state. Risk monitoring is a part of monitoring and controlling. It will be continuous process over the project life. As each risk approaches it will be updated in the risk register.

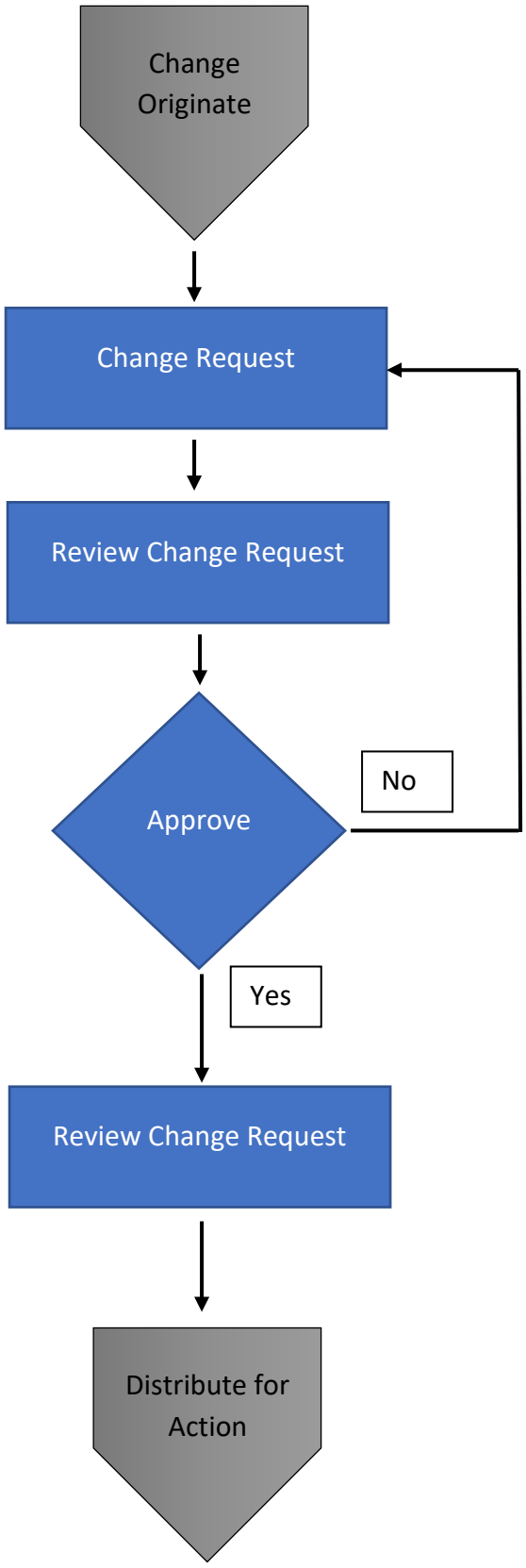
13.6.3 Risk Minimizing

As the risks are identified the project manager and web programmer will face them and together with the team they will take necessary steps to minimize or avoid risks. These items will be registered to the risk register and will be included in the risk management plan. It will provide information whether the risks are being identified in time and handled in a professional manner.

It is important that current and future risks are managed within the scope, time and resources. The project manager and senior web programmer will analyze the risks and find best way to mitigate or avoid them. If it is impossible to overcome this should be considered as constraints of the projects. To meet the project time and scope it may be necessary to add extra resources and time. This should be only done in the worst case scenario. Scope and funding should only be modified in the case where no mitigation and avoidance techniques work.

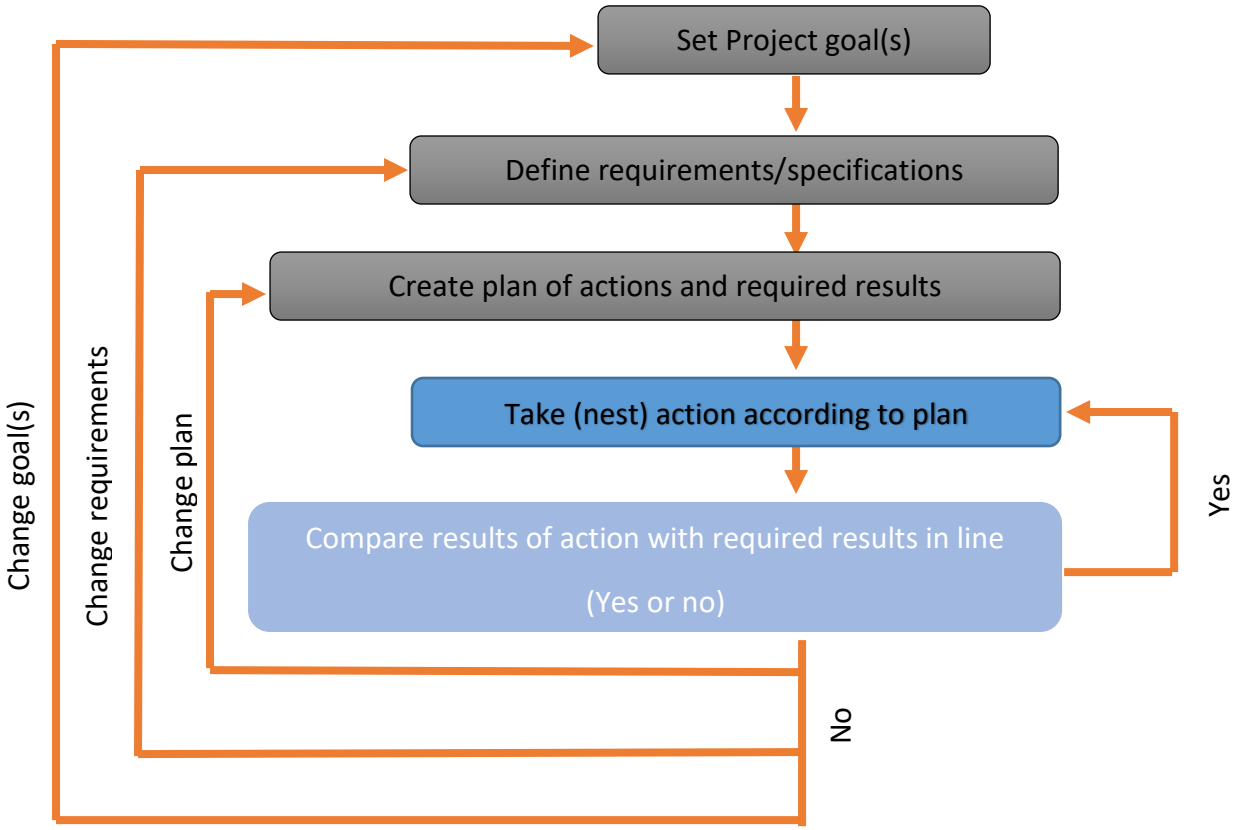
13.7 Risk Response Control

13.7.1 Change Control Process



14 Project Closure

It is the last phase of project. After implementation of the project the results are acquired, but some task remains still working. These small task continue to the last phase and continues until they are fully closed.



Our main activities to close the project:

- Close all open tasks.
- Settle the claims.
- Prepare and present project results.
- Stakeholders' approval of the results.
- Provide the results to the Department.
- Close monitoring tools for the project.
- Complete documentation.
- Collect Feedback.
- Lessons learned discussion.
- After training session handover the control to the department.
- Close all accounts related to the project.

14.1 Settlement of claims

Any claims from external parties should be settled as early as possible to avoid delays and complexities in end phase. At maximum it can be delayed to this closure phase, no further. Any unsettled issues or any official paper work should be done in this phase.

14.2 Feedback

Feedback from the users, faculties, staffs and sponsors should be evaluated. This will help find any lacking or problem with execution of the project. It will help to organize later project.

Here these questions should be ideal for feedback:

- How was the performance of the team?
- How much profession the team has been in handling emergencies and problems?
- Was the team's response good enough in critical situations?
- Was the team unbiased and took proper action in critical situations?
- How good were our negotiations?
- How was the meetings effectiveness?
- How good was our virtual meetings?
- How were our team's communications with the stakeholders?

14.3 Lessons learned workshop

There are two benefits from the lessons learned workshop:

- It helps members achieving better knowledge and experience that leads to a better carrier.
- It also help tuning different areas of project management to achieve greater result in future.

14.4 Project Closure Report

The Project Closure Report will be done at the end of the project. The form of the closure report is given in appendix 9.

15 Conclusion

The project depends on the response from stakeholders. Modifications may be necessary to fit the project with the organizational structure of the Department. Some major items has been presented in the appendix section. It has been separated from the main report for convenience of access. It is possible to complete the project with less cost but as institution that has great reputation should not take too much risk. Buffer time and backup resource person has been considered to avoid any unwanted delay and problems. Some extra funding may require in certain conditions, but we hope that won't be necessary.

16 Appendix 1: Assumptions

Content Delivery Network (CDN) will be used for cost minimization. Larger and sensitive data will be kept at the local server for safety. It will reduce load on main site and diversify the used load on the site.

The site will have access to almost all the data available of Accounting & Information Systems.

The site will have Cpanel/Administrative panels so that faculty members and staffs can update data on the website without having understanding complex programming. This will also ensure that external help will not be necessary. A Cpanel is makes content upgrade as easy as posting in a social network site.

The hosting we will buy have 24/7 support. So in case of any emergency it won't take time to get help.

We will purchase a domain from a supplier who has a record for better security.

17 Appendix 2: Member's Profile

17.1 Project Manager, Graphics Designer & Web designer

Tarikul Islam

351/A, Mir Mosharraf Hossain Hall,

Jahangirnagar University, Savar-1342, Dhaka

Email: **tarikul.bd@hotmail.com**

Mobile: **+8801741318235**

Bachelor of Business Administration

University	: Jahangirnagar University, Savar, Dhaka.
Major Area	: Accounting and Information Systems.
Passing Year	: 2017
Result	: CGPA **3.06** upto 6th Semester

Higher Secondary School Certificate (H.S.C)

Institute	: Notre Dame College, Dhaka.
Board	: Dhaka
Group	: Business Studies
Passing Year	: 2011
Result	: GPA **4.94** (Out of 5.00)

Secondary School Certificate (S.S.C)

Institute	: Pirojpur Govt. High School
Board	: Barisal
Group	: Business Studies
Passing Year	: 2009
Result	: GPA **5.00** (Out of 5.00)

Certificate Course on Web Design

Institute	: BASIS Institute of Technology & Management
Completion Year	: 2016
Areas Covered	: Software Project Management & Project Work Working on HTML5 & CSS3 Graphics Design Aesthetics JavaScript & JQuery Bootstrap- a sleek, intuitive and powerful Framework
Certificate No.	: 3-WD/11-0066

Skills

Computer Skills:

Office Tools:
- Microsoft office Excel
- Microsoft office Word
- Prezi
- Powerpoint

OS experience:
- Windows (xp,7,8,10)
- Linux Mint
- Mac OS X 10.11 (El Capitain)

Programming Language:
- HTML5
- CSS3
- JavaScript
- JQuery
- C#
- Visual Basic
- Qbasic

Editing tools:
- Adobe photoshop
- Adobe illustrator

17.2 Senior Web Programmer

ARAFAT AHMED

Email:arafatahmedtanimcsedu57@gmail.com
Phone: +88 0192 4252248

Education

Bachelor of science (B.Sc.)
University of Dhaka *(2013- 2017)*
Department of Computer Science & Engineering

Higher Secondary School Certificate
Dhaka Residential Model College *(2010- 2011)*
Dhaka Board
Group: Science

Secondary School Certificate
Pirojpur Govt. High School *(2008- 2009)*
Barisal Board
Group: Science

Others Skills

- Able to learn new technologies, tools and techniques quickly.
- Strong communication skills with good managerial ability and Negotiation skills.
- Able to handle multiple projects simultaneously
- Energetic, self-motivated and also able to motivate others.
- Panting: National Painting Competition Award (IIth place)
- Acting: Perform several stage drama
- Writing: National Bangla Essay Writing Competition (3rd place)

IT Skills

- Operating Systems: Comfortable in Windows and Linux
- Programming Languages: C, C++, Java
- Web Development Languages: HTML, CSS, JavaScript, PHP
- JavaScript Library: jQuery
- Database: Proficient in MySQL
- Tools and IDEs: CodeBlocks, Dev C++, NetBeans, Eclipse, XAMPP, WAMPP, Tomcat web server, Apache web server, Blender 3D.

Academic Projects

- Wardrobe BD *(2016):*

Website for an online shop.
Technology Stack: PHP, JavaScript, HTML, CSS, MySQL

- Team-Viewer *(2016):*

Software for remote PC control.
Technology Stack: Java

Personal Interests

- Painting
- Working Out
- Cricket
- Font Art

Languages

- Bangla
- English

References

Dr.MD. Abdur Razzaque Professor,
Department of Computer Science & Engineering,
University of Dhaka
Email: razzaque@du.ac.bd
Contact no. (+88)-01841-066390

Kazi Rashedul Islam,
Jr. Software Engineer
IPvision Canada Inc.
Email: rashed5606@gmail.com
Contact no. (+88)-01686-519813

- Save Your City *(2015):*

Android application to inform authority.
Technology Stack: Java

- Health-mate *(2015):*

Web application by which patient can communicate with doctors. Technology Stack: Java, JavaScript, HTML, CSS, JSP, ORACAL

- Iron Man *(2015):*

Iron man Suit.
Technology Stack: C, OpenGL, Blender 3D

Personal Projects

- Popular Engineering *(2017):*

Web based data management system
Technology Stack: PHP, JavaScript, HTML, CSS, MySQL

- Maura Committee Travelers *(2017):*

Website for a travelers group.
Technology Stack: JavaScript, HTML, CSS, Bootstrap, PHP

Undergraduate Thesis

Title: Electricity Load Data Analysis
Supervisor: Dr. Moinul Islam, Associate professor,
Department of Computer Science and Engineering, University of Dhaka.
Overview: Electricity Load Data is particularly brought by the researchers to help them sort out Electricity mapping. There are researches which emphasize on Economic growth of a country, Energy distribution and the prediction of Industrial production etc. accelerated by electricity distribution. Among these disciplines, out research focuses on finding out the electricity distribution pattern of two regions of Dhaka city, namely Shah Ali and Kalyanpur, to see how electricity distribution has greatly amplified or reduced by time beings and to find whether there a correlated relationship prevails between electricity distribution and Weather.

Role	Name	Email	Skills: [English]	Skills: [Computer]	Skills: [Leadership]	Skills: [Team player]	Skills: [Project Manageme	Skills: [Communication]
Communication Specialist	Syeda Faiza Ahmed	sfa.mimu@gmail.com	Extraordinary presentation and communication skills					
			Above Average	Average	Above Average	Good	Average	Good
Data Entry Specialist	Farhana Chowdhury	chowdhury.farhana53@gmail.com	Is really good in paper works and record keeping					
			Good	Average	Average	Good	Average	Good
Project Analyst			Good in mathematical analysis					
	Sabbir Ahmed Sanny	sabbirahmedsunny38@gmail.com	Good	Poor	Average	Average	Average	Good
	Sonia akter	soniya777ju@gmail.com	Good	Above Average	Average	Average	Above Average	Average

18 Appendix 3: Detailed Tasks with Resource Person List

Activity	Time	Predecessor Activity	Resource Person
A&IS's Website	**104**		
1. Permission	**4**		
1.1 Identify Stakeholders	1		Sonia Akter
1.2 Create Project Charter	1		Sabbir Ahmed
1.3 Hold Kick-off Meeting	1	1.2 Create Project Charter	Syeda Faiza Ahmed
1.4 Present Project Charter	1	1.3 Hold Kick-off Meeting	Syeda Faiza Ahmed
1.5 Project Charter Signed by stakeholder	1	1.4 Present Project Charter	Tarikul Islam
2. Planning & Fund Collecion	**16**	**1. Permission**	
2.1 Team Planning Meeting	1	1.5 Project Charter Signed by stackeholder	Tarikul Islam
2.2 Prepare Team Contract	1	1.5 Project Charter Signed by stackeholder	Farhana Chowdhury
2.3 Prepare Scope Statement	1	1.5 Project Charter Signed by stackeholder	Farhana Chowdhury
2.4 Complete WBS	1	1.5 Project Charter Signed by stackeholder	Tarikul Islam

Activity	Time	Predecessor Activity	Resource Person
2.6 Prepare schedule	3	2.5 Requirements Analysis	Sonia Akter
2.6.1 Identify required human resource	1	2.5.4 Requirements signed	Sonia Akter
2.6.2 Determine task duration	1	2.5.4 Requirements signed	Farhana Chowdhury
2.6.3 Determine task dependencies	1	2.5.4 Requirements signed	Tarikul Islam
2.6.4 Hire Outsourced personnel	1	2.6.3 Determine task dependencies	Tarikul Islam
2.6.5 Draft Gantt chart	0.5	2.6.4 Hire Outsourced personnel	Tarikul Islam
2.6.6 Review finalized Gantt chart	0.5	2.6.5 Draft Gantt chart	Syeda Faiza Ahmed
2.7 Determine cost of the entire project	1	2.6 Prepare schedule	Tarikul Islam
2.8 Fund Collection from Department	3	2.7 Determine cost of the entire project	Syeda Faiza Ahmed
2.9 Fund Collection from Sponsor	3	2.7 Determine cost of the entire project	Tarikul Islam
2.10 Milestone Meeting 1	1	2.9 Fund Collection from Sponsor	Tarikul Islam

Activity	Time	Pred 1	Resource Person
3. Graphic design	**19**	**2. Planning & Fund Collection**	
3.1 Discuss the main concept of the graphic design	2	2.10 Milestone Meeting 1	Arafat Ahmed; Tarikul Islam
3.2 Draft version of graphic design	12	3.1 Discuss the main concept of the graphic design	Tarikul Islam
3.3 Review draft graphic design	1	3.2 Draft version of graphic design	Arafat Ahmed
3.4 Make final Version of graphic design	2	3.3 Review draft graphic design	Tarikul Islam
3.5 Approve the grapfic design	1	3.4 Make final Version of graphic design	Arafat Ahmed
3.6 Milestone Meeting 2	1	3.5 Approve the grapfic design	Tarikul Islam
4. Purchase	**15**	2.10 Milestone Meeting 1	
4.1 Purchase Domain	10	2.10 Milestone Meeting 1	Syeda Faiza Ahmed
4.2 Purchase hosting	10	2.10 Milestone Meeting 1	Tarikul Islam
4.3 Purchase local server	5	2.10 Milestone Meeting 1	Tarikul Islam
4.4 Purchase networking equipment	5	4.3 Purchase local server	Sabbir Ahmed

Activity	Time	Predecessor Activity	Resource Person
5. Website development	**44**	**4. Purchase**	
5.1 Content	3	4.4 Purchase networking equipment	Arafat Ahmed
5.1.1 Compose text content	3	4. Purchase	Tarikul Islam
5.2 Server	3	4.4 Purchase networking equipment	Arafat Ahmed
5.2.1 Assemble Local Server	1	4. Purchase	Tarikul Islam
5.2.2 Get hosted server	1	5.2.1 Assemble Local Server	Arafat ahmed
5.2.3 Test server benchmark	1	5.2.2 Get hosted server	Arafat Ahmed
5.2.4 Tune up server	1	5.2.2 Get hosted server	Arafat Ahmed
5.3 Database	18	5.2 Server	Arafat Ahmed
5.3.1 Review the working process of the website	1	5.2.4 Tune up server	Arafat Ahmed
5.3.2 Develop Database Arcitechture	1	5.3.1 Review the working process of the website	Arafat Ahmed
5.3.3 Develop working process on the web	3	5.3.2 Develop Database Arcitechture	Arafat Ahmed
5.3.4 Create user profiles	5	5.3.3 Develop working process on the web	Arafat Ahmed
5.3.5 Fill up database	8	5.3.4 Create user profiles	Tarikul Islam

Activity	Time	Predecessor Activity	Resource Person
5.4 Main Engine	22	5.3 Database	
5.4.1 Install ERP/Data management	1	5.3.5 Fill up database	Arafat Ahmed
5.4.2 Match content with graphic design	4	5.4.1 Install ERP/Data management	Arafat ahmed
5.4.3 Create website structure	6	5.4.2 Match content with graphic design	Arafat Ahmed
5.4.4 Create admin panel	4	5.4.3 Create website structure	Tarikul Islam
5.4.5 Fill website with content	7	5.4.4 Create admin panel	Tarikul Islam
5.5 Forum	6	5.3 Database	Tarikul Islam
5.5.1 Purchase Forum engine	1	5.3.5 Fill up database	Tarikul Islam
5.5.2 Customize forum	1	5.5.1 Purchase Forum engine	Arafat Ahmed
5.5.3 Setup Cpanel	1	5.5.2 Customize forum	Tarikul Islam
5.5.4 Connect forum with design	1	5.5.3 Setup Cpanel	Syeda Faiza Ahmed
5.5.5 Compose and fill content & FAQ	2	5.5.4 Connect forum with design	Sabbir Ahmed

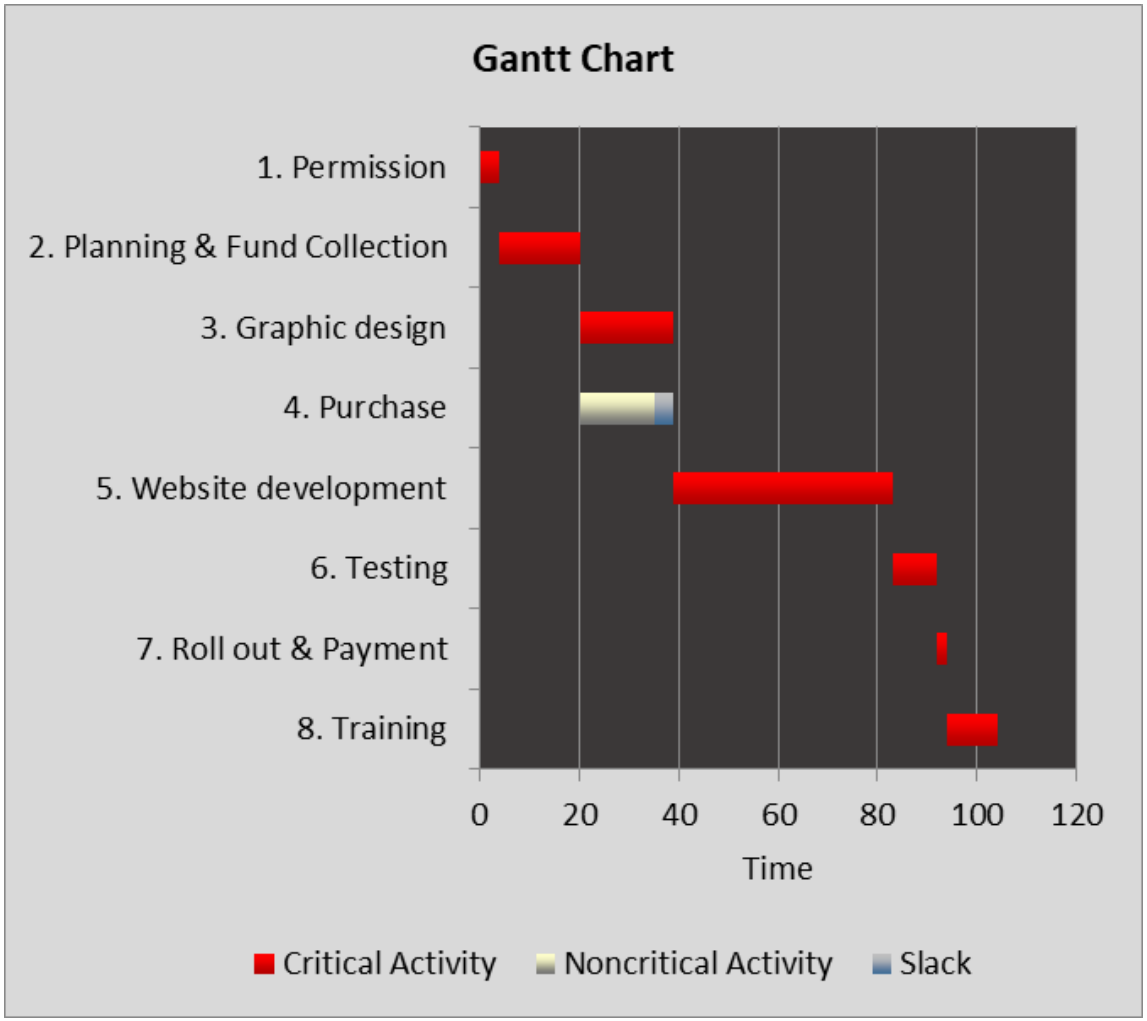
Activity	Time	Predecessor Activity	Resource Person
5.6 Community	10	5.5 Forum	Tarikul Islam
5.6.1 Purchase and install community engine	1	5.5.5 Compose and fill content & FAQ	Tarikul Islam
5.6.2 Customize	2	5.6.1 Purchase and install community engine	Arafat Ahmed
5.6.3 Cpanel	2	5.6.2 Customize	Arafat Ahmed
5.6.4 Create user interface	1	5.6.3 Cpanel	Tarikul Islam
5.6.5 Create manual	2	5.6.4 Create user interface	Tarikul Islam
5.6.6 Connect with design	2	5.6.5 Create manual	Tarikul Islam
5.7 Milestone Meeting 3	1	5.4 Main Engine	Tarikul Islam
6. Testing	**9**	**5. Website development**	
6.1 Functionality test	1	5.7 Milestone Meeting 3	Sabbir Ahmed
6.2 User Interface Main site test	1	6.1 Functionality test	Sonia Akter
6.3 Security test	2	6.2 User Interface Main site test	Arafat Ahmed
6.4 Speed test	1	6.2 User Interface Main site test	Tarikul Islam
6.5 Web traffic & load test	1	6.2 User Interface Main site test	Arafat Ahmed
6.6 User impression test	1	6.2 User Interface Main site test	User Group
6.7 Fix Bugs found	4	6.6 User impression test	Arafat ahmed

Activity	Time	Predecessor Activity	Resource Person
6.8 Milestone Meeting 4	1	6.7 Fix Bugs found	7.1 Internal unveiling
7. Roll out	**2**	**6. Testing**	
7.1 Internal unveiling	1	6.8 Milestone Meeting 4	Project manager
7.2 Inauguration	1	7.1 Internal unveiling	Chairman
7.3 Payment	1	7.1 Internal unveiling	Supervisor
8. Training	**10**	**7. Roll out**	
8.1 Prepare detail documentation	2	7.3 Payment	Arafat Ahmed
8.2 Prepare final report	2	7.3 Payment	Farhana Chowdhury
8.3 Hold training session	8	8.2 Prepare final report	Arafat Ahmed
8.4 Create lesions learned	2	8.2 Prepare final report	Tarikul Islam
8.5 Backup Project Files	2	8.4 Create lesions learned	Arafat Ahmed
8.6 Closing Meeting	1	8.5 Backup Project Files	Syeda Faiza Ahmed
8.7 Greetings session and further support analysis	1	8.6 Closing Meeting	Supervisor

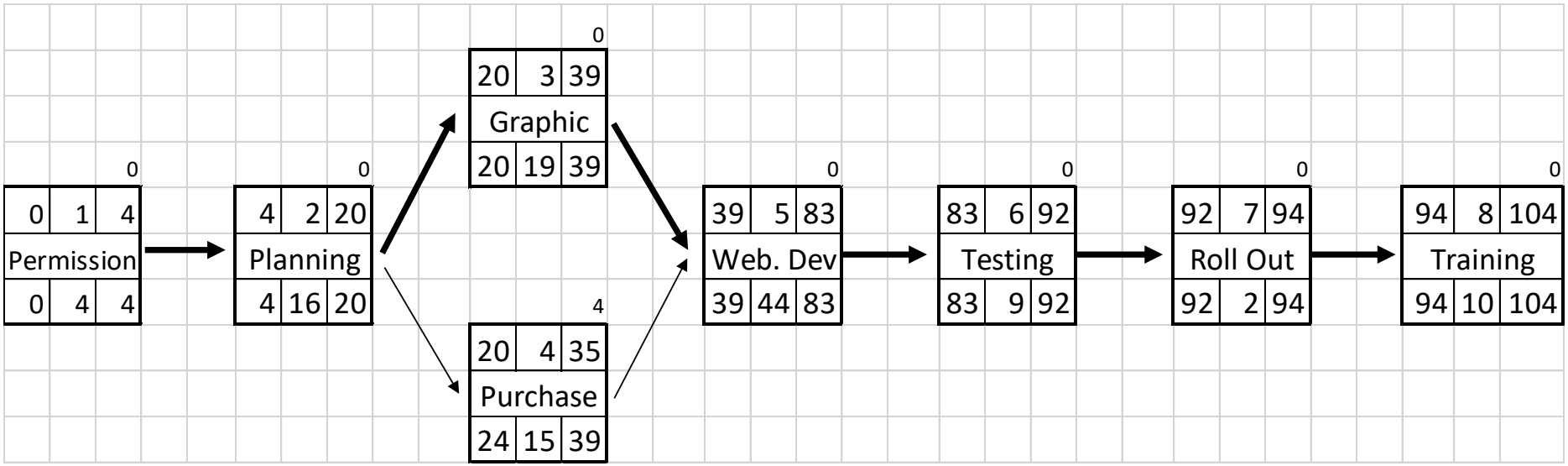
19 Appendix 4: Gantt chart (Grand Parent)

Activity	Time	Pred 1	Pred 2
1. Permission	4		
2. Planning & Fund Collection	16	1. Permission	
3. Graphic design	19	2. Planning & Fund Collection	
4. Purchase	15	2. Planning & Fund Collection	
5. Website development	44	3. Graphic design	4. Purchase
6. Testing	9	5. Website development	
7. Roll out & Payment	2	6. Testing	
8. Training	10	7. Roll out & Payment	
Total	104		

Activity	Early Start	Early Finish	Late Start	Late Finish	Slack
1. Permission	0	4	0	4	0
2. Planning & Fund Collection	4	20	4	20	0
3. Graphic design	20	39	20	39	0
4. Purchase	20	35	24	39	4
5. Website development	39	83	39	83	0
6. Testing	83	92	83	92	0
7. Roll out & Payment	92	94	92	94	0
8. Training	94	104	94	104	0
	Project	**104**			


Gantt Chart
1. Permission
2. Planning & Fund Collection
3. Graphic design
4. Purchase
5. Website development
6. Testing
7. Roll out & Payment
8. Training
0
20
40
60
80
100
120
Time
Critical Activity
Noncritical Activity
Slack

20 Appendix 5: Network Diagram (Grand Parent)



	Slack	
ES	ID	EF
Name		
LS	Time	LF

21 Appendix 6: Gantt chart (Parent)

Activity	Time	Pred 1	Pred 2	Pred 3	Pred 4
1.1 Identify Stakeholders	1				
1.2 Create Project Charter	1				
1.3 Hold Kick-off Meeting	1	1.2 Create Project Charter	1.1 Identify Stakeholders		
1.4 Present Project Charter	1	1.3 Hold Kick-off Meeting			
1.5 Project Charter Signed by stackeholder	1	1.4 Present Project Charter			
2.1 Team Planning Meeting	1	1.5 Project Charter Signed by stackeholder			
2.2 Prepare Team Contract	1	1.5 Project Charter Signed by stackeholder			
2.3 Prepare Scope Statement	1	1.5 Project Charter Signed by stackeholder			
2.4 Complete WBS	1	1.5 Project Charter Signed by stackeholder			
2.5 Requirements Analysis	7	2.4 Complete WBS	2.3 Prepare Scope Statement	2.2 Prepare Team Contract	2.1 Team Planning Meeting
2.6 Prepare schedule	3	2.5 Requirements Analysis			

Activity	Time	Pred 1	Pred 2	Pred 3	Pred 4
2.7 Determine cost of the entire project	1	2.6 Prepare schedule			
2.8 Fund Collection from Department	3	2.7 Determine cost of the entire project			
2.9 Fund Collection from Sponsore	3	2.7 Determine cost of the entire project			
2.10 Milestone Meeting 1	1	2.9 Fund Collection from Sponsore	2.8 Fund Collection from Department		
3.1 Discuss the main concept of the graphic design	2	2.10 Milestone Meeting 1			
3.2 Draft version of graphic design	12	3.1 Discuss the main concept of the graphic design			
3.3 Review draft graphic design	1	3.2 Draft version of graphic design			
3.4 Make final Version of graphic design	2	3.3 Review draft graphic design			
3.5 Approve the grapfic design	1	3.4 Make final Version of graphic design			
3.6 Milestone Meeting 2	1	3.5 Approve the grapfic design			
4.1 Purchase Domain	10	2.10 Milestone Meeting 1			

Activity	Time	Pred 1	Pred 2	Pred 3	Pred 4
4.2 Purchase hosting	10	2.10 Milestone Meeting 1			
4.3 Purchase local server	5	2.10 Milestone Meeting 1			
4.4 Purchase networking equipment	5	4.3 Purchase local server	4.2 Purchase hosting	4.1 Purchase Domain	
5.1 Content	3	4.4 Purchase networking equipment	3.6 Milestone Meeting 2		
5.2 Server	3	4.4 Purchase networking equipment	3.6 Milestone Meeting 2		
5.3 Database	18	5.2 Server	5.1 Content		
5.4 Main Engine	22	5.3 Database			
5.5 Forum	6	5.3 Database			
5.6 Community	10	5.5 Forum			
5.7 Milestone Meeting 3	1	5.4 Main Engine	5.6 Community		

Activity	Time	Pred 1	Pred 2	Pred 3	Pred 4
6.1 Functionality test	1	5.7 Milestone Meeting 3			
6.2 User Interface Main site test	1	6.1 Functionality test			
6.3 Security test	2	6.2 User Interface Main site test			
6.4 Speed test	1	6.2 User Interface Main site test			
6.5 Web traffic & load test	1	6.2 User Interface Main site test			
6.6 User impression test	1	6.2 User Interface Main site test			
6.7 Fix Bugs found	4	6.6 User impression test	6.5 Web traffic & load test	6.4 Speed test	6.3 Security test
6.8 Milestone Meeting 4	1	6.7 Fix Bugs found			
7.1 Internal unvailing	1	6.8 Milestone Meeting 4			
7.2 Inaguration	1	7.1 Internal unvailing			
7.3 Payment	1	7.1 Internal unvailing			
8.1 Prepare detaile documentation	2	7.3 Payment	7.2 Inaguration		

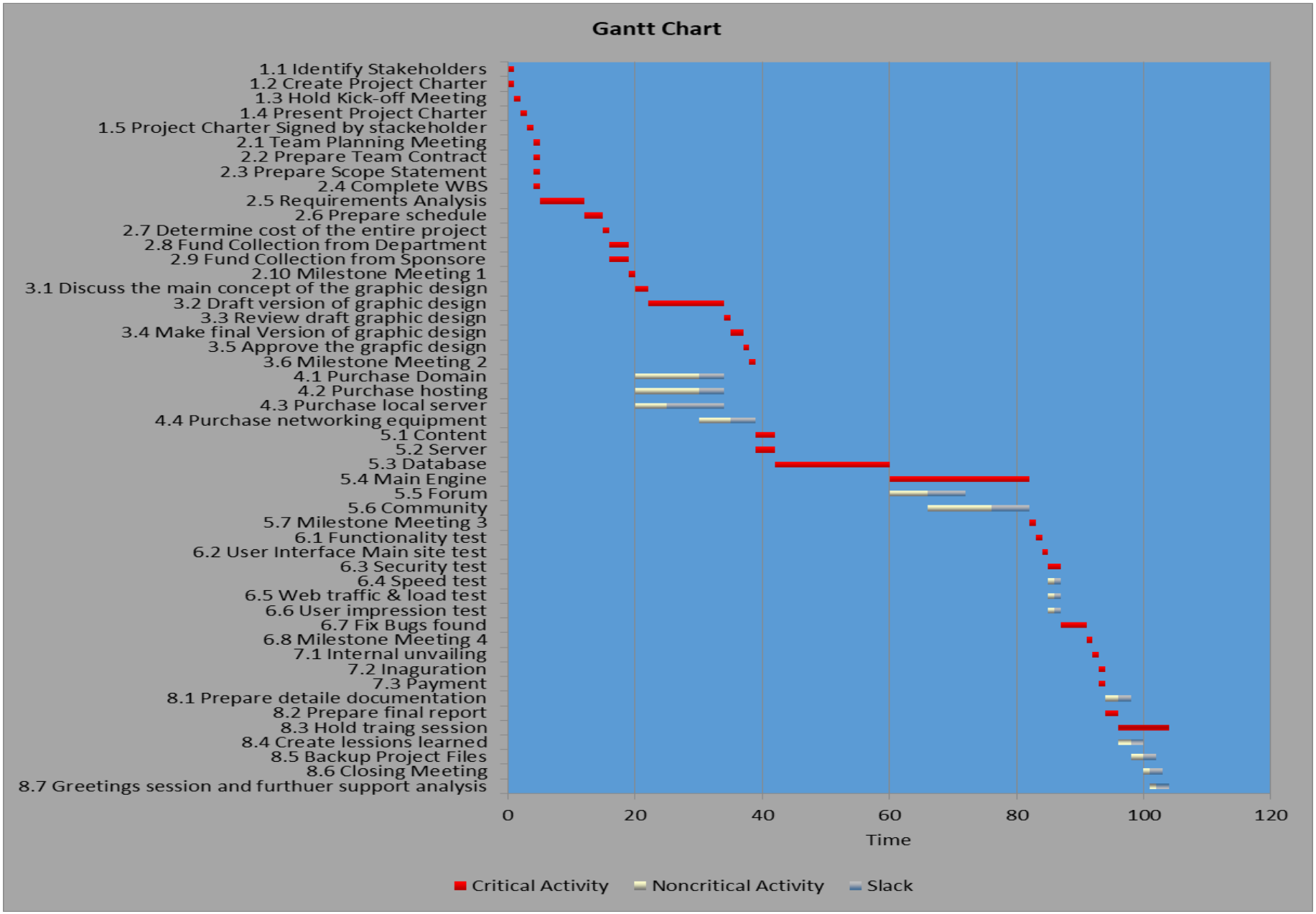
Activity	Time	Pred 1	Pred 2	Pred 3	Pred 4
8.2 Prepare final report	2	7.3 Payment			
8.3 Hold traing session	8	8.2 Prepare final report			
8.4 Create lessions learned	2	8.2 Prepare final report	8.1 Prepare detailed documentation		
8.5 Backup Project Files	2	8.4 Create lessions learned			
8.6 Closing Meeting	1	8.5 Backup Project Files			
8.7 Greetings session and furthuer support analysis	1	8.6 Closing Meeting			

Activity	Early Start	Early Finish	Late Start	Late Finish	Slack
1.1 Identify Stakeholders	0	1	0	1	0
1.2 Create Project Charter	0	1	0	1	0
1.3 Hold Kick-off Meeting	1	2	1	2	0
1.4 Present Project Charter	2	3	2	3	0
1.5 Project Charter Signed by stakeholder	3	4	3	4	0
2.1 Team Planning Meeting	4	5	4	5	0
2.2 Prepare Team Contract	4	5	4	5	0
2.3 Prepare Scope Statement	4	5	4	5	0
2.4 Complete WBS	4	5	4	5	0
2.5 Requirements Analysis	5	12	5	12	0
2.6 Prepare schedule	12	15	12	15	0
2.7 Determine cost of the entire project	15	16	15	16	0
2.8 Fund Collection from Department	16	19	16	19	0
2.9 Fund Collection from Sponsor	16	19	16	19	0
2.10 Milestone Meeting 1	19	20	19	20	0

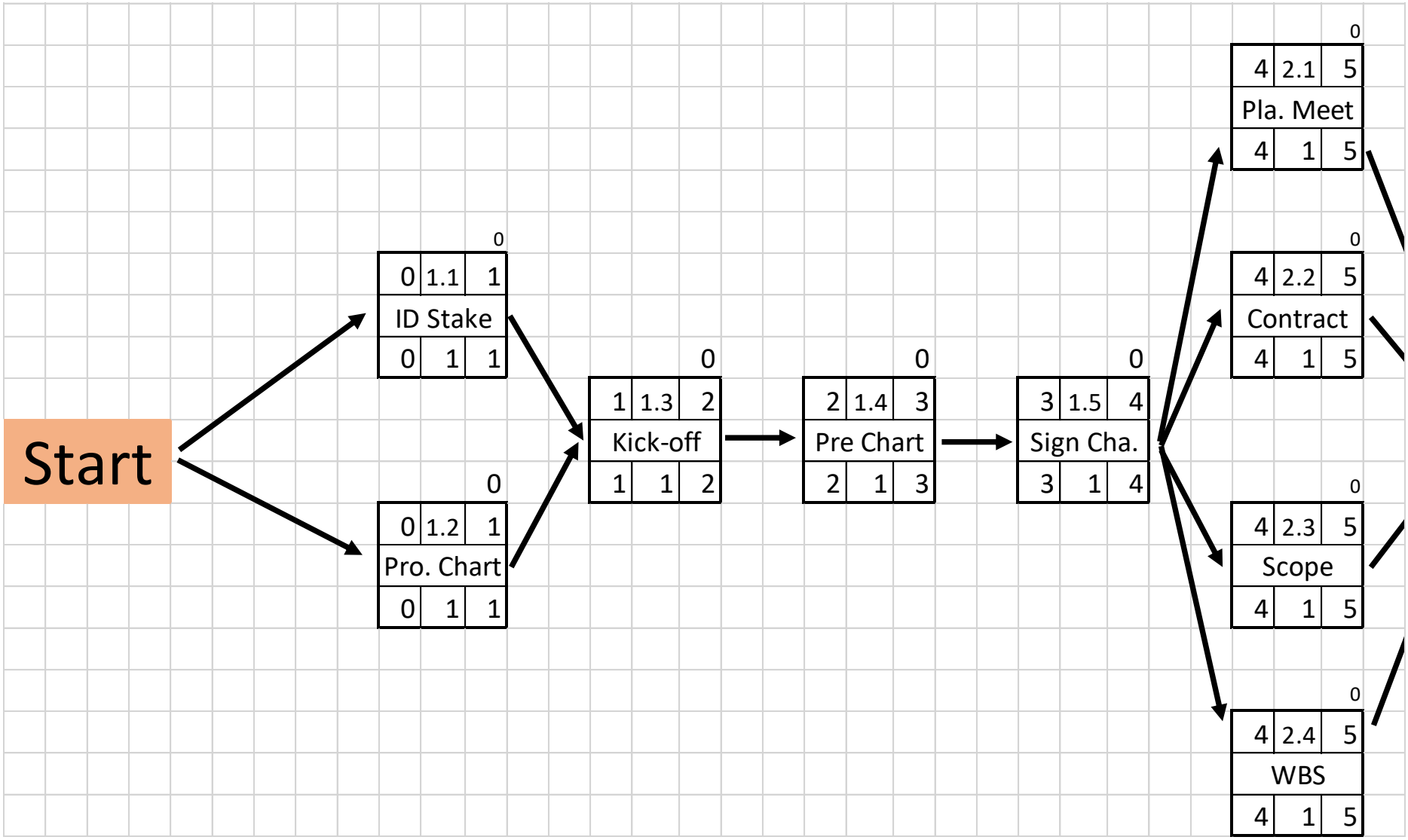
Activity	Early Start	Early Finish	Late Start	Late Finish	Slack
3.1 Discuss the main concept of the graphic design	20	22	20	22	0
3.2 Draft version of graphic design	22	34	22	34	0
3.3 Review draft graphic design	34	35	34	35	0
3.4 Make final Version of graphic design	35	37	35	37	0
3.5 Approve the graphic design	37	38	37	38	0
3.6 Milestone Meeting 2	38	39	38	39	0
4.1 Purchase Domain	20	30	24	34	4
4.2 Purchase hosting	20	30	24	34	4
4.3 Purchase local server	20	25	29	34	9
4.4 Purchase networking equipment	30	35	34	39	4
5.1 Content	39	42	39	42	0
5.2 Server	39	42	39	42	0
5.3 Database	42	60	42	60	0
5.4 Main Engine	60	82	60	82	0
5.5 Forum	60	66	66	72	6

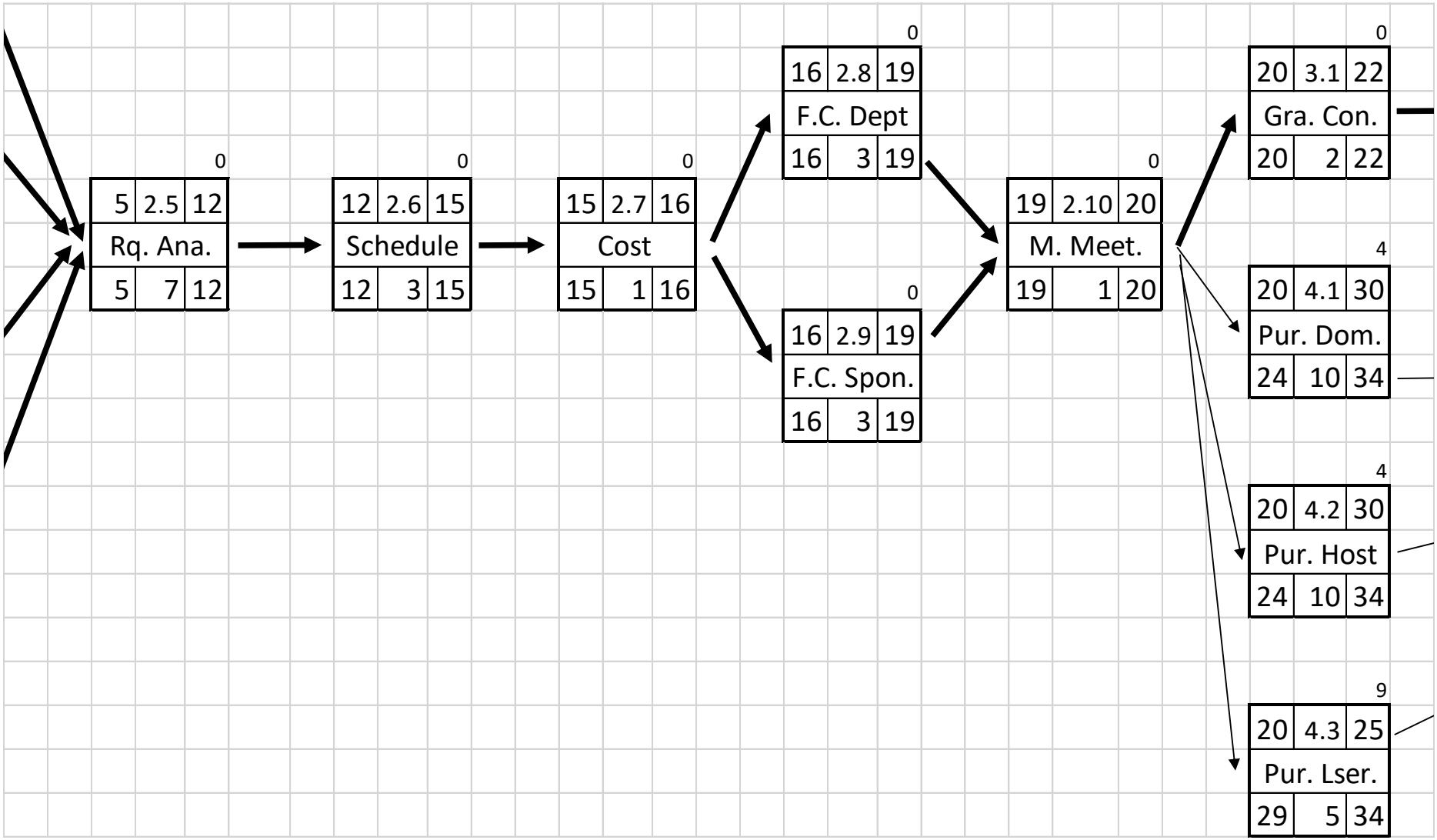
Activity	Early Start	Early Finish	Late Start	Late Finish	Slack
5.6 Community	66	76	72	82	6
5.7 Milestone Meeting 3	82	83	82	83	0
6.1 Functionality test	83	84	83	84	0
6.2 User Interface Main site test	84	85	84	85	0
6.3 Security test	85	87	85	87	0
6.4 Speed test	85	86	86	87	1
6.5 Web traffic & load test	85	86	86	87	1
6.6 User impression test	85	86	86	87	1
6.7 Fix Bugs found	87	91	87	91	0
6.8 Milestone Meeting 4	91	92	91	92	0
7.1 Internal unvailing	92	93	92	93	0
7.2 Inaguration	93	94	93	94	0
7.3 Payment	93	94	93	94	0
8.1 Prepare detaile documentation	94	96	96	98	2
8.2 Prepare final report	94	96	94	96	0

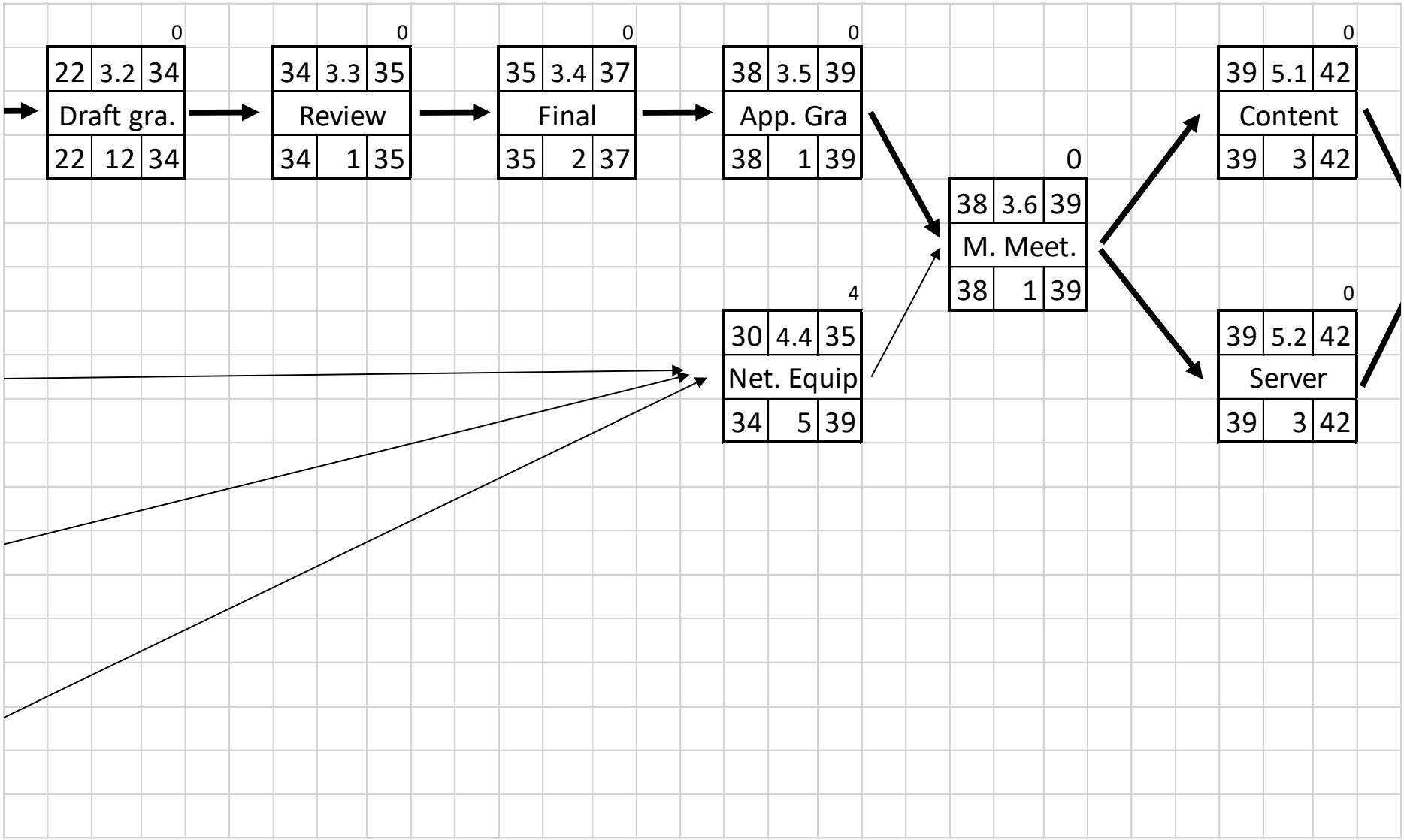
Activity	Early Start	Early Finish	Late Start	Late Finish	Slack
8.3 Hold training session	96	104	96	104	0
8.4 Create lessons learned	96	98	98	100	2
8.5 Backup Project Files	98	100	100	102	2
8.6 Closing Meeting	100	101	102	103	2
8.7 Greetings session and further support analysis	101	102	103	104	2
	Project	**104**			

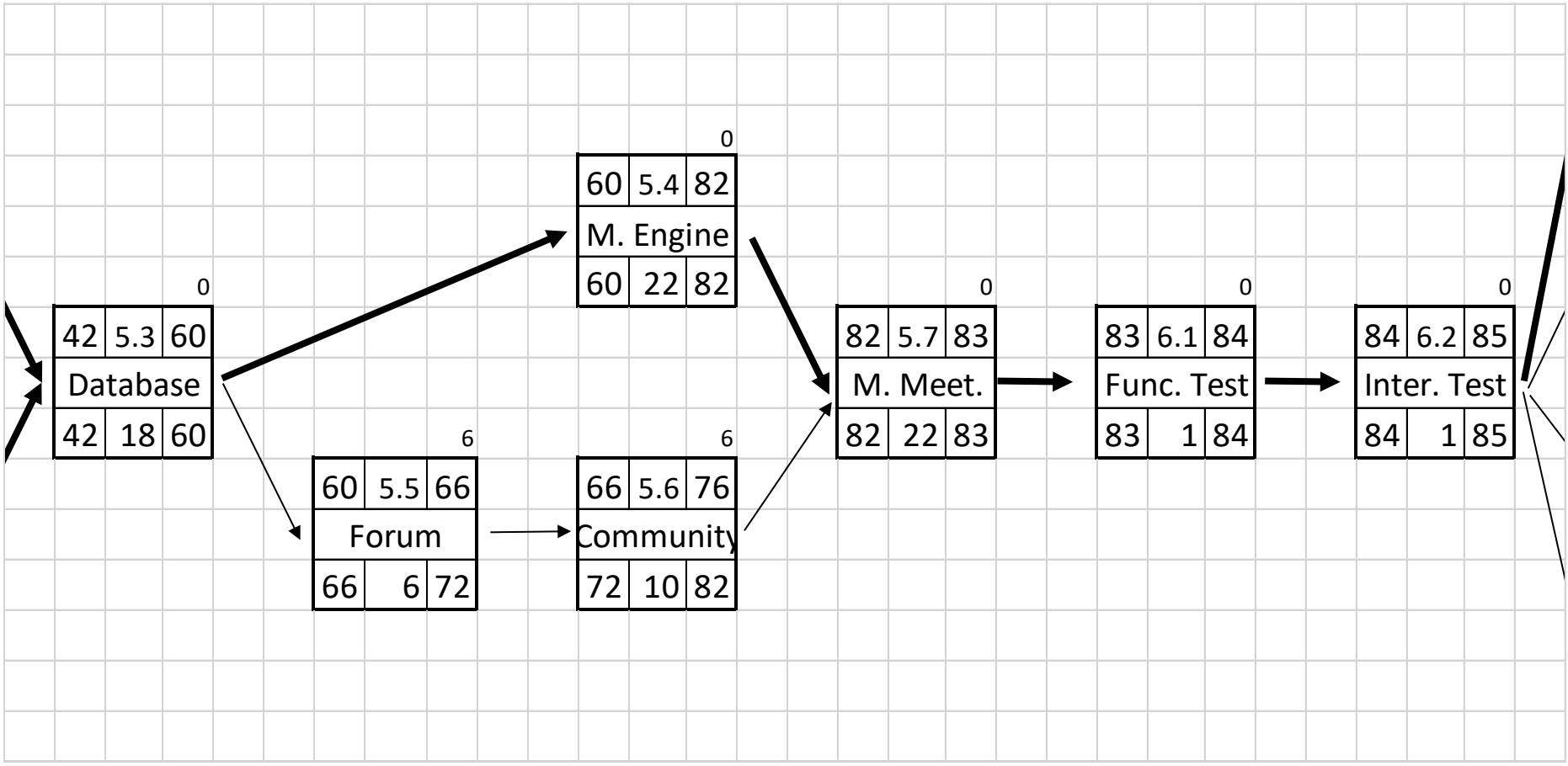

Gantt Chart
1.1 Identify Stakeholders
1.2 Create Project Charter
1.3 Hold Kick-off Meeting
1.4 Present Project Charter
1.5 Project Charter Signed by stackeholder
2.1 Team Planning Meeting
2.2 Prepare Team Contract
2.3 Prepare Scope Statement
2.4 Complete WBS
2.5 Requirements Analysis
2.6 Prepare schedule
2.7 Determine cost of the entire project
2.8 Fund Collection from Department
2.9 Fund Collection from Sponsore
2.10 Milestone Meeting 1
3.1 Discuss the main concept of the graphic design
3.2 Draft version of graphic design
3.3 Review draft graphic design
3.4 Make final Version of graphic design
3.5 Approve the grapfic design
3.6 Milestone Meeting 2
4.1 Purchase Domain
4.2 Purchase hosting
4.3 Purchase local server
4.4 Purchase networking equipment
5.1 Content
5.2 Server
5.3 Database
5.4 Main Engine
5.5 Forum
5.6 Community
5.7 Milestone Meeting 3
6.1 Functionality test
6.2 User Interface Main site test
6.3 Security test
6.4 Speed test
6.5 Web traffic & load test
6.6 User impression test
6.7 Fix Bugs found
6.8 Milestone Meeting 4
7.1 Internal unvailing
7.2 Inaguration
7.3 Payment
8.1 Prepare detaile documentation
8.2 Prepare final report
8.3 Hold traing session
8.4 Create lessions learned
8.5 Backup Project Files
8.6 Closing Meeting
8.7 Greetings session and furthuer support analysis
0
20
40
60
80
100
120
Time
Critical Activity
Noncritical Activity
Slack

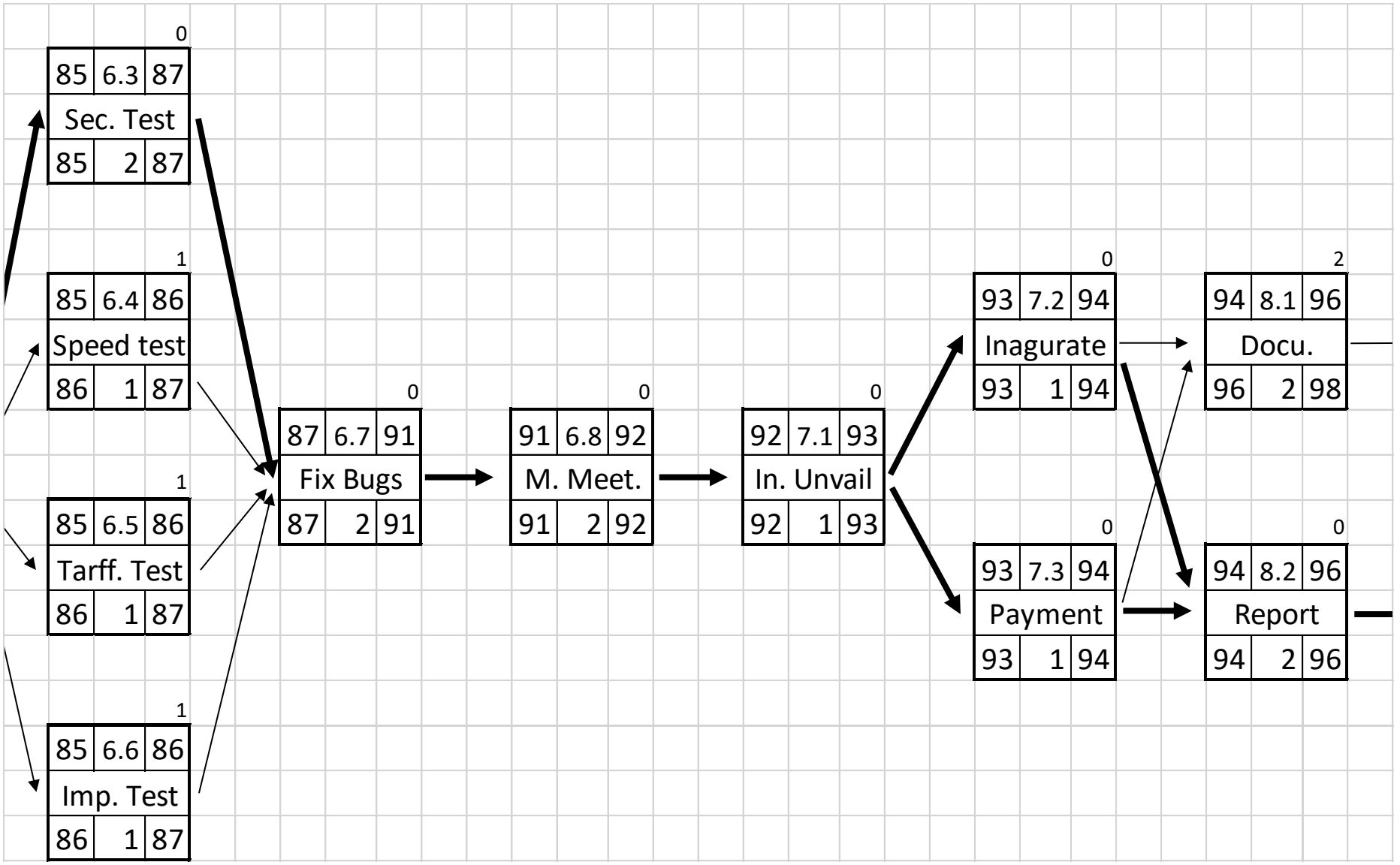
22 Appendix 7: Network Diagram (Parent)

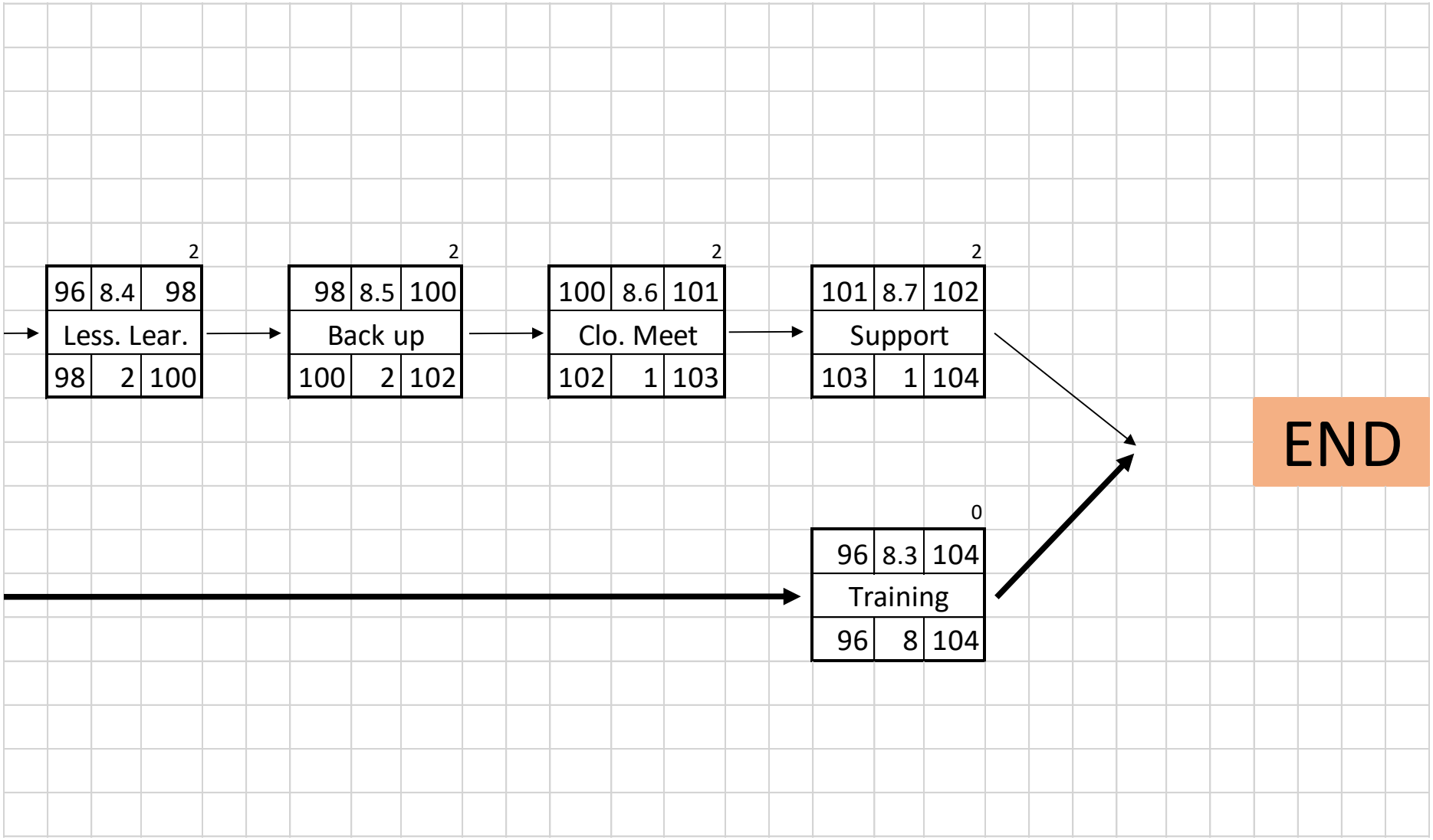


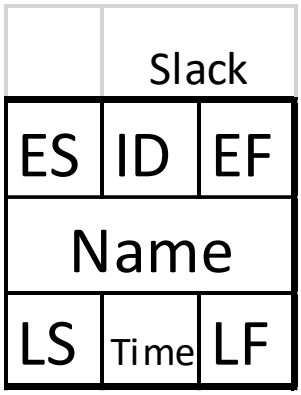

0
5 2.5 12
Rq. Ana.
5 7 12
0
12 2.6 15
Schedule
12 3 15
0
15 2.7 16
Cost
15 1 16
0
16 2.8 19
F.C. Dept
16 3 19
0
16 2.9 19
F.C. Spon.
16 3 19
0
19 2.10 20
M. Meet.
19 1 20
0
20 3.1 22
Gra. Con.
20 2 22
4
20 4.1 30
Pur. Dom.
24 10 34
4
20 4.2 30
Pur. Host
24 10 34
9
20 4.3 25
Pur. Lser.
29 5 34


0
22 3.2 34
Draft gra.
22 12 34
0
34 3.3 35
Review
34 1 35
0
35 3.4 37
Final
35 2 37
0
38 3.5 39
App. Gra
38 1 39
4
30 4.4 35
Net. Equip
34 5 39
0
38 3.6 39
M. Meet.
38 1 39
0
39 5.1 42
Content
39 3 42
0
39 5.2 42
Server
39 3 42


0
42 5.3 60
Database
42 18 60
0
60 5.4 82
M. Engine
60 22 82
6
60 5.5 66
Forum
66 6 72
6
66 5.6 76
Community
72 10 82
0
82 5.7 83
M. Meet.
82 22 83
0
83 6.1 84
Func. Test
83 1 84
0
84 6.2 85
Inter. Test
84 1 85


0
85 6.3 87
Sec. Test
85 2 87
1
85 6.4 86
Speed test
86 1 87
1
85 6.5 86
Tarff. Test
86 1 87
1
85 6.6 86
Imp. Test
86 1 87
0
87 6.7 91
Fix Bugs
87 2 91
0
91 6.8 92
M. Meet.
91 2 92
0
92 7.1 93
In. Unvail
92 1 93
0
93 7.2 94
Inagurate
93 1 94
0
93 7.3 94
Payment
93 1 94
2
94 8.1 96
Docu.
96 2 98
0
94 8.2 96
Report
94 2 96


2
96 8.4 98
Less. Lear.
98 2 100
2
98 8.5 100
Back up
100 2 102
2
100 8.6 101
Clo. Meet
102 1 103
2
101 8.7 102
Support
103 1 104
0
96 8.3 104
Training
96 8 104
END



Here,

ES = Earliest Start

ID = Work ID

EF = Earliest Finish

LS = Late Start

LF = Late Finish

Time = Activity Time

22.1 Critical Path

Critical path is highlighted with bold arrow marks.

23 Appendix 8: Risk Register

No	Rank	Risk	Description	Category	Root Cause	Triggers	Potential Response	Risk Owner	Probability	Impact	Status
R1	1	Miscommunications	As the project is highly dependent on the separate tasks. Miscommunication can lead to outputs that are incompatible with other phases.	People risk	Negligence and lack of interest	Unable reach stakeholders/ Postponed meeting	Ensure everyone is communicating and in meetings everyone is present	Project Members	Medium	High	
R2	2	Lack of stakeholder's participation	The stakeholders will accept the project , so they needs to know what outcome will the project Produce. Unless project team may not get adequate support, resources or time	People Risk	Stakeholder busy or failed to see the project closely	Unable reach stakeholders/ Postponed meeting	Clear communication plan and regular meeting	Project Manager	High	High	

No	Rank	Risk	Description	Category	Root Cause	Triggers	Potential Response	Risk Owner	Probability	Impact	Status
R3	3	Request for huge changes at the later phases	Stakeholders may demand any major changes at the later part of the project. These types of changes may ruin total project. As every phase of the project is linked with the previous parts.	Scope risk	Poor communication or reporting	Statements are not signed by the stakeholders.	All the requirements should be analyzed carefully and signed by stakeholders.	Project Manager	Medium	High	
R4	4	Software bugs	Software bug is a common problem in programming projects. If any bug is discovered it can delay the completion of the website. It is also possible that a bug in the core can lead to a complete overhaul of the website.	Operations Risk	Incompatibility of hardware, negligence or human error	Brought up in meeting, discovered in testing or informed by 3rd party	Seek senior programmer or hire specialists	Senior web Programmer	Low	High	

No	Rank	Risk	Description	Category	Root Cause	Triggers	Potential Response	Risk Owner	Probability	Impact	Status
R5	5	Overemphasis on low priority items	Over emphasis on low priority items can affect high priority items.	Operational risk	Unexperienced team	Exceed weekly meeting time and team demotivation	Set buffer time & identify high priority items	Project Manager	Medium	Low	
R6	6	Sickness or any unexpected leave of key personnel	Any key member of the team can become sick or take leave during the project. Supervisor, Project Manager and senior web programmer are the key players.	People Risk	Overworking	Late to work, unexpected behavior and missing milestone.	Add buffer and get adequate personnel	Project Manager	Medium	Medium	

Change Request Form

Project Name:	**Project Sponsor:**
Request number:	**Date:** DD/MM/Year
Originator:	**Requested By:**

Description of Change:

Reason for Change:

Areas of Impact:

◯ Scope ◯ Cost ◯ Other: _____

◯ Schedule ◯ Risk

Disposition	Priority	Funding Source
◯ Approve	◯ Emergency	◯ Mgmt. reserve
◯ Approve as Amended	◯ Urgent	◯ Sponsor
◯ Disapprove	◯ Medium	◯ Internal
◯ Deferred	◯ Low	◯ Other

Sign-off Approvals	Date
Project Supervisor:	
Project Manager:	
Project Sponsor:	
Other:	

24 Appendix 9: Project Closure Report

Project Name	
Project Sponsor	
Project Manager	
Date	

Document Approval Signatures

Role	**Name**	**Sign**	**Date**
Project Supervisor			
Project Sponsor			
Chairman of A&IS			
Project Manager			

Here project sponsor will evaluate whether the result of the project matches project proposal

Checklist	✓	Comments	
Deliverable are up to quality			
Every expenses has been paid			
Total Project Cost at the end			BDT
Documentation done			
Risks and other issues has been handled.			
Handover to Department complete			
Any actions need in future			

I. Evaluation of Projects Benefits

Have the described benefits in the proposal achieved?

II. Performance Evaluation

The performance of the project (timeliness, accuracy, efficiency, effectiveness etc.) should be evaluated and state any suggestions.

III. Costs & Resources comparison

Did the project's cost & resources need fulfilled within the planned limit. Reasons if extra time and resources needed.

IV. Effects of Change Requests on the Project

All the changes listed should be checked that which one needed how much time, money, effort and other resources.

V. Summary of Issues

Check issues arose during the project period and comment on them

VI. Lessons Learned

What new experience the team had? In case of negative experience what would be the action to avoid these in next time?

VII. Comments by Project manager

Any suggestions, any comments, any advice to the project manager should be written here..

VIII. Realization of Future benefits

Benefits stated in the (i) sections, it needs to determine who will take responsibility, when to realize and how to evaluate.

Benefit	How to measure?	Who will be responsible?	When to realize?