

# Project Management Proposal for Consys Swift

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## Project Charter

I have included a project charter which describes the entire project and gives a general overview. I have included aspects such as approximate start and end dates, objectives, assumptions and risks that might come in the project.

This has been done to allow the authorisation and approval of the project and be able to use the relevant resources to achieve the desired objectives. This also serves as a clear and concise summary for those who would like an overview of the project. This also serves as a marketing tool for when we would like to present the project to external personnel such as stakeholders. This also makes it easier for any future planning to take place. As our objectives are defined we are less likely to get scope creep later on.

**Project Title:** Consys Swift

**Project Start Date:** January 1<sup>st</sup> 2023

**Project Finish Date:** January 1<sup>st</sup> 2024

**Project Manager:** Salman Filli

**Problem Opportunity:** The current method of fire detection system design which is done through the application Consys Pro involves manually configuring the devices that you want for your building one by one. I believe that not only does this take up a lot of time, it also requires technical expertise and if the setup you have given turns out to not be safe enough for your building, this can have catastrophic effects.

### Project Goal:

To provide a professional and easy to use interface to automatically recommend fire detection system designs based on the user's building, their needs and budget. This will be included as an extra functionality to the current Consys pro application.

### Team Members

Team Member	Role	Department
Salman	Developer	Fire Detection
Siva	Developer	Fire Detection
Ibrahim	Developer	Fire Detection
Dominyka	Developer	Fire Detection
Micheal	Developer	Fire Detection
Rohan	Quality Assurance/Software Testing	Fire Detection

### Project Objectives:

- Develop a new functionality for fire detection system design to help users to save time and money when it comes to fire detection design and configuration by providing them with set-up recommendations automatically using the information that they give us about their building. This information can include (but not limited to): Room type, building type, metrics of the rooms, budget, a digital design of the building/room.

- The goal is to then based on this information, output a recommended fire detection set up with the kind of devices to use and where approximately it should be located.
- Once the setup has been outputted the user either has the option of implementing the setup we have given them, which would create a shopping list of all the devices that are in that setup, and then create the order accordingly.
- If they are not satisfied with the recommended setup given to them they can make extra changes/removals to the setup given or start completely from scratch and make a set up themselves.
- Our objective is to leverage the experience that we have within providing fire detection system solutions to buildings by providing the most optimal and safe setup to users who would like to complete a fire detection system design for their building who may not have the time or expertise to configure a setup manually on their own.

#### **Success Criteria**

- The set-ups that we provide to the user match with the rules and safety regulations for their region as well as their building and room type. It should do this without going over their budget (which they will give us).
- The set ups provided must take into consideration the following from the user
  - o Building and Room Type (depending on whether they choose to do the whole building or room by room)
  - o Metrics of the building or room type
  - o The budget: this budget can determine the complexity of the setup e.g. amount of devices we recommend.
- Aiming for an average of a 70% acceptance rate in terms of the set-ups given. We will be able to measure this by tracking how often the recommended set ups get accepted or not.
- There should be an output displaying the setup with their building room to give the user a visual representation of what it will look like.
- Upon the user accepting the setup, a shopping list should be created and populated with the devices from the set up given.
- If the user decides to not implement the set up and build a setup from scratch the system should direct them to the current version of Consys Pro which will allow them to develop their own set up one by one.

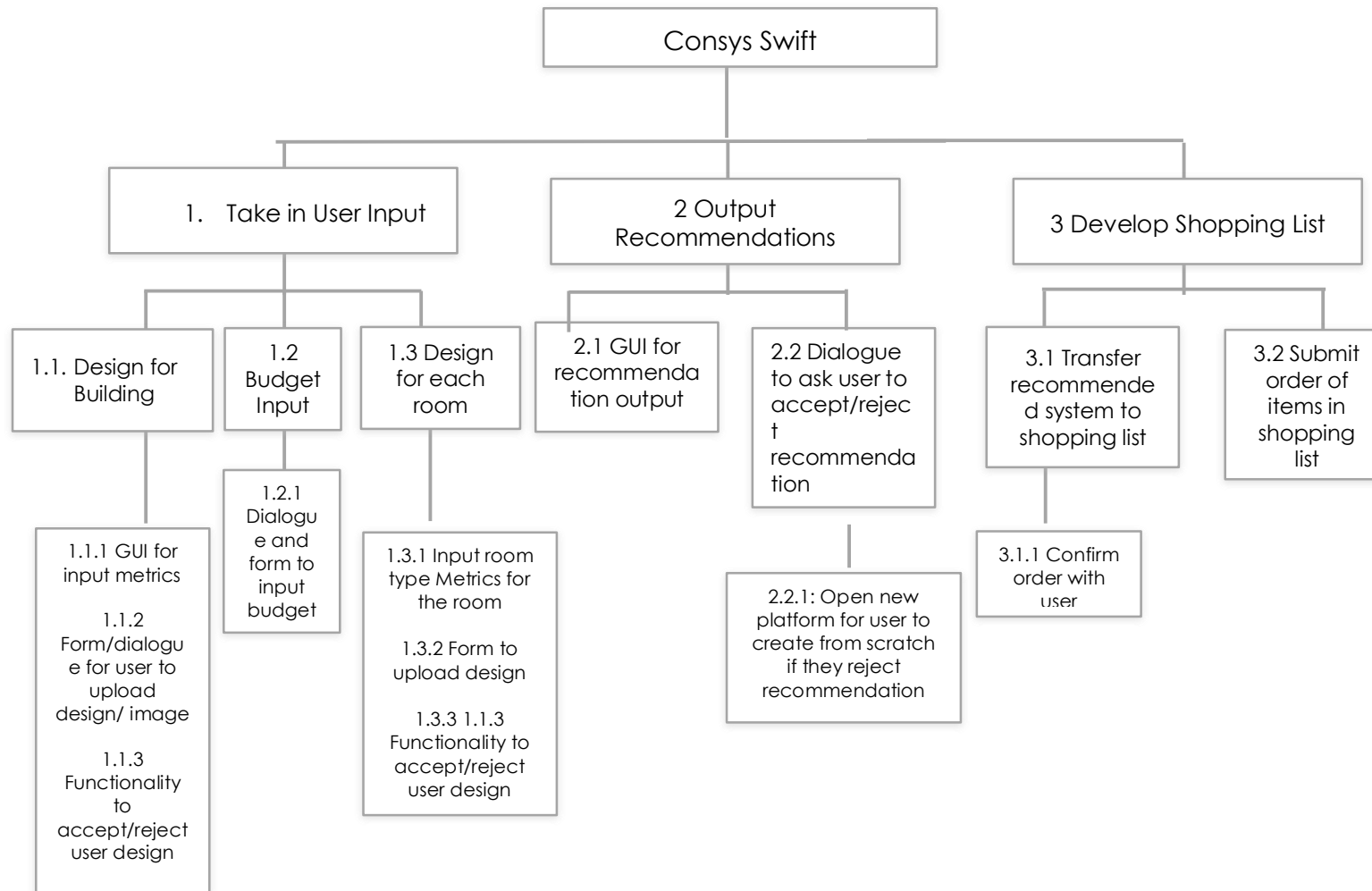
#### **Assumptions, risks, constraints include but are not limited too**

- The user might not give us the necessary information needed in order to give them the best recommendation setup possible. Our assumption with this project is that they will give us the necessary information.
- We assume that enough time will be allocated for this project and developers will be available to complete the project.
- Funding availability: As the company are already involved in numerous projects within fire detection hardware as well as software projects, it may be difficult to find and be able to allocate the funds accordingly so that this project becomes a success. Our assumption is that if we got approval to complete this project it will get funded accordingly.
- Availability of Skilled Resources for the development, testing and maintenance of the project.
- We assume that the scope will not change after our meeting with the stakeholders.
- Upon placing their order users will receive the devices and will have it fitted into their building accordingly.

- We assume that we will be using an agile methodology for the project, involving constant involvement with the user and getting feedback where necessary and improving the application accordingly.

## Work Break-Down Structure

I have included a WBS below, where I have split the task into small manageable tasks that can be completed independently and then grouped together to form the final product. This is very important to implement as it allows responsibility to be divided amongst team members as we can begin allocating time accordingly and create a schedule based on the functionalities. It can also allow us to begin with estimates and give a visual representation of the scope. This gives us an understanding of what the deliverables are in this project.



WBS	Task
1	Take in User Input
1.1	Design For Building
1.1.1	GUI for Building Metrics
1.1.2	Form/dialogue for user to upload design/image
1.1.3	Accept/Reject User design
1.2	Budget Input
1.2.1	Dialogue and form to input budget
1.3	Design for each room
1.3.1	Input room type Metrics for the room
1.3.2	Form to upload design
1.3.3	Functionality to accept/reject user design
2	Output Recommendations
2.1	GUI for recommendation output
2.2	Dialogue to ask user to accept/reject recommendation
2.2.1	Open new platform for user to create from scratch if they reject recommendation
3	Develop Shopping List
3.1	Transfer recommendations to shopping list
3.1.1	Confirm Order With User
3.2	Submit order of items in shopping list

## Stakeholder Analysis and Engagement Plan

Below I have identified my stakeholders and have outlined their role, influence and involvement they will have on the project. I have given their expectation of us and our expectation of them and have given a brief plan and how I will keep in contact with the stakeholders so that they are managed accordingly. For the type of stake, primary refers to their involvement being within the organisation, and secondary refers to their involvement being outside of the organisation.

This is very important to do as the more engaged we are with the stakeholders the more insights we can gain regarding a project and use that to our advantage. It allows us to get extra information that we may not have gotten ourselves including identifying risks, requirements etc. It also makes it easier to come up with strategies and plans for the future as you will always be in regular contact with them. Many projects fail due to not managing the expectations of stakeholders so it is vital that this is completed to assure the success of the project.

Stakeholder	Stake In Project	Type Of stake	Impact	Interest	Expectation of Stakeholder	Stakeholder Expectation	Approach to Managing Stakeholder
Building Owner/Manager	They will be the ones directly impacted by the system as the fire detection system design will be for their building	Secondary	High	Medium	We expect the stakeholder to give us the necessary feedback as well as the necessary input when using our system to allow it to satisfy their needs in the best way.	This stakeholder expects our recommendations to be optimal, safe, and the project satisfies their needs in terms of fire detection system design.	Meet face to face Every so often and keep satisfied.
Project Manager/supervisor	They will be supervising the project and making sure the project is delivered within the constraints given.	Primary	High	High	We expect the project manager to make sure that the project is completed within the given constraints including	The Project manager will expect to receive the resources including the time and budget as well	Regular contact(weekly) through an online meeting for updates.

					time and budget and human resources	as the development team to complete their roles in terms of developing the system and give updates to make sure the project flows smoothly.	
Developers/testers	They are responsible for the development, testing, installation and maintenance of the project. They will be primarily from the current Consys pro team.	<b>Primary</b>	<b>Medium</b>	<b>Medium</b>	We expect the developers to complete the development and mainainance and testing of this project throughout the lifecycle of the project.	The Developers and testers will expect the requirements to be as clear as possible, given the correct tools and resources to do their job, and are compensated accordingly for their work.	Meet on a daily basis through an online daily stand up to receive update from them.
Suppliers	Once the fire detection system design has been recommended and the user wants to go along with it and make an order, the supplier will be responsible for giving the user what they order.	<b>Primary</b>	<b>Low</b>	<b>High</b>	We expect the suppliers to supply the right equipment and the right quantity of equipment.	The suppliers expect to be paid the right amount based on what the user orders and expects the order to be exactly what the customer wants to prevent confusion.	Need to be in contact regularly to see if they can still provide the equipment to the users. We can email/call one another for any updates/changes.
Fire Fighters	When the fire detectors go off due to an incident these are the	<b>Secondary</b>	<b>Medium</b>	<b>Low</b>	We expect the fire fighters to turn up when expected if	They expect the detectors designed by us to be	Need to keep satisfied but not as much contact

	people responsible for taking out the fire and making sure everyone is safe.				the detectors are sounded and there is an actual fire.	accurate so that they can come on time and prevent any injuries when alerted.	required. Maybe once a year.
ADT Security Services	When the building owner has received the equipment it is up to the technicians from the security services to do the fitting of the equipment within the building.	<b>Secondary</b>	<b>High</b>	<b>Medium</b>	We expect the Technicians to be able to fit and install the equipment into the building without any problems to allow the fire detection systems to sound when there is a fire.	They expect the equipment and design that the user wants is actually feasible with their building so the recommendations we give must be accurate to allow this.	Regular contact required and must keep satisfied.
Law and Enforcement/Government	The fire detection systems need to comply with the current rules and regulations that are set by Law and Enforcement companies of the region the user is from.	<b>Secondary</b>	<b>High</b>	<b>Low</b>	If there are any changes to the law and safety regulations, we expect to be updated accordingly as this will directly impact what we recommend to the user.	They expect our recommendations to the user to be compliant to all the laws and safety regulations of that region.	Meeting whenever there is an update in any laws and regulations. Apart from that not very often but must keep satisfied.
The Public	The public will be entering the buildings that we recommend the fire detection systems for so are directly impacted by what we are providing.	<b>Secondary</b>	<b>Low</b>	<b>High</b>	We expect the public to utilize the buildings appropriately and follow the fire safety procedures should any incidents occur.	The public expect our fire detection system set ups to be optimal to prevent any harm caused from any incidents.	Contact not required unless an emergency occurs, but must keep satisfied.

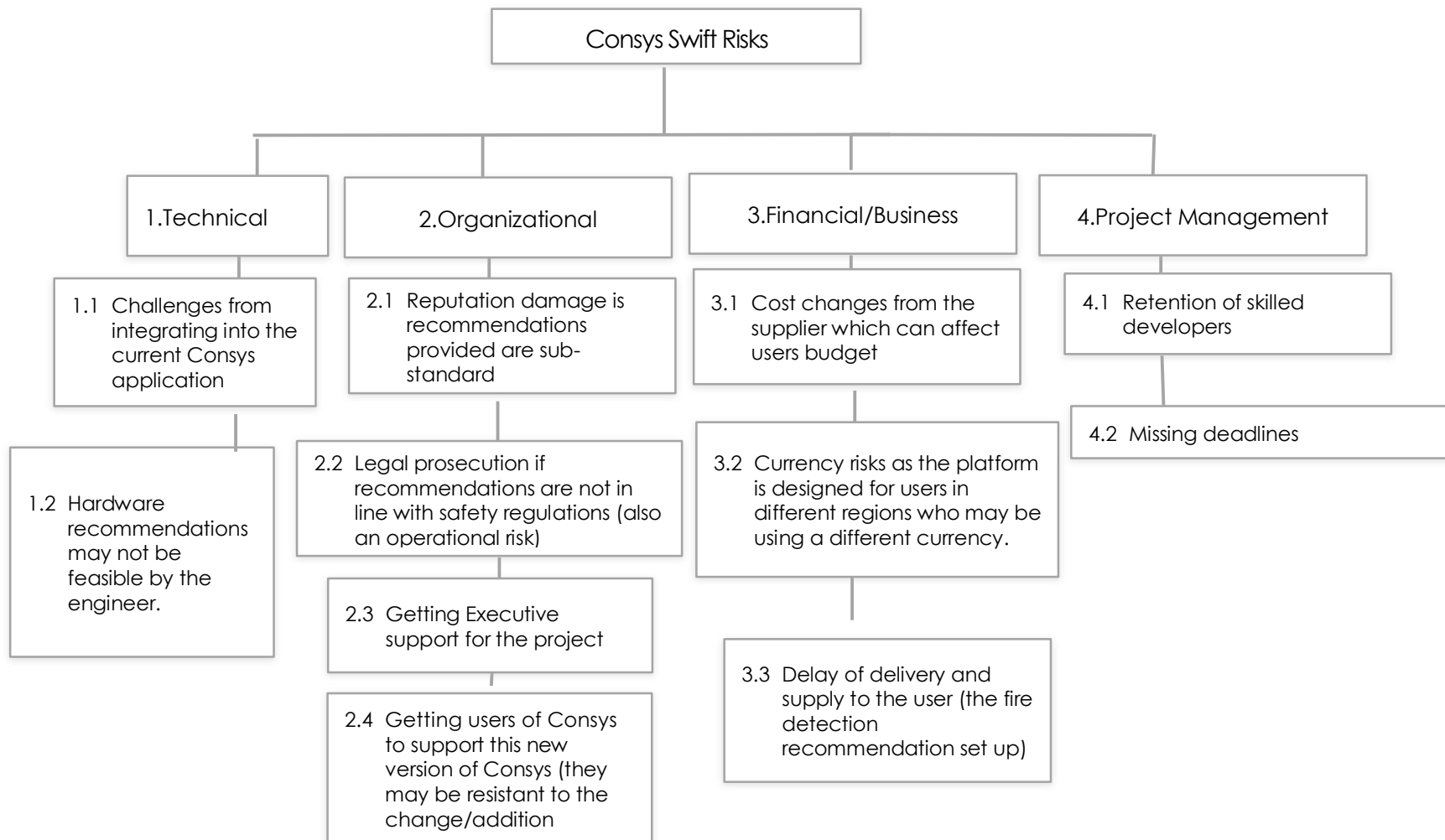



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# Risk analysis and Management

## Risk Breakdown Structure

Below I have included a hierarchy of potential risks for the project. Each risk belongs to a category which then contains its own set of risks in the project. This is important as it gives you a more ordered, organised visual representation of the risks which makes it easier to assign resources and time to plan for the mitigation and avoidance of these risks. Technical risks are the challenges that may arise regarding the actual implementation of the software. This can be development issues, testing issues etc. If these risks aren't mitigated it can lead to system failure, security breaches etc. Organisational risks are challenges that would create uncertainty within an organisation. If not mitigated this can have direct financial drawbacks on the company as well as a negative impact on the project implementation. Financial and business risks are risks that involve the loss of money if not mitigated.





2.5 Getting the current  
Consys pro team's  
support as they may be  
busy with other projects.

### Probability and Impact Matrix

Below I have included the impact of the risk on one axis and the probability of that risk occurring on the y axis. This is important as it allows us to identify event outcomes that need to be further investigated. This allows us to prioritise risks that need to be dealt with and risks that we can afford to take. As this is in an easy to read visual format, it makes it easier to categorise the risks and therefore make the appropriate plans to mitigate and avoid risks.

		Impact 		
Probability 		Low 1	Medium 2	High 3
	Low 1	Risk 2.5	Risk 1.2 Risk 2.4	Risk 3.3 Risk 2.2

Medium 2		Risk 3.2	Risk 2.1 Risk 2.3 Risk 3.1 Risk 4.1
High 3	Risk 1.1		Risk 4.2



## Risk Register

Below I have included a document containing potential risk events, including the category, the cause, responses and with the appropriate response plan. This is important as it gives a concise idea of what risks might occur in the project and how will mitigate and avoid these risks. This can then help us mitigate potential delays that could arise from these risks. As the risks have already been documented this can reduce business liability down the line or any regulatory issues that might have come from not planning accordingly. I Have Included the Risk Priority number which is the product of the probability and the impact. I have then sorted the table from the largest risk priority number to the lowest. This is important as we need to prioritize which risks to mitigate first that way the sooner we mitigate the higher priority risks, the less of an impact it will have on our project. It allows us to understand which risks we need to allocate most of our attention and resources to mitigate them.

Category	Risk	Root Cause	Probability	Impact	Mitigation	Risk Priority Number	Risk Assessment	Risk Owner
Project Management (4.2)	Missing Deadlines	Due to bad estimates. There are currently numerous hardware and software projects happening at once which could lead to this. This is also due to the project dependency with the current version of Consys, which will have to be complete to allow the completion of Consys swift.	3	3	Negotiate more time where necessary, increase hiring of personal where needed.	9	High	Project Manager
Project Management (4.1)	Retention of skilled developers	These developers will have great	2	3	Increase support and benefits for	6	Medium	Hiring Manager,

		knowledge of the current Consys pro so them leaving mid project will cause some setbacks in terms of project completion. They may either find other roles, or other responsibilities that they have to work on.			these developers. Make sure that the knowledge is shared amongst the team so that the expertise is still there should any of the developers leave.			Project Manager, Team Lead.
Financial/Business (3.1)	Cost Changes from suppliers	Factors like market conditions, inflation can cause suppliers to change their prices.	2	3	When automating the recommendations make sure they are slightly under the user's budget that way if there are cost changes the user will still be within their budget when accounting for these extra costs.	6	Medium	Supply Chain, Finance team.
Organisational (2.3)	Not Getting executive support from the project	The company currently work on multiple projects across multiple teams so the company may not have the resources to complete the	2	3	Present the benefits and the need for the project to the stakeholders, talking about the business and	6	Medium	Project Manager (whoever is presenting the project to the stakeholders)



		project therefore not getting their support.			financial case for the project.			
Organisational (2.1)	Damage to reputation	If recommendations are not optimal for the user, the users will be unsatisfied with the product and this can cause them to navigate away from our company and products.	2	3	Consider all factors when giving recommendation in the development of the application and make sure they are directly in line with the users' needs	6	Medium	Product Owner
Financial/Business (3.2)	Currency risks affecting user budget	Caused from the system being designed for different regions which will have different currencies when considering their budget.	2	2	Keep up to date with currency rates and consider these factors when developing recommendations based on user budget and their region.	4	Medium	Finance team, development team.
Financial/Business (3.3)	Delay of delivery and supply to the user	Caused by weak supply chains and connections with the supplier.	1	3	Keep in regular contact with suppliers and constantly do research on new suppliers that way we have multiple options in terms of delivery to the user.	3	Low	Supply chain team.

Organisational (2.2)	Legal Issues	If recommendations do not go in line with safety laws of the given region.	1	3	Make sure that the recommendations given are in line with fire detection safety laws and regulations.	3	Low	Fire engineers (who are carrying out the installations of the fire detection system setup.
Technical (1.1)	Implementation Challenges with current version of Consys	As this will be an extra functionality added to the current version of Consys Pro there may be some changes we need to make to the existing application to allow Consys Swift to work. These changes may cause further bugs and implementation issues.	3	1	Make sure the design is done well before the implementation and make sure the mainainance and testing is done accordingly.	3	Low	Development and delivery team.
Technical (1.2)	Hardware and equipment recommendations not being feasible by engineer	The user may have a complex building which will lead to a recommendation that is unorthodox.	1	2	Consider all building types when developing the application through. This will involve extensive research prior to development.	2	low	Product Owner: when gathering specifications make sure these factors are considered.

Organisational (2.4)	Not getting user support for this application	Users may not be willing to adapt to the new changes of this application. They may not be willing to give the information of their building into the system.	1	2	Make sure that the users requirements are satisfied and present the benefits to the user and what the problems are that the application will be solving.	2	Low	Project Manager (whoever is presenting the project idea to the users)
Organisational (2.5)	Getting the support of the current Consys Pro team.	They are currently working on the current version of Consys as well as other projects so they may not have the bandwidth to complete this project.	1	1	Schedule the project in a way that the developers will have the bandwidth to complete the task. We can also hire additional developers to help with the project as well as giving overtime.	1	Low (as there are many ways we can mitigate this risk)	Project Manager, Hiring Manager, Developers.

