

PROJECT BRIEF

Course: Project Management in IT

Project Title: Complete Project Management Plan

Case Study: University Event Management System (UEMS)

1. Background

The university plans to develop a **University Event Management System (UEMS)** to manage academic and non-academic events such as:

- Conferences
- Workshops

Currently, event registration and coordination are handled manually, leading to:

- Poor communication
- Scheduling conflicts
- Budget mismanagement
- Low participant tracking efficiency

The university management wants a structured project plan before development begins.

2. Project Objective

Students are required to prepare a **complete Project Management Plan** for the development of UEMS by applying all Project Management knowledge areas covered in the course.

Note:

You are NOT required to develop the system.

You are required to plan and manage the project professionally.

3. Project Duration (Academic)

Total duration: **10 Weeks (2.5 Months)**

Deadline; 30th April 2026

Students must simulate a real IT project lifecycle.

1. REQUIRED PROJECT COMPONENTS

Students must include the following sections:

Title Page

Executive Summary

1. Introduction

2. Project Charter

3. Project Life Cycle Model

4. Integration Management Plan

5. Scope Management Plan

6. Schedule Management Plan

7. Cost Management Plan

8. Quality Management Plan

9. HR Management Plan

10. Communication Plan

11. Risk Management Plan

12. Procurement Plan

13. Stakeholder Management Plan

14. Conclusion

Appendices (WBS, Gantt Chart, Risk Register, Budget Tables)

2. Details of REQUIRED PROJECT COMPONENTS

➤ **1 Project Charter**

- Project title
- Business case
- Problem statement
- Objectives (SMART)

- High-level requirements
 - Key stakeholders
 - Assumptions and constraints
 - Project manager authority
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➤ **Project Life Cycle & Process Groups**

Explain how the project will go through:

- Initiation
- Planning
- Execution
- Monitoring & Controlling
- Closing

Include a visual diagram.

➤ **Project Integration Management**

- Overall Project Management Plan
 - Change control process
 - Configuration management
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➤ **Scope Management (Important)**

- Detailed scope statement
 - Deliverables list
 - Work Breakdown Structure (WBS)
 - WBS Dictionary
 - Scope validation & control
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➤ **Schedule Management**

- Activity list

- Activity sequencing
- Network diagram
- Gantt chart
- Critical path analysis

Tools allowed: MS Project / Excel / online tools

➤ **Cost & Budget Management**

- Cost estimation (labor, software, hardware, testing)
 - Budget breakdown
 - Cost baseline
 - Cost control method
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➤ **Quality Management**

- Quality standards
 - QA vs QC plan
 - Acceptance criteria
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➤ **Human Resource / Team Management**

- Team structure
 - Roles & responsibilities
 - RACI Matrix
 - Team development plan
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➤ **Communication Management**

- Communication plan
- Reporting structure
- Meeting schedule
- Stakeholder communication strategy

➤ **Risk Management**

- Risk identification (minimum 10 risks)
 - Risk probability-impact matrix
 - Risk register
 - Mitigation strategies
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➤ **Procurement Management**

- Make-or-buy analysis
 - Vendor selection criteria
 - Contract type
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➤ **Stakeholder Management**

- Stakeholder register
 - Power-interest grid
 - Engagement strategy
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➤ **Final Deliverables**

1. Complete Project Management Report (30–50 pages)
 2. Planning tools (WBS, Gantt chart, Risk Matrix, Budget sheet)
 3. Final presentation (10–15 minutes)
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➤ **Suggested Timeline for Students**

Week Task

- 1 Project Charter & Approval
- 2–3 Scope & WBS
- 4 Schedule Planning

Week Task

- 5 Cost & Budget
 - 6 Risk & Quality
 - 7 Communication & Stakeholder
 - 8-9 Revision by supervisor and students
 - 10 Final Report & Presentation
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Assessment Rubric (Optional – You Can Use)

Component	Marks
Project Charter	3
Scope & WBS	4
Schedule	4
Cost	3
Risk Management	4
Other Knowledge Areas	4
Report Quality	3
Presentation	5
Total	30
