

Assignment 6 - Project HR management

ORGANIZATION CHART & RACI MATRIC

Project Title: Infrastructure Transformation Project

Project Sponsor: CIO

Date Prepared: 04/06/2016

Project Manager: Amit Prabhakar

Project Customer: ABC Corp.

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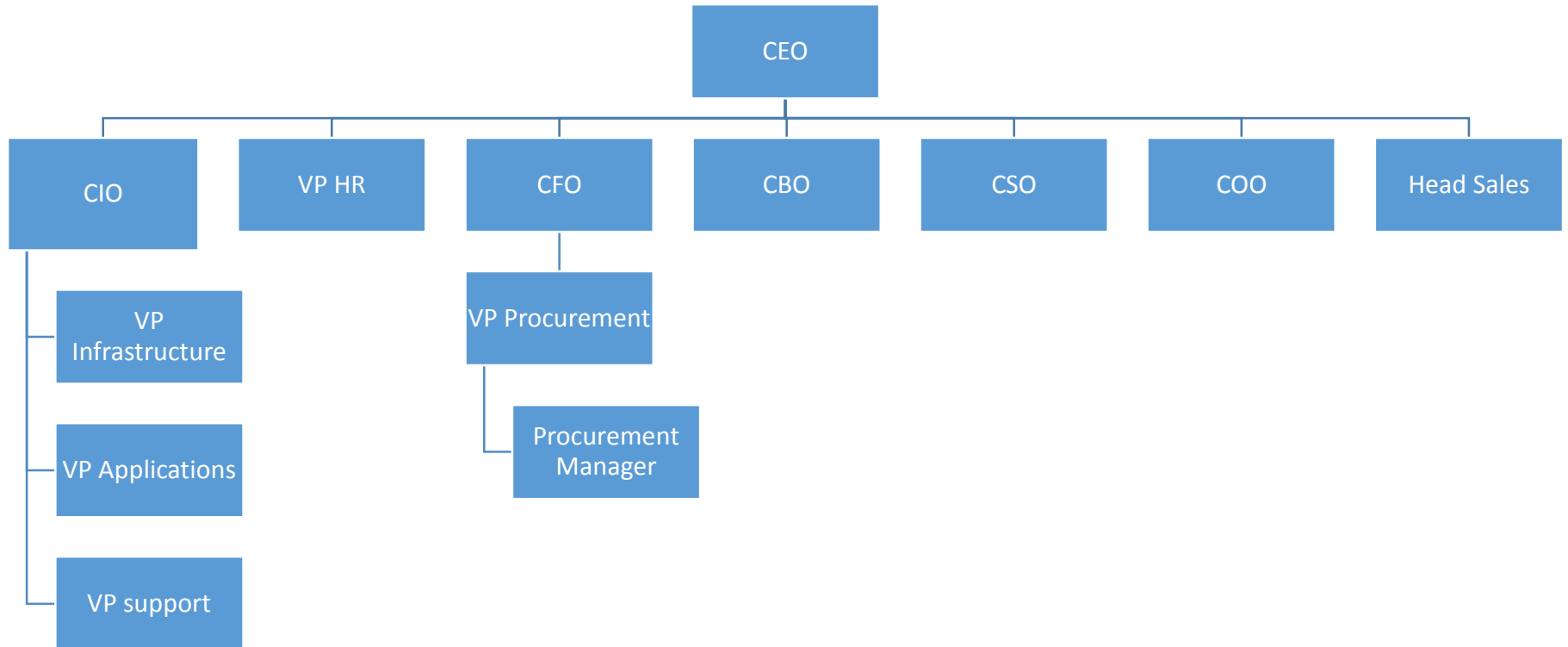
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Organization Chart

The overall organization chart for ABC Corp. is given below. CEO leads the business and CIO reports to the CEO.



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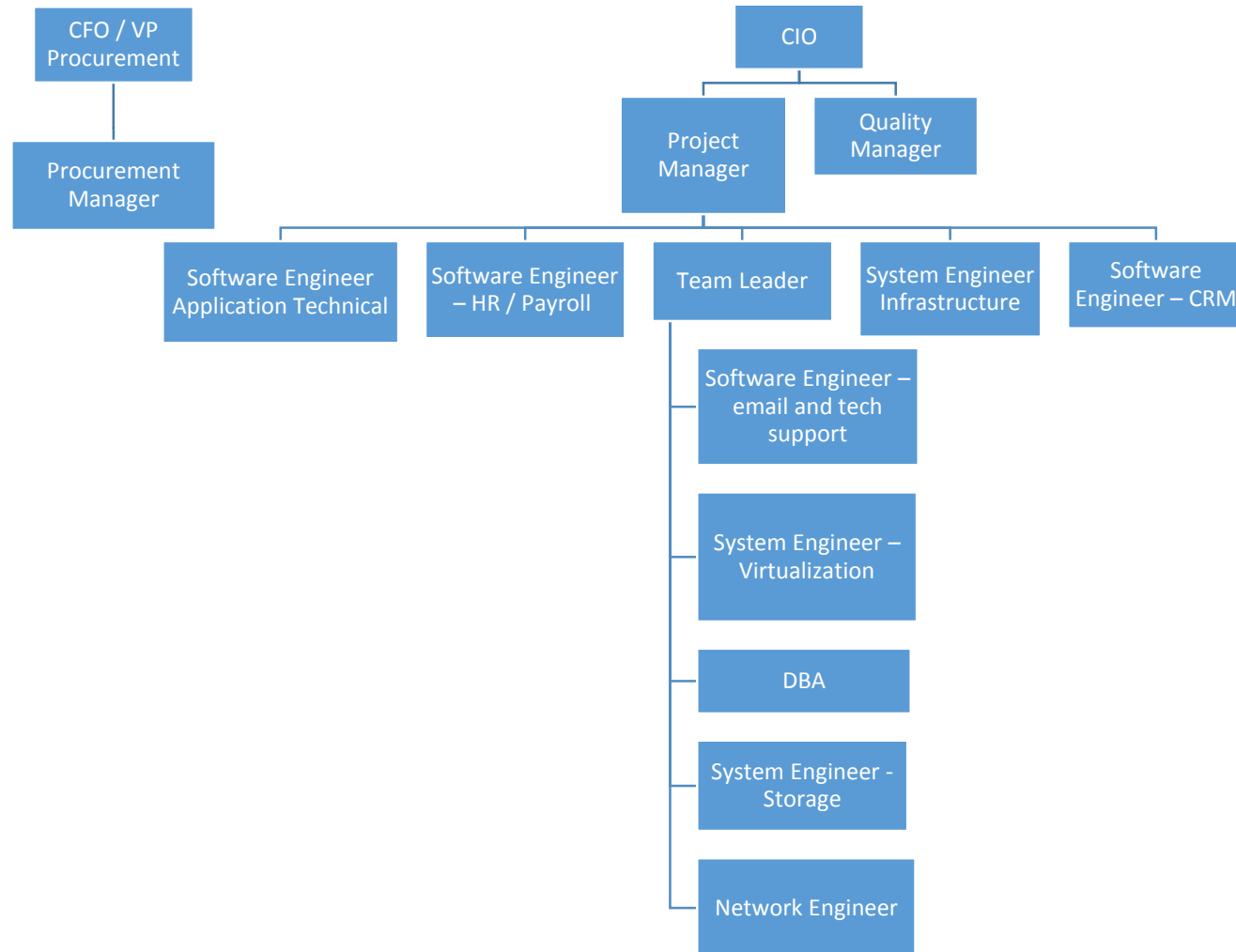
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Project Organization Chart

The organization chart for the project team is given below:



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RACI MATRIC

Activity / Stakeholders	Implementation Partner	Project Manager	Team Lead	Quality manager	Procurement Manager	HR	Software Engineer	System Engineer – Infrastructure	Software Engineer – Application – Tech	Software Engineer – HR / Payroll – Functional	System Engineer – CRM – Functional	System Engineer – email & tech support	New Job Engineer – Virtualization	Data Base – Stronge	System Admin	CIO
Initiating	R	R														I
Requirement Gathering																
Requirement gathering	R	A				R	R	R	R	R	R	R	R	R	R	
Requirement Gathering Milestone	R															I
Requirement Analysis																
Conduct Planning Workshop	R	A				R	R	R	R	R	R	C	C	C		
Requirement Analysis	R	R	I			C	C	C	C							I
Requirement Analysis Milestone	R															
Planning																
Define Scope																
Define Scope	R	R														
Scope Definition Milestone	R															
Develop Project Schedule																
Build Work Breakdown Structure	R	R	C													
Develop Resource Plans	R	R														
Develop Risk Plans																
Identify Risks	R	R	C			C	C	C	C	C	C					
Analyze Risks	R	R	C													
Document Risk Management Plans	R	R	C													
Plan for Quality																
Document Quality Management Plan	R	A	C													
Organize Project Resources																
Develop Organization Structure	R	A	C													
Develop Staffing Plan	R	A	C	C	C											
Develop Procurement Plans																
Determine Procurement Requirements	R	A		R												
Define Subcontractor Scope	R	A	C	C	C	C	C	C								
Identify Potential Subcontractors	R	R		R												
Document Subcontractor Management Plan	R	A		R												
Develop Financial Plan																
Prepare Financial Plan	R	A	A	A												
Develop Project Support Plans																
Document Communications Management Plan	R	A														
Develop Project Management Plan																
Document Project Management Plan	R	A														
Scope, Partner, BOQ finalization and ordering																
Scope Finalization																
Architecture Signoff	R	A	C			C	C	C	C	C	C					
Design Sign-off	R	A	C			C	C	C	C	C	C					
Architecture and Design Sign off	R	A	C			C	C	C	C	C	C					
Hardware BOQ Preparation	R	A	C			C	C	C	C	C	C					
Software BOQ Preparation	R	A	C			C	C	C	C	C	C					
Manage Project Communication																
Review Progress	R	A	A	A												I
Implementation partner Finalization																
Issue Requisition Documents	I	A	C	R												
Partner Identification Milestone	I	A	C	R												
Evaluate Responses	R	R	C	R												
Negotiate Partner Scope of Work	I	R	A	I	R	I										I
Implementation Scope Sign off with the partner	C	R	A	I	R	I										I
H/W BOQ Finalization with partner	A	R	A				C									
S/W BOQ Finalization with partner	A	R	A				C									
H/W BOQ Order	I	I	I	I	RA		C	C								
S/W BOQ order	I	I	I	I	RA		C	C								
H/W & S/W Order Milestone	R			A												I

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H/W , S/W delivery, Implementation, Migration																			
Hardware & Software Delivery																			
H/W delivery	I	I	R	I	I		I	I											
S/W Delivery	I	I	R	I	I		I	I											
H/W & S/W Delivery Milestone		R																	I
H/W & S/W audit and confirmation	C	R	A	R	R		C	C											
Implementation																			
Start Implementation by Partner	R	A	A	C			C	C											
Hardware installation	R	A	A	C			C												
Software installation	R	A	A	C			C												
System configuration	R	A	A	C				C	C	C	C	C	C	C	C	C	C	C	
System Testing and audit	R	A	A	C				C	C	C	C	C	C	C	C	C	C	C	
Data Migration Design	R	A	A	C			C	C											
Migration Build	R	A	A	C				I	I										
Data Validation and Execution	R	A	A	C			C	C											
Data Transition	R	A	A	C			I	I											
Perform Quality Control																			
Testing post Migration	R	A	A	C			A	A	I	I	I	I	I	I	I	I	I	I	
UAT & Feedback	R	A	A	C			A	A	A	A	A	A	A	A	A	A	A	A	
Monitoring and Control																			
Monitoring and reporting		R	R	R															I
Project Go live Milestone		R	R	R															I
Go Live																			
Handover & Training																			
Handover	R	R	R	I															
Training	R	R	R	I															
Project Handover Milestone	R	R																	I
Partner Project Signoff																			
Assess Satisfaction		R	A	I	I														
Summarize Project Results and Lessons Learned		R	A	I	I														
Review and Recognize Team Performance		R	A	I	I														
Close Out the Project Records		R	A																
Documentation		R	A																
Project Closer Signoff	R	R	A	R	R														I
Project Closure																			
Project & Contract closure and final signoff		R		R	R														R
Project close																			

R - Responsibility

A - Accountability

C - Consult

I - Informed

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