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**16/SCI01/029**

**CSC 408**

**QUESTION 1**

1. The name for this project is; SWIM TO SUCCESS
2. The stake holders are;

* Head Coach - Project Sponsor; provides resources, approval and public support of the project (could also be an executive in this project) which involves making major decisions.
* Assistant Coaches - Project team; the role of the assistant coach is to help the head coach in teaching the trainees, they will help put the project into place and have their information displayed on the team site.
* Parents Association/Parents - project team/ customers; Help run swim meets, work the concession stand, support the swim team. The main thing is just their support and to stay informed about the team events.
* Swimmer (members) - customer/users; Find out information needed to join the swim team and stay informed about team events.
* Content providers – users; manage all the information that goes up on the site about the swim team.
* Web Developer and Graphic artist – Project Team; provide expertise to complete the project work
* Then, me as the Project Manager.

1. The project description is;

Project title is SWIM TO SUCCESS PROJECT. The purpose of the project is prepared to develop a project swim lane to meet the needs of the swim team.

* Purpose and need of this project is to create a website that is attractive and informative and engaging for the swimmers, parents and local community, it enforces order on the swim team, to schedule practice, meeting times and games. The website will function as a platform for providing information for children between ages of 6 and 18.
* Benefits; it will bring about better recognition, orderliness, making dreams come through for the swimmers
* Time line and cost; this project is short-term project, because this team has deep experience developing similar sites for small businesses and community organisations. This team will leverage templates and processes developed and honed on engagement to reduce the overall development time and cost.
* Outcomes; at the end of this project the website will also provide information regarding the scheduled swim practices and meets and will post results and photos from the meet.

1. The methodology to be applied this project is; the waterfall methodology, and we will seek approval at the end of each stage. The next stage will not begin without the approval of the previous stage. This method uses a clear structure, it determines the end goal early and it transfers information well. Although changes may be difficult it is not prone to a lot of errors.
2. The scope is;

To design a website to help users get timely information, add content and share with other members of the swim team and the community. To develop a web system accessible to the general public that allows visitors to sign up and request additional information about the team. To develop a database for user to store login information. A database system that stores, retrieve and display scheduling information for practices, swim meets and result of swim meets.

1. The key requirements are;
2. Home page; accessible to the public providing general information.
3. Swim meet page; providing schedule for meets and training.
4. Swim practice page; providing schedule for practice.
5. Photo gallery; containing picture of the stake holders.
6. Coaching staff page; information about the coaches.
7. User administration; to assign user identity.
8. Content administration; editing and updating website contents.
9. System requirements; the compatibility, accessibility, capability and maintainability of the website.
10. Risks that may be encountered during the course of this project;
11. The graphic design must be approved by all stake holders before the development begins.
12. The parental association may use their influence to expand the scope of the project and add their own requirements.
13. The swim team must keep information current and relevant to intended users, else site usage may not meet expectations.
14. The swim team will be modifying the website when posting meet results, this could compromise the integrity of the system if the users are not properly trained.
15. There is no guarantee that a website that meets all the criteria of this project scope will achieve the project MOV, without support from the stakeholders. In order to improve swim meet attendance and membership registration the website will need to be promoted with intended user base.
16. The structure that maybe employed in taking this project is the Project matrix organisation.

**QUESTION 2**

1. The application software package I use the most is MS ACCESS.

An application software package is simply multiple applications or code modules that work together to meet various goals and objectives. One of the most prominent examples is something like the Microsoft Office package, which includes individual applications such as Word, Excel, Access and PowerPoint.

1. I use this application not very often.
2. My most used features and functions on the MS Access are the;

* It has ready templates.
* The ‘Tell Me’ feature, that helps to complete tasks easily.
* Allows developers to create custom solutions using visual basic code.
* Easy for building publishing web data.

1. I will rate this application a 3
2. I rated this software a 3/5 because, it is not entirely a programming software, it can also be easily corrupted due its poor security but despite all these it user friendly and easy to use.
3. Three most important attribute of a high quality software are;
4. Reliability; the software should be very reliable and have a very level of accuracy.
5. Efficiency; the software should be very useful and work efficiently
6. Maintainability; the software must e easy to maintain and should make room room for changes and updates.

**QUESTION 3**

1. The factors to consider while allocating task are;
2. Priority; consider the work’s priority. Priority needs to drive everything. If you’ve been rigorous in your prioritization process, start at the top of the list and begin allocating work from there. That list should be based on the team’s and the organization’s goals. This has to be the first consideration in terms of how you distribute work. If a project is a top priority and somebody is available to do that work, they should be tasked with that work.
3. Skill Set; evaluate the skill set of the people who you’re thinking about distributing the work to. If they have the right skill set, you’re going to get a high quality result. The end product will be something that meets your customer’s needs. This also reduces the likelihood of people failing because you’re not giving them work that they don’t have the skill set to perform. You’re giving them something they can be successful with.
4. Availability; the next consideration for allocating work is a person’s availability. All things being equal in terms of priority and skill set, who is free to do the work? Who has the bandwidth? You should not be shifting resources from one project to another when you have available resources to pick up that new project.
5. Development; next, you have to think about the development opportunity this project might present for that person. You should be constantly upgrading your team’s skill set. A way to do that is to give them new work where they’re going to learn new skills. Put them in situations where they’re going to be a little bit uncomfortable. Give them projects where they’re going to have to step up and learn, be taught, and be open to feedback and coaching. That’s how you’re going to take your team to the next level of performance.
6. Interests; lastly consideration in terms of which person gets the work when it needs to be allocated is does somebody have an interest in performing that particular task? If someone is really interested and passionate about a project, you should let them take it on. They’re going to be motivated, excited to do it, and hopefully their performance will follow.
7. Some of the actions to take are;
8. Evaluate what is required; there needs to be a full understanding of what the task may invovle. If your deadline is for a complicated task or project. Analyse the business and provide good work breakdown structure, to identify and map out what work needs to be done.
9. Get the right resources; make sure you have all that is needed to get the job done. Like people, technical support, training or materials ready and available in time? Suggest a lower schedule or lower the quality or quantity of work to be delivered.
10. Plan in detail; drafting a detailed schedule. breaking the tasks into small units and solving them in their units, thinking of potential problems that may occur during the course of this project.
11. Extended the deadline; you can take this up with the stakeholders and tell them the situation on ground and request for the deadline to be extended for a later date so as to meet up with a high quality products.
12. Recruit more man-power; to get new staff with the required skill set/ training or get new staff and train/teach them the skills that will be required to complete this project.
13. Extra working hours; the team increases the amount of time that is spent on this particular project so as to get more work done.
14. Limit the damages of a missed dead line; sometime all the above steps may not help with the deadline issue so you will have to be ready to reduce damage that this may cause. By creating a contingency plan so the stakeholders will see all that you done and will put your request to action, by giving more time or providing more arms.
15. The steps needed to identify needs for new resources through the end of th recruitment process:

* Identify hiring need
* Devise recruitment plan
* Write a job description
* Advertise the position
* Review application
* Interviews
* Applicant assessment.

**QUESTION 4**

Yes, I agree with statement “the increased popularity of ‘lightweight’ project methods, for example AGILE, has led to some people questioning the need for well-established structured methods. There is no method that is always best, each is more appropriate in certain circumstances”

Firstly, lightweight methodology is a [software development method](https://en.wikipedia.org/wiki/Software_development_methodology) that has only a few rules and practices, or only ones that are easy to follow. In contrast, a complex method with many rules is considered a heavyweight

I support this based on the light weight methodology is; accommodating to changes, it is people oriented, it only deals with necessary documentation, it works with mean environment and it is learning methodology. Each method is appropriate for a particular project depending on the project itself. According to the agile manifesto by Jim Hughsmith and Martin Faular “ we are uncovering ways of developing products by doing it and helping others do it, through this work we have come to value;

Individuals and interactions over Processes and tools,

Working (products) over Comprehensive documentation,

Customer collaboration over Contract negotiations,

Responding to changes over Following the plan.

While there is value the items on the right, the items on the left are valued more.

**QEUSTION 5**

1. Stakeholders are those with any interest in your project's outcome. They are typically the members of a project team, project managers, executives, project sponsors, customers, and users. Stakeholders are people who are invested in the project and who will be affected by your project at any point along the way, and their input can directly impact the outcome.
2. Four(4) stakeholders in this project:
   1. Project sponsor(s): Individual that finances the expenses of a project.
   2. Project team: A team of individuals with specific skills to execute a project.
   3. Customers: Patronisers of the project end-product or service.
   4. Users: Use of enjoy the services of the project end-product.

Concerns of the stakeholders:

1. Project sponsor(s): Concerned with finances and success of the project. Stake: Financial returns
2. Project team: Concerned with the execution and success of the project as well as marketability of the project end-product or services.
3. Customers: Main concern is the success and usability of the product.

Stake: Product/service quality and value

1. Users: Concern is the usability, ease and compatibility of the product.
2. People directly responsible to the project sponsor(s):
   1. Project manager
   2. Project team
   3. Project customer/ user.

**QUESTION 6**

1. An infrastructure that would need to support a software development consulting team working on a client site;
2. Providing guidance in the area of organisational development that are required for a successful implementation.
3. Providing expertise on how to develop the overall structure
4. Ensuring effective connection throughout the organisation so implementation goes effectively.
5. Support in the structuring and development of assets as necessary, leveraging a massive depth of grows effectively.
6. Project teams should work in a massive IT through the concept of learning circles;
7. Initiate the project; first, you need to identify a business need, problem, or opportunity and brainstorm ways that your team can meet this need, solve this problem, or seize this opportunity. During this step, you figure out an objective for your project, determine whether the project is feasible, and identify the major deliverables for the project.
8. Plan the project; once the project is approved to move forward based on your business case, statement of work, or project initiation document, you move into the planning phase. During this phase of the project management life cycle, you break down the larger project into smaller tasks, build your team, and prepare a schedule for the completion of assignments. Create smaller goals within the larger project, making sure each is achievable within the time frame. Smaller goals should have a high potential for success.
9. Execute the project; you’ve received business approval, developed a plan, and built your team. Now it’s time to get to work. The execution phase turns your plan into action. The project manager’s job in this phase of the project management life cycle is to keep work on track, organize team members, manage timelines, and make sure the work is done according to the original plan.
10. Close of the project; Once your team has completed work on a project, you enter the closure phase. In the closure phase, you provide final deliverables, release project resources, and determine the success of the project. Just because the major project work is over, that doesn’t mean the project manager’s job is done—there are still important things to do, including evaluating what did and did not work with the project.
11. Evaluate project; this done based on the actualization of a goal, also evaluation needs to be done on the project team.
12. What relationship exist between project lifecycle and system development lifecycle;

The project life cycle (PLC) focuses on the phases, processes, tools, knowledge and skills of managing a project.

The system development life cycle (SDLC) focuses on the phases or stages and information system follows through its useful life. It is the creating and implementing the project’s product – the information system. How a project team chooses to implement the SDLC will directly affect how the project is planned in terms of phases, tasks, estimates and resources assigned. The SDLC is really part of the PLC because many of the activities for developing the information system occur during the execution phase. The last two stages of the PLC, closing and evaluating the project, occur after the implementation of the information system. The integration of project management and system development activities is one important component that distinguishes IT projects from other types of projects.

