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QUESTION 1

1. Big Flex Swim Club

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| --- | --- | --- |
| PROJECT STAKEHOLDER | ROLES  | TITLE |
| Team prospect | User | Find out information about joining the team |
| Head Coach | Sponsor  | Provides Resources, approvals and public support for the team  |
| Assistant Coaches  | User/Sponsor  | Have their information Displayed on the teams website and also support the swim team |
| Parents  | User | Stay informed about team events  |
| Swimmers | User | Stay informed about team events  |
| Tito | Project Manager | Leads and manages the project so it can achieve its goals  |
| Project Team | Web Developer, Graphic Artiste and so on. | Provides Expertise to Complete the Project Work. |

1. Big Flex Swim club is a website that is attractive, engaging and informative for the swim team, coaches, parents and community. This website would function as a platform for providing information to children within the ages of 6-18 and/or their parents that wish to join the swim team. In addition, the Web site will provide information about practices and the swim meet schedule for the season.
2. My choice of methodology that can be applied is the waterfall model because an approval will be needed at the end of each phase. The next phase cannot and will not begin without the approval of the preceding phase
3. Key requirements of the website:
4. Homepage
5. Swim practice page
6. Swim meet page
7. Photo gallery
8. Coaching staff page
9. User administration
10. Content administration

System requirements:

Accessible over http using modern web browsers

Should be compatible with PC or phone browsers

Should be hosted on a secure web server platform

To provide sufficient security control protocols to ensure any private information is stored securely on the hosted database servers

To provide the capabilities to view and analyze website traffic and hits report metrics

1. RISKS
* The parental association may use their influence to expand the scope of the projects and add their requirements.
* The graphics design must be approved by all stakeholders before development can begin
* The swim team must keep all information current and relevant for intended users, else site usage must not meet any expectations.
* The swim team will be modifying the website when posting the meet results and this could compromise the integrity of the system if the users are not properly trained.
1. Team-Based Organizational Structure

QUESTION 2

 2a. net beans for java

 b. everyday

 c. System.out.println();

 Public static void main string(args)

 d. four

 e. I gave it this score because it is an open source software which compiles and runs

 programs very fast and is very efficient in debugging capabilities it also helps to

 identify errors in their specific location and give hints on how to handle these errors

 it also makes it easy to import other open source codes into the IDE and help to combine

 them with my own codes.

 f. important attributes:

• Ease of use

• Efficiency

• Integrity

QUESTION 3

1. **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.

1. **Allocating Based On Skill**

This is one of the main things that I would take into consideration although, it is not the only thing that I would base your decision on.
Some staff are better skilled at certain tasks than others. When it comes to allocating work for a project then skill is definitely one of the main things that should be considered. Having someone who isn’t experienced in dealing with one aspect of the project might be better used elsewhere to ensure quality and that the work is delivered on schedule.

1. **Availability and Priority**

 Beside simply looking at the skill set of your team, consideration of the availability of the staff is needed and when the work needs to be completed by. There isn’t much point assigning an important piece of work to someone that is away on holiday for two weeks even if they are the best person for the job. Similarly, someone might be great at what they do but it takes a long time to complete their tasks so if the work is high priority and has to be finished quickly perhaps another team member is better suited. Ensuring that team members are available before you simply start allocating out jobs and also take into account their present workload too

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1. **Enhancing Personal Development.**

 The question most people would ask me is that how can you enhance their development? And I tell them that this applies sometimes to both working people and students; you might have staff that are eager to really prove themselves or are ready to make the step up and take on more responsibility. Continually giving them less important tasks isn’t going to aide either their development or make them a valuable member of your project. They might not be the most experienced for the job but giving them that extra responsibility and more important workload can massively aide their personal development and that of your team as well.

1. **Interest**

When a project team member is interested in doing a particular work i would know because body language, how he/she reacts to situation around can help let you know that they’re are interested because they are going to be excited, motivated to hop on the project and hopefully their performance would follow, instead of complaining throughout the whole work given and making things harder for other members <https://www.thoughtleadersllc.com/2014/09/5-keys-to-successfully-allocating-work-across-your-team/>

3b. Firstly why does Deadlines Matter
• To ensure that we complete our work. It's easy to delay or to forget a task that has no agreed end point. Deadlines help to avoid this.
• To encourage a smooth flow of work.
• To set expectations. Deadlines make clear what we're expected to deliver and when.
**1. Evaluate What's Required**
understanding what exactly the tasks involved is very necessary using work break down structures, requirement analysis to identify and map out what work needs to be done .
 **2. Get the Right Resources**
Since, there are not enough members for the project then suggesting a longer schedule would be needed or a lowering of the quality or quantity of work that you'll deliver on time.
**3. Allow for Problems**
Things don't always go to plan, so it's wise to think about potential problems, now that there are no much team members there’s really nothing or much that can be done so allowing the problem and working harder is the best solution sometimes

**4. Plan in Detail**
The next step is to create a detailed schedule. A good approach is often to break tasks down into small components and to create deadlines for each one.

**5. Limit the Damage of a Missed Deadline**
Despite all your hard work and forethought, you might still miss a deadline. If this happens, keep calm and make every effort to limit the damage.
Keep your stakeholders informed of progress throughout your work, highlighting any issues that delay you, and show that you are putting your contingency plans into action. Then, if you do fail to deliver on time, more people will understand the situation and some might be prepared to help you.
In such a situation, it's best to deal with the immediate problem quickly, and to agree and meet a new deadline. Then, hold a project review to identify what went wrong and to guard against a repeat.

3c.
1.identify the hiring need
2. devise a recruitment plan
3. write a job description
4. advertise the position
5. recruit the position
6. review application
7. screening and shortlisting
8. interview
9. evaluation/employment
10. applicant assessment

QUESTION 4

 Yes, I agree because if things don’t go to plan, and it can lead to project failure. With agile project management, there is more flexibility with regards to incorporating changes and modifications at any stage, and this promotes better delivery of the project results. And there is more control of the project, in that you can dictate the deliverables, and change strategies when they are not working, and this promotes more management of the outcomes, which is not so effective with structured methods.
Quality is improved with agile management, and the structured methods are too formal that controlling their quality and success may be difficult.

QUESTION 5

1. Stakeholders According to the Project Management Institute (PMI), the term project stakeholder refers to, "an individual, group, or organization, who may affect, be affected by, or perceive itself to be affected by a decision, activity, or outcome of a project.
Project stakeholders are entities that have an interest in a given project. These stakeholders may be inside or outside an organization which:
1. sponsor a project, or
2. have an interest or a gain upon a successful completion of a project;
3. may have a positive or negative influence in the project completion.

5b.
• Senior management:

Senior management, executive management, upper management team is generally a team of individuals at the highest level of management of an organization who have the day-to-day tasks of managing that organization sometimes a company or a corporation
• Project team member:

 The project team is made up of those people dedicated to the project or borrowed on a part-time basis. As project manager, you need to provide leadership, direction, and above all, the support to team members as they go about accomplishing their tasks. Working closely with the team to solve problems can help you learn from the team and build rapport.

• Resource Managers

Because project managers are in the position of borrowing resources, other managers control their resources. So their relationships with people are especially important. If their relationship is good, they may be able to consistently acquire the best staff and the best equipment for their projects. If relationships aren’t good, they may find themselves not able to get good people or equipment needed on the project.
• Line Managers refers to the management of employees who are directly involved in the production or delivery of products, goods and/or services
• Investors a person that allocates capital with the expectation of a future financial return or to gain an advantage

5c.

* Users/customers
* Project management
* Government

QUESTION 6

a.

1. Providing expertise on how to develop overall structure
2. Providing guidelines in areas of organizational development that are required for a successful implementation
3. Ensuring that there is effective connection throughout the organization so that the implementation grows effectively
4. Supporting the structuring and development of asset as necessary, leveraging a massive depth of experience in doing so with a range of organizations.

b.

1.)  Initiation Phase:

During the first of these phases, the initiation phase, the project objective or need is identified; this can be a business problem or opportunity. An appropriate response to the need is documented in a business case with recommended solution options. A feasibility study is conducted to investigate whether each option addresses the project objective and a final recommended solution is determined. Issues of feasibility (“can we do the project?”) and justification (“should we do the project?”) are addressed.

2.)  Planning Phase:
The next phase, the planning phase, is where the project solution is further developed in as much detail as possible and the steps necessary to meet the project’s objective are planned. In this step, the team identifies all of the work to be done. The project’s tasks and resource requirements are identified, along with the strategy for producing them. This is also referred to as “scope management.” A project plan is created outlining the activities, tasks, dependencies, and timeframes. The project manager coordinates the preparation of a project budget by providing cost estimates for the labor, equipment, and materials costs. The budget is used to monitor and control cost expenditures during project implementation

3.)  Implementation (Execution) Phase:
During the third phase, the implementation phase, the project plan is put into motion and the work of the project is performed. It is important to maintain control and communicate as needed during implementation. Progress is continuously monitored and appropriate adjustments are made and recorded as variances from the original plan. In any project, a project manager spends most of the time in this step. During project implementation, people are carrying out the tasks, and progress information is being reported through regular team meetings. The project manager uses this information to maintain control over the direction of the project by comparing the progress reports with the project plan to measure the performance of the project activities and take corrective action as needed. The first course of action should always be to bring the project back on course (i.e., to return it to the original plan). If that cannot happen, the team should record variations from the original plan and record and publish modifications to the plan. Throughout this step, project sponsors and other key stakeholders should be kept informed of the project’s status according to the agreed-on frequency and format of communication. The plan should be updated and published on a regular basis.

4.)  Closing Phase
During the final closure, or completion phase, the emphasis is on releasing the final deliverables to the customer, handing over project documentation to the business, terminating supplier contracts, releasing project resources, and communicating the closure of the project to all stakeholders. The last remaining step is to conduct lessons-learned studies to examine what went well and what didn’t. Through this type of analysis, the wisdom of experience is transferred back to the project organization, which will help future project teams.

c. The systems development life cycle (SDLC) becomes part of the project life cycle (PLC). The PLC focuses on the project management phases, processes, tools and techniques for effectively managing the project while The SDLC focuses on the software engineering phases, processes, tools and techniques for building and/or implementing the IT solution.

REFRENCES

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