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**MATRIC NUMBER: 16/SCI01/053.**

**COURSE CODE: CSC 408.**

**COURSE TITLE: PROJECT MANAGEMENT.**

**ASSIGNMENT TITLE: PRACTICE QUESTIONS THAT MUST BE SUBMITTED. TREAT AS VERY IMPORTANT**

**START DATE: 20-05-2020.**

**END DATE: 26-05-2020.**

**ANSWER 1**

1. The name for the project is SwimHam project.
2. The project stakeholders, their roles and their titles

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| --- | --- | --- |
| Project stakeholders | Titles | Roles |
| Team prospects | User | Find out information about joining the swim team |
| Team coach | Project sponsor | Provide resources, approvals, and public support for the project |
| Assistant coaches |  | Have their information displayed on the team site |
| Content provider | User | Manage site information about the swim team |
| Parental association |  | Help run swim meets, work the concession stand, |
| Parents | User | stays informed about team events |
| Swimmers | User | stays informed about team events |
| Dseven | Project manager | Lead and manage the project so that it achieves its MOV |
| Project team | Web developer graphic artist | provides expertise to complete the project work. |

1. A brief description of the project:

The purpose of this project “SwimHam project” is to create a website that is prepossessing, informative, engaging and captivating for the coaches, swimmers, parents and the local community. The website will function as a platform for providing information to children between the ages of six and eight who have an interest in joining the swim team and also their parents. This website will also provide information regarding the scheduled swim practices and meets. It will also post results and photos from the meets.

1. My choice of project management methodology that can be applied to this project is the waterfall system development methodology and my reason is because after each phase, there will be need for approval. The next phase will not begin without approval for the preceding phase.
2. The project's scope in terms of the high level features or functionality that should be included in the Web site:
3. To design, develop and implement an interactive website to enable users to get timely information, add content and share with other members of the swim team and the community.
4. To develop a website that is accessible to the general public and allows visitors to sign up and request additional information about the team.
5. To develop a database of users to store profile information and login credentials for privileged site users.
6. To develop a database to store, retrieve and display scheduling information for practices, scheduling information for swim meets and the results of swim meets.
7. To develop a content file management system to effectively store, retrieve and display picture images.
8. To provide administration capability to update the website with up-to-date information, relevant content and manager users.
9. To develop a website that is search engine optimized to drive traffic to the website.
10. The key requirements of this project:
11. Home page: The website will provide a home page that is accessible to the public. It will provide general information about the swim team and contact information to get additional information. It will include a navigation menu to access other pages on the site. It will also provide the capability to request more information from the coaching staff.
12. Swim meet page: The website will include a Swim Meet page that is accessible to the public. It will provide a calendar that lists upcoming meets (with the date, time, location and events) for the next 12 months. This page will provide the capability to view results of the past 12 months and provide the capability to view photos from swim meets which would include names of swimmers and coaches.
13. Swim practice page: This page would be accessible to the public and provide a calendar that lists swim practices for the next 12 months.
14. Photo gallery page that is accessible to the public.
15. Coaching staff page: This page would be accessible to the public and provides a bio, photo and contact information for the coaching staff.
16. User administration: The website will provide a user administration capability that provides registered admins the ability to create, update and delete user ids. He/she will grant user permissions assigned to user ids.
17. Parents page: The website will include a parents page that is accessible only to registered users with parent permissions and provides a calendar that displays the volunteer schedule.
18. Content Administration: which allows registered users to create, maintain and delete website content.
19. System Requirement
20. Some of the risks that may be associated with this project:
21. The parental association may use influence to expand the scope of the project and add their requirements.
22. If specific technology requirements are provided by project stakeholders, beyond what is defined in this document, portions of the project may need to be outsourced if they require technology outside the skillset of the web development tools with which the project team is familiar.
23. The graphic design must be approved by all stakeholders before development can begin.
24. SwimHam team must keep information current and relevant to intended users, else site usage may not meet expectations.
25. There is no guarantee that a website that meets all the criteria of the 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.
26. The swim team will be modifying the website when posting meet results. This could compromise the integrity of the system if users are not properly trained.
27. The informal organizational structure may be employed in undertaking this project:

**ANSWER 2**

1. The application software package I use the most for programming is JavaFX.
2. I use it quite often.
3. The features or functions I use the most are Java library, Scene builder and FXML

* The features or functions I use the least are CSS, canvas and print API and integrated graphics library.

1. On a scale from one to five I would rate the overall quality of the software package 4
2. I gave the software package the score because I believe no software is 100% so giving it a scale of 5 seems too perfect. The software is very easy to read and understand for those who generate code and for those who test and subsequently support the software. It provides a complete picture of the software, addressing the data, functional and behavioural domains from an implementation perspective.
3. The three most important attributes of a high quality software package that can be used for programming are

* Functionality (latest features): A software package should always have the latest features which are being used by many businesses. A software package is used for data management. Hence, the software needs to have latest features so that it can used to the optimum effectiveness.
* Usability (user friendly): It must be easy to understand and interpret by the users so that it can be of great value to those who purchase it. Like a software, must be available in different languages just for the betterment of the users using it.
* Supportability (System compatibility): A software is an external application which users install and use according to their business needs. A high quality software with latest features should be compatible with all the user interfaces normally used such Windows.

**ANSWER 3**

1. Allocating based on skill: This is one of the main things that you should take into consideration although, as you will find out below, it is not the only thing that you should 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 you need to consider. 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. That being said, there are other things you need to contemplate too.
2. Availability: Besides simply looking at the skill set of your team you also need to consider the availability of your staff and when the work needs to be completed by. There is not 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. Ensure that you team members are available before you simply start allocating out jobs and also take into account their present workload too.
3. Enhancing personal development: 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 are 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 is how you are going to take your team to the next level of performance.
4. 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.
5. Interest: The last 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 are going to be motivated, excited to do it, and hopefully their performance will follow. One caveat here is that make sure people don’t only gravitate to the work they enjoy doing and they stay away from things that they are not comfortable with. If you let that happen, they are going to end up getting pigeonholed and they will be very narrow in their focus.
6. Evaluate what is required
7. Prioritize
8. Get the right resources
9. Think about potential problems
10. Plan in detail
11. Limit damage of missed deadline
12. Identifying the Hiring Needs
13. Preparing the Job Description
14. Talent Search
15. Screening and Shortlisting
16. Interviewing
17. Evaluation and Offer of Employment
18. Introduction and Induction of the New Employee

**ANSWER 4**

Yes. In the past, organizations have attempted to improve the chances of IT project success by focusing on the tools, techniques, and methodologies of IT development. A purely technical approach, however, focuses attention on the technology. We can easily end up developing an application that no one asked for or needs. Applications to support electronic commerce, supply chain management, and integration require that at least equal attention be paid to the organizational side. The days of being good order takers are over. Projects occur in a much wider context that includes different organizational cultures, resources, stakeholders and objectives. We can no longer be content with defining a set of user requirements, disappearing for several months, and then knocking on the user’s door when it is time to deliver the new system. IT professionals must understand the business and be actively creative in applying the technology in ways that bring value to the organization. Because of the infinite combinations of organizational and technical variables, no one set of practices or principles can ensure success in every instance. This body of knowledge, however, becomes a useful starting place which when coupled with the experiences of the project team and its leadership greatly increases the probability of the project’s success.

**ANSWER 5**

1. Stakeholders in relation to an IT development project can be defined as individuals, groups, or even organizations that have a stake, or claim, in the project’s outcome.

They are people or groups who have a vested interest in the project’s outcome.

1. Project manager: The project manager is responsible for ensuring that all of the project management and technical development processes are in place and are being carried out within a set of specific requirements, defined processes, and quality standards.
2. Head office as project sponsor: The project sponsor may be the client, customer, or organizational manager who will act as a champion for the project and provide organizational resources and direction when needed.
3. Subject matter experts: The subject matter expert may be a user or client who has specific knowledge, expertise, or insight in a specific functional area needed to support the project.
4. Technical expert: Technical expertise is needed to provide a technical solution to an organizational problem. Technical experts can include systems analysts, network specialists, programmers, graphic artists, trainers, and so forth. Regardless of their job title, these individuals are responsible for defining, creating, and implementing the technical and organizational infrastructure to support the product of the IT project.
5. Government or individuals as user: are the people or groups who have interest in how things are managed.
7. The government or individual
8. Project manager
9. All stakeholders

**ANSWER 6**

1. Redding (2000) suggests that a team learning cycle has four phases:
2. Understand and frame the problem: It is important that a project team not accept the issues and challenges presented to them at face value. Assumptions must be surfaced and tested because the problem or issue as it is originally framed may not be the real problem after all. Thus, the project team must get to the root of the problem. At the beginning of a project, the team members’ understanding may be quite general, or they may feel that they really do not understand the challenge assigned to them.
3. Plan: To help teams understand and reframe the problem, teams should create a shared understanding of the problem or opportunity. This understanding includes defining what the team is trying to accomplish and how they are going to go about it. Once the project team identifies what it knows, what it thinks it knows, and what it needs to find out, it can create a plan of action.
4. Act: The key to team learning is carrying out the actions defined in the team’s action plan. Team members can work on their own or together to test out assumptions, try out hunches, experiment, or gather and analyse data. The purpose of these actions should be to generate knowledge and test assumptions, not to complete a series of tasks like a to-do list.
5. Reflect and learn: After the team has had a chance to carry out the action items in the action-learning plan, the team should meet to share its findings and reflect upon what everyone has learned. To be effective, this reflection must take place in an environment of openness, honesty, and trust. Once the team has a chance to meet and reflect on the information it has acquired, the team can document what it has learned.
6. Although projects follow a project life cycle (PLC), the development of new products, services, or information systems follow a product life cycle. The most common product life cycle in IT is the systems development life cycle (SDLC), which represents the sequential phases or stages a product or information system follows throughout its useful life.

The project life cycle focuses on the phases, processes, tools, knowledge, and skills for managing a project, while the systems development life cycle focuses on creating and implementing the project’s product (that is, the information system). The SDLC is part of the PLC because many of the activities that occur during the developing of the information system during the execution phase. The last two phases of the PLC, close project and evaluate project success, occur after the delivery of the product or information system. The integration of project management/life cycle and systems development activities is one important component that distinguishes IT projects from other types of projects.