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**16/SCI01/003**

**CSC408 ASSIGNMENT**

**QUESTION 2**

1. I make use of ATOM mostly for programming.
2. Currently I have been using it every day because I’m learning more on web development
3. I make use of the “beautify” feature mostly because it helps in arranging and aligning my codes properly.
4. I would give the software package a score of 9/10.
5. I gave the software that score because it is easy to use while coding, efficient and it also helps in checking for corrections when a mistake has been made before running the program.
6. Efficiency, Effective and Reliability.

**QUESTION 3**

1. Priority: Considering the work’s priority, the priority needs to drive everything. If you have been rigorous in the prioritization process, we need to start from the top of the list and begin allocation the work from there.

Skill Sets: evaluating the skill set of the skill set of the people I am thinking about distributing the work to. If they have the right skill set, then we are going to get a high quality result.

Availability: the next step in allocating work to a staff is the Staff’s availability. All things being equal in terms of priority and the kill set, we need to consider who is free to do the work, who has the bandwidth. We do not have to be shifting resources from one project to another.

Development: we need to think about the development opportunity this project might present for that person. We need to constantly upgrade the staff skill set by giving them new work where they are going to learn new skills.

Interest: The last consideration of which staff gets the work when it needs to be allocated is the staff interest in performing the particular task. If the staff is really interested and passionate about the project.

1. Actions to meet deadline with limited staff:

i. Prioritise the more important aspects of the project.

ii. Look to cut out anything that will waste time or resources.

iii. Look to employ more staff if within budget.

iv. Get help at the beginning.

1. Steps to recruit more project staff:

i. Demand- This step is where you work out what resources you will need for the project in order to complete the required activities. The information should be available from the relevant business case. The exception being where you are at the very start where you need to add resources to complete the business case.

ii. Job Specification- The job specification (job spec), is very important.  This is where the recruiting manager should clearly articulate the role and the required skills. A well written job spec will allow HR and recruiting agencies to understand the requirement and source candidates who are a good fit to the role.  The more precise the spec, the better chance of getting a good candidate. The job spec should also sell the role to the candidate.

iii. Engage HR- At the very start of the process engage with your HR and / or recruitment teams.  Make them aware that you have roles to recruit and provide an overview.  This will mean that it won’t come as a surprise when you send them the job specs. They should also help advice on the steps you need to follow.  This includes at what point you can formerly start interviewing.

iv. Review- When the role has been approved and the job spec released, both internally and externally, you should start receiving matching CV’s. It is very important that you promptly review and provide feedback of the candidates you would like to interview and those you would not

v. Interviews- When you have identified potential candidates, ask HR to set up the 1st round interview.  Again, look to complete these in a very tight window. The reason being that it ensures a rapid progression to the short list and, makes it easier to compare the candidates to each other to find the best fit.

vi. Tracker- If you have a large number of candidates and / or recruiting for multiple roles, you will want to track progress. A simple Excel tracker can be used so you can monitor progress and keep brief notes.  This can then be used with HR to keep them appraised of progress.

vii. Offers- When all the interviews have been completed quickly move to offer.  Again there may be a number of approval steps to allow the offer to be issued.  Make sure you keep on top of this and where needed chase up the approvers. There is nothing worse as a candidate to be told an offer is coming and then waiting weeks to receive it.  This is where a candidate can be lost meaning all the hard work is wasted.

Vii. Prepare for on-boarding- When the offer has been accepted, this is the time to prepare for onboarding.  You want to ensure that the candidate has the best experience when they walk in the door.

**QUESTION 5**

1. Stakeholders 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. 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. Project sponsor(s): Individual that finances the expenses of a project.

Project team: A team of individuals with specific skills to execute a project.

Customers: Patronisers of the project end-product or service.

Users: Use of enjoy the services of the project end-product.

1. Project sponsor(s): Concerned with finances and success of the project. **Stake: Financial returns**

Project team: Concerned with the execution and success of the project as well as marketability of the project end-product or services.

Customers: Main concern is the success and usability of the product.

**Stake: Product/service quality and value**

Users: Concern is the usability, ease and compatibility of the product.

1. Project manager

Project team

**QUESTION 1**

1. The Pro-Swim Team
2. Teslimat (Project Manager): He/she helps to organize people and manage different tasks in order to reach a specific goal.

Head Coach (Project sponsor): Initiates project proposal, assists

Project manager and is the ultimate decision maker of the project.

Parent Association (Resource managers): They manage project resources. They are responsible for assigning the right people to the right projects at the right time. They manage employees currently in the workplace and determine hiring needs based on each project’s requirements.

Parents (Customers): They pay for the users to enjoy the service of the product.

Boys and Girls (Users): these are the participant of the product services.

Assistant Coaches (Resource managers): manage human resources.

Graphics artist and Web Designers (Project team): Participate in the execution and completion of the project.

1. This project will be the development of a website for a local swim team. The target users are for user between the ages of 6-18 to provide information. It will also provide information about the schedules for the season. The website is to include the picture of these 3 assistant coaches and the information on the meets. An Association of Parents support the assistant coaches and there will be a schedule to show parent volunteer for the Association.
2. My choice of project management methodology that can be applied is the Lean Method. Lean methodology promotes maximizing customer value, while minimizing waste. It aims to create more value for the customer by using fewer resources. For example, parents that are customers can also be volunteer staff or workers of the Association. Stemmed from the Japanese manufacturing industry, its values suppose that ‘as waste is eliminated, quality improves while the production time and cost are reduced.’ E.g. when publishing a magazine, if an editor spends too much time editing an article, it means that the design team will have less time to create the spread before the publishing deadline comes. Therefore, you would reduce the editing time and ensure every department’s timeframe spent on the article is the same.
3. Project Scope:
   1. A database to store information of boys and girls interested in joining the swim team. Details such as ‘Name, Height, Weight, ID, and Age’ will be included in the database.
   2. The website will use forms to allow for input of information of the interested individuals into the database.
   3. A database to store information on the parents who are members of the association, and forms which they use to sign up to the association.
   4. An automated scheduling system for parents in the association to message, alert or pig the scheduled parent(s) at the time or day for which they are scheduled to work.
4. Requirements:
   1. Experts in website and graphics design.
   2. Cost to run scheduled meets.
   3. Expected number of boys and girls per meet.
   4. Expected number of association parent volunteers per meet.
5. Risks:
   1. Budget risk: Overrun of cost.
   2. Resource risk: Inability to secure sufficient resources such as skilled workers.
   3. Sponsor support: Related to responsibilities of the project sponsor.
   4. Schedule risk: Relating to schedules and scheduling.
   5. Security risk: Physical or information insecurity.
6. Flat structure.

**QUESTION 6**

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