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1. Swim with a Team.
   1. **Head Coach** – Project sponsor – Initiates project proposal, assists project manager and is the ultimate decision maker of the project.
   2. **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.
   3. **Parents** – Customers – They pay for the users to enjoy the service of the product.
   4. **Boys and Girls** – Users – These are the participant of the product services.
   5. **Assistant Coaches** - Resource managers – Manage human resources.
   6. **Mubarak** - Project manager – Directs the project team.
   7. **Graphics artist and Web Developer** – Project team – Participate in the execution ad completion of the project.
2. The project is a website for people interested in joining a local swim team. The target users are kids between ages 6 & 18. The team is split into sub-teams which hold team meets and are overseen by one of the 3 assistant coaches per meet. 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.
3. **Lean**- 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.
4. 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.
5. 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.
6. 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.
7. Team-Based Organizational Structure
8. Netbeans IDE.
9. At least once a month.
10. Features
    1. Most- GUI creator
    2. Least- Database System
11. 4.
12. The IDE can be used to write programs in almost any programming language. It also has built-in database servers, so you do not have to get a different software for that. It has a debugger, which is really helpful when you are trying to learn a new language. The only issue I have with the software is you have to run it every time you want to see a preview of what you are doing.
13. Features of a good software package:
    1. Good user interface.
    2. Efficiency.
    3. Compatibility.
14. Considered factors for staff task allocation:
    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. Steadfastness and willingness of staff.
    2. **Skill Sets**- 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.
    3. **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.

If you start shifting resources around between projects when you have available resources elsewhere, you’re going to lose momentum on that first project and that project might fail. Additionally, the people who are on the project are going to be very frustrated. They had the resources they needed and all of a sudden, they don’t. It’s going to seem like it was at a whim to just move somebody around. The person who will be most frustrated is the person who has the resource taken off the project they’re succeeding on and put onto something new.

* 1. **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’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.
  2. **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’re going to be motivated, excited to do it, and hopefully their performance will follow. One caveat here – make sure people don’t only gravitate to the work they enjoy doing and they stay away from things that they’re not comfortable with. If you let that happen, they’re going to end up getting pigeonholed and they’ll be very narrow in their focus.

1. Actions to meet deadline with limited staff:
   1. Prioritise the more important aspects of the project.
   2. Look to cut out anything that will waste time or resources.
   3. To employ more staff if within budget.
   4. To set expectations. Deadlines make clear what we're expected to deliver and when.
2. Steps to recruit more project staff:
   1. **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.

* 1. **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.

* 1. **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 advise on the steps you need to follow.  This includes at what point you can formerly start interviewing.

* 1. **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
  2. **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.
  3. **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.
  4. **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.
  5. **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.

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.

1. A stakeholder is either an individual, group or organization who is impacted by the outcome of a project. They have an interest in the success of the project, and can be within or outside the organization that is sponsoring the project. Stakeholders can have a positive or negative influence on the project.
2. 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.
3. Concerns of the stakeholders:
4. Project sponsor(s): Concerned with finances and success of the project. **Stake: Financial returns**
5. Project team: Concerned with the execution and success of the project as well as marketability of the project end-product or services.
6. 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. 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.

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.