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CSC 408 ASSIGNMENT 4

1. Project Swim Team Site
2. Project stakeholders include
   1. Me – Project manager – I direct the project team.
   2. Parent Association – Resource managers – They manage project resources.
   3. Parents – Customers – They pay to enjoy the services of the product.
   4. Swim Team (Boys and Girls) – Users – Partakers and users of the product outcome and services.
   5. Head Coach – Project sponsor – Initiates project proposal, assists project manager and is the ultimate decision maker of the project.
   6. Assistant Coaches - Resource managers – Manage human resources.
   7. Graphics artist and HTML personnel – Project team – Participate in the execution ad completion of the project.
3. description of the project

A website that is used by boys and girls between ages 6 to 18, who are interested in joining the swim team. The team is divided into sub-teams which hold team meets and are overseen by one of each of the 3 assistant coaches per meet. The assistant coaches are supported by an Association of parents and there will be a schedule to show parent volunteer schedule for the Association.

1. [Scrum](https://zenkit.com/en/blog/agile-project-management-a-beginners-guide/)

[Scrum](https://zenkit.com/en/blog/scrum-101-an-introduction-to-scrum-project-management/) is comprised of five values: commitment, courage, focus, openness, and respect. It’s goal is to develop, deliver, and sustain complex products through collaboration, accountability, and iterative progress. What distinguishes Scrum from the other Agile project management methodologies is how it operates by using certain roles, events, and artifacts.

1. Project Scope:
   1. The website will use forms to allow for input of information of the interested individuals into the database.
   2. 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.
   3. A database to store details of individuals interested in joining the swim team.
   4. An automated scheduling system for parents in the association to message, alert.
2. Requirements:
   1. Cost to run scheduled meets.
   2. Expected number of boys and girls per meet.
   3. Experts in website and graphics design.
   4. Expected number of association parent volunteers per meet.
3. Risks:
   1. Security risk: Physical or information insecurity.
   2. Sponsor support: Related to responsibilities of the project sponsor.
   3. Budget risk: Overrun of cost.
   4. Schedule risk: Relating to schedules and scheduling.
   5. Resource risk: Inability to secure sufficient resources such as skilled workers.
4. Functional Organizational Structure
5. Sublime Text
6. Once in a week
7. Used features and functionalities:
   1. Most: Search boxes, Tables and Lists
   2. Least: Images, Audios and Videos
8. Three.
9. I choose three because Sublime Text is free, it has good user-interface and it can be used to create vast types of applications but it is also slow and limited.
10. Features of a good software package:
    1. Speed
    2. Efficient user interface.
    3. Versatility.
11. Considered factors for staff task allocation:
    1. Time consciousness
    2. Efficiency.
    3. Ability to execute.
    4. Expertise
    5. Staffing abilities.
12. Actions to meet deadline with limited staff:
    1. Work on as little test runs as possible to start of the project early
    2. Employ more staff if within the budget.
    3. Efficient division of labour to make sure everyone’s skill set is being efficiently utilized.
13. Steps to recruit more project staff:
    1. Duly express the job requirements for the Human Resource Department.
    2. Engage the Human Resource Department by making them know that you have roles to recruit, then give them my reasons.
    3. Seek approval to recruit more people.
    4. Review candidates for the job.
    5. Conduct interview with candidates.
    6. Prepare an offer for the chosen candidates.
    7. Explain further the role of the new recruit and give the tools required to begin his/her work.
14. I agree.

The reason is every project is different in its own way like the budget, the man power and even the time given. And there are many project management methodologies to help depending on the case.

1. A stakeholder is a person, a group of people, or an organization that has an interest in your project or is affected by its outcome, directly or indirectly. It may include project team members, project sponsors, organization members, and people outside of your organization.
2. Four(4) stakeholders in this project:
   1. Customers: Patronisers of the project end-product or service.
   2. Project sponsors: Individual that finances the expenses of a project.
   3. Project committee: A team of individuals with specific skills to execute a project.
   4. Users: Use of enjoy the services of the project end-product.
3. Concerns of the stakeholders:
4. Customers: Main concern is the success and usability of the product.
5. Project sponsor(s): Concerned with finances and success of the project.
   1. Project committee: Concerned with the execution and success of the project as well as marketability of the project end-product or services.
6. Users: Concern is the usability, ease and compatibility of the product.
7. People directly responsible to the project sponsor(s):
   1. Project manager.
   2. Project committee
   3. Users
8. A project management infrastructure that would be needed to support a software development consulting team working at a client site

A project management infrastructure, consists of systems of policies, standards, procedures and guidelines that define how project management work is to be performed. From my research, I suggest that there are four key components that are part of a project management framework or infrastructure

1. Portfolio Management System

A Portfolio Management System ensures that the initiation of the project management process is grounded in sound strategic business decisions. A Portfolio Management System has five subsystems: a Solicitation Process (doing the right projects), a Selection Process (stopping the wrong ones), a Prioritization Process (doing them in the right order), a Registration Process (codifying them in a central repository), and an Enterprise Resource Planning Process (staffing them with the right people).

First, a Solicitation Process provides a consistent model for all proponents to follow; in other words, requestors of projects to follow. This model defines how a proponent prepares a business case that will be evaluated by the organization's business decision-makers. Then comes the Selection Process during which time the decision-makers approve those projects that add value to the organization and reject those projects that do not. After certain projects are approved, this same group of decision-makers prioritizes these projects relative to predefined business criteria, thus signifying those projects that will be given higher visibility and support and those that will not. Pertinent information such as project client, project scope, and team members is entered into a centralized database for all to access. In addition, these approved and prioritized projects are staffed (or resourced) relative to all the projects within the portfolio mix and relative to where the project sits within the prioritization ranking.

This part of the infrastructure allows the enterprise to manage the inventory of projects within the enterprise.

1. Process Management System

A Process Management System takes the approved and prioritized project through the Definition, Planning, Execution/Control, and Closeout phases.

The approved project from the Portfolio Management System goes into the Definition phase, which creates a project charter. The project charter becomes the input to the Planning phase, which creates a work plan; that is, schedule, staffing plan, project budget, and so on. The charter and the work plan then become the baseline in the Execution/Control phase of the project process. During this phase, the project team creates status reports and product deliverables. Once the project is over, these outputs from the execution/control phase are the input into the Closeout phase from which lessons learned are documented and archived for reference when starting the project management process all over again.

Various auxiliary processes such as a risk management process, a change management process, a quality assurance and control process, and a vendor/ contractor management process augment the above “core” process.

This component of the infrastructure ensures that the discipline of project management is performed in a consistent and professional manner throughout the entire organization.

1. Organizational Management System

An Organizational Management System is the governance structure defining roles, responsibilities, and authorities and reporting relationships.

From almost the beginning of project management, the applied organization structure that supported a project environment was a matrix structure. A matrix structure consists of representatives from various functional areas working together in an ad hoc team to accomplish certain business objectives producing specified deliverables. These cross-functioning teams work within the constraints of multiple bosses and often multiple priorities; however, they create a better and more “acceptable” product because of everyone's involvement in the project effort.

Today the “Project Office” is the newest version of the matrix project organizational structure. This autonomous department, staffed by project management subject matter experts, becomes the focal point for the project management discipline. As time evolves, the project office gains credibility, builds expertise, grows in self-confidence, and simultaneously increases its responsibility within the organization.

The organization platform of the infrastructure indicates the political interactions among departments and among people within the project community.

1. Performance Management System

A Performance Management System supports the three systems described above. This process sets project management performance objectives for project managers and for project team members and sees that these folks are rewarded for their successes and given development plans to improve their areas of deficiencies. The Performance Management System consists of a performance improvement process in which performance expectations and personal developmental plans are established and agreed upon.

During the appraisal review cycle, typically of 12 months, project managers have interim dialogues with their functional managers, with input from the project client. At the same time, project team members are having interim dialogues with their functional managers, with input from their project managers. The interim dialogues focus on whether or not project players are attaining their performance objectives and whether they are working toward their developmental plan. If they are not, the objectives or the plans need to be changed or the project players need to readdress themselves to these commitments.

As the performance improvement process comes to a close, the performance appraisal review process takes over. In this process, the functional manager of the project player prepares an official review document, with final input from the appropriate project client or project manager. The functional manager then executes the performance appraisal, and the cycle begins all over again.

This piece of the infrastructure sees that the people are guided, directed and rewarded.

1. The concept of learning cycles to briefly explain how project teams should work in a massive IT project to avoid conflicts
2. Action:

The first step is to work based on the methodology planned to use and continue gradually.

1. Looking back at action:

Secondly, take down notes and pointers on everything done till the finishing point.

1. Awareness of Essential Aspects;

In this step separate take notice of all the successful milestones and the operations done to get there.

1. Creating Alternative Methods of Action:

Furthermore, with the milestones achieved, alternate procedures will be taken to see if those milestones could be achieved again.

1. Trial:

Lastly, test the new method(s)

1. The relationship that exist between Project Life Cycle (PLC) and Software Development Life Cycle (SDLC)

Project Life cycle spans across the life of the project. Within this span the actual project activities happen. For example, I am developing a software. Now before the development starts the Project Life Cycle starts which includes Initiation, Project charters, planning for risk, cost, quality, procurement and after some time the actual software development starts which comprises of gathering requirements by business analyst, architecture, high level design, coding, testing, releasing management, production roll out. While the SDLC activities continue, the Project Life Cycle also continues constantly encompassing the SDLC activities. Once the SDLC ends the Project Life cycle still continues until the project is closed with all contractual aspects closed.