**NAME:** Ikani Job Ojima

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1. Skinny dipper.
2. Stakeholders:
	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.
	3. Parents – Customers – Pay to enjoy the services of the product.
	4. Boys and Girls – Users – Partakers and users of the product outcome and services.
	5. Assistant Coaches - Resource managers – Manage human resources.
	6. Ikani (ME) – Project manager – Directs the project team.
	7. Graphics artist and HTML expert – Project team – Participate in the execution ad completion of the project.
3. A website that is used by individuals 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.
4. Lean

This is because it focuses on efficiency by trying to deliver more with less. It is suitable for this situation where different people can play more than one role e.g. parents are customers and also volunteer staff or workers of the Association; the head coach is a worker/staff and also the sponsor.

1. 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.
2. 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.
3. 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.
4. Flat structure.
5. Adobe Dreamweaver.
6. Not very often.
7. Used features and functionalities:
	1. Most: Labels, textboxes and buttons.
	2. Least: Radio buttons and combination or combo boxes.
8. 4
9. I chose that score because it has good user-interface and it is very versatile. It is easy to use and has an inbuilt code library. Also both your codes and the output design can be displayed live on the interface without needing to lunch on a browser like other IDEs.
10. Features of a good software package:
	1. Good user interface.
	2. Efficiency.
	3. Compatibility.
11. Considered factors for staff task allocation:
	1. The degree of expertise required.
	2. Steadfastness and willingness of staff.
	3. Degree of rigidity or fluidity required for the task.
	4. Efficiency.
	5. Ability to execute.
12. 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. Look to employ more staff if within budget.
	4. Get help at the beginning.
13. Steps to recruit more project staff:
	1. Properly and clearly articulate the job specification for the Human Resource (HR) officer.
	2. Engage the HR by making them aware that you have roles to recruit, then provide an overview.
	3. Seek approval to recruit in time because this process can take some time.
	4. Review candidates.
	5. Conduct and perform interviews and screening exercises.
	6. Get to preparing an offer for the candidate(s).
	7. Prepare for on-boarding by making sure everything is ready and perfect for the person to begin and to have a pleasant experience.
14. I agree.

Reason is that size, budget and complexity of projects differ, as such, the planning and project life cycle will also differ. It would not much make sense to implore a complex structure for an easy and straightforward small project.

1. The term “stakeholder” refers to single individuals or entire organisations who affect or are affected by the execution or outcome of a project, be it positively or negatively.
2. Four(4) 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.
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.
7. Users: Concern is the usability, ease and compatibility of the product.
8. People directly responsible to the project sponsor(s):
	1. Project manager.
	2. Resources manager(s).
	3. Project team.

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

* 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.

* 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.

* 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.

* 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.

The concept of learning cycles to briefly explain how project teams should work in a massive IT project to avoid conflicts

**1.** **Concrete Experience** - a new experience or situation is encountered, or a reinterpretation of existing experience.

**2.** **Reflective Observation of the New Experience** - of particular importance are any inconsistencies between experience and understanding.

**3.** **Abstract Conceptualization** reflection gives rise to a new idea, or a modification of an existing abstract concept (the person has learned from their experience).

**4.** **Active Experimentation** - the learner applies their idea(s) to the world around them to see what happens.

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

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.