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**NAME: ADEKUNLE GLORIA. J**

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**COURSE CODE: CSC408**

**COURSE TITLE:** PROJECT MANAGEMENT

**ASSIGNMENT**

**Questions:**

***QUESTION 1***

You have just been hired by a local swim team to develop a Web site. This Web site will be used to provide information to boys and girls between the ages of six and eighteen who are interested in joining the team. In addition, the Web site will provide information about practices and the swim meet schedule for the season. The team would also like to be able to post the meet results. The head coach of the swim team is the project sponsor. He would also like the Web site to include pictures of the three assistant coaches and of the different swimmers at swim meets and practice. The swim team is supported largely by an association of parents who help run the swim meets and work the concession stand. Several of the parents have asked that a volunteer schedule be part of the Web site so that the parent volunteers can see when they are scheduled to work at a particular meet. The head coach, however, has told you that he believes this project can wait and should not be part of the Web site now. Two people will be helping you on the project. One is a graphic artist; the other is person who is very familiar with HTML, Java, Active Server Pages (ASP), and several Web development tools. Answer the questions below based upon the information provided.

a. Come up with a name for the project.

b. Identify briefly the project stakeholders, their roles, and their titles.

c. Provide a brief description of the project.

d. What is your choice of project management methodology that can be applied to this project and why?

e. Specify the project's scope in terms of the high level features or functionality that should be included in the Web site.

f. Identify the key requirements of this project.

g. Suggest some of the risks that may be associated with this project.

h. Suggest an organizational structure that may be employed in undertaking this project.

***QUESTION 2***

1. What application software package do you use the most for programming?
2. How often do you use this particular software package for programming?
3. Which features or functions do you use the most in your choice in (a) and the least?
4. How would you rate the overall quality of the software package on a scale from one to five? Where one indicates very low quality and five indicates very high quality?
5. Why did you give the software package this score?
6. In your opinion, what are the three most important attributes of a high quality software package that can be used for programming?

***QUESTION 3***

You have reached the stage in a project where you have created a plan that shows all the work that needs to be done. You must assign resources to the tasks.

(a) Describe FIVE factors that you would consider when allocating staff to a task.

(b) You know that you have all the required skills in the project team but not enough people with these skills to meet the project deadline. What are some of the possible actions you would take?

(c) It has been decide that you need to hire a new member of staff for the project. List the steps that you need to go through from identifying the need for a new resource right through to the end of the recruitment process.

***QUESTION 4***

“The increased popularity of ‘lightweight’ project methods, for example AGILE, has led to some people questioning the need for well-established structured methods. There is no method that is always best, each is more appropriate in certain circumstances”

Do you agree with the above statement? Give reasons to support your answer.

***QUESTION 5***

.  (a) Define the term “stakeholder” in relation to an IT development project.

   (b) You work for a large research organization with a number of branches throughout the country. At the moment, each of these branches uses a different main database system. It has been decided by Head office that the database system used by your branch should be expanded and then used by all the other branches to replace their existing database systems. They would need to transfer all their data to this expanded database on a main server, which would be located in your organization’s head office. A network would be set up linking all the branches to this main server.

(i) Briefly explain at least FOUR different types of stakeholders in this new project.

(ii) Identify their main concerns and their stake in the project.

      (c) A project sponsor has also been appointed. Name at least THREE people, or groups of people, who would then be directly responsible to the sponsor.

(a) Describe briefly a project management infrastructure that would be needed to support a software development consulting team working at a client site.

(b) Use the concept of learning cycles to briefly explain how project teams should work in a massive IT project to avoid conflicts.

(c) What relationships exist between Project Life Cycle (PLC) and Software Development Life Cycle (SDLC)?

**SOLUTION.**

1. a) The project title could be “HTML WEB DEVELOPMENT FOR A SCHOOL’S SWIM TEAM”.

b)

|  |  |  |  |
| --- | --- | --- | --- |
| **STAKEHOLDER** | **TYPE** | **TITLE** | **ROLE** |
| The Head Coach | INTERNAL | Project Sponsor | Serves as the link between the project owners and the project manager  To list out the requirements of the projects  To allocate the funds, budget and time schedule of the project  To define the overall scope of the project |
| The Swim team (as a whole) | INTERNAL | Project Owner | They own the project |
| Assistant Coach 1 | INTERNAL | Employees | Although he’s an internal stakeholder, he doesn’t directly interfere with the project and is just an employee of the school that aids the head coach  Helps the project manager during requirement analysis |
| Assistant Coach 2 | INTERNAL | Employees | Although he’s an internal stakeholder, he doesn’t directly interfere with the project and is just an employee of the school that aids the head coach  Helps the project manager during requirement analysis |
| Me | INTERNAL | Project Manager | Heads and directs the project team  Serves as the link between human resources and the project sponsors  Creates communication channels  Creates the project plan  Creates the risk log  Direct and lead the team  Ensure all requirements are met during the course of the project  Ensures the project is delivered on time |
| Graphics Artist | INTERNAL | Human Resources | Hired to use his skill set to aid the project manager in delivering the project in time and in best quality |
| Web Developer | INTERNAL | Human Resources | Hired to use his skill set to aid the project manager in delivering the project in time and in best quality |
| Boys and Girls of the swim team | EXTERNAL | Customers | These are users that view the final project and make use of it |
| The Parents | EXTERNAL | Customers | These are users that view the final project and make use of it |

c) PROJECT DESCRIPTION

This project will be the development of a website using HTML, JAVA, ASP, Graphics and web development tools. The website will be used by the different boys and girls that are currently on the school’s swim team including access for their parents, the head coach and the assistant coaches.

For now the deliverable would include information about the team, practice schedules, images of the coaches and team members and other necessary information provided by the project sponsor. After the successful implementation, a later upgrade would be made where it will include a page to show a volunteer schedule for the parents.

d) The project management methodology I choose to apply to this project is the agile methodology because it’s a conceptual framework for undertaking software engineering projects. It brings the benefits of high product quality. In Agile development, testing is integrated during the cycle, which means that there are regular checkups to see that the product is working during the development which makes room for higher customer satisfaction, increased project control, reduced risks and faster ROI.

e) The project’s scope includes:

i. The database to store the information of boys and girls of the swim team. Details may include Name, Height, Weight, ID, level of swimming, category, Age parents name, address, etc.

ii. The website will use forms to allow for input of information of the interested individuals into the database.

iii. To use JAVA, HTML, ASP, GRAPHICS DESIGN and other web tools to develop the deliverable of the project.

iv. 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.

f) The key requirements of this project are

i. To create a website for the school’s swim team

ii. To do it within the budget set by the project sponsor.

iii. To have the website include all the necessary information described by the project sponsor

iv. To deliver it on time with the quality at 100%.

g) Some risks that may be associated with this project are:

i. Budget risk: Overrun of cost.

ii. Resource risk: Inability to secure sufficient resources such as skilled workers.

iii. Sponsor support: Related to responsibilities of the project sponsor.

iv. Schedule risk: Relating to schedules and scheduling.

v. Security risk: Physical or information insecurity.

h) An organizational structure that could be the flat structure.

1. a) A most common application software package I use for programming is C++.

b. How often do you use this particular software package for programming? – Quite Often i.e. on a scale of 1- 5; 3.5.

c. Which features or functions do you use the most in your choice in (a) and the least? - Most: Labels, textboxes and buttons. Least - Radio buttons and combination or combo boxes.

d. How would you rate the overall quality of the software package on a scale from one to five? Where one indicates very low quality and five indicates very high quality? – I give it a score of 4

e. Why did you give the software package this score? – I gave it this score because although it’s easy and straightforward to use, it takes time to learn the syntax of how to write the codes in C++.

f. In your opinion, what are the three most important attributes of a high quality software package that can be used for programming? - It should be relatively easy to use, it should be aesthetically pleasing that is a good and pretty GUI, and it should be flexible i.e. to be able to run on any OS.

1. a) Considered factors for staff task allocation:

i. The degree of expertise required.

ii. Steadfastness and willingness of staff.

iii. Degree of rigidity or fluidity required for the task.

iv. Efficiency.

v. Ability to execute.

b) Actions to meet deadline with limited staff:

i. Priorities 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.

c) Steps to recruit more project staff:

i. Properly and clearly articulate the job specification for the Human Resource (HR) officer.

ii. Engage the HR by making them aware that you have roles to recruit, then provide an overview.

iii. Seek approval to recruit in time because this process can take some time.

iv. Review candidates.

v. Conduct and perform interviews and screening exercises.

vi. Get to prepare an offer for the candidate(s).

vii. Prepare for on-boarding by making sure everything is ready and perfect for the person to begin and to have a pleasant experience.

1. 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. a) The term “stakeholder” refers to single individuals or entire organizations who affect or are affected by the execution or outcome of a project, be it positively or negatively.

b) Four(4) stakeholders in this project:

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

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

iii. Customers: Those that Patronizes of the project end-product or service.

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

c) Concerns of the stakeholders:

i. Project sponsor(s): Concerned with finances and success of the project.

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

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

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

d) People directly responsible to the project sponsor(s):

i. Project manager.

ii. Resources manager(s).

iii. Project team.

1. A project management infrastructure which 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
2. Portfolio Management System
3. Process Management System
4. Organizational Management System
5. Performance Management System

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.