Project Management Plan

Mandatory Artifact for a web based centralized e-attendance System

Department of Information Technology, Government of Nepal

Version 1.1, 8-Aug-2021

Submitted by

XYZ CO

Document Change Control

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# 1. Executive Summary

This project management plan emphasizes the execution and control stages of the project. It outlines the scope, goals, budget, timeline and deliverables of a project. This document acts as formal approved document to guide both project execution and project control.

The assignment "Development and Implementation of E-Attendance System is subject to deliver the e-attendance software product to the Department of Information Technology within the defined time and budget as per the contract. The DOIT aims to get benefitted by using the e-attendance system in terms of time consumption and better workforce management. Previously, implementing the manual process of recording the employee attendance using record books was hassle work.

The developing e-attendance system will respond to all the requirements mentioned in the FRS/SRS Document. The consultant " *XYZ CO* " is responsible and committed to deliver the proposed application within the project deadline. ie. June 1st, 2022. The e-attendance system will provide below mentioned benefits to the organization:

1. Helps in monitoring the punctuality of the employees and managing the absence of people
2. Helps in automating and streamlining employee scheduling/shift with multiple features
3. Helps in increasing productivity among the employees
4. Helps in monitoring the employee performance
5. Helps in managing employee leave/Kaaj

The proposed project "Development and Implementation of e-Attendance System" will have below mentioned cost estimates:

1. Hardware Cost: N/A
2. Software Development Cost: Nrs. 50,00,000.00

The proposed application will be developed in agile methodology that helps in:

1. Providing multiple stakeholders engagement
2. Prioritizing features to iteration planning and review sessions
3. Providing early and predictable delivery
4. Planning predictable cost and schedule
5. Implementing change management plan

# 2. Project Overview

## 2.1. Project Summary

The project" E-Attendance System" develop for DOIT will be the attendance management software that helps in managing employee attendance of the organization "DOIT". This software will have ability to manage and keep the records of employee attendance along with their leave and Kaaj management. The purpose of developing e-attendance system is to computerized the traditional way of taking attendance. It facilitates to access the attendance, leave and Kaaj information of a particular employee within the organization.

This software has ability to manage employee’s attendance very properly and can generate employee attendance report in multiple format like Daily, Monthly, Annually etc. This system centrally records employee attendance and leave.

### 2.2. Project Goals, Business Outcomes and Objectives

The main objective of this assignment is to develop, implement and support a centralized e-attendance system to manage employee’s attendance, leave, kaaj and profile for all government agencies which could also serve its purpose by controlling repetitive expenses on implementing same system at different government offices.

# 3. Project Management Approach

Project Management is the process of leading the work of team to achieve goals and meet success criteria at a specified time. Our primary challenge of project management is to achieve all of the project goals within the given constraints.

## 3.1. Project Scope Management Plan

### 3.1.1. Scope Baseline

|  |  |
| --- | --- |
| Component 1: Planning | |
| Project Management Planning | **Activity:**  - Identifying stakeholders  - Defining Roles and Responsibilities  - Holding a Kickoff Meeting  - Defining Project Scope, budget and Timeline  - Setting and Prioritizing Goals  - Defining Deliverables  - Creating Project Schedule  - Doing Risk Assessment  - Communicating Project Plan |
| Development and Implementation Planning | **Activity:**  - Planning  - Risk Assessment  - Key Milestones/Deliverables Plan  -Deliverables Plans  -Project Resources Plan  -Project Implementation Plan  -Test Plan  -Quality Plan  -Project Management Plan  - Support Plan |
|  | |
| Component 2: Software Design and Development | |
| Output 1:  Development of Functional Modules | **Activity:** Visualizing and Designing the proper software architecture from the set of collected requirements (Product Backlog)  -SCRUM Implementation  -Requirement Engineering  -Scope Definition and Risk Analysis  -Designing and Developing Database  -Developing API for communicating with other related applications  -Developing each functional modules and using proper testing methods for ensuring optimum quality of NCIC Application  -Passing each module through agile quadrant: Development-testing- releases |
| Output 2:  Development of Non-Functional Features | -Defining Non-functional features  -Proper testing of graphics and design parameters  -Enhancing user experience and navigation on each release  -Behavior Testing |
| Output 3: Final Application | -Integrating each modules and generating final product release  -Final Testing before release  -Release in production |
| Component 3: Software Testing | |
| Output 1: Tested Modules of E-Attendance System (Functional Testing) | Activity: Testing each modules after development and before release.  - Carrying out functional and non-functional test  - Carrying our security and performance test  -Performing Database and Compatibility Testing  -Performing Integration, System (UI and Functional Testing), Regression Testing, Security and Access Control Testing and UAT Testing.  -Mapping test cases against developed modules  -Manual, semi-automation and automation testing for optimum quality release of product  -Implementing best suitable testing methods  -Managing and reporting bug and issues in organized way. |
| Output 2: Tested Modules of E-Attendance System (Non-Functional Testing) | Testing with parameters like:  -Security  -Efficiency  -Integrity  -Reliability  -Scalability  -Usability  -Interoperability  -Flexibility |
| Component 4: Documentation | |
| Output 1:Project Charter | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 2: Project Management Plan | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 3: Development and Implementation Plan | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 4: User Requirement Specification (SRS/FRS) | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 5: Software Architecture Design Document | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 6: Software Quality Assurance Plan | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 7: Test Plan/Test Cases | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 8: Code Review Checklist | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 9: Test Report | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 10: User Manual | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 11: Administrative/Installation Manual | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 12: Training/Capacity Building Plan | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 13: Security Testing Report | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 14: Performance Test Summary Report | Preparation, Formatting, Documentation, Verification and Finalization |
| Output 15: Support and Maintenance Strategy Document | Preparation, Formatting, Documentation, Verification and Finalizations |

### 3.1.2. Scope Management Process

For this project scope management will be the sole responsibility of the Project Manager. The scope of this project is defined by the Scope Statement, Work Breakdown Structure (WBS) and WBS Dictionary. The Project Manager, Sponsor and Stakeholders will establish and approve documentation for measuring project scope which includes deliverable quality checklists and work performance measurements. Proposed scope changes may be initiated by the Project Manager, Stakeholders or any member of the project team. All change requests will be submitted to the Project Manager who will then evaluate the requested scope change. Upon acceptance of the scope change request the Project Manager will submit the scope change request to the Change Control Board and Project Sponsor for acceptance. Upon approval of scope changes by the Change Control Board and Project Sponsor the Project Manager will update all project documents and communicate the scope change to all stakeholders. Based on feedback and input from the Project Manager and Stakeholders, the Project Sponsor is responsible for the acceptance of the final project deliverables and project scope.

Figure 1 Scope Management Processes

### 3.1.3. Boundaries

The following table outlines activities in and out of scope of this pro

|  |  |
| --- | --- |
| Activities in Scope | Activities Out of Scope |
| Project Planning | Purchase and Installation of Biometric Device |
| Requirement Engineering | Maintenance and Support of Biometric Attendance Device |
| System Design, Configuration Management and Change Management | GIDC Server Maintenance |
| System Development |  |
| Implementation of GEA Compliance Security Standards |
| System Testing |
| System Review |
| Project Checking |
| User Acceptance Testing |
| Project Presentation |
| Project Training |
| Support and Maintenance |

### 3.1.4. Project Duration

The project duration is envisioned to be one year six month, commencing January 1st, 2021 and terminating on June 1st, 2022.

Development Timeframe: Six Month

Support and Maintenance: One Year after the delivery (deployment)

## 3.2. Project Milestones

The major milestones

|  |  |  |
| --- | --- | --- |
| Project Milestone | Description | Expected Date |
| 2. Project Management Plan | Detailed Project Management Plan | 20/01/2021 |
| 3. Development and Implementation Plan | Detailed Development and Implementation Plan | 20/01/2021 |
| 4. Software Requirement Specification (SRS)/Functional Requirement Specification (FRS) | Detailed User Requirement Specification | 20/02/2021 |
| 5. Software Architecture Design Document | Detailed Design Architecture of Software | 20/03/2021 |
| 6. Code Review Checklist | Detailed Code Review Checklist | 01/05/2021 |
| 7. Software Quality Assurance Plan | Detailed Software Quality Assurance Plan | 01/05/2021 |
| 8. Test Plan/Test Case Report | Detailed organized test plan and cases | 01/05/2021 |
| 9. Test Report | Detailed Test Report with expected results and outcomes | 01/05/2021 |
| 10. Performance Test Summary Report | Detailed Application Load Testing | 01/05/2021 |
| 11. Security Testing Report | Detailed Security Testing Report with Bug Identification, Sensitive Information exposure results | 01/05/2021 |
| 12. Administrative Installation Manual | Detailed Installation Procedures and Guidelines | 10/05/2021 |
| 13. Training Capacity and Building Plan | Detailed Training Plan | 30/05/2021 |
| 14. User Manual | Detailed User Navigation Steps for operating application | 30/05/2021 |
| 15. Support and Maintenance Strategy Document | Detailed Support and Maintenance Plans and Strategies | 30/05/2021 |
| 16 Final Completion Report | Final Report including all the project outcomes and user acceptance | 30/05/2021 |

## 3.3. Schedule Management Plan

Schedule Management Plan is a critical phase in project planning that ensures us to start, monitor, control and complete projects successfully.

### 3.3.1. Schedule Baseline and Work Breakdown Structure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phase Name | Baseline Finish | Plan (Best Estimate Finish) | Actual Finish | Phase Status |
| Planning | 20/01/2021 | 20/01/2021 | - | Planning |
| Project Plan Development | 05/01/2021 | 05/01/2021 | - | Planning |
| Activity Definition | 05/01/2021 | 05/01/2021 | - | Planning |
| Activity Sequencing | 05/01/2021 | 05/01/2021 | - | Planning |
| Activity Duration Estimation | 05/01/2021 | 05/01/2021 | - | Planning |
| Schedule Development | 08/01/2021 | 08/01/2021 | - | Planning |
| Resource Planning | 08/01/2021 | 08/01/2021 | - | Planning |
| Quality Planning | 08/01/2021 | 08/01/2021 | - | Planning |
| Organizational Planning | 12/01/2021 | 12/01/2021 | - | Planning |
| Staff Acquisition | 12/01/2021 | 12/01/2021 | - | Planning |
| Communication Planning | 12/01/2021 | 12/01/2021 | - | Planning |
| Risk Management Planning | 12/01/2021 | 12/01/2021 | - | Planning |
| Risk Identification | 12/01/2021 | 12/01/2021 | - | Planning |
| Qualitative Risk Analysis | 15/01/2021 | 15/01/2021 | - | Planning |
| Risk Response Planning | 15/01/2021 | 15/01/2021 | - | Planning |
| Solicitation Planning | 15/01/2021 | 15/01/2021 |  | Planning |
| Planning Documentation (Development and Implementation Plan; Project Management Plan Submission) | 20/01/2021 | 20/01/2021 | - | Planning |
| Requirement Engineering | 20/02/2021 | 20/02/2021 | - | Planning |
| Requirement Analysis | 01/02/2021 | 01/02/2021 | - | Planning |
| Requirement Elicitation | 05/02/2021 | 05/02/2021 | - | Planning |
| Requirement Validation | 10/02/2021 | 10/02/2021 | - | Planning |
| Requirement Documentation (FRS/SRS Submission) | 20/02/2021 | 20/02/2021 | - | Planning |
| System Design, Configuration Management and Change Management | 20/03/2021 | 20/03/2021 | - | Planning |
| UI Design | 10/03/2021 | 10/03/2021 | - | Planning |
| Database Design | 10/03/2021 | 10/03/2021 | - | Planning |
| Software Architecture Design Document Submission | 20/03/2021 | 20/03/2021 | - | Planning |
| System Development | 01/05/2021 | 01/05/2021 | - | Planning |
| Front End Development | 20/04/2021 | 20/04/2021 | - | Planning |
| Backend Development | 25/05/2021 | 25/05/2021 | - | Planning |
| Code Review Checklist Submission | 01/05/2021 | 01/05/2021 | - | Planning |
| Implementation of GEA Compliance Security Standards | 01/05/2021 | 01/05/2021 | - | Planning |
| Design and Plan Security Standard | 25/04/2021 | 25/04/2021 | - | Planning |
| Implementation of Security Standard in Application Layer and Database Layer | 01/05/2021 | 01/05/2021 | - | Planning |
| System Testing | 01/05/2021 | 01/05/2021 | - | Planning |
| Unit Testing | 25/04/2021 | 25/04/2021 | - | Planning |
| Integration Testing | 26/04/2021 | 26/04/2021 | - | Planning |
| Recovery Testing | 26/04/2021 | 26/04/2021 | - | Planning |
| Alpha Testing | 28/04/2021 | 28/04/2021 | - | Planning |
| Load Testing/Performance | 28/04/2021 | 28/04/2021 | - | Planning |
| Usability Testing | 28/04/2021 | 28/04/2021 | - | Planning |
| Security Testing | 28/04/2021 | 28/04/2021 |  |  |
| Test Plan/Test Case Report, Test Scenario Report, Security Testing Report, Performance Test Summary Report; Security Testing Report Submission | 01/05/2021 | 01/05/2021 | - | Planning |
| System Review | 05/05/2021 | 05/05/2021 | - | Planning |
| Evaluation of Testing Results | 03/05/2021 | 03/05/2021 | - | Planning |
| Improvements in the system | 05/05/2021 | 05/05/2021 | - | Planning |
| Project Checking | 10/05/2021 | 10/05/2021 | - | Planning |
| Deployment and Installation | 08/05/2021 | 08/05/2021 | - | Planning |
| Administrative Installation Manual Submission | 10/05/2021 | 10/05/2021 | - | Planning |
| User Acceptance Testing | 25/05/2021 | 25/05/2021 | - | Planning |
| User Acceptance Testing | 15/05/2021 | 15/05/2021 | - | Planning |
| Evaluation of UAT | 25/05/2021 | 25/05/2021 | - | Planning |
| Project Presentation | 27/05/2021 | 27/05/2021 | - | Planning |
| System Documentation and Copyright Handover | 27/05/2021 | 27/05/2021 | - | Planning |
| Final Project Presentation | 27/05/2021 | 27/05/2021 | - | Planning |
| Project Training | 30/05/2021 | 30/05/2021 | - | Planning |
| End User Training | 30/05/2021 | 30/05/2021 | - | Planning |
| Training Capacity Building Plan | 30/05/2021 | 30/05/2021 | - | Planning |
| User Manual | 30/05/2021 | 30/05/2021 | - | Planning |
| Support and Maintenance Strategy Document |  |  |  |  |
| Support and Maintenance | 01/06/2022 | 01/06/2022 | - | Planning |

## 3.4. Project Cost Management Plan and Source of Funding

A cost management plan is a method of strategizing the planning and execution of a project's budget. We will generally use below steps for cost management:

1. **Resource Planning:** In this phase, project managers will typically use a work breakdown structure to show the project and its deliverables in a hierarchy from most important to least. This will help project manager to understand where the bulk of costs will funnel towards, and which components of the project will require least expenditure.
2. **Cost Estimation**: This is the second stage and this process is iterative-meaning that it's designed to change as the project changes. Project Manager and change control board will be responsible for accepting and approving the project change.
3. **Budgeting**: After mapping the project budget already, project budget will be little more precise by using this measure and will enable the project to truly succeed.
4. **Cost Control**: We will measure project value performance against total cost and timeline. This will help to provide a benchmark throughout the project process.

### 3.4.1. Project Costs

Total project funding for the e-attendance system development and implementation is given below. The below cost is including all the necessary taxes and Value Added Tax.

|  |  |
| --- | --- |
| Source of Funds | FY1 77-78 |
| Government of Nepal | 50,00,000.00 (NRS) |
| Total | 50,00,000.00 (NRS) |

### 3.4.2. Project Funding

The project has been funded by the Government of Nepal.

# 4. Communications Management Plan

The purpose of the Communications Management Plan is to define the communication requirements for the project and how information will be distributed to ensure project success.

Our project management plan has been illustrated in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| COMMUNICATION | FREQUENCY | GOAL | OWNER |
| Project Team | | | |
| Project Status Report | Weekly | Review project status and discuss potential issues or delays | Project Manager |
| Team Standup | Daily | Discuss what each team member did yesterday, what they will do today, and any blockers | Project Manager |
| Task Progress Updates | Daily | Share daily progress made on project tasks | Project Manager |
| Project Review | All milestones | Present project deliverables, gather feedback, and discuss next steps | Project Manager |
| Post-mortem Meeting | At the end of project | Assess what worked and what did not work and discuss actionable takeaways | Project Manager |
| Client |  |  |  |
| Project Status Report | biweekly | Review project status and discuss potential issues or delays | Project Manager |
| Project Review | All milestones | Present project deliverables, gather feedback, and discuss next steps | Project Manager |

For the communication format, we will use Email, Face to Face Presentation's, Viber.

# 5. Procurement Management Plan

*This project does not require any kind of procurement need to be carried out by XYZ CO. Thus, this section is not applicable.*

“The Procurement Management Plan should be defined enough to clearly identify the necessary steps and responsibilities for procurement from the beginning to the end of a project. The project manager must ensure that the plan facilitates the successful completion of the project and does not become an overwhelming task in itself to manage. The project manager will work with the project team, contracts/purchasing department, and other key players to manage the procurement activities.”

# 6. Quality Management Plan

For the quality assurance of the e-attendance software deliverable, we will imply below procedures:

1. **Design Review**: A thorough review of the processes and design of the application will be carried out. Subject matter specialists and designers will perform this exercise. Architectural, Development and Implementation issues will be discussed and frozen at this point in time. Our QA architects will get involved at this stage to determine the potential influence of architecture and design on the QA process, platform and tools selection.
2. **Unit Testing**: In this stage, we will carry out micro scale testing to test particular code modules. This will be done by our programmers as it require detailed knowledge of the internal program code.
3. **Functional Testing**: our QA engineers develop test cases to target each desirable and undesirable function of the software. Each function of the software is targeted and tested in separation from other functions of the software.
4. **Integration Testing**: In this stage, we test the combine parts of an application to determine if they function together correctly. An automated tool will be used to do integration testing.
5. **Regression Testing**: In this phase, we will ensure that a bug fix or modification of software doesn't have undesirable impact on other parts or functions of software. We will create regression bucket which will be a mix of test cases involving different functions of the software. This regression bucket will be executed each time a bug fix or software modification is released to QA.
6. **Performance Testing, Stress/Load Testing:** In this stage, application will be put under the heavy loads to determine at what point the software systems response time degrades or fails.
7. **Acceptance Testing:** In this stage, client will perform the acceptance testing. We ensure that the software system meets the set criterion of quality before being accepted or released.
8. **QA Testing Process Management :** We will manage QA testing process by setting up of test environment, test plan development and execution, QA and Software development team interaction, defect tracking and fix release acceptance, minimum quality criterion determination for releases and delivery.
9. **Deliverable:** The management of QA process starts with the design reviews and extends up to the implementation and post implementation monitoring. There will be inter-workings of design reviews, code reviews and release engineering which is the crucial process to manage as they are part of the interaction between software development team and QA engineering. QA process management will also include Configuration Management, which entails sorting out development environment, test environment and a production environment. The test cases will be developed, reviewed and executed.

# 7. Risk Management Plan

This section provides a general description for the approach taken to identify and manage the risks associated with the project.

## 7.1. Project Risks, Assumptions, and Constraints

### 7.1.1. Risks

The following table outlines the high level project risks, their likelihood of occurring, the impact on the project, the action plan and the individual tasked to monitor it.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Risk Description | Probability | Impact | Risk Management Plan | OPI |
| 1 | Unclear, incorrect, continually and rapidly changing software project requirements | Possible | Major | Proper Requirement Engineering and Documentation with Change Management Plan and Strategy | PM |
| 2 | Failure to incomplete or missing detailed requirements analysis and specification documentation | Possible | Moderate | Proper Requirement Engineering and Documentation with Change Management Plan and Strategy | PM |
| 3 | Software project requirements not adequately identified and mismatched | Possible | Moderate | Proper Requirement Engineering and Documentation with Change Management Plan and Strategy | PM |
| 4 | Lack of traceability, confidentiality, correctness and inspection of the software project planning | Possible | Moderate | Use of Proper project tracking, reporting and inspecting tools and strategies | PM |
| 5 | Major requirement change after software project plan phase | Possible | Major | Proper Requirement Engineering and Documentation with Change Management Plan and Strategy | PM |
| 6 | Changing software project specifications | Possible | Major | Proper Requirement Engineering and Documentation with Change Management Plan and Strategy | PM |
| 7 | Inadequate value analysis and a measurement software project to measure progress | Possible | Moderate | Use of proper project progress matrix and team consultation | PM |

### 7.1.2. Assumptions

The following table lists assumptions taken into account to stabilize the project approach or planning.

|  |  |
| --- | --- |
|  | The dedicated team from the DOIT will help us by delivering the requirement as crystal clear and will help in assisting us by providing feedbacks on the developed Artifacts and Methodology. |
|  | DOIT will help us by providing the necessary entrance card and other required accessories to enter the premises of Government Agency. |
|  | DOIT will be providing list of all biometric devices along with model number, technical documentation and SDK to process integration. |
|  | The feedback or clearance on each deliverables or phases will be acknowledged to allow us move forward. |
|  | The payment for the assignment will be provided upon submission of each deliverables in timely fashion. |

### 7.1.3. Constraints if any

|  |  |
| --- | --- |
|  | The development timeframe cannot exceed from its estimated time |
|  | The budget for this project cannot exceed from total budget cost |
|  | Legal requirements cannot be left out during the implementation |
|  | Hardware device should be available during the application production and test environment |
|  | Attendance device should be smooth and can capture the biometric information. Also the device should send the attendance information in the format as defined in our db structure |
|  | Server Uptime |
|  | Proper network configuration |

# 8. Project Staffing and Organization Plan

## 8.1. Staffing Management Plan

Our staffing management plan includes the below steps:

1. Reviewing project staffing requirement
2. Reviewing the WBS and activity duration estimates being used to develop the project schedule
3. Identifying the start and completion dates for the different people or skill sets
4. Entering preliminary assignments into the project scheduling tool if one is being used or map them on a calendar
5. Reviewing the preliminary assignments with the team, activity owners and other key stakeholders
6. Obtaining commitments and making adjustments as required to develop a realistic staffing management plan.,

|  |  |  |
| --- | --- | --- |
| DEPARTMENT | E-Attendance System Planning, Design and Development | E-Attendance System Training |
| Experts | -Project Manager/Team Leader  -System Analyst  -Database Expert/DBA  -Web Designer  -Web Developer  -Quality Assurance Expert  -Network/System Administrator  - Documentation Expert | -Project Manager/Team Leader  -System Analyst  -Web Developer |
| Experts List | Dr. John Doe  Dr. Shawn Doe  Ms. Jane Doe  Er. Jenny Doe  Mr. Shanaya Doe  Mr. Pattrick Doe  Mr. Peter Doe  Ms. Kylie Doe  Er. Annie Doe  Er. Paris Doe | Dr. John Doe  Dr. Shawn Doe  Ms. Jane Doe |

## 8.2. Resource Calendar

Below is the Resource Calendar of this project:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| KEY EXPERTS | TIMEFRAME IN WEEKS | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| John Doe Project Manager/Team Leader |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shawn Doe System Analyst |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ms. Jane Doe Database Expert/DBA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Er. Jenny Doe Web Designer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mr. Shanaya Doe Web Developer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mr. Pattrick Doe Web Developer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mr. Peter Doe Web Developer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ms. Kylie Doe Network/System Admin |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Er. Annie Doe QA Expert |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Er. Paris Doe Documentation Expert |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## 8.3. Project Governance

The Project Manager and other stakeholders (as needed) will meet on a weekly or bi-weekly basis to review progress on key deliverables and to discuss issues that require resolution.

In below mentioned conditions the related stakeholders will meet in short notice also:

1. If requirement did not came in timely fashion.
2. If any problem arise during project implementation
3. If any high risk factor arise during the project duration.

# 9. Project Progress Report Template

Project progress report shall cover information in relation to e-Attendance system under development allowing DoIT to understand overall status of the project such as schedule management based on plan-real, weekly progress report based on team members and their plans and progresses and tasks statuses. Project progress report shall be presented using following formats.

## 9.1. Time-Task Report

For time-task tracking, schedule management format shall be used.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phase Name | Baseline Finish | Plan (Best Estimate Finish) | Actual Finish | Phase Status |
| Planning | 02/01/2021 | 02/01/2021 | 02/01/2021 |  |
| Task 1 | 05/01/2021 | 05/01/2021 | 04/01/2021 |  |
| Task 2 | 05/01/2021 | 04/01/2021 | 04/01/2021 |  |
| Task 3 | 08/01/2021 | 08/01/2021 | 08/01/2021 |  |
| Task 4 | 15/01/2021 | 14/01/2021 | 13/01/2021 |  |

## 9.2. Weekly Progress Report

For weekly progress report, it can be analyzed in below table where individual team members are assigned with plans and progresses is checked and problems are identified if any. The problems might need client’s attention or PM’s attention for possible solutions. However, *XYZ CO* shall come up with solutions to be discussed with client if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Resource | Plans | Progress | Problems | Recommended Solutions |
| Team members Name | Add your plans for the week here | Move your plans here once completed | Add a weekly challenge you faced | Possible solutions to the problems to be discussed with client or PM. |

## 9.3. Tasks Progress

Information from Project Management system can also be retrieved in following formats to show progress on tasks. This will also help DoIT to understand what tasks are being carried out, current status, team members working on it and so on.

