

Project Management

(LCBB5005)



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Introduction

The aim of this report is to provide a Project Management Plan for a 'Time Tracking Software'.

Project management plan is a schedule that defines the target of the project, how to obtain it, who will be taken part, how it will be delivered and the methods used for communicating. Prince2 and PMI are the widely used standards in project management.

As a Project Manager, I was asked to prepare project management plan for a Time tracking software to the LIDL store in Edgware. Clock in- clock out has been doing manually in the store since they prefer to change it into systematic in order to get rid of misuse and have an accurate record.

Meantime, they expect to calculate the working hours and payroll processing using this software.

Moreover the activities of the employees will be sorted as productive and unproductive. Hopefully, the stakeholders expectation is to keep their store well organized and efficient.

I have used prince2 certificate in my project development plan. The below project plan has prepared based on 'Analogous Estimating'. The Software Project plan is consists of Schedule Plan, Project Scope Statement, cost, Time, Human resources and Responsibilities, Communication Plan, Risk Management and Quality control.

Scope

The project scope is a written document that includes requirements and objectives about the software to be delivered in the future. Briefly, it acts as a foundation for the project.

Project scope Statement

Project Title: Time Tracker Lil

Project Manager: Shafrina Jauffar

Team Members:

Ann Petre

Jack John

Gamble Richard

Uwaye Radhu

Project Justification: The Manager of Lidl, requested us to develop a time tracking software for their branch in Edgware. It has to be delivered within six month and not exceed budget of £340,000.00

Project Goal: Our team will develop and provide a software to track time of the staffs and employees in the store. It will be on operation during the working hours, Monday to Saturday from 8am to 10pm and on Sunday from 10am to 4pm. Time Tracker will record the employee hours and monitor all the activities done by each an every individual and identify the productive and unproductive tasks by classifying the applications and websites used. As a result, a detailed analysis regarding the time spend on productive and unproductive tasks will be provided not only in daily basis but also in monthly and annual basis.

Project Objectives:

- Tracking of work hours of the employees.
 - Attendance enforcement
 - Track the time spend on particular tasks.
 - Increasing the productivity by calculating employee utilization rate.
 - Enhancing the performance of the staffs.
 - Maintaining a working environment free from 'cyberslack'.
 - Increase productivity.
-

Milestones:**Estimated completion Date:**

- | | |
|-------------------------------|--------------|
| • Business Case complete date | - 25.03.2020 |
| • Design Document complete | - 04.06.2020 |
| • Presentation Layer complete | - 30.07.2020 |
| • Interface Layer complete | - 01.08.2020 |
| • Business layer complete | - 08.07.2020 |
| • UAT complete | - 21.08.2020 |
| • Handover complete | - 30.08.2020 |

Technical Requirements

- Microsoft project
- Load Runner
- JAVA
- MY SQL
- VPN Server

Project Deliverables:**Estimated Date:**

- | | |
|------------------------------|--------------|
| • Project plan | - 03.03.2020 |
| • Requirements specification | - 15.03.2020 |
| • Design documentation | - 05.06.2020 |
| • Source code | - 25.07.2020 |
| • Test plan | - 26.08.2020 |
| • Final product | - 30.08.2020 |

Limits and Exclusion:

- The project must be handover on 30th of August 2020
- Project budget not to exceed £340,000.00
- The software should be in operation only during the working hours.
- System must be interrupted from 10pm to 6am.
- Detailed analysis report stored within the software has to be sent only to the top management in weekly basis.

Review:

- Jack John and Gamble Richard
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Schedule

Project scheduling shows the timeline for the series of tasks to be done in the project. Without a complete schedule the cost, resources and the time needed can not be estimated.

Project Schedule Time Tracker Lil Date: 10th February 2020 Prepared by: Shafrina Jauffar Submitted to: Richard Jonson (Manager LIDL0 Approved by: Richard Jonson Managing Team					
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No	Task Description	Task Duration (Days)	Due Date	Target Date	Person Responsible
1	State Goal	08	01.03.2020	09.03.2020	Robert Jonson
2	Define objectives	15	10.03.2020	25.03.2020	Robert Jonson
3	Determine Budget	15	25.03.2020	10.04.2020	Shafrina Jauffar
4	Conduct Research	28	01.04.2020	29.04.2020	Shafrina Jauffar
5	Perform Analysis	25	01.05.2020	04.06.2020	Shafrina Jauffar
6	Design Interface Layer	30	05.06.2020	05.06.2020	Ann Petre
7	Design Business Layer	22	07.06.2020	29.06.2020	Ann Petre
8	Design Presentation Layer	52	07.06.2020	30.07.2020	Ann Petre
9	Write Presentation layer Code	65	07.05.2020	12.07.2020	Ann Petre
10	Unit Test Presentation layer Code	32	29.06.2020	01.08.2020	Ann Petre
11	Write Interface layer Code	38	29.06.2020	09.07.2020	Ann Petre
12	Unit Test Interface layer	12	29.06.2020	11.07.2020	Ann Petre

	code				
13	Write Business layer Code	18	29.06.2020	17.07.2020	Ann Petre
14	Unit Test Business layer Code	09	29.06.2020	08.07.2020	Uwaye Radhu
15	Write UAT	50	05.06.2020	25.07.2020	Uwaye Radhu
16	Perform UAT	13	08.08.2020	21.08.2020	Uwaye Radhu
17	Rollout System	08	22.08.2020	30.08.2020	Uwaye Radhu
18	System handover	0	30.08.2020	30.08.2020	Shafrina Jauffar

Cost Management

It outlines how the cost will be utilised for each activities of the project. Analogous Estimate and my previous experience are used in this cost plan in order to keep the budget within the limit.

No	Task Description	Labour hours (Days)	Labour cost (£ per Day)	Material cost (£)	Travel cost (£)	Other cost (£)	Total per task (£)
Business Case							
1.	State Goal	08	200.00	50.00	20.00	7.00	477.00
2.	Define objectives	15	200.00	150.00	200.00	150.00	2,500.00
Market Analysis							
3.	Conduct Research	28	1,465.00	500.00	230.00	250.00	42,000.00
4.	Perform Analysis	15	331.06	450.00	21.00	7.00	5,444.00
Design Document							
5.	Design Interface Layer	30	528.40	1100.00	800.00	25.00	17,777.00
6.	Design Business Layer	22	403.18	110.00	130.00	890.00	10,000.00

7.	Design Presentation Layer	52	442.30	400.00	430.00	670.00	24,500.00
Working Software							
8.	Write Presentation layer Code	65	839.23	240.00	110.00	350.00	55,250.00
9.	Unit Test Presentation layer Code	32	625.00	800.00	125.00	75.00	21,000.00
10.	Write Interface layer Code	28	250.00	600.00	120.00	57.00	7,777.00
11.	Unit Test Interface layer code	12	916.66	500.00	147.00	53.00	11,700.00
12.	Write Business layer Code	18	1105.55	25.00	50.00	25.00	20,000.00
13.	Unit Test Business layer Code	09	1444.44	300.00	550.00	50.00	13,900.00
UAT Accepted							
14.	Write UAT	50	500.00	150.00	450.00	25.00	25,625.00
15.	Perform UAT	13	1846.15	200.00	500.00	60.00	24,760.00
16.	Rollout system	08	125.00	350.00	150.00	70.00	2,570.00
17.	System Handover	0	.00	.00	200.00	300.00	500.00
	Total						285,780.00

- ➔ The total activity cost estimated is £285,780.00
- ➔ The Calculated Budget confidence level= 95% is £330,580.00
- ➔ So, the Contingency reserve is £44,800.00

Hence, most probably the project will be completed using e-value of £285,780.00. The allocated reservation amount is for the a safety to avoid difficulties during the implementation of the project. If any risk events occurs, they will be covered using this allocation.

Time Management

All deliverables are time-bound and the project has an official end date. It is the most difficult phase in project planning since without a proper time plan, a successful output cannot be expected.

Analogous Estimating is used for forecasting the timing for the project activities. Further my previous experience on such similar tasks is used for the estimation. The estimated time is forecasted in the below Gantt chat.

The project starts on 01st of March 2020 and it has to be submitted within six month. According to our project plan it will be handed over on 30th of August 2020.

[illegible]

Team member	Review project deliverables. Support to succeed.	Jack John
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Risk Management

The Risk Management Plan deals with the risks that may occur and how it will affect the project and what action to be taken to solve them. Further, level of probability and seriousness is shown in the given table.

H- high level

M- medium level

L- low level

Risk ID	Risk	Impact on Project	Probability	Seriousness
01	Unclear about the objectives	Final output will not meet the expectation.	M	H
02	Objectives are changed over the period	Likely, the project completion will exceed the estimated time and cost.	M	H
03	Team members turn over	Risk of losing the project and the requirements cannot be met.	L	H
04	Unqualified team members	Cannot satisfy the stakeholders via the product.	H	M
05	Delay in financing	Ceases to go ahead the project activities.	M	H
06	Cost exceeds the forecasted budget	Cause difficulties and conflicts between the project team and stakeholders	M	H
07	Poor productivity	Unhappy customers	M	H

Risk Priority Graph

Probability			
High		4	
Medium			1, 2, 5, 6, 7
Low			3
	Low	Medium	High
	Seriousness		

Mitigation Actions for above mentioned risks

- **Risk Id 1 & 2-** Arrange interviews and meetings with the stakeholders before entering the site and ensure that the schedule and scope statements are approved.
- **Risk Id3-** prepare staffs report to ensure that they are going happy with the project process.
- **Risk Id4-** Train the members before engaging in the project.
- **Risk Id5-** Acquire any additional source for financial for in case of emergency.
- **Risk Id6-** Take sufficient time and reliable resources to analyse and estimate the budgeting

- **Id7-** make the team with right and qualified members and coach them in a proper way towards success.
- ➔ If any further risks or difficulties cause while using the software, the stakeholders can contact the Project Manager via e-mail and the solution will be granted within one working day.

Quality Control

In a project, the word ‘Quality’ reflects what the stakeholders expect from the deliverable. The project is failed unless, it meets the expectation of the stakeholder. It acts as a mechanism which prevents the project from failures and defects. There are three important processes to be performed under Quality Control Management. Such as planning the quality, execute Quality Assurance and carry out quality control.

In our project we have planned the quality by the discussion and meeting with our stakeholders in several times. During the progress of the project , we will use Process checklist as well as Project audit to verify that the process are standard and sufficient level to meet the quality.

Finally, peer reviews and testing will be conducted to ensure that our project is met the expectation of the stakeholder.

Communication

A good communication plan is essential inform about the status of the project to the stakeholders and also to maintain a healthy project.

Communication Plan				
Deliverable	Day	Method of delivery	Sender	Receiver
Daily Project Status Report	Daily at 4pm except meeting days	E-mail	Project Manager	Project team Stakeholders
Weekly Project Status Report	Every Fridays at 9am	E-mail	Project Manager	Project team Stakeholders
Project schedule	Weekly on Tuesdays	E-mail	Project Manager	Project team Stakeholders Sponsors
Project Quality Report	Every month on 30th	E-mail	Project Manager	Project team Stakeholders

				Quality Coordinator
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- ➔ Apart from the above, Weekly meeting is arranged for the team members to update their progress. Thus any questions will be answered through electronic communication within few hours.

Conclusion

The project plan cites how the project will be executed, how it will be monitored and how the project will be controlled. Undoubtedly, a project will become a disaster without a proper management plan. All the stages and plans indicated in this reports are essential for a successful output. Time Tracker Lil will save time and money by providing accurate data and minimise the workload of the Managers. Hence, it will increase the productivity and shine at LIDL in near future.

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