

## IT 328: Final Project Document

### Overview

At its core, project management is the planning, organizing, and managing of tasks and resources to accomplish a set of defined objectives, usually with constraints on time and cost. Most projects, whether they are large and complex or small and simple, can be planned by breaking the project into manageable subtasks, scheduling the tasks, and tracking them as work progresses.

Project management software such as Microsoft Project helps you achieve your project goal on time and on budget. Software can significantly aid in project management as a tool for recording, calculating, analyzing, consolidating, and presenting project details. It is important to note, however, that the software cannot produce or guarantee a successful project plan any more than a word processing application can guarantee a successful novel.

The final project for this course is the creation of a comprehensive **project management plan and self-evaluation**. For a given scenario, you will use Microsoft Project to complete the steps necessary in creating a complete project management plan, detailing the necessary components.

### Outcomes

In this assignment, you will demonstrate your mastery of the following course outcomes:

- Create IT project management plans based on fundamental principles and components of project management
- Assess IT project proposals for staffing, communication, change management, and quality needs to ensure stakeholder requirements are met
- Determine project execution, procurement, and performance needs as well as necessary resources by evaluating IT project charters
- Mitigate constraints, risks, and triggers in IT project plans for optimal performance and goal attainment

## Prompt

For this submission, you will assemble a complete project management plan for a project of your choice. The project must be based on one of the three scenarios listed in this document. The project management plan should include the following:

- Cover page
- Table of contents
- Project overview (one paragraph)
- Project summary (one page, including SWOT analysis)
- Project scope (including WBS, in-scope, out-of-scope)
- Cost analysis (including estimated budgeting and staffing)
- Project risks (risk management plan)
- Communications plan
- Change management process
- Appendices and references (diagrams, details, other information)

This should be more than just assembling all the previous milestones into one document. The goal here is to create a detailed, comprehensive document that describes all aspects of the project and how the project will be completed.

Specifically, the following **critical elements** must be addressed:

### I. Project Initiation

- a. Comprehensively summarize the **critical components** of project initiation, including scope description, acceptance criteria, deliverables, exclusions, constraints, and assumptions.
- b. Identify potential constraints, risks, or triggers that may arise for meeting project requirements and expectations by completing a **SWOT analysis**.

### II. Project Strategy

- a. Create a detailed inventory of **stakeholder requirements**.
- b. Illustrate all high-level tasks and dependencies in a **work breakdown structure**.

III. **Project Budget and Staffing**

- a. Estimate a realistic **budget** for this project using the template provided.
- b. Write a job description that describes the required **skills that a successful candidate** would need to demonstrate in order to be selected for your project management team.

IV. **Risks and Triggers**

- a. Develop **risk management procedures** that address the process of risk identification, risk analysis, risk response, and risk monitoring and reporting.
- b. Propose **risk mitigation strategies** for the identified risks.

V. **Costs and Procurement**

- a. Identify the costs associated with staffing, communication, change management, and quality. Be sure to include both tangible and intangible **items** necessary for meeting program goals.
- b. Develop a **requisition process** for approving procurements.

VI. **Change Management and Transition**

- a. Develop an integrated change control system, transition plan, and change control process using the systems development life cycle (**SDLC**) framework.
- b. Design a **change approval process** that contains a system for checks and balances.

- VII. Write a **self-evaluation** of your performance as a project manager. Are the plans and processes you created realistic in a real-world setting? What would you do differently the next time? What was the most challenging aspect of creating this plan? In the future, how will you use the knowledge you have gained in this course?

## Scenarios

For the final project, choose a scenario from the three listed below.

### **Scenario 1: Operating System Upgrades**

Your company has decided to upgrade all the computers in the company to a newer version of the current operating system. This needs to be done with minimal interruptions to the day-to-day business. You have been assigned the project manager role for this project.

You will be supporting this change for the sales and marketing division of the company. The division primarily uses three applications. One is a standard commercial application, while the other two are custom in-house applications. No one knows whether these three applications will work with the new operating system. The IT support group has provided you with information about the compatibilities of the two custom applications, and the manufacturer of the commercial application will provide information about its application and the new operating system. A process will need to be identified to ensure that all the current applications will work with the new operating system, and all the applications will need to be tested by the users.

This process may be complicated due to the different nature of the applications in use. If a custom application does not work with the new operating system, the application developers need to have time to fix their application. Commercial applications must be checked to see whether they support the new operating system and whether there will be a fee to upgrade to the newest application that does work with the new operating system.

### **Scenario 2: New Sales Application Implementation**

Your company has a number of different locations, spread across a wide geographical area of the state. The company is going to start using a new application, and that application needs to be installed at all of the physical locations. You have been assigned the project manager role for this project.

Each location currently has a different way of keeping track of sales and receipts. Some use pen and paper, while others use individual Excel spreadsheets. The new application will standardize how the company will track sales and receipts, and the application will report in to a central server to collect all the sales data from all the locations.

A business analyst will interview representatives from each of the physical locations to determine how they currently do business. They will complete a gap analysis that will reveal the differences between their current way of doing business and how the new application will require them to do business. Each location will also need training to ensure that the users there can use the new application once it is installed.



You will need to schedule the upgrade of the software, hardware, and network capabilities of each location and coordinate that with each site to ensure a minimal interruption of business and training to ensure that people can use the new system as soon as it is put in place.

### **Scenario 3: Training Room Computer Upgrades**

Your company is planning to upgrade four computer-based training rooms. These rooms currently have 25 computers in each room, each on its own network, with each network connected into the central company LAN. You have been assigned the project manager role for this project.

Each of the computers in the training room has old software and an out-of-date operating system. Each computer will be replaced with a new physical machine that includes a new operating system and new training software. The new operating system and software must be compatible with the current company network.

You will need to coordinate the determination of the new hardware and the new software. You will need to determine the needs of the training department to ensure that all of their requirements are met with the new hardware and software. You will also need to coordinate and schedule the removal of the old hardware and installation of all the new hardware and software in the training rooms.

## Final Project Rubric

**Requirements of Submission:** The final submission should be a single Word document based on [this template](#).

This activity uses an integrated rubric in Blackboard. To view the integrated rubric in Blackboard, navigate to the final submission item, click on the title, and then click the “View Rubric” button. For more information, review [these instructions](#).

**Instructor Feedback:** Students can find their feedback in the Grade Center.

Critical Elements	Exemplary (100%)	Proficient (85%)	Needs Improvement (55%)	Not Evident (0%)	Value
<b>Project Initiation: Critical Components</b>	Meets “Proficient” criteria and substantiates claims with the principles of project management	Comprehensively summarizes critical components of project initiation	Summarizes components of project initiation but does not address all components, or summaries lack detail	Does not summarize the critical components of project initiation	5
<b>Project Initiation: SWOT Analysis</b>	Meets “Proficient” criteria and makes suggestions for optimal performance	Identifies potential constraints, risks, or triggers by completing a SWOT analysis	Identifies potential constraints, risks, or triggers, but does not complete a SWOT analysis	Does not identify potential constraints, risks, or triggers	5
<b>Project Strategy: Stakeholder Requirements</b>	Meets “Proficient” criteria and uses industry language to establish expertise	Creates a detailed inventory of stakeholder requirements	Creates an inventory of stakeholder requirements but does not address all elements	Does not create an inventory of stakeholder requirements	5
<b>Project Strategy: Work Breakdown Structure</b>	Meets “Proficient” criteria and includes the scope of additional variables associated with tasks and dependencies	Illustrates all high-level tasks and dependencies in a work breakdown structure	Describes high-level tasks and dependencies but does not illustrate them in a work breakdown structure	Does not illustrate high-level tasks and dependencies	10
<b>Project Budget and Staffing: Budget</b>	Meets “Proficient” criteria and provides specific examples to substantiate estimates	Estimates a realistic budget for the project using the template provided	Estimates a budget, but it is not realistic or does not use the template provided	Does not estimate a budget for the project	10
<b>Project Budget and Staffing: Candidate Skills</b>	Meets “Proficient” criteria and provides specific criteria for success for potential candidates	Writes a comprehensive job description explaining required skills for potential candidates	Writes a job description, but description lacks clarity or detail	Does not write a job description	10

<b>Risks and Triggers: Risk Management Procedures</b>	Meets “Proficient” and provides detail for each procedure for optimal performance	Develops comprehensive risk management procedures	Develops procedures but lacks clarity or detail	Does not develop risk management procedures	10
<b>Risks and Triggers: Risk Mitigation Strategies</b>	Meets “Proficient” criteria and provides specific examples to substantiate claims	Proposes risk mitigation strategies for the identified risks	Proposes risk mitigation strategies but lacks clarity or detail	Does not propose risk mitigation strategies	10
<b>Costs and Procurement: Items</b>	Meets “Proficient” and provides examples of how stakeholder requirements will be met	Comprehensively identifies the cost of staffing, communication, change management, and quality in meeting project goals	Identifies the cost associated with the project but does not address staffing, communication, change management, or quality in meeting project goals	Does not identify the cost of meeting program goals	5
<b>Costs and Procurement: Requisition Process</b>	Meets “Proficient” and bases process on the needs of anticipated resources	Develops a comprehensive requisition process for approving procurements	Develops a requisition process, but it lacks clarity or detail	Does not develop a requisition process	5
<b>Change Management and Transition: SDLC</b>	Meets “Proficient” criteria and provides details that coordinate with and relate to other areas of the overall project management plan	Develops an integrated change control system, transition plan, and change control process using the SDLC framework	Develops an integrated change control system, transition plan, and change control process but does not use the SDLC framework, or components lack detail	Does not develop an integrated change control system, transition plan, and change control process	5
<b>Change Management and Transition: Change Approval Process</b>	Meets “Proficient” criteria and provides specific examples to substantiate claims	Designs a change approval process that contains a system for checks and balances	Designs a change approval process, but it does not contain a system for checks and balances	Does not design a change approval process	5
<b>Self-Evaluation</b>	Meets “Proficient” criteria, and the evaluation evidences an accurate and objective self-evaluation	Writes a self-evaluation that comprehensively addresses prompting questions	Writes a self-evaluation but does not address prompting questions or lacks detail	Does not write a self-evaluation	10

<b>Articulation of Response</b>	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy to read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	5
<b>Earned Total</b>					<b>100%</b>