Project Plan

Your Name (First M. Last)

School or Institution Name (University at Place or Town, State)

1. **Introduction**

The project on which the plan is based is the introduction and implementation of the Management Information System in an organization. MIS is an information system which helps the managers and people in the organization with the information required to an organization’s operations and for the purpose of decision making. MIS gathers data from different areas of the company and are important and help managers taking quality decisions (Laudon & Laudon, 2016). Implementation of MIS requires all the departments and employees to participate in the project. The goal for the organization to implement the MIS is to enhance the business performance by providing management with the systematic information in forms of reports on a regular basis.

**Purpose of project plan**

The Project plan is developed to provide a clear definition of the project and define the project goals and objectives. Moreover, the plan will serve as a written document and a kind of agreement between all the parties involved in the project. The project plan will help the company in the implementation of MIS in the organization effectively and minimize the impact on the standard business processes.

**Project Goals and Objectives**

The goals of the project are to support the business goals of implementing the MIS in the company with a defined budget and time. It will help the organization to follow the timeline and assign key roles and responsibilities for the project completion considering the time and budget constraint. The deliverable of the project is implemented MIS in organization with people trained to use it effectively.

**Project Methodology**

 Implementation of an Information System in an organization is a complex task, and it requires the step by step procedures along with the evaluation at each step. The project methodology used for the successful completion of this project would be the Waterfall method. This technique allows us to have more control over each of the stage and reduces the risk of any loss of information or requirement in the initial stages (Charvat, 2003). MIS implementation begins with the requirement specification in the implementation plan. A whole MIS department are designed and based on requirements, procurement for software and hardware is done. Then the plan is implemented and monitored for continuous improvements and its impacts on other systems.

1. **Project work plans**

**Work breakdown structure**

WBS can be defined as the "deliverable hierarchical decomposition of work to be executed by project team." Work breakdown structure provided a framework of the organization task to organize and manage the work of the project effectively (Guide, 2004). It organizes the teamwork into manageable sections (Brotherton, Fried, & Norman, 2008).

Work breakdown structure of this project is as follows:

**Project Staffing Plan**

 Project staff is essential to complete the tasks of the project. The staffing plan helps to identify the required staff to do certain tasks for the projects and helps in assembling a project team.

| **Role** | **Responsibilities** | **Participant(s)** |
| --- | --- | --- |
| Project Sponsor | 1. decision-maker for the project implementation
2. Provide guidance and oversight
3. Approve the project elements
 | Name of Concerned Person  |
| Steering Committee | 1. Commits department resources
2. Approve resource allocation funding/resource allocation
3. Resolves Issues and Conflicts
4. Give Direction to Project Manager
5. Review project deliverables
 | Name of Concerned Persons in committee  |
| Project Manager | 1. Manage Project according to the Plan
2. Serves as a contact to the Steering Committee
3. Get guidance from Steering Committee
4. Provide overall project direction
5. Lead Project Team to Objectives
6. Handle problems solution
7. Manages project budget
8. Select and reject vendors
 | Name of Concerned Person  |
| Project Core Team  | 1. Identify Business Requirements
2. Communicate project goals and Progress throughout the project to personnel in their area
3. Review and approve project outcomes
4. Coordinates group work
5. Provide knowledge and recommendations
6. Identify and remove project barriers
7. Identify risks and controlling them
 | To be identified by Steering Committee. |
| Subject Matter Experts | 1. Lend expertise in the implementation of the MIS
 | To be identified by Steering Committee. |
| Review Team | 1. Continuously Evaluate deliverables
 |  |

**Project schedule**

Project Schedule clarifies what work is needed to be done and sets a time frame for the completion of tasks (“Project Scheduling | Project Management Basics,” n.d.). The project schedule shows how much time one activity is going to take and what will be the starting and ending date and time of each task. It also identifies the sequence of tasks. The work break down structure acts as the building block for the project schedule. It actually reflects the work break down the structure of the project. The aim of project schedule is to help, plan and execute the project tasks and tracks the progress of the project. The Project Manager and Project Team is involved in the scheduling of project (“6 Steps to Successful Schedules,” n.d.).

The tool that is used to develop the project schedule is the Gantt chart (Wilson, 2003). It helps the project manager to visualize and track the progress of the project.

Project Gantt chart:

The Gantt chart represents the five tasks of the projects from the implementation plan to the actual implementation of the project and training.



**Project Budget /Cost**

The project budget is the detailed calculation of the project expenses and cost that will be incurred to complete the project activities. In the initiation stage of the project, the project budget is developed. The typical budget involves the cost of labor, materials and another operating cost of the project (Kerzner & Kerzner, 2017). The reason for making the project budget is that it is the best estimate of cost of the whole project. It helps the project manager with the management of finances and also to have a cost-benefit analysis of the project. It also helps manager understanding if the project is on track in terms of finances or if it's exceeding.

 Project manager, sponsor and project team is involved in the budgeting of the project. The project budget is created and divided during the execution of project.

| Line Item | FY05-06/Baseline | FY05-06/Adjusted |
| --- | --- | --- |
|  | Material  | Other  | FY Total | Material  | Other  | FY Total |
| Implementation Plan  |  |  |  |  |  |  |
| Setting up MIS department  | $0 | $0 | $0 |  |  | $0 |
| Procurement  | $0 | $0 | $0 |  |  | $0 |
| Database Creation  | $0 | $0 | $0 |  |  | $0 |
| Training and Implementation  |  |  |  |  |  |  |
| Total |  $0 | $0 | $0 |  |  | $0 |
| Total Revised Project Budget 0 |

**Project Risk Assessment and Control**

The risk assessment is an attempt to identify, prioritize and document the threats to project or any of its tasks. Risks that are identified at the beginning of the project are mitigated to avoid any threat in the future (“Initial Risk Assessment - Easy Project Management,” n.d.). Risk assessment is monitored on a regular basis and is updated to ensure that the risks do not occur in the execution of the project. Project team identifies the control processes to control risks and reduce their impact.

Risk assessment and control helps assure the satisfactory results of a project by specifying a system that can be used to detect the risks and manage them (Grey, 1995). Project manager, sponsor, team and project stakeholders are also involved in risk management and planning. Risk management is supported by various tools (Raz & Michael, 2001).

| **Risk types** | **Risk Level****L/M/H** | **Likelihood** | **Mitigation Strategy** |
| --- | --- | --- | --- |
| **Project Size** |  |  |  |
| Project Schedule | high | **Certainty** | Create a detailed project timeline  |
| User systems affected | high | **Certainty** | Control document must be developed for user systems |
| **Project Definition** |  |  |   |
| Low User’s Knowledge Level  | medium | **Likely** | Project Manager assigned to assess global implications  |
| Scope Creep | low | **Unlikely**  | The scope is the first thing developed in project plan and is reviewed by many parties |
| Vague deliverables of Project | low | **Unlikely** | Available in project plan, can be changed  |
| Vendor Project Deliverables | Medium  | **Fairly likely** | Inclusion in the project plan, subject to modification  |
| Unrealistic Cost Estimate | Low | **Unlikely** | Already in the project plan, open to alteration as newer details keep coming   |
| Unrealistic Timeline Estimates  | **medium** | **Somewhat likely** | Monthly review of timeline by three groups (Steering Committee and Project Manager) for preventing any undetected departures from the timeline |
| Number of Team Members not in knowledge of the Business  | **low**  | **Unlikely** | Consultant and Project Manager would identify gaps in knowledge and provide necessary training |
| **Project Leadership** |  |  |   |
| Steering Committee existence  | **Low**  | **Unlikely** | Frequently seek feedback to ensure continued support |
| The absence of Commitment Level/Attitude of Management | **low** | **Unlikely** | Frequently seek feedback to ensure continued support |
| Lack of commitment or poor attitude of users | **low** | **Unlikely** | Frequently seek feedback to ensure continued support |
| Lack of commitment from middle managers  | **low** | **Unlikely** | Frequently seek feedback to ensure continued support  |
| **Project Staffing** |  |  |   |
| Project Team Availability | **medium** | **Somewhat likely** | Details and continuous review of projectIncrease the commitment of team members and participants.Consultant to recognize any impacts caused by unavailability.  |
| Lack of effective management due to physical location of the team | **medium** | **Likely** | Comprehensive Communications PlanIntranet project website |
| Poor working relationship as a result of Project Team Shared Work Experience | **medium** | **Somewhat likely** | Comprehensive Communications Plan |
| Weak User Participation on Project Team | **low** | **Unlikely** | User Group Participants coordinated by full-time employees |
| **Project Management** |  |  |   |
| Change Management Process not clearly defined  | **low** | **Unlikely** | N/A  |
| Quality Management Processes vague | **low** | **Unlikely** | N/A  |
| **Software Vendor**  |  |  |   |
| amount of time prior work has been done with the Vendor by the team leads to the creation of a foreign relationship | **high** | **Certainty** | An all-inclusive vendor assessment and selection procedure (integrated into the Project Plan) will be used to define and predict the relationship between the vendor and the department |
| Team’s Lack of Knowledge  | **Medium**  | **Somewhat likely** | Detailed vendor evaluation and selection process is already there in Project Plan, and it will help the team in better understanding |
| Poor Functional Match of work package with the requirements of existing system. | **low** | **Unlikely** | A consultant can compare the initial requirements with the available functionality and identify the match. Vendor selection is clearly based on the match with requirements and specifications. |
| Team’s Involvement in Package Selection and in the success  | **low** | **Unlikely** | Detailed vendor evaluation and selection process is already there in Project Plan  |

**The following processes will be followed for the different risks identified in the risk register:**

Monitoring risk factors for occurrence: Any occurrence of risk factors will be scanned by the risk manager which leads to the realization of a risk that has been identified daily or weekly in the risk register.

Evaluation: The risk manager will determine whether the associated risk for any occurring factor has been realized or not and make a preliminary evaluation of the impact of the risk.

Consultation: Consultation among the risk decision makers and the risk managers will take place accordingly and settle the response based on the consultation.

Response: Implementing the action based on the decided response will be for the risk manager to initiate, according to what has been identified in the risk register concerning that particular realized risk.

Logging: the risk manager will make logs in the risk control log for any occurring factor alongside its associated risks, along with the response that has been taken.

Communication: The key risk decision-makers and stakeholders are to be notified of the different realized risks that are occurring. Weekly team meetings will be held to review a summary of recently realized risks. A summary of risks will be published for customers as well as stakeholders alongside the status report of the project.

**Project Setback**

 The project is based on the implementation of the Management Information System. During the life cycle of the project, different issues can occur related to management, organization environment, leadership and personnel (Burke, 2013). Depending on the nature of the project, major setback that can occur in the project life cycle is the technical issues. These issues can be related to the hardware and software of the project that can encounter when the MIS is in the implementation phase. Technical issues are related to the impact and Information System is going to be produced on organization and its people.

Under this technical issue, major setback can be the error in the troubleshooting (Kornkaew, 2012). If the software fails to troubleshoot the whole process of MIS implementation will stop. The MIS implementation requires it to be connected with the existing systems and softwares of the company. If the software creates any issues, the process of integration will stop, and it will disturb the timeline of project. Major software issues contribute to more cost and other issues in the project. This software issue requires sheer attention and the active participation of vendors in solving it. To overcome the impact and reduce the likelihood of occurrence of this issue it is always important to ask the vendors and developers to test and troubleshoot the software while it is being developed at the beginning of the project.

**Project Quality Management**

 The project quality management plan defines the criteria’s and the acceptable standard of quality based on the requirements of organization and its need to implement MIS. Quality management activities ensure that MIS implemented will meet the requirements and need of the company. All the processes identified in the WBS will be performed accordingly. If the project is not conforming to the defined plan, then issues are identified and resolved.

 Project manager, team and project sponsor are responsible for the quality management of the project (Rose, 2005). The quality goals of this project can be:

* The deliverable matches the requirements of company
* Deliverable is aligned with industry best practices
* It is easy to use for the employees and integrated departments
* The software has satisfactory quality level.
* The employees are well trained to use the system
* There are no hardware or software issues with the system
1. **Project Constraints**

Every project has some constraints (“Defining Project Constraints,” n.d.). This project has the following constraints

-Project finances are limited

-Any technical error can appear in the project

**4. Conclusion**

Project Management tools and techniques are important to understand and perform any business activity in a proper manner (Keil, Rai, Mann, & Zhang, 2003). The implementation of MIS is an organization the crucial step, and it demands planning and use of project management tools to ensure accurate scheduling and budgeting of the project. Without initial risk assessment and control, the project will not be completed in time resulting in the increase in the cost and duration of the project. Work break down structure clarifies the tasks and subtasks and help in the staffing of project (“PMA - 3.Plan - Develop Project Staffing Plan,” n.d.). Assigning roles and responsibilities to the project team helps in the clear definitions of roles and concerned persons are held accountable. Other plans that can be made to ensure effective management of this project can be issues management. Moreover, the communication plan can ensure all the stakeholders are informed about the completion of project.

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