Strategic Initiative Project Management

Managing Nine Critical Applications

Project Overview

- Strategic Initiative Project Management
- Budget: $1,200,000
- Timeline: Maximum 395 days (target: 365 days)
- Scope: Develop 9 critical applications

Success Criteria:

- Complete within 10% of the approved budget
- Be delivered in no more than 395 days.
- All 9 applications were completed successfully

Project Management Methodology

- Hybrid Agile-Waterfall Approach
- Initial Planning & Scoping: Overall project structure based on traditional waterfall approach
- Application Development: Agile methodology (2-week sprints)

Key Benefits:

- - Overall planning structured and flexible execution
- - Regular delivery of the progress
- - The ability to respond to changes in requirements.
- - A clear milestone for tracking and reporting

Project Phases

Phase 1: Initiation (2 weeks)

- - Develop Project Overview Statement
- - Stakeholder identification and analysis
- - Team formation and resource allocation- Risk assessment and planning

Phase 2: Planning (3 weeks)

- - Requirements gathering and analysis
- - WBS creation and task breakdown
- - Resource assignment & schedule development
- - Baseline establishment and budget refinement

Phase 3: Execution (40 weeks)

- - Agile sprints for application development
- - Bi-weekly progress reviews
- - Continuous risk management
- - Stakeholder communication

Phase 4: Monitoring & Control (Ongoing)

- - Track progress against baselines- Perform earned value analysis
- - Corrective actions will be implemented as needed.
- - Update project documentation

Phase 5: Closure (3 weeks)

- - User acceptance testing
- - Final documentation
- -Lessons learned, project review.
- - Formal handover to operations

Project Overview Statement (POS)

Project Purpose: To create nine critical applications within one year in order to support company growth initiatives.

Objectives

- - To complete all nine applications within budget ($1,200,000).
- - To finish the project in 365 days (395 days at maximum)
- - Help applications meet quality standards and business requirements

Success Criteria

- - Completed within 10% of approved budget
- - On time delivery of all applications.- Applications are accepted according to predefined criteria.

Assumptions

- - As defined, the resources will be available
- - There will be relatively stable requirements.
- - There will be available stakeholders for prompt decision making Risks
- - Timeline may be affected by resource constraints
- The development is not free of technical challenges.
- - Integration issues between applications

Approach

- - Hybrid project management methodology
- - Business value based development
- - Regular stakeholder engagement

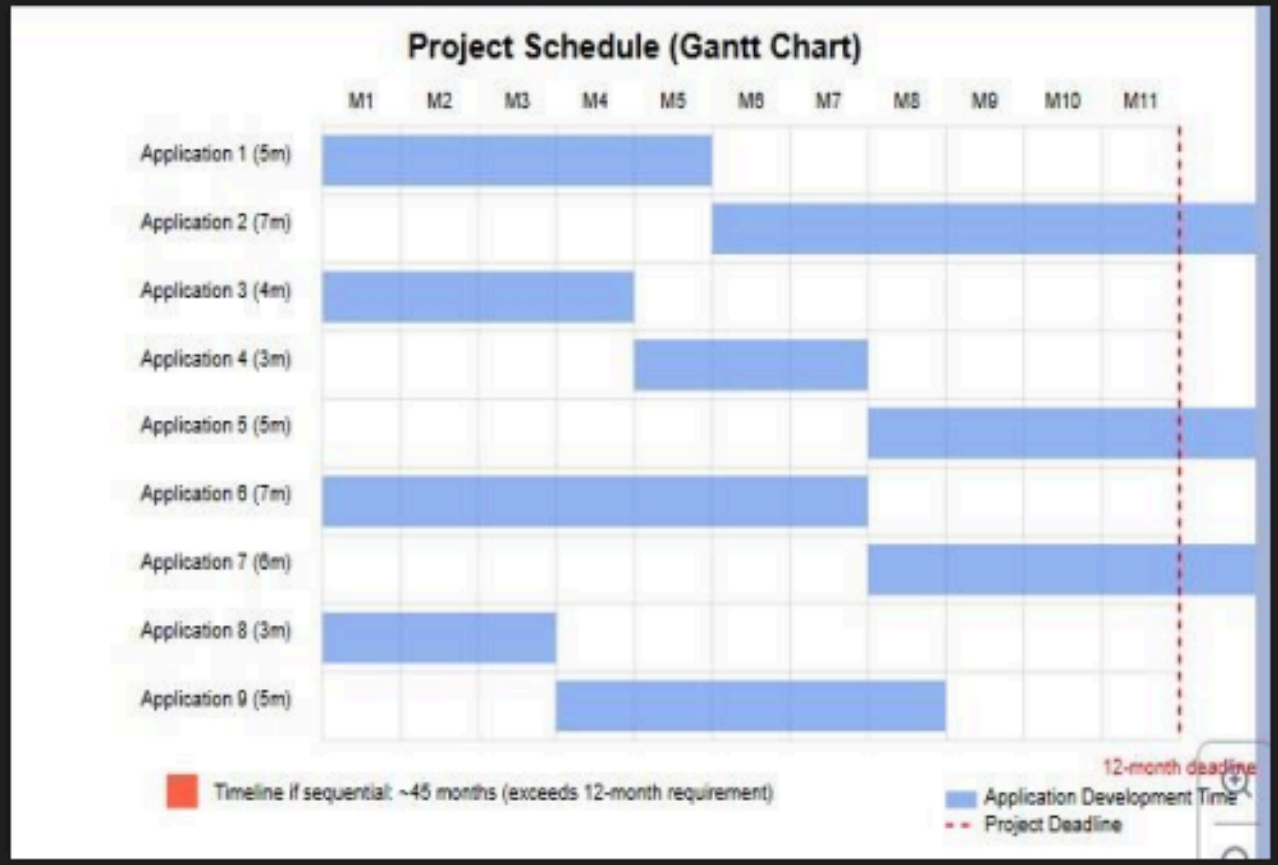
Work Breakdown Structure (WBS)

- 1.0 Project Management
- 1.2 Planning
- 1.3 Execution
- 1.4 Monitoring & Control
- 1.5 Project Review
- 1.6 Lessons Learned
- 1.7 Final Documentation
- 2.0 Application Development
- 2.1 Application
- 2.1.1 Requirements
- 2.1.2 Design
- 2.1.3 Development
- 2.1.4 Testing
- 2.1.5 Deployment
- [Similar structure for Applications 2-9]
- 3.0 Training & Implementation
- 3.1 Training Materials
- 3.2 User Training
- 3.3 Support Documentation
- 4.0 Project Closure
- 4.1 User Acceptance
- 4.2 Final Reporting
- 4.3 Handover Documentation

Project Schedule (Gantt Chart)

Initial Project Timeline

- Application 1: 5 months (Most Likely)
- Application 2: 7 months (Most Likely)
- Application 3: 4 months (Most Likely)
- Application 4: 3 months (Most Likely)
- Application 5: 5 months (Most Likely)
- Application 6: 7 months (Most Likely)
- Application 7: 6 months (Most Likely)
- Application 8: 3 months (Most Likely)
- Application 9: 5 months (Most Likely)
- [Slightly altered Gantt chart visualization that allows the timeline to extend past 12 months if done sequentially]



Strategies to Meet 12-Month Timeline

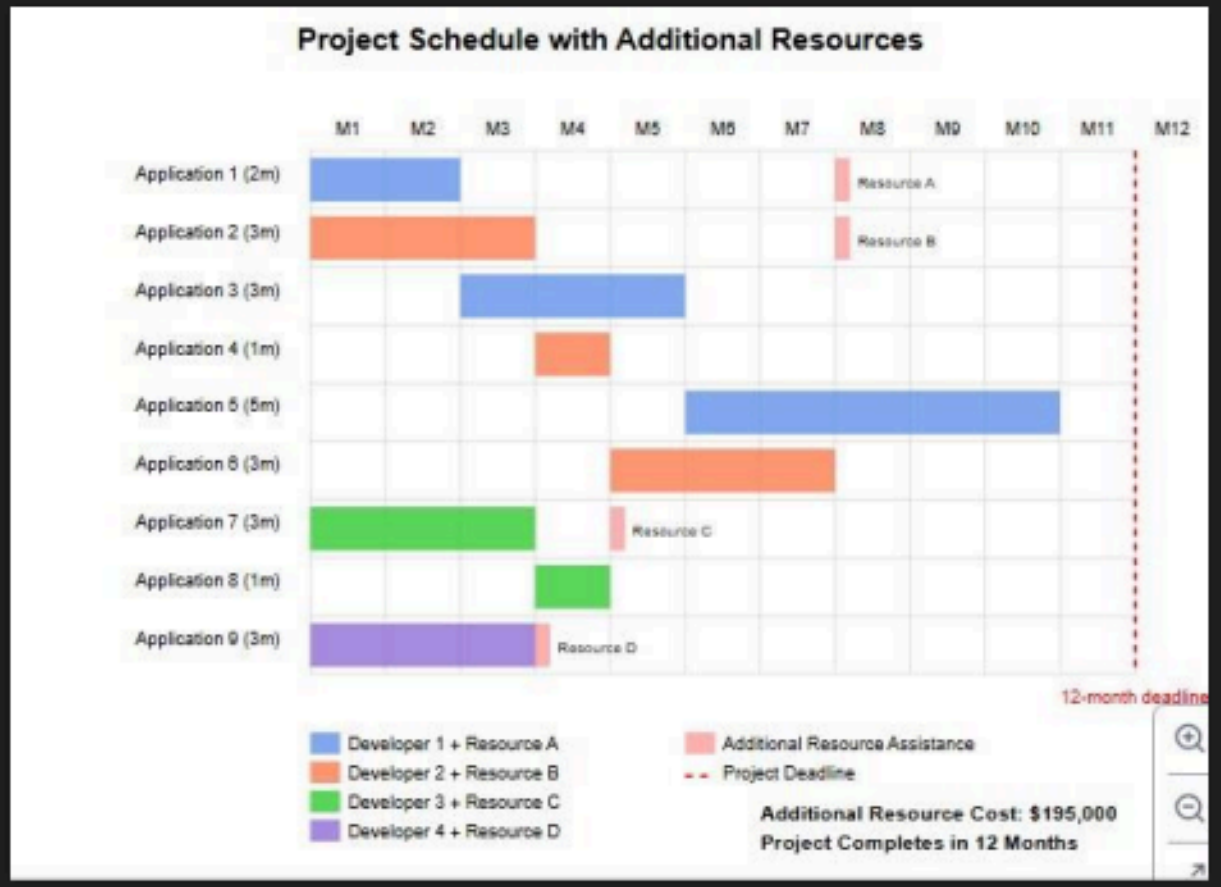
Strategy 1: Parallel Development

- Use current team members to work on several applications simultaneously.
- Group developers by their skill set and application requirements
- Communicate using streamlined protocols to optimize the process

Strategy 2: Additional Resources

- Use the four last listed resources to make the development time shorter.
- Resource A: Applications 1, 3, 5 (-2 months on App 1, -1 month on App 3)Resource B: Applications 2, 4, 6 (-4 months on App 2, -2 months on App 4, -4 months on App 6)Resource C: Applications 7, 8 (-3 months on App 7, -2 months on App 8)Resource D: Application 9 (-2 months on App 9)
- Total additional cost = $195,000 ($75,000 + $55,000 + $35,000 + $30,000).
- Collective development time saved: 20 months.

[Updated Gantt chart, 12 month completion with additional resources]



Team Integration Process

Onboarding and Integration

- Initial Kickoff Meeting
- Project overview and objectives
- Roles and responsibilities
- Communication protocols

Team Building Activities

- Cross-functional workshops
- Skill-sharing sessions
- Team charter development

Knowledge Transfer

- Technical requirements review
- Development standards briefing
- Documentation protocols

Continuous Integration

- Daily stand-up meetings
- Weekly progress reviews
- Monthly retrospectives

Team Agreement

- **Project Team Agreement**

Communication

- Daily 15-minute stand-up meetings
- Weekly status updates on Fridays
- Issues escalated within 24 hours

Decision Making

- Consensus-based for technical decisions
- Defining escalation path for unresolved issues
- Timeline/scope decisions have a final authority vested in PMs.

Meetings

- Agenda distributed 24 hours in advance
- They were minutes circulated within 24 hours after meeting.
- In case there are more required attendees they must send proxy and the rest can be sent by proxy.

Work Standards

- Code review required before submission
- Documentation updated with each deliverable
- For all components following testing protocols were followed.

Conflict Resolution

- Direct communication attempted first
- Mediation by team lead if needed
- Final resolution by project manager

Project Prioritization

Application Prioritization (Using NPV Analysis)

Application	NPV ($) @10%	RANK
3	37,465.20	1
8	79,204.00	2
7	2,102.00	3
5	7,071.09	4
1	2,102	5
6	(15,108.20)	6
9	(47,108.20)	7
2	(26,738.80)	8
4	(30,763.10)	9

Stakeholder Analysis & Communication

Stakeholder	Communication Method	Interest/Influence	Frequency
Executive Sponsor	Executive summary report	H/H	Monthly
Department Managers	status reports	H/M	Bi-weekly
IT Operations	Technical briefings	M/H	Weekly
Finance Department	Budget updates		Monthly

- Communication Tools:
- SharePoint site for document repository
- MS Teams for daily communication
- Email for formal updates
- In-person meetings for critical decisions

Risk Management

Risk	Probability	Impact	Description	Mitigation Strategy
Schedule Delay Risk	Medium	High	Activities that are taking longer than estimated timeframes and in turn progression towards a missed deadline and delay to the overall project.	Add buffer time to schedule for high complexity application; keep spare resources ready for rapid deployment; review schedule weekly for early slippage identification.
Overrun Risk	Medium	High	Development time longer than expected, technical challenges that	Regular financial monitoring (weekly expense tracking) with a contingency

Conclusion & Next Steps

Project Readiness Summary

- Comprehensive project management approach defined
- Resource allocation strategy established
- Timeline acceleration plan in place
- Risk management framework developed

Next Steps

- Secure formal approval for additional resources
- Complete final details of priority applications requirements.
- Complete team onboarding process
- Establish project baselines
- Begin development sprints