

Project Management Plan

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Introduction

As the project manager for the creation of a software tracking database, this like all projects will need to be broken up into steps to ensure it stays on track and meets its goals. The goal of this project is to create a database for the IT department of an academic institution to track and manage all the software it uses. The team will consist of many developers and programmers whose roles will help create and implement a database into the institutions network. There will be six phases used for this project, and the use of multiple phases will ensure that the project is done in an efficient manner.

Initiation Phase

The first phase of the project is known as the initiation phase, and it is the beginning of the project. The goal of this phase is to examine the feasibility of the project (Baars, 2006, p. 7). So, to start this phase as project manager I would write a project proposal with my group, which goes over what the project is, how feasible it is, what are the results of the project, what are the boundaries of the project and other necessary questions for a project to start. I would make sure to bring on project partners during this phase to ensure that proposal gets approved by them. These project partners would include officials from the IT department, finance department, and administrative department of the institution. Getting approval from these partners would ensure all associated parties to the database approve the proposed database.

Definition Phase

The second phase of the project is known as the definition phase, and its goal is to define the requirements and results of the project. It is important to identify the requirements as early in the process as possible (Baars, 2006, p. 9). For requirements, I would set up a meeting with my developers and create a list of all requirements for a database to be created but also stay running on the academic institutions network. The requirements should include what the database's purpose and what the project partners want to store in it. This ensures we will know what is expected of the institution to provide the database will work on their network. Furthermore, during this phase, the requirements of each group member and the results must be defined. I would achieve this by giving different group members a list of what is required of them to create the database. Also, I would go to the IT department and make sure that the requirement of the project meets what they need.

Design Phase

The third phase of the project is known as the design phase and is where difference design concepts are created for the project. Taking the requirements defined during the last time, I will assign one of our developers to create multiple design concepts for the database. These designs should be created using diagrams and images and should be consulted with project partners to ensure the institution likes the design. Once the design has been chosen, it cannot be changed at a later stage of the project (Baars, 2006, p. 10). Due to this critical decision, I would ask for multiple design concepts so that me and the team can look over them and choose the concept we think matches the proposal, requirements, and our skills the best.

Development Phase

The fourth phase of the project is known as the development phase; this is where everything needs to implement the project is arranged (Baars, 2006, p.11). Major things needed to create the database include a schedule for when the project team will work and develop the database, and instructions for who must develop what. The whole goal of this phase is to ensure the project team knows what must be done when implementing the project and by who and when. That is why I would ensure that it is clear who on the team oversees what and a schedule is in place to ensure development stays on track.

Implementation Phase

The fifth phase of the project is known as the implementation phase, and this is where the project team constructs the project result. So, this is where my team of developers and I will actually create the database for the academic institution. One important aspect of this phase is to ensure all team members are on the same page, so I would host daily meetings with the group to share thoughts, comments, and concerns about the development. During development, I would also invite IT department officials to test using the database to ensure it works effectively and meets their needs. At the end of this phase, the result is evaluated according to the list of requirements from the definition phase and compared to design concept created during the design phase (Baars, 2006, p. 12). This is where the project phases are coming full circle and ensure that the result of the project matches the requirements and design chosen by the team. I would host a meeting with the team to compare and make sure everyone agrees that the result meets what we agreed on before development.

Follow-Up Phase

The last phase of the project is known as the follow-up phase, which is where everything is arranged to allow for the project to come to a completion. Since the database being created is going to be used and run by the IT department, I would have the project team create an instruction manual and troubleshooting tips for the database so the IT department can maintain the database. As with most software applications the goal is for it to be fully functional with release, but this database might not be, so the goal is to make the project team only stay around for a little to ensure the database functions as intended. So, the project team should stay around for at least one month to ensure debugging can happen, and the database meets all requirements.

Conclusion

For this project to work and for a database to be created effectively, one of the most important things to stay constant and effective is communication. Communication between the project manager and project partners and internal communication within the project team. Without this communication and meeting, the proposal couldn't be created, and the team would struggle to make a coherent product. Following these stages also allow the project to follow a natural flow from idea to finished product as all the steps before implementation ensure that when it's time to create the database what is created is what the organization needs.

References

Baars, W. (2006). *Project management handbook*.