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ERP System Implementation **The Islamia University, Bahawalpur** **Bahawalnagar Campus**

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BAHRIA UNIVERSITY LAHORE CAMPUS

SUBMITTED TO:
SBUMISSION DATE:

MR. AHSAN MAQBOOL
JANUARY 14TH, 2017



Certificate

This witness statement is issued to the Applicants for the fulfilment of their degree **MS Project Management** Programme requirements being carried out at Bahria University Lahore Campus (BULC).

It is witnessed that **Mubashair Hussain**: Enrollment: 03-298161-005 and **Nureed Nasir** Enrollment: 03-298161-028 Class: MSPM Semester: 2 fall 2016 has visited frequently our premises in real-time projects for implementing project management skills using EPM as a leading software tool.

Both contenders participated in the following areas and found skillful in applying EPM:

Planning and Scheduling

EVM for monitoring the project

Implementation of PMO

Additionally, it is noteworthy that both contenders demonstrated good ethical practices, enthusiastic approach to work, task convergence capabilities, professionalism while their stay with this organization.

Certified by:

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ABSTRACT

Organizations are fetching more and more conscious of the significance of a project management Office to rule the operation of their conducted projects, that's why gradually more Organizations are initial PMOs. Till now there is no globally approved and recognized standard for PMOs, and mockups used by different organizations vary a lot, but there is a common set of simple requirements, modules, and functions of any PMO to be of worth to its organization. The Project Management Office (PMO) is a mechanism castoff to address common project management matters in an organization in demand to support and enable project success.

IUB has been providing with a number of different opportunities to produce and develop below the authority of HEC. IUB has taken on different roles in graduate studies, exploration and teaching. IUB now has a regional mandate for the establishment of open learning. This change in the life of our organization compels us to reconsider our institution's "Mission Statement" and "Values" and provides us a chance to set new institutional planned goals and objectives.

Due to several initiatives IUB facing underneath problems:

- Enterprise too many projects simultaneously, through lack of effective ranking mechanisms
- Failure to assign sufficient resources or resources with the precise skills to a project
- Failing to monitor good practice in project management and an over-all lack of rig our about project control
- Using inexperienced project managers, frequently owing to a culture which does not repute project management as a discipline in its individual right
- The need to seek agreement on requirements and solutions from largely independent user groups
- Diversity of tactics around fundamental business procedures within the same organizations
- Limited/In Payments availability of finance

These issues are fixed by the execution of the Project management office. For its execution many problems faced as upper management not enthusiastic to accept the

change but by the proper direction we able to appliance the Project management office.

IUB is the implementation of a combined ERP application suite at IUB Bahawalnagar campus to support its tactical goals. With the help of this Project management office they now simply know altogether the requirements of the project and all cost are in visible of them. This report supports them to manage their all the possessions in effective way and evolvment of work monitor through this schedule. Number of assets, cost required all is cover in this report and role of project manager which is precise important is clear in this report. Final result might be more precise due to this project management office. Last but not least this project will positively help the IUB to its goal of constantly improve IUB's business procedures, lower IT costs and other operating expenditures. All supervision and expertise are given by our appreciated Sir Ahsan Maqbool.

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1. INTRODUCTION

Bahawalpur has constantly been a seat of advanced learning. Uch Sharif, a close ancient town, had one of the major universities where scholars from entirely over the world used to derive for studies. As an extension of that tradition, Jamia Abbasia was recognized in Bahawalpur in the year 1925, subsequent the academic chases of Jamia Al-Azhar, Egypt. The famous professors spread Islam by educating Tafseer of Quran, Hadith, Fiqh, and The past along with other current subjects.

In opinion of the changing setup, Jamia Abbasia was acknowledged as a chartered University in the year 1975, and name again as The Islamia University of Bahawalpur. Primarily, it started working at Abbasia and Khawaja Fareed Campuses with ten Sectors. In order to build a modern and independent campus, 1250 acres of grimy land was acquired by the University on Hasilpur Road around eight kilometers away from the city center.

Above a period of time with constant efforts and hard work, the sand hills have been rehabilitated into well-built faculties, green grasslands, hostels, residential colony, farmhouses and orchards. It is recognized as Baghdad-UI-Jadeed Campus. Presently, there are 60 Department present 127 programs. Apart from conventional self-controls of Religious Affairs, Languages, Public and Basic Sciences; education is being conveyed in the areas of Business Administration, Engineering, Cultivation, Veterinary Sciences, Computer, By-law, Education, Fine Arts, Pharmacy, Life Sciences and Sports Sciences. The University standards quality education relatively than quantity. A team of vastly qualified and committed facility members have been involved to achieve this end. Moreover, the exploration has been made keystone of our educational philosophy.

In demand to provide chances of higher education to the youth at their door step, two campuses are running at Rahim Yar Khan and Bahawalnagar since 2005. A recent exclusive addition to the University is its Ranger Campus in the heart of city. Primarily, Departments of Management Disciplines and Computer Science & Information Technology were recognized for which retort was very encouraging.

2. PMO (PROJECT MANAGEMENT OFFICE)

PMO is a local function to established project management standards, produce reports on development, risks, and assets and carry out sustenance activities (such as handling the risk register and sustaining the project plan) for a detailed project. The PMO delivers a single basis of information almost all projects. This means that the general demand of the projects portfolio can simply be seen by authority groups, allowing them to take decisions nearby the number and precedence of projects. The PMO, over time, builds up skilled knowledge of what establishes an effective business case inside the institution, and can practice this to guide supporters and project managers and help to update the beginning of new projects. Likewise, PMO staff will build up skill in how to participate with the different divisions around the university and the ideal approaches for each of these. Development in standards of project management, along with direction for project boards, will help to maximize paybacks from projects and programmes, guaranteeing that the finest value is attained from the funding accessible.

2.1 Vision

To increase the achievement of projects across the University by providing results on time, on financial plan, and meeting stakeholders hopes.

2.2. Mission

To deliver the leadership essential to improve and enlarge project management through the enterprise through adjustment & monitoring, management & communication, mentorship & direction, and the providing of tools.

2.3. Conduct

As experts of project management, the Project Management Office accepts by the PMI Code of Morals and Professional Performance in all of our professional interactions. This Program from the Project Management Institute outlines strict standards in the areas of Responsibility, Respect, Justice and Honesty.

2.4. PMO Charter

2.4.1. Purpose

The purpose of the PMO is to allow the successful execution of projects and programmes through:

- Setting and implanting standards to guarantee a common methodology to project delivery
- Managing cross program risks and needs
- Systematic project reporting to accomplish costs, resources, programs, and quality
- Providing resources, provision and supervision to project teams, and
- Encouraging continuous progress across programs and projects

2.4.2. Key Stakeholders

1. Vice Chancellor
2. Steering committee
3. Project sponsors from university departments
4. IT Services Management team
5. IT Services finance administrator
6. Program/Project managers for projects
7. Business Analysts
8. IT Services Training team

2.4.3. Staffing

The PMO team includes the subsequent roles:

- I. PMO Manager – achieves the day to day operation of the PMO, describes PMO policy and line manages PMO team.
- II. PMO Analyst(s) – assisting with the explanation of, and ensuring agreement with, project management standards and processes, providing guidance to project managers and creating reports for high-ranking management and governance groups.

- III. PMO Administrator – keeping portfolio registers, generating the monthly control panel, supporting the declaration group.
- IV. Program Support Officer(s) – operational within a specific programme sustaining plans and finances, organizing monthly reports and given that support to the programme manager(s).

2.4.4. Goals of PMO (Project Management Office)

1. Methods to ensure all new project demands are logged centrally and evaluated against agreed principles
2. Guarantee that projects have applicable business explanation throughout their period
3. Method for post-project analyses to assess whether estimated benefits have been completed
4. Guarantee that projects are track efficiently and will provide the planned assistances
5. Inculcation of exceptional project preparation – leading to enhanced project products
6. Timely and perfect management information to support conclusion making and prioritizing
7. Outline documentation and collective information depositories to support the organization of projects
8. Tools for assessing and reporting on project achievement
9. Central organization, clarifying and division of lessons learned

2.4.5. The Benefits of PMO

The successful execution of a PMO is predictable to achieve the following benefits:

Better project consequences and reduced probability of failure, as a result of developed project practice, achieved through the establishment of:

- A center of knowledge for projects
- A essential library of projects
- Distribution knowledge amongst project managers
- Project assurance facility

- Improved communication and statistics about projects
- Particular point of communication for project management difficulties/advice
- Homogenous and regular reporting on entirely projects.
- Enhanced project visibility
- More operational use of resources, mutually people and money and
- Enhanced prioritization of projects
- Improved arrangement of projects to policy, leading to better planning in overall

2.5. Implementing the PMO

2.5.1. Stage One – The Developing PMO (The Early Months)

2.5.1.1. Stage One – The Developing PMO (The Early Months)

- An accurate list of all current and planned projects, and a process to guarantee that this remains up to date.
- The formation of a basic reporting cycle and a standard reporting format – control panel
- A documented process for the origination of projects.
- An understanding of the project finance model and the capability to enlighten this.
- A source for PMO documentation and identifying conventions.
- A means of broadcasting information (e.g. a website), at least, and/or, ideally, a shared site (e.g. Wiki or SharePoint).
- A vision as to whether to implement an off the shelf practice (and which one) or create your individual, plus a basic set of outlines for obligatory documents (e.g. Project Brief, PID or Project Charter, End Project Report, Risk and Issues Log etc.)

2.5.1.2. Stage One – The Developing PMO (The Early Months)

- Manual processes and the practice of spreadsheets rather than cultured PPM tools are well as the processes will certainly have to be squeezed.
- If time is within charged and staff are already used to record their time, it may be worth financing in a simple timesheet tackles which can provide useful reportage.

2.5.1.3. Stakeholder Engagement

- Establish connections and current communications with former groups such as Tactic, Economics, Senior Management, governance bodies.
- Get to recognize the project managers and their problems. What can you do help address these issues.
- Secure a high-ranking management champion – someone who will support the PMO's goals and will promote its use among their peers.

2.5.1.4. Risk

- There are inadequate resources to complete Phase.
- Lack of buy-in from those running projects means that information assembled is incomplete or reportage inaccurate.

2.5.1.5. Key Points

- Keep certification to a minimum set and focus on the quality.
- Accuracy of reporting is critical to the reliability of the PMO.

2.5.2. Stage Two – The Progressing PMO (Over The Subsequent Year)

2.5.2.1. Deliverables

- Cross project reporting on capitals and a number of metrics displaying project performance.
- A methodology, which contains guidelines, processes and a complete set of templates.
- Procedures for learning lessons from projects and a resource of feeding these back into the methodology.
- Paybacks definition and measurement processes.
- Training in project procedures for project managers, project teams and project panels.
- A means of project managers sharing data and support (e.g. monthly opportunities, discussion panels, peer appraisals).
- Resource allocation procedures and reporting.

2.5.2.2. Deliverables

- Start to consider PPM tools once procedures are firmly established.

- If time is within charged and staff are already used to record their time, it may be means to investing in a simple timesheet tool which can deliver useful reporting.

2.5.2.3. Stakeholder Engagement

- Initiate to work through Project Boards.
- They may want support with guarantee, identifying risks and lessons learned, or may have some precise reporting needs.
- At least, the PMO should be capable to explain to Project Board members their role and responsibilities, and provide an indication of the project management and approval procedures to be followed.

2.5.2.4. Risks

- High-ranking management reporting requirements deteriorate beyond the capability of the PMO to provide
- The PMO seen as interfering relatively than as supportive and valuable.
- The information exposed by open reporting cause's anxiety.

2.5.2.5. Key Points

- Sustain hard won buy-in from stakeholders by consistent engagement.
- The cost of PPM implements may be a surprise to senior management – you will essential to work hard on the business case.

2.5.3. Stage Three – The Recognized PMO (18 Months Plus)

By this stage, the PMO should be established to the level that it is seen as the crucial point of information about projects, project managers are used to functioning with the provision and standards it delivers and management value the visions provided. From this stage, some of those activities which deliver increased benefits to the University but which need a greater development of project management practice can progressively be introduced. This may comprise activities commonly related with portfolio management, such as providing conclusion support to develop a balanced portfolio, and better responsibility for resource management. Enhanced information will be available and the demands for providing information in different ways to provision senior management and governing board decisions will increase.

2.5.3.1. Tools and Technologies

Exploit use of PPM toolset so that PMO time is concentrated on high significance activities.

2.5.3.2. Stakeholder Engagement

Look for methods to keep the engagement renewed.

2.5.3.3. Risk

- The PMO is too isolated from the project managers and is no longer seen as a critical friend.
- With advanced end activities (more portfolio management than project support) originates the need for staff in the PMO with more professional skills.

2.5.3.4. Key Points

- The PMO needs to be realized as being of high value by mutually senior management and project managers by this stage, and should be capable to demonstrate measurable developments in project delivery.
- It is worth carrying out a development assessment annually to estimate the progression of the PMO and update the following year's goals.

2.5.4. Staffing

Benefit	Target	Current
All projects associated with the University strategy	100%	None
Improved rates of project supply to time and budget	50% of projects delivered within time and budget	% of projects meeting both time and budget= 35%
Cost savings through reduced overrun due to better appraising, planning and risk management, and avoidance of resource engagements through better planning across the portfolio	Average overrun <5%	Average overrun is 10%
More projects encounter their objectives with deliverables meeting user recognition criteria, resulting in a cost saving	Percentage of projects signed off as adequate, without follow-on work, exceeds 95%	10% of projects require additional work in order to secure sign off by sponsors
More enhanced resource allocation, leading to developed productivity, a decline in overtime payment requests and reduced consistency on external resources	Project staff fully allocated to projects > 175 days per year	None but project staff complain of peaks and troughs
Projects which are non-viable are recognized and withdrawn at an prior stage through regular and comprehensive reappraisal of business case	95% projects shown to have delivered benefits	No projects withdrawn but 10% do not deliver sufficient benefits
Improved stakeholder awareness of projects	Stakeholder survey s 90% satisfaction	Stakeholders are not fully satisfied

TEMPLATES

Project Proposal Template

Project Proposal Template

Document

Guidelines

The Project Proposal is intended to provide relevant information to determine the strategic merit of a new initiative and is the initial step in the CCS Project Management Methodology. This template outlines the content and format of project proposals to be used for all information systems projects. *The Project Management Office is your resource for completing this document.*

Any project matching one or more of the following criteria requires a Project Proposal:

- ✓ *Funding is needed for the project (fiscal or base)*
- ✓ *Project resources will require greater than 20 person days of effort*
- ✓ *Project has an impact on another department (either from the deliverables of the project or for project resourcing)*
- ✓ *Project sponsor determines that strategic visibility for the initiative is necessary*

Depending on the project scope, this document will be reviewed by either the CIO or the Information Systems Steering Committee for approval. As a result, the completion of all sections of this document with sufficient information is necessary to facilitate that decision. Upon completion, submit this document to the Project Management Office.

Text in gray is instructions for completing the template and should be removed from the final version. Sections in this document should not be removed or reordered.

Project Proposal

To be submitted to the Project Management Office

Project Name	[Enter name of project]	
Project Sponsor	[Name], [Position], [Department]	
Author(s)	[Name], [Position], [Department]	
Priority	[Mandatory, High, Medium or Low]	
Date:	[yyyy-mm-dd]	
Presentation to Computing Committee (minimum of one Committee)		
Name of Committee		Date of Presentation
☐ Administrative Computing Committee		[yyyy-mm-dd]
☐ Teaching and Learning Computing Committee		[yyyy-mm-dd]
☐ Research Computing Committee		[yyyy-mm-dd]

Project Description

Project Description

Provide a brief description of the outcome or deliverables of the project.

[The goal of this project is to...]

Purpose

Describe the opportunity or problem that this project will address. Identify the key needs that the project is designed to meet and include any background material on the reasons why the project needs have arisen.

[Enter Purpose here...]

Strategic Alignment

Describe how the outcomes of this project will support the university or departmental strategic plans, such as referencing Carleton University's Strategic Integrated Plan and the IT Strategic Plan.

[Enter section here...]

Project Budget (Estimated)

Identify the estimated total costs that may be incurred as a result of this project and that you are requesting to be covered by the Information Systems Steering Committee/CIO (fiscal) or by the sponsoring department (base).

[Provide short description here...]

Total Fiscal Funding (one-time)	Annual Base Funding (recurring)
\$ 0	\$ 0

Risks

Briefly describe the risk and consequences of not pursuing this project.

[Enter section here...]

Other Applicable Information

Provide any other applicable information that is not already identified in the sections above. This may include the project considerations and approach, other institutional activities that are aligned with this initiative, system integration requirements or timing.

[Enter section here...]

For Project Management Office Use Only

Approval Date	[Date]
Ranking	[Rank]
Comments/Notes	[Notable comments from ISSC/CIO]
PMO Review	[Date]
Computing Cmtee Review	[ACC, TLCC, RCC, Date]

Project Charter Template

Project Charter Template Guidelines	Document
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The Project Charter is intended to explicitly document project definition and scope and is a key document in the CCS Project Management Methodology. This template outlines the content and format of project charters to be used for all information systems and technology projects. *The Project Management Office is your resource for completing this document.*

Any project matching one or more of the following criteria requires a Project Charter:

- ✓ *Funding is needed for the project (fiscal or base)*
- ✓ *Project resources will require greater than 20 person days of effort*
- ✓ *Project has an impact on another department (either from the deliverables of the project or for project resourcing)*
- ✓ *Project sponsor determines that strategic visibility for the initiative is necessary*

Depending on the project scope, this document will be reviewed by either the CIO or the Information Systems Steering Committee for approval. As a result, the completion of all sections of this document with sufficient information is necessary to facilitate that decision.

The decision will be one of the following:

1. *Approval to Plan* – Approval to spend the resources necessary to develop a detailed project plan (for large, complex projects).

2. *Approval to Execute* – Approval to proceed with the execution of the project (for smaller, shorter, inexpensive projects).
3. *On Hold* – Approval in principle with the project concept but certain conditions must be met prior to proceeding with execution.
4. *Rejected* – Project is declined and is not approved to proceed.

Text in gray is instructions for completing the template and should be removed from the final version. Sections in this document should not be removed or reordered.

Project Charter

Project # [assigned by Project Management Office]

Project Name	[Enter name of project]
Project Sponsor	[Name], [Position], [Department]
Author(s)	[Name], [Position], [Department]
Date:	[yyyy-mm-dd]
Presentation to Computing Committee (minimum of one Committee)	
Name of Committee	Date of Presentation
☐ Administrative Computing Committee	[yyyy-mm-dd]
☐ Teaching and Learning Computing Committee	[yyyy-mm-dd]
☐ Research Computing Committee	[yyyy-mm-dd]

☐Approval to Plan

☐Approval to Execute

Project Description

Provide a brief description of the outcome or deliverables of the project.

[The goal of this project is to...]

Purpose

Describe the opportunity or problem that this project will address. Identify the key needs that the project is designed to meet and include any background material on the reasons why the project needs have arisen.

[Enter Purpose here...]

Strategic Alignment

Describe how the outcomes of this project will support the university or departmental strategic plans, such as referencing Carleton University’s Strategic Integrated Plan and the IT Strategic Plan.

[Enter section here...]

Customers

Identify the primary end user(s) that benefit from the deliverables of this project and how they will be positively impacted. Customers may be internal (e.g. university department) or external (e.g. students, alumnus)

Customer Group	Description	Impact
[e.g. Prospective students]	[Undergraduate and graduate applicants to the university]	[Streamlined access to admissions decisions]

Stakeholders

List the key departments who will be impacted by the outcomes of this project. Explain the possible impacts for each stakeholder group.

Stakeholder Group	Impact
[e.g. Financial Services]	[New method to collect registration fees]

Project Budget

Identify the costs that will be incurred as a result of this project and that you are requesting to be covered by the Information Systems Steering Committee/CIO (fiscal) and by the sponsoring department (base). *For ‘Approval to Plan’ projects, list only the costs associated with the planning phase of the project.*

Examples include:

People - temporary project staffing (backfilled positions only), overtime costs, external consultants or developers

System – hardware, software, software licenses, servers to be purchased

Miscellaneous – external training, printing costs

Item	Description	Fiscal Funding (one-time)	Annual Base Funding (recurring)
[e.g. Vendor consultants]	[Two vendor consultants to advise on system configuration and oversee technical implementation. 15 person days]	[\$ 26,875]	[N/A]
TOTAL BUDGET (CDN\$, including taxes)		[\$ 0]	[\$ 0]

Scope

List the deliverables of the project and the subject areas that are to be included.

In Scope (Project Deliverables)
[e.g. Performance development management system for professional services staff]

Identify the subject areas, deliverables or user groups that are deliberately not included as part of the scope of this project. Include any items that could be misunderstood as being in scope.

Out of Scope
[e.g. Functionality for faculty members and non-permanent staff]

Success Criteria

List and describe the target(s) that will be used to measure the success of the project. Include the expected outcome that this project will have on that measure and provide a baseline measure to demonstrate achievement of that outcome.

High-level examples include achieving a mandated/legislative demand, decreased costs, improved efficiency or effectiveness, increased capacity, improved customer satisfaction, and decreased institutional risk.

Metric or Value	Intended Outcome	Baseline Measure
[e.g. Residence check-out times]	[Decrease residence check-out times by 20%]	[92 minutes (avg)]

Alternatives

Apart from the solutions proposed in this Project Charter, describe the other alternatives, including the status quo, that were evaluated to achieve the desired outcome. At least two alternative solutions should be described here for non-mandated projects.

[Enter Alternative 1 here...]

[Enter Alternative 2 here...]

Assumptions

List the key assumptions that the project depends on (e.g. resources, policies, scheduling, and technology).

- [e.g. Existing policies will not be altered during the duration of the project]
- [Assumption #2...]
- [Assumption #3...]

Constraints

List the key constraints, restrictions or limitations that the project must adhere to.

- [e.g. No new/additional resources will be available for system support]
- [Constraint #2...]
- [Constraint #3...]

Dependencies

List any existing projects (planned or active) or operational changes that must be completed, in whole or in part, before this project can start. List any existing projects or operational changes that may be impacted by this project. Where applicable, provide a Project Number.

Project Name or Change	Impact
[e.g. Conference Services Benchmarking project]	[Outcomes of that project may affect roles, responsibilities and affect system configuration]

Operational Support

Once this project is complete, describe the anticipated support model/approach that will be used to ensure users are successfully transitioned to a new way(s) of operating and how support requests will be addressed on an ongoing basis. Describe how this support model will be funded.

[Enter section here...]

Project Milestones

List the major events in the life of the project, as specified in the Project Schedule. Milestones are significant events within the project that signal progress and achievement, and that the project is proceeding as planned. Milestones are a culmination of a number of tasks. Example milestones are included in the table below. *For 'Approval to Plan' projects, list only the major events associated with the planning phase of the project.*

Milestone	Estimated Completion Date
Project Charter approved	[Month] [Year]
Installation completed	
Testing and Sign-off completed	
Document and Training completed	
Service go-live	
Measurements completed	
Project closed	

Resourcing

List the human resources to be allocated to the project and outline the project responsibilities for each role. Specify the time each role will be allocated to the project in terms of the estimated work days (cumulative) on the project. Based on the project Milestones, estimate the amount of work, in person days, which will be required of that role or position.

For planning projects, list only the resourcing necessary to complete the planning phase of the project.

Role or Position	Responsibilities	Estimated Work [days]
[e.g. Business analyst]	[Review existing process, develop system requirements, map new process]	[48 days]
TOTAL RESOURCES		[_ days]

Risks

List and describe the risks that may jeopardize the success and/or completion of the project, specifically risks as they relate to project costs, deliverables, project schedule and end user value. Risk prevention or mitigation steps for these risks may have to be taken during the project and should be outlined in the Risk Management section of the **Project Plan**.

Note: Do not include the risks associated with not proceeding with this project. Those risks should be described in the Purpose section.

Risk Name	Description	Impact	Severity (H, M, L)	Probability (H, M, L)
[e.g. MTCU Guidelines]	[Mid-project change in MTCU guidelines or rules]	[Schedule, Scope]	[H]	[M]

For Project Management Office Use Only

Decision	[Approval to Plan, Approval to Execute, On Hold, Rejected]
Decision Body	[ISSC or CIO]
Decision Date	[Date]
Budget Approved	[\$ 0.00]
Budget FOAPAL	[FOAPAL]
Computing Cmtee Review	[Committee Name],[Date]
CCS Managers Review	[Date]
Project Manager	[Name], Computing & Communication Services

Project Management Plan Template

Project Management Plan Template

Document Guidelines

The Project Management Plan is intended to clearly articulate how the project will be managed, monitored and controlled, and is a core document in the CCS Project Management Methodology. This template outlines the content and format of project plans to be used for all information systems and technology projects. The *Project Management Office* is your resource for completing this document.

Depending on the size and complexity of the project, the Project Management Plan could be a single document containing the sections identified in this template, or it could be a collection of documents consisting of more comprehensive management plans for some of various sections. This is a controlling document to manage the project, and it is used as a baseline against which to monitor project progress, costs and schedule.

As the project progresses through the execution phase, this document may be updated as project circumstances change. Changes to this document are required to be submitted to the project sponsor for review and should be forwarded to the *Project Management Office*

Text in gray is instructions for completing the template and should be removed from the final version. Sections in this document should not be removed or reordered.

Project Management Plan

Project # [enter Project Number here...]

Project Name	[Enter name of project]
Project Sponsor	[Name], [Position], [Department]
Author(s)	[Name], [Position], [Department]
Date	July 21, 2014

Project Description

Provide a brief description of the outcome or deliverables of the project (as taken from the Project Charter).

[The goal of this project is to...]

Stakeholder Management

List the key departments who will be impacted by the outcomes of this project. Explain the possible impacts for each stakeholder group (as taken from the Project Charter).

Stakeholder Group	Impact
[e.g. Financial Services]	[New method to collect registration fees]

Describe how the stakeholders listed above will be engaged throughout the project and how they will be updated on project progress, decisions and outcomes.

[Enter section here...]

Budget Management

Identify the costs that will be incurred as a result of this project and that have been approved for this project.

Item	Description	Fiscal Funding (one-time)	Annual Base Funding (recurring)
[e.g. Vendor consultants]	[Two vendor consultants to advise on system configuration and oversee technical implementation. 15 person days]	[\$ 26,875]	[N/A]
TOTAL BUDGET (CDN\$, including taxes)		[\$ 0.00]	[\$ 0.00]

Describe how the project budget will be managed to ensure that the project expenses do not exceed the total budget. Describe how project expenses and commitments will be tracked and reconciled in relation to the overall project budget. Provide details on how expense documentation (e.g. paid invoices, ICBs, receipts, pay forms) will be retained. Describe how the project finances will be reconciled and closed at the conclusion of the project.

[Enter section here...]

Scope Management

List the deliverables of the project and the subject areas that are to be included.

In Scope (Project Deliverables)
[e.g. Performance development management system for professional services staff]

Identify the subject areas, deliverables or user groups that are deliberately not included as part of the scope of this project. Include any items that could be misunderstood as being in scope.

Out of Scope
[e.g. Functionality for faculty members and non-permanent staff]

Provide a description of how changes to project scope will be evaluated, processed, approved and integrated into the project. Scope changes for ISSC projects must follow the Information Systems Change Control Procedure.

[Enter section here...]

Transition and Change Management

Identify what actions will be taken to assist the organization (or departmental unit) to successfully accept and adopt new technologies and new ways of operating. In the table below, identify any changes to the work environment as a result of this project and describe the actions that will be taken to minimize the impact on those affected.

Organizational Change	Action(s)	Date Required	Person/Role Responsible
[i.e. Unit restructuring]	- Early communication to those affected - Involvement in project/solutions	[Six months prior to go-live]	[Project Director]

Schedule Management

The Project Schedule (timeline of tasks) is used to track project progress and activities. The Project Management Office is available to assist project managers in developing detailed schedules for your project. Once a Project Schedule is complete, outline the

major milestones (by phase of project lifecycle) of the project below, indicating the percentage of the project work that will be completed once each milestone is achieved.

Milestone	Planned Finish Date	Project % Complete
Initiation Phase		
[Fill in other milestones here...]		
[Fill in other milestones here...]		
Project Charter approved		15%
Planning Phase		
[Fill in other milestones here...]		
[Fill in other milestones here...]		
Project Management Plan completed		40%
Execution & Control Phase		
[Fill in other milestones here...]		
[Fill in other milestones here...]		
Go-live with system/service/product		90%
Closure Phase		
[Fill in other milestones here...]		
[Fill in other milestones here...]		
Project completed		100%

Resource Management

List the human resources to be allocated to the project and outline the project responsibilities for each role. Specify the time each role will be allocated to the project in terms of percentage of FTE (full-time equivalent). Based on the Project Schedule, estimate the amount of work, in person days, which will be required of that role or position.

Name	Role	Responsibilities	Estimated Work [days]
[e.g. Susan Smith]	[Business analyst]	[Review existing process, develop system requirements, map new process]	[48 days]
TOTAL RESOURCES			[_ days]

Describe the process by which the external resources listed above will be acquired for the project, who will be overseeing their activities, and how they will be remunerated.
[Enter section here...]

Risk Management

List and describe the risks that may jeopardize the success and/or completion of the project, specifically risks as they relate to project costs, deliverables, project schedule, end user value and information security (confidentiality, integrity or availability of data and systems).

Risk Name	Description	Impact	Severity (H, M, L)	Probability (H, M, L)
[e.g. MTCU Guidelines]	[Mid-project change in MTCU guidelines or rules]	[Schedule, Scope]	[H]	[M]

Define the response(s) for each risk listed above by outlining how that risk will be addressed through prevention, mitigation or acceptance during the project.

Risk Name	Trigger	Strategy (Prevention, Mitigation, Acceptance)	Actions	Owner	Deadline
[e.g. MTCU Guidelines]	[MTCU memo]	[Mitigation]	▪ [Monthly conference call with MTCU rep]	[S. Gonsalves]	[May 2015]

Issues Management

Describe the tools and procedures for reporting, tracking, prioritizing and resolving problems generated during the project.

[Enter section here...]

Quality Management

Outline how this project will ensure its outcomes meet or exceed the success criteria and conform to relevant quality standards for all activities of the project. Some examples of integrating quality management into the project include:

- Baseline metrics are collected against the success criteria of the project
- Requirements documents are developed for each deliverable
- Test plans are developed and executed
- Project resources share the latest status of activities on a regular basis
- Technical reviews/inspections occur prior to delivery to the client

- Sponsor validates project deliverables and requirements and formally signs off on the completion of project deliverables
- Project Final Report is developed outlining how the project met the original success criteria

[Enter section here...]

Procurement Management

Outline how the procurement of products and external resources will be managed, taking into consideration the university Purchasing Policy and, where applicable, in coordination with the Purchasing department. Describe the procurement strategy as it relates to the following procurement processes:

- *Procurement and Solicitation* Identify possible sources of external suppliers. For external resources, indicate the evaluation criteria that will be used to obtain a suitable candidate.
- *Vendor Solicitation Outline* the format of the proposals that will be distributed to external suppliers (Request for Information, Request for Proposal, informal requests, etc...) and the method for delivery.
- *Source Selection List* the members of the evaluation team and how the contract will be negotiated and awarded.
- *Contract Administration* Identify the process and frequency for payment. For external resources, describe how their performance will be managed against the Statement of Work.
- *Contract Close-Out Describe* how the goods or services will be formally accepted and how the lessons learned will be analyzed with the external supplier.

[Enter section here...]

Training Management

Outline the training required for resources working on the project, for end-users, and for support staff. Include any expenses for training in the Budget Management section of this document.

[Enter section here...]

Operational Support

Once this project is complete, describe the support model/approach that will be used to ensure users are successfully transitioned to a new way(s) of operating and how

support requests will be addressed on an ongoing basis. Describe how this support model will be funded.

[Enter section here...]

Communications Management

Provide a summary outlining the overall communications strategy for the project, particularly as it pertains to how customers and stakeholders will be engaged and/or informed of the new service or product.

[Enter section here...]

Project Management Plan Appendices

List any separate documents that have been developed, such as the Project Schedule, Communication Plan or other supporting documentation, that represent more detailed explanations of sections of this Project Management Plan.

[Enter Document names here...]

For Project Management Office Use Only

Review Date	[Date]
Project Manager	[Name], Computing & Communications Services

3.4. Project Initiation Plan Template

Project Initiation Plan Template
Document Guidelines

The Project Initiation Plan is intended to clearly articulate the steps and purpose of all activities involved in moving a project idea (Project Proposal) to one that is fully scoped, most notably in terms of deliverables, budget and timing (Project Charter). This template outlines the content and format of initiation plans to be used for all information systems and technology projects. *The Project Management Office is your resource for completing this document.*

The intended audience of this document is all project stakeholders, including the project sponsor, senior leadership, and the project team. It forms a guide by which all project stakeholders understand and agree to the activities involved in developing a

Project Charter and to work collaboratively to accomplish those activities to the highest standards of quality.

The tasks (and related information including description, person responsible, target dates) shall be managed in the Project Schedule in Eclipse PPM for portfolio-wide reporting. The contents of this initiation plan and its timeline should be reviewed regularly by the project team and updated accordingly. Changes to this document are required to be uploaded to the project documents in Eclipse PPM the schedule should be kept up-to-date on a monthly basis.

Text in gray is instructions for completing the template and should be removed from the final version. Sections in this document should not be removed or reordered.

Project Initiation Plan

Project Name	Test
Project Sponsor	[Name], [Position], [Department]
Project Manager	[Name], [Position], [Department]
Last Updated	[Date]

Project Description

Provide a brief description of the outcome or deliverables of the project (as taken from the Project Proposal).

[The goal of this project is to...]

Stakeholders

List the key departments who may be impacted by the outcomes of this project. Explain the possible impacts for each stakeholder group.

Stakeholder Group	Impact
[e.g. Financial Services]	[New method to collect registration fees]

Assumptions and Constraints

List any assumptions or constraints that may affect work in the Initiation phase. These include timing of events, policies to adhere to, availability of resources, business cycle, etc.

- [Item 1...]
- [Item 2...]

Resources

List the human resources to be allocated to the project in the Initiation phase and outline the project responsibilities for each role.

Name	Role	Key Responsibilities
[e.g. Susan Smith]	[Business analyst]	[Review existing process, develop system requirements, map new process]

Tasks

The timeline of tasks is used to track project progress and activities in this phase. The Project Management Office is available to assist in developing detailed schedules.

Task/Deliverable	Description/Outcome	Responsibility	Target
[e.g. Project Kick-off]	[Meeting with entire project team to walk them through the Initiation Plan and update plan with feedback.]	[name]	[date]
[Current state process model]			

Communications

Provide a summary of how project communication will occur during this phase to all project stakeholders. This includes emails, news posts, team meetings and project reporting.

Communications/Outreach					
Audience	Information	Method	Frequency	Lead	Comments/Participants
[Academic depts.]	[Project status, decisions]	[news post]	[as required]	[name]	
[Project team]	Key project documents/artifacts	[email]	[as completed]	[name]	[Also saved in project directory]

Project Meetings				
Meeting	Purpose	Frequency	Lead	Comments/Participants
[Status meeting]	[Communication of project progress]	[bi-weekly]	[name]	[Regular agenda]
[Information sessions]	[Socialize initiative with larger community]	[as required]	[name]	[Key committees to present to]

Stakeholder Reporting				
Item	Purpose	Frequency	Lead	Comments/Participants
[Status update]	[Communication of project progress to stakeholders]	[monthly]	[name]	[Sponsors and other key stakeholders]
[Sponsor meeting]	[Face-to-face discussion with sponsor on progress]	[quarterly]	[name]	[Include project director]

Documentation

Describe how project documentation and artifacts will be disseminated, stored, accessed and archived and who will have update capabilities.

[Project documentation will be maintained in...]

For Project Management Office Use Only

Proposal Approval	[Date]
Review Date	[Date]
Project Manager	[Name], Computing & Communication Services

Project Final Repot Template

Project Final Report Template
Document Guidelines

The Project Final Report is intended to concisely summarize the outcomes of a project and is the final document in the CCS Project Management Methodology. A Project Final Report is used to document project successes, lessons learned and performance in order to signal improvement in project delivery for the future. This template outlines the content and format of final reports to be used for all information systems projects. *The Project Management Office is your resource for completing this document.*

A Project Final Report reflects the formal and informal feedback collected from project stakeholders and participants throughout the project. Commonly, a Project Post-Mortem is held to explore the experiences of the participants of the project in more detail. The information collected in this way should align with the details included in the Project Final Report.

The Project Final Report is to be developed between the project manager and the project director and should be circulated to project stakeholders and participants for feedback. Finally, the project sponsor should sign off on the details of the Project Final Report before it is forwarded to the Project Management Office for archiving.

The project sponsor is responsible for presenting the Project Final Report at a meeting of the Information Systems Steering Committee.

Text in gray is instructions for completing the template and should be removed from the final version. Sections in this document should not be removed or reordered.

Project Final Report

Project # [enter Project Number here...]

Project Name	[Enter name of project]
Description	[Add the description of the project as taken from the Project Charter]
Project Sponsor	[Name], [Position], [Department]
Author(s)	[Name], [Position], [Department]
Date	July 21, 2014

Project Successes

List and describe the highlights and key success factors of the project.

Name	Description
[e.g. Customer communication]	[Customer engagement in this change allowed for a smooth transition with little resistance]

Unexpected Events

List and describe any unexpected events that occurred during the project (including approved change requests), the impact that those events may have had on the project and the action(s) taken to address them.

Description	Impact	Actions Taken
[e.g. Subject matter expert moved to another position]	[Schedule extended by two months]	[Original resource trained new position]

Lessons Learned

List and describe any lessons learned from this project and provide recommendations that can be used to improve the delivery of future information systems projects.

Description	Recommendation
[e.g. Business requirements included items not technically feasible]	[Involve technical resource to advise stakeholders during business analysis phase]

Project Performance

Provide details on the performance of the project under the three variables of On Time, On Budget and Meeting Customer Expectations.

- For the *On Schedule* variable to be flagged, the project must be closed within 10% of the Planned Finish Date.
- For the *On Budget* variable, the Spent Budget must be within 10% of the Approved budget.
- The *Meeting Customer Expectations* variable must be completed by the Project Sponsor or Project Director

<i>On Schedule</i>					
Planned Finish Date	Actual Finish Date	Variance (in days)	On Schedule	Ahead of Schedule	Behind Schedule
[dd-mm-yy]	[dd-mm-yy]		☐	☐	☐

*'On Schedule' calculation may be within +/- 10% of the Approved Schedule

<i>On Budget</i>					
Approved Budget	Spent Budget	Variance (in \$)	On Budget	Under Budget	Over Budget
[\$ 0]	[\$ 0]		☐	☐	☐

*'On Budget' calculation may be within +/- 10% of the Approved Budget

<i>Meeting Customer Expectations</i>		
Success Criteria	Criteria Met	Comments
[Enter Success Criteria from Project Charter here...]	☐	
	☐	
	☐	

For Project Management Office Use Only

Presentation to ISSC	[Date]
----------------------	--------

Project Change Request Template

Project Change Request Template

Document Guidelines

The Project Change Request summarizes the impact that a proposed change(s) would have on the execution of a project and is a key document in the Project Change Control Procedure. This document is used to communicate a significant change in *project scope, deliverables, budget, schedule, and/or resourcing*, while also documenting the reasons that necessitated the change. This template outlines the content and format of project change requests to be used for all information systems projects. *The Project Management Office is your resource for completing this document.*

Specifically, a Project Change Request is required in the following circumstances:

- ✓ *Additional funding of more than 10% of the approved project budget will be needed*
- ✓ *Additional time of greater than 10% of original end date will be required to complete the project*
- ✓ *Additional project resources will be required that were not included in the Project Charter*
- ✓ *Changes in project scope and/or deliverables will be required to achieve the objectives of the project*
- ✓ *Project sponsor determines that strategic visibility for a project change or other project decisions is necessary*

The change outlined in this document will be reviewed by either the CIO or the Information Systems Steering Committee for approval. As a result, the completion of all sections of this document with sufficient information is necessary to facilitate that decision.

Text in gray is instructions for completing the template and should be removed from the final version. Sections in this document should not be removed or reordered.

Project Change Request

Project # [enter Project Number here...]

Project Name	[Enter name of project]
Description	[Add the description of the project as taken from the Project Charter]
Project Sponsor	[Name], [Position], [Department]
Author(s)	[Name], [Position], [Department]
Date	July 21, 2014

Description

Provide a brief description of the reasons that necessitated the change to the project.

[Enter Description here...]

Proposed Change

Describe the project change required to achieve the objectives set out in the Project Charter. Provide details of the impacts of the change(s) to project scope, deliverables, budget, scheduling and/or resourcing.

[Enter Proposed Change here...]

Benefits

List the benefits of making the change. This includes the benefits to the project outcomes, to individual departments and to the institution, and how project quality will be improved.

- [Benefit #1...]
- [Benefit #2...]

Consequences

List the consequences of *not* making the change. This includes the consequences to the project outcomes, to individual departments and to the institution, and the risks that could be incurred in not pursuing this change.

- [Consequence #1...]
- [Consequence #2...]

For Project Management Office Use Only

Decision	[Approved, Approved with Conditions, Rejected]
Decision Date	[Date]
Budget Approved	[\$ 0.00]
Budget FOAPAL	[FOAPAL]
Comments/Notes	[Notable comments and explanations from CIO/ISSC]

3. PROJECT DOCUMENTS

For the implementations of this project some documents required which play very important role in the implementation of project. The following are the list of documents that are required:

1. Project charter
2. Project scope statement
3. Work Breakdown Structure
4. Resource Sheet
5. Project Schedule
6. Network Diagram
7. Different Views from Microsoft Project
8. Reports from Microsoft Project

3.1. Project Charter

3.1.1. Version No

Version No	Author / Revised By	Revision Date	Approved By	Approval Date	Comments

3.1.2. Introduction

The project charter exists the document circulated by the project sponsor that formally empowers the Existence of a project and delivers the project manager with the ability to apply organizational capitals to project activities. Essential statistics required by decision makers towards approve the project for finance and it is created during the initiating period of the project.

3.1.3. Project Objectives

The project goal is the implementation of an integrated ERP application set at IUB Bahawalnagar site to support its strategic objectives.

3.1.4. High Level Constraint

- Deliver one system-of-record aimed at IUB student records.
- Assist the sharing of information amongst the closely intertwined functioning Areas (e.g., Human Assets and Payroll, Student System & Funding).
- Deliver integration competences between the core ERP system and edge method solutions.
- Provision the capturing of facts at point-of-entry to reduce data repetition and redundancy.
- Develop Operational competence through:
 - ✓ Self-Service decisions for all stakeholders
 - ✓ More incorporated workflow (i.e., End-to-End)
 - ✓ Further automated processes, decreasing error-prone manual processes with fewer hand-offs, wait-states and management
 - ✓ Less official procedure or paper flows
 - ✓ Usage of best practices.

3.1.5. Success Criteria

1. Improve quality of IUB"s student, faculty and staff practice through secure Self-service decisions.
2. Progress its national reputation for academic fineness and a quality student experience

3. Implement business intelligence implements to support improved decision making.
4. Constantly improve IUB"s business practices
5. Lower IT expenses and other operating costs.

3.1.6. Estimated Duration

The estimated duration for the plan is 10 months which will too include the approval period from the higher management.

3.1.7. High Level Risk

- Executive and customer expectations if not well managed would create important barriers to the successful execution of the project.
- The scope and extent of the project represents major risk exposures.
- The constricted time schedule may present major challenges to deliver an end-to-end solution in the early implementation phases.
- The response on key personnel in each functional area may posture significant risk specified that the project schedule may encounter with peak workload phases.
- Training of the wider group in the user community needs significant time and supply commitments.
- Finance (or the lack of) may cause major delays in the project schedule.
- Demands on practiced resources in the marketplace may posture significant tasks for IUB to provide backfills for their main resources.
- Intangibles, presently unknown and unidentifiable, may posture significant risks to the project.

3.1.8. Milestone Schedule

Milestone No	Milestone List	Compulsory/ Voluntary	Due Date
1	Project and Minor Plans		
2	Kickoff Presentation		
3	Basic Team Training Courses to impart ERP overviews and details		
4	Business Setup Lists to list each department's processes		
5	Change Management Plan to plan end users' skills upgrades		
6	Walkthrough Presentations to present respective department's business processes		
7	User Training Courses to impart the new operating procedures and ERP application		
8	Consumer Documentation to combine the various deliverables into a comprehensive document		
9	IT Specifications to aspect customizations and interfaces		
10	Migration Plan to map out responsibilities for conversion		
11	Cutover Strategy to document the project ending weeks' tasks		

3.1.9. Role and Responsibilities

Name	Role	Responsibility
Mubashir Hussain	Project Director	Deliver project management for the period of the project ensuring the complete direction and organization of all aspects of the implementation support with the strategy recognized by the Project Sponsor and the Steering Committee. Deliver project co-ordination and organizational support. Coordinate actions to ensure timely distribution of project information in accord to the Project Communication Plan as distinct in the Project Charter. Provide project contact with external consultants. Monitor project responsibilities to ensure the timely distribution of work products. Develop, sustain and update all project linked documentation.
Nureed Nasir	Project Coordinator	Coordination with all further teams and Project Director to gather and compile project
Senior Registrar Registrar	Implementation Steering Committee.	Establish the complete direction of the project. Evaluation and Approve the Project Charter. Guarantee the availability of suitable resources. Provide decision support. Deliver management support to the project team.
VC Islamia University	Project Sponsor	Offer strategic direction for the project. Obtain finance approval for the project. Ensure on-going obligation throughout the project.

VC CFO	Budget Review Committee	Appraisal the project budget. Review project expenses. Evaluation Cost to Complete Reports. Encounter on a monthly basis.
Consultant ERP Consultant Database Consultant Integration	Consultant Team Leads	The Consultant Team Leads will be working aggregation with the Project Director to ensure the effective implementation of the ERP System suite of applications. The Project Consultants will assist to: Conduct activities involved in the specifying of thorough requirements, the review and exploration of business processes and the identifying/resolving of organization and/or process issues. • Provide guidance on system set-up • Provide direction in creation of a project plan
Head of Each Department	Team Leads	Coordinate project work for their particular project team or subject area(s) (e.g. Human Assets, Purchasing, and Finance etc.). He/she will organize the module setup, testing, data adaptation and workflow analysis and, and guarantee that training is provided to end users. Participation in the progress of interface requirements and the consequent manual/automated conversion of data, which includes data loading, data verification and data cleansing.

		Coordinate customer acceptance testing for the application units for which he/she is responsible. User acceptance challenging includes developing test cases, testing application functions, associating test results and resolving differences. Coordinate/perform Workflow.
--	--	---

3.1.10. Stakeholders

Serial No	Stakeholder	Power	Interest	Priority
1	Vendors	Low	High	Keep Informed
2	Project Director	High	High	Manage Closely
3	Head of Departments	High	High	Manage Closely
4	Consultants	Low	Low	Keep Satisfied
5	Implementation Steering Committee.	High	High	Manage Closely
6	Budget Review Committee	High	High	Keep Informed
7	Higher Education Commission	High		Keep Informed

Budget

The total Budget of the franchise of ERP implementation which is **6, 30, 00, 000 PKR**. As all the amount is finance by the company itself no bank loan is taken for this project. Moreover, the finance department will play his role in financing check and balance.

3.1.11. Project Charter Approval

The undersigned acknowledge that they have reviewed the project charter and authorize and fund the project. Changes to this project charter will be coordinated with and approved by the undersigned or their designated representatives.

Signature:

Date:

Name:

Role:

Project Sponsor

Signature:

Date:

Name:

Role:

Project Manager

3.2. Project Scope Statement

3.2.1. Introduction

The project scope statement is the description of the project scope, deliverables, assumptions and constraints. The project scope statement documents the entire scope including project and product scope and it also describe in detail the project outcome and the work required to create those deliverables.

3.2.2. Project Scope

Implementation of ERP System at Islamia University Bahawalpur, Bahawalnagar Campus

The following represents the project scope:

1. Identity Management Foundation (Identity Integrating Database)
2. Luminis Portal
3. Tutor Pay
4. Human Resources
5. Finance
6. Student System
7. Customer Relationship Management
8. Advancement
9. Data Warehousing

3.2.3. Acceptance Criteria

User Acceptance Testing is the volume testing of system functions in an integrated mode. Acceptance tests will be conducted to match the expected outcome pre-defined in test cases or scenarios.

Passed Test cases with 85% Ratio is acceptable.

3.2.4. Deliverables

1. System Implementation. Successfully implement the application modules as prescribed in the project scope.
2. Business Process Improvement. Develop business processes to optimize the system functionality without compromising efficiency and control.

3. Knowledge Transfer. Facilitate knowledge transfer to the designated super users so they can be better equipped to:
 - i. Provide application support
 - ii. Conduct acceptance testing of upgrades or new releases and
 - iii. Serve to provide on-going training of new users or refresher training of existing novice users. Additionally, the knowledge transfer process will encourage the Institution to become more self-reliant.

3.2.5. Constraints and Limitations

- ✓ Executive and user expectations if not properly managed would create significant barriers to the successful implementation of the project.
- ✓ The scope and size of the project represents significant risk exposures.
- ✓ The tight time schedule may present significant challenges to provide an end-to-end solution in the initial implementation phases.
- ✓ The demand on key personnel within each functional area may pose significant risk given that the project schedule may conflict with peak workload periods.
- ✓ Training of the broader group in the user community requires significant time and resource commitments.
- ✓ Funding (or the lack of) may cause significant delays in the project schedule.
- ✓ Intangibles, currently unknown and unidentifiable, may pose significant risks to the project.

3.2.6. Project Scope Statement Approval

Signature: _____

Date:

Name:

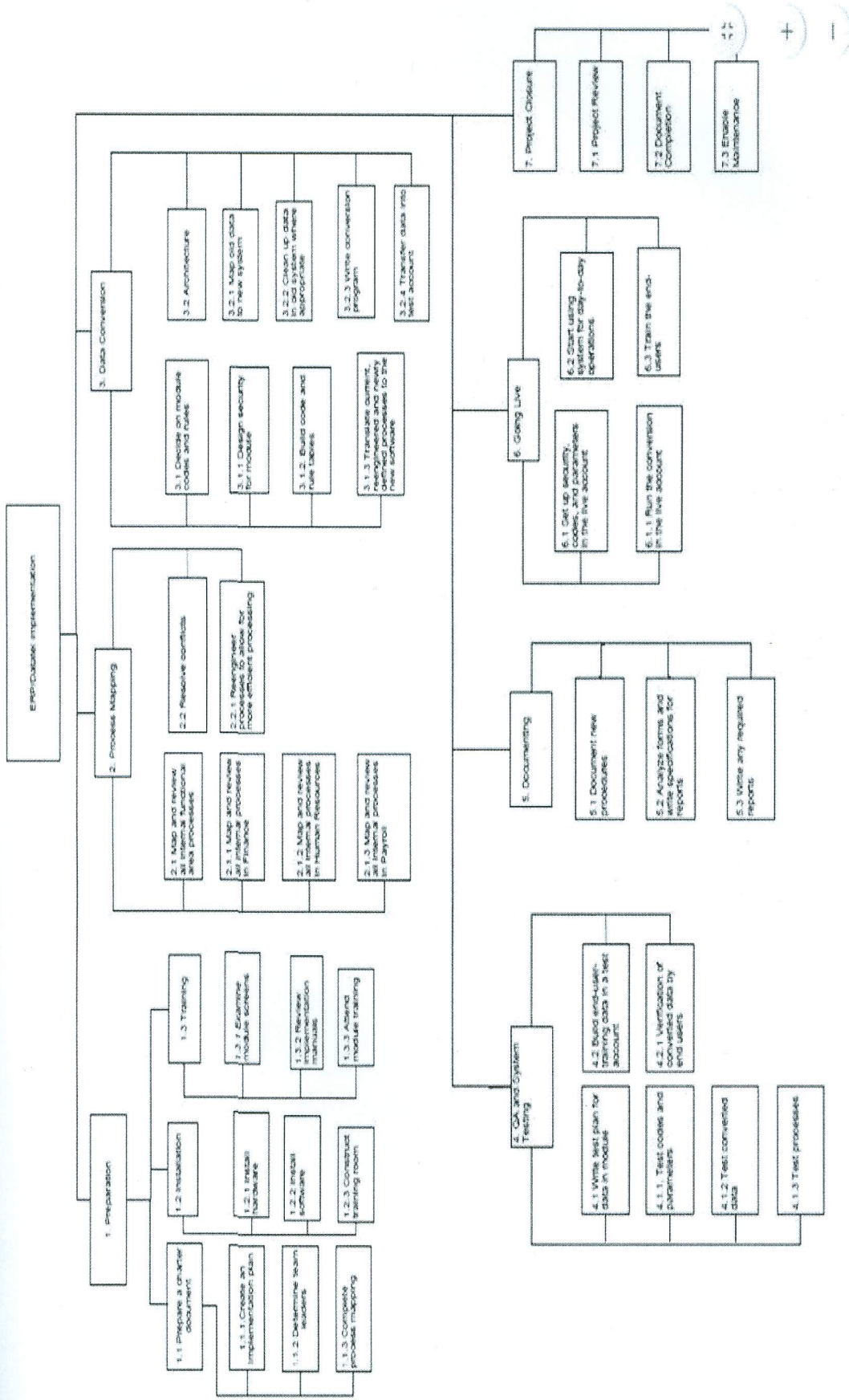
Role:

Signature: _____

Date:

Name:

Role:



Microsoft Project Documents

- 1. Resource Sheet
- 2. Work Breakdown Structure
- 3. Network Diagram
- 4. Resource Reports
- 5. Cost Reports
- 6. In Progress Reports
- 7. Project Dashboards
- 8. S Curve (Work)

Reference

PMBOK (Project Management Body of Knowledge) 5th Edition

<http://searchcio.techtarget.com/definition/Project-Management-Office>

<http://www.midascompanies.com/employment.html>

<https://www.projectsmart.co.uk/forums/viewtopic.php?t=730>

<http://blog.method123.com/2014/03/03/six-reasons-you-need-a-pmo/#!prettyPhoto>

<http://www.tacticalprojectmanagement.com/pmo-functions/>

http://www.albrightstrategy.com/ten_reasons.html

<https://www.pmmajik.com/pmo-stakeholder-analysis/>

http://www.palgrave-journals.com/ejis/journal/v18/n5/fig_tab/ejis200929t5.html

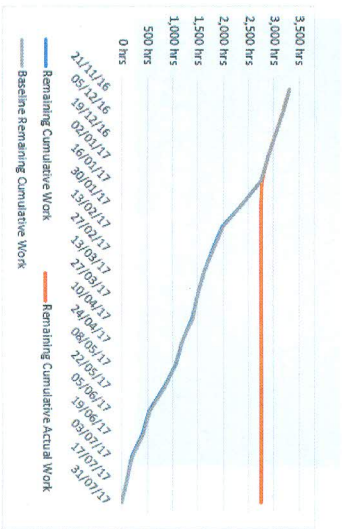
<http://www.keyedin.com/keyedinprojects/article/the-5-most-important-business-benefits-of-a-successful-pmo/>

<https://www.pmi.org/Business-Solutions/~media/PDF/Business-Solutions/Value-of-PMO-White-Paper-FINAL.ashx>

http://www.pmi.org/~media/PDF/Publications/PMI_Pulse_PMO-Frameworks.ashx

02/12/16 08:00 03/08/17 15:11

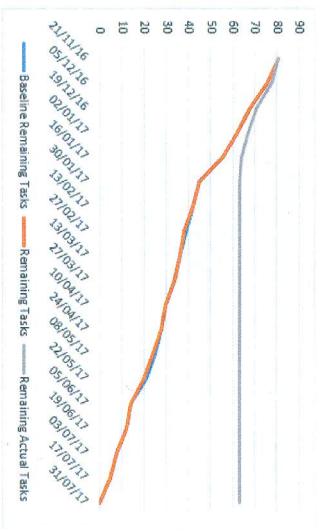
BURNDOWN



WORK BURNDOWN

Shows how much work you have completed and how much you have left. If the remaining cumulative work line is steeper, then the project may be late. Is your baseline zero?

[Try setting a baseline](#)



TASK BURNDOWN

Shows how many tasks you have completed and how many you have left. If the remaining tasks line is steeper, then your project may be late.

[Learn more](#)

COST OVERVIEW

02/12/16 08:00 03/08/17 15:11

COST

Rs29,355,559.86

REMAINING COST

Rs28,484,135.31

% COMPLETE

20%

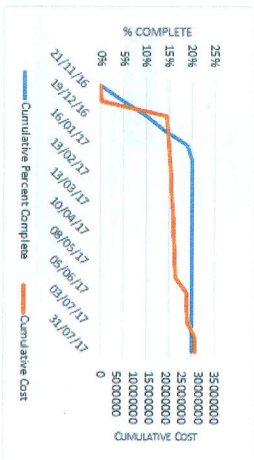
COST STATUS

Cost status for top level tasks.

Name	Actual Cost	Remaining Cost	Baseline Cost	Cost	Cost Variance
ERP Implementation	Rs871,424.	Rs28,484,135.	Rs29,362,23	Rs29,355,55	-Rs6,677.18
Iskcon University	55	31	7.03	9.86	
Bahawalnagar Campus					

PROGRESS VERSUS COST

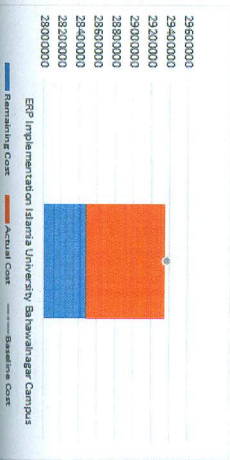
Progress made versus the cost spent over time. If % Complete line below the cumulative cost line, your project may be over budget.



COST STATUS

Cost status for all top-level tasks. Is your baseline zero?

Try setting as baseline



02/12/16 08:00 03/08/17 15:11

CONCLUSION

20%

MILESTONES DUE

References that are carrying more

Stimulus

cellular level in the fibroblast.

Cellulose based in the product list.



ERP brought enormous benefits to the business. The power of the Bala was what we needed. Our managers

LATE TASKS

Tables, charts are part of the

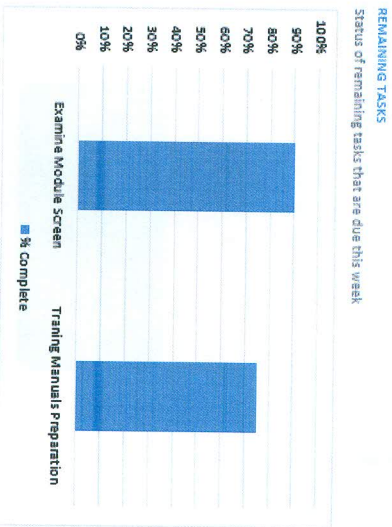
Matrix	Start	Finish	Duration	% Complete	Resource Name
Shareholders	05/12/16	07/12/16	1 day	50%	Asst. Feng [strat]
Advocate	01/12	11/12			100% Resource

PROJECT OVERVIEW



02/12/16 08:08 03/08/17 15:11

UPCOMING TASKS

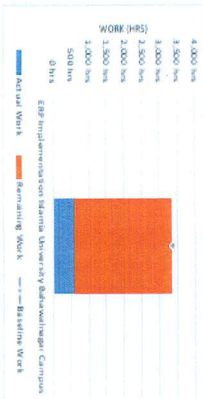
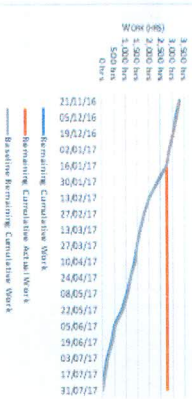


UPCOMING TASKS

TASKS STARTING SOON

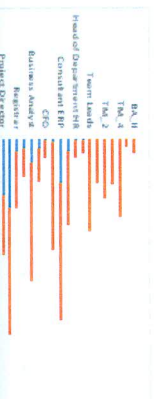
Status of tasks starting in the next week

Name	Resource Names	Start	Finish	Work
Examine Module Screen	Business Analyst(50%), Consultant DB(33%), Consultant ERP(33%), Consultant Integration(33%), Project Director(50%), Project Coordinator(50%)	16/01/17 11:12	18/01/17 11:12	31.83 hrs
Training Manuals Preparation	Business Analysts, Consultant ERP	18/01/17 11:12	20/01/17 11:12	32 hrs



WORK STATS

Shows work stats for all 100 work tasks.



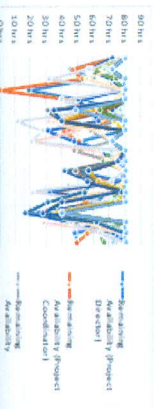
N Work Complete
17%

Remaining Work
2,758.37 hrs

Actual Work
581.45 hrs

WORK OVERVIEW

02/12/16 08:00 03/08/17 15:11



OVERALLOCATED RESOURCES

WORK STATUS

Work status for overallocated resources.

1 hrs	
1 hrs	
1 hrs	
1 hrs	
1 hrs	
1 hrs	
1 hrs	
1 hrs	
0 hrs	
0 hrs	
0 hrs	
0 hrs	
0 hrs	
0 hrs	
0 hrs	
0 hrs	

Actual Work Remaining Work

OVERALLOCATION

Surplus work assigned to overallocated resources. To resolve overallocations use

[Team Planner View](#)

1 hrs	
1 hrs	
1 hrs	
1 hrs	
1 hrs	
1 hrs	
1 hrs	
0 hrs	
0 hrs	
0 hrs	
0 hrs	
0 hrs	
0 hrs	
0 hrs	
0 hrs	
0 hrs	

Overallocation

RESOURCE OVERVIEW

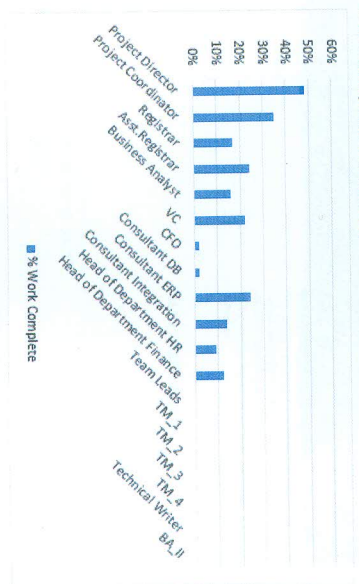
RESOURCE STATUS

Work status for all work resources.



WORK STATUS

% work done by all the work resources.



RESOURCE STATUS

Remaining work for all work resources.

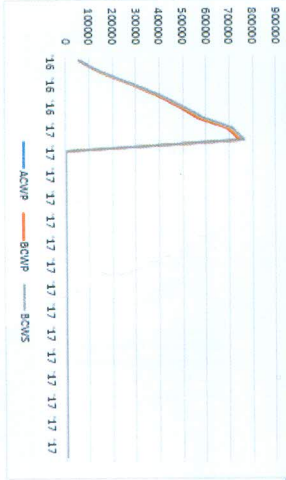
Name	Start	Finish	Remaining Work
Project Director	02/12/16 08:00	03/08/17 15:11	146.78 hrs
Project Coordinator	02/12/16 08:00	03/08/17 15:11	312.78 hrs
Registrar	06/12/16 11:12	01/08/17 15:11	139.12 hrs
Asst. Registrar	06/12/16 11:12	21/06/17 15:51	69.5 hrs
Business Analyst	02/12/16 08:00	31/07/17 08:11	291.55 hrs
VC	02/12/16 08:00	03/08/17 15:11	81.1 hrs
CFO	06/12/16 11:12	03/08/17 15:11	41.77 hrs

EARNED VALUE

Earned value management helps you quantify the performance of a project. It compares actual costs and schedule to a baseline to determine if the project is on track.

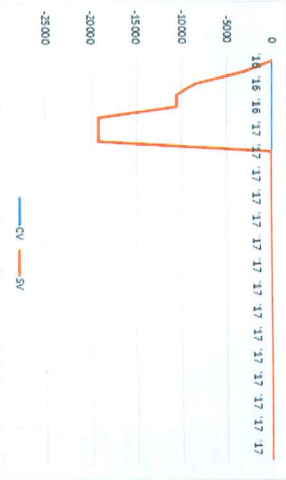
If the charts don't look right, make sure you have set a baseline, assigned costs to tasks or resources, and entered progress.

EAC	ACWP	BCWP
Rs29,362,5	Rs746,699.	Rs746,699.
23.19	75	75



The project's earned value based on the status date. If actual cost (ACWP) is higher than earned value (BCWP), then the project is over budget. If planned value (BCWS) is higher than earned value, then the project is behind schedule.

[Learn more about earned value](#)



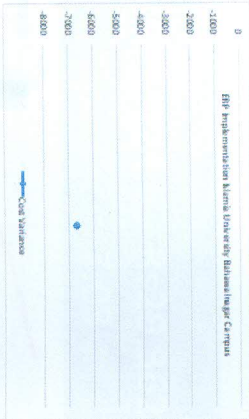
VARIANCE OVER TIME

Cost and schedule variances for the project based on status date. If CV is negative then, the project is over budget. If SV is positive then the project is behind schedule.

COST OVERRUNS

TASK COST VARIANCE

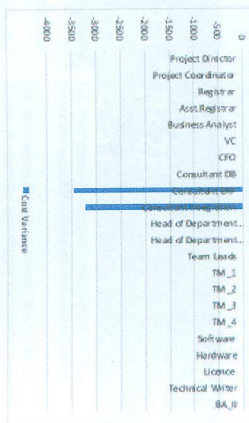
Cost variance for all top-level tasks in the project.



Name	% Complete	Cost	Baseline Cost	Cost Variance
ERP Implementation	20%	R253,353.3	R253,362.2	-R8,677.18
Barrenwanger Campus		35.86	37.09	

RESOURCE COST VARIANCE

Cost variances for all the work resources.



Name	Cost	Baseline Cost	Cost Variance
Project Director	R1266,612.18	R1266,612.18	R0.00
Project Coordinator	R1276,612.56	R1276,612.56	R0.00
Registrar	R168,398.31	R168,398.31	R0.00
Assoc. Registrar	R63,631.34	R63,631.34	R0.00
Business Analyst	R178,331.21	R178,331.21	R0.00
VC	R1216,666.69	R1216,666.69	R0.00
CFO	R168,600.02	R168,600.02	R0.00
Consultant DB	R433,348.36	R433,347.03	-R13.87

Consultant ERP	R373,167.36	R378,642.39	-R5,435.03
Consultant Integration	R231,997.12	R236,176.60	-R4,179.48
Head of Department - R	R776,238.86	R776,238.86	R0.00
Head of Department - Finance	R57,076.34	R57,076.34	R0.00
Team Lead	R243,738.52	R243,738.52	R0.00
TM 1	R164,126.10	R164,126.10	R0.00
TM 2			
TM 3			
TM 4			
Software			
Hardware			
Licence			
Technical Writer			
BA			

CASH FLOW

CASH FLOW

Actual Cost

Baseline Cost

Remaining Cost

Cost Variance

Rs871,424.5

Rs29,362,23

Rs28,484,13

-Rs6,677.18

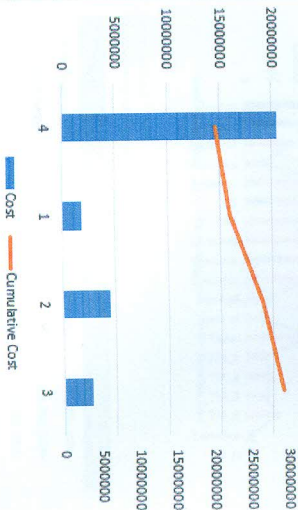
5

7.03

5 31

The chart shows the project's cumulative cost and the cost per quarter.
To see the costs for a different time period, select the Edit option from the Field List.

The table below shows cost information for all top-level tasks.
To see cost stats for all tasks, set the Outline Level in the Field List.



Name

Remaining Cost

Actual Cost

Cost

ACWP

BCWP

BCWS

ERP Implementation Islamia
University Bahawalnagar

Rs28,484,135.31

Rs871,424.55

Rs29,355,559.

Rs746,699.75

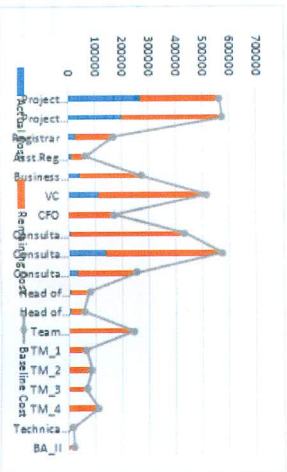
Rs746,699.75

Rs765,851.75

RESOURCE COST OVERVIEW

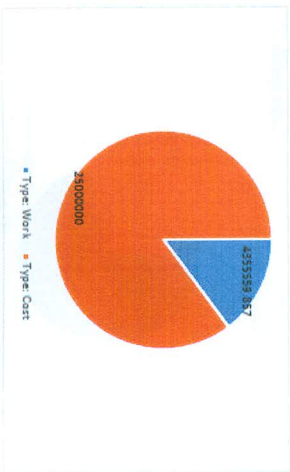
COST STATUS

Cost status for work resources.



COST DISTRIBUTION

How costs are spread out amongst different resource types.



RESOURCE COST OVERVIEW

COST DETAILS

Cost details for all work resources.

Name	Actual Work	Actual Cost	Standard Rate
Project Director	136.33 hrs	R\$273,056.67	R\$2,000.00/hr
Project Coordinator	167.73 hrs	R\$201,280.00	R\$1,200.00/hr
Registrar	29.43 hrs	R\$29,440.00	R\$1,000.00/hr
Asst. Registrar	21.43 hrs	R\$15,098.00	R\$700.00/hr
Business Analyst	56.37 hrs	R\$45,098.67	R\$800.00/hr
VC	22.23 hrs	R\$11,200.02	R\$5,000.00/hr

7%

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