

## U08784 Software Project Management - Assignment Part A

<b>Project Name:</b> Scottish Housing Options eLearning toolkit material design and hosting	
<b>Project Manager:</b> 16063222	
<b>Project purpose:</b> <i>Development of a Web-Based toolkit to facilitate delivery of training material within Training Hubs/Classrooms in order to assist the homeless and increase prevention of homeless in Scotland.</i>	
<b>Expected business results:</b> <i>The benefits provided by the project will include aspects such as fulfilling potential legal requirements of the business and/or addressing/alleviating excessive spending of capital. Expanding on the capital usage, assisting Trainers/Advisors to handle work time in order to make their time spend more efficient. Additionally allowing Trainers/Advisors to feel and be able to deal with homeless/etc</i>	
<b>Project objective statement:</b> <i>The outcome of the project is to aid provide tools to aid Scottish Housing Options in their actions to assist the homeless and hold training sessions. High-level deliverable primarily includes the Web-based platform which will include a large portion of the lower level deliverables (Material Management, Training Planning, etc). The base deliverable of a platform and material management to be implemented first then continuously built upon over the course of the project.</i>	
<b>Project success measures:</b>	<b>Business success measures:</b>
<ul style="list-style-type: none"> <li>● <i>Deliverables and resources completed and delivered by the end of the specified time period.</i> <ul style="list-style-type: none"> <li>○ <i>Within 36 Months.</i></li> <li>○ <i>Potential 2 (two) 12 (twelve) month periods to continue the project.</i></li> </ul> </li> <li>● <i>Costs to us, the primary supplier, do not exceed the budget given by S.H.O of 400,000 GBP</i> <ul style="list-style-type: none"> <li>○ <i>Beneficial to Keep costs to a minimum to maximize profit to us.</i></li> </ul> </li> <li>● <i>All stakeholders accommodated for an appropriate measure have been taken to ensure all parties involved achieve what they require from the project.</i> <ul style="list-style-type: none"> <li>○ <i>Not necessarily what they desire, as such aspects may extend outside the scope of the project.</i></li> </ul> </li> <li>● <i>Teams within our company effectively and happily work and develop the project while learning and expanding their knowledge.</i> <ul style="list-style-type: none"> <li>○ <i>Technically true but within the realm of this assignment, not applicable.</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <i>A percentage decrease in homeless people in response to the project and the sessions provided by S.H.O</i></li> <li>● <i>An increase in material available within the platform to be used for sessions being hosted.</i> <ul style="list-style-type: none"> <li>○ <i>Increase or improvement of material and information.</i></li> <li>○ <i>Addition of new areas/topics of material and information</i></li> </ul> </li> <li>● <i>A percentage change in advisors/trainers available within the scope of the business, able to lead sessions.</i> <ul style="list-style-type: none"> <li>○ <i>Presumed to be an increase to facilitate more sessions at a given time.</i></li> </ul> </li> <li>● <i>An increase in licenses for the platform to accommodate larger sessions or more frequent sessions</i></li> <li>● <i>A percentage decrease in spending associated with S.H.O on training sessions and similar.</i> <ul style="list-style-type: none"> <li>○ <i>Implementation of the Platform to heavily reduce potential spending.</i></li> </ul> </li> <li>● <i>An increase in efficiency and organization of workings and workflow.</i></li> </ul>

	<ul style="list-style-type: none"> <li>○ <i>The platform facilitates easier management of workflow and distribution of personnel.</i></li> </ul>
<p><b>Deliverables in scope:</b></p>	<p><b>Deliverables not in scope:</b></p>
<ul style="list-style-type: none"> <li>● <i>Web-Based Platform to facilitate a large portion of the system.</i> <ul style="list-style-type: none"> <li>○ <i>Licenses to allow access to the platform and material contained within.</i> <ul style="list-style-type: none"> <li>▪ <i>Sub-platform to manage allocation and distribution of Licenses for sessions.</i></li> </ul> </li> <li>○ <i>Calendar to aid in scheduling and planning of sessions and events.</i></li> </ul> </li> <li>● <i>Material of various formats to be hosted and accessible through the platform and licenses.</i> <ul style="list-style-type: none"> <li>○ <i>Trainer led materials</i></li> <li>○ <i>E-learning materials</i></li> <li>○ <i>Reference resources</i></li> </ul> </li> <li>● <i>Module based information system to organize and categorize material.</i></li> <li>● <i>Uploading facility to allow the uploading/creation of additional materials to be made accessible to the users.</i></li> <li>● <i>Server Hosting to provide uptime and access to the Web-Based platform.</i></li> <li>● <i>Information Database for the storage and accessibility of various material within the Platform.</i></li> <li>● <i>Interface/Calendar/Planner to organize/plan Training sessions</i></li> <li>● <i>Various Reports/Documentation/Guides</i> <ul style="list-style-type: none"> <li>○ <i>Staff Training Manuals</i></li> <li>○ <i>Installation Guide</i></li> <li>○ <i>System Documentation</i></li> <li>○ <i>Preliminary Research</i></li> <li>○ <i>Platform Manuals</i></li> </ul> </li> <li>● <i>Classroom spaces/locations to be used for the hosting of events/sessions.</i> <ul style="list-style-type: none"> <li>○ <i>Provision of Classroom space to be allocated to an additional party, not us.</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <i>Trainers and Advisors are not provided by us. S.H.O are responsible for recruiting.</i></li> <li>● <i>Computers or other Systems to provide access to the Web-Based Platform.</i> <ul style="list-style-type: none"> <li>○ <i>We are responsible for providing the platform. No mention has been made of supplying Computers or similar.</i></li> </ul> </li> <li>● <i>The partner who supplies the classrooms described within the scope.</i> <ul style="list-style-type: none"> <li>○ <i>Selection and Confirmation of Partner left to S.H.O based on our combined specifications and/or requirements.</i></li> </ul> </li> <li>● <i>Additional training material beyond what is initially provided for the base system.</i> <ul style="list-style-type: none"> <li>○ <i>We only implement the base material provided by S.H.O.</i></li> <li>○ <i>Further material added to the system by S.H.O through the platform.</i></li> </ul> </li> </ul>

<ul style="list-style-type: none"><li>○ <i>Considered an optional deliverable with the project but not outside the scope.</i></li></ul>	
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