



Project Execution Plan Template

Ursula Reign

Complete

Score	66.67%	Flagged items	0	Actions	1
Project Name	Project Bronze				
Project Location	Nevada, USA (38.8026097, -116.419389)				
Company Name	SolusTech				
Project Manager	Ursula Reign				
Document Version	1.0				
Date Prepared	02.11.2022 10:46 PST				

Actions

1 action

Project Schedule / Activity / Activity 1 / Description

Task Description

Procure hardware and software licenses required for developing the web-based administrative platform.

To Do | Priority High | Due 14.11.2022 11:05 PST | Created by SafetyCulture Staff

Create a list of prospective sources for hardware and software.

Indicate the source name, their pricing list, and their website.

Project Execution Details

Project Scope

Project Bronze will cover payroll and other administrative business processes inside the organization. The project will not include non-administrative tasks that require specialized external software, such as but not limited to customer service, project management, and website development.

Deliverables include weekly status updates, progress reports, training materials, administrative data, beta testing results, and different versions of the app (from prototype to deployment).

Project Goals

The project aims to optimize its internal payroll, resource management, reporting, and other administrative systems by replacing its outdated mainframe system with a new web-based platform. Success is determined through changes in overhead costs, staff turnover rates, and turnaround times for completing reports and resolving payroll disputes.

Quality and Technical Specifications

From a user perspective, employees will rate their experience on a scale of 1 to 5, with 5 being the highest/most satisfactory and 1 being the lowest/least satisfactory. It will involve the following indicators:

- Accessibility - The user interface of the platform is simple enough for all employees to use, learn, and understand.
- Efficiency - The web-based platform runs smoothly and quickly in real time.
- Accuracy - The data uploaded to the server accurately reflect those from the old mainframe system.

Meanwhile, from a developer perspective, any technical errors or data inaccuracies during beta testing will be recorded by the QA analyst and forwarded to the IT team to prevent them from appearing in the finalized platform.

Resource Allocation

The project will require 2 persons from the following departments to form the core project team: IT Development, Resource Management, and Learning and Development. Moreover, the rest of the departments will assign 1 person on their team to participate in the beta testing phase.

Communication Plan

The Project Manager will check in with the core project team members on a monthly basis to keep track of their progress against the goals. These updates will be communicated to the management through progress reports and quarterly reviews.

Project Schedule

1 action, 66.67%

In this section, list the specific tasks required to accomplish the project. Then, provide the necessary details for each action, including its description, timeline, and allocated resources. You can also assign tasks to your team members using the Actions button.

Activity

1 action, 66.67%

Activity 1

1 action, 100%

Description

1 action, 100%

Assigned Task

Procurement

Task Description

Procure hardware and software licenses required for developing the web-based administrative platform.

To Do | Priority High | Due 14.11.2022 11:05 PST | Created by SafetyCulture Staff

Create a list of prospective sources for hardware and software.

Indicate the source name, their pricing list, and their website.

Priority

High

Responsible Person(s)

Cassandra Naia

Department

Resource Management

Timeline

Planned Start Date

11.11.2022 00:00 PST

Planned Finish Date

25.11.2022 00:00 PST

Resources

Materials Required

N/A

Estimated Cost

\$1,000

Remark(s)

Activity 2

66.67%

Description

66.67%

Assigned Task

Data Migration

Task Description

Collect and migrate data from the old mainframe system to the new web-based app.

Priority

Medium

Responsible Person(s)

Dominik Rani

Department

IT Development

Timeline**Planned Start Date**

07.11.2022 00:00 PST

Planned Finish Date

16.12.2022 00:00 PST

Resources**Materials Required**

Hard and soft copies of payroll and administrative records from the previous software



Photo 1

Estimated Cost

N/A

Remark(s)**Activity 3**

66.67%

Description

66.67%

Assigned Task

Temporary Legacy Platform

Task Description

Set up a temporary legacy platform for day-to-day administrative operations. This will serve as a backup system while data migration is ongoing.

Priority

Medium

Responsible Person(s)

Brigitte Philomel, Dominik Rani

Department

IT Development

Timeline**Planned Start Date** 08.11.2022 00:00 PST**Planned Finish Date** 25.11.2022 00:00 PST**Resources****Materials Required**

N/A

Estimated Cost N/A**Remark(s)****Activity 4** 33.33%**Description** 33.33%**Assigned Task** Training Plan**Task Description**

Develop materials (user guides, presentations, lesson plans) for training employees in using the new web platform.

Priority

Low

Responsible Person(s) Percival Uthyr, Wilma Lyana**Department** Learning and Development**Timeline****Planned Start Date** 12.12.2022 00:00 PST**Planned Finish Date** 23.12.2022 00:00 PST**Resources****Materials Required**

N/A

Estimated Cost N/A**Remark(s)**

Completion

Changes/Recommendations

Cascade this document to the core project team and ensure everyone reads them for compliance.

Sign Off

Ursula Reign

Ursula Reign
04.11.2022 16:51 PST

Appendix



Photo 1