



A Study of Multitask Mission Forecast Decision-Making Upbringing Classification

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Abstract: *It is powerful project organization system designed to help both project managers and teams to create consistent project plans, allocate resources and analyze workload, track work progress, estimate projects' costs and manage budgets. Whether your applications are in the area of construction, engineering, services & consulting, system development or any other business field, Project Plan can help you to complete your projects on time and within budget*

Project Plan Project Viewer by Stand by Soft is project management software viewer, the perfect solution for anyone from project stakeholders to team workers to view your projects in detail. Although the project managers plan and control the projects from start to end and make all the necessary changes, there are some other people, the stakeholders that need to check and overview the projects evolution into their smallest details Project Plan and Project Viewer is freely distributed as a viewer for our products. Besides it gives you the possibility to import Project files and to view them also for free of cost. At users requests the new version offers support for task filtering in Gantt chart view and includes many types of filters. Among them it is worth to be mentioned incomplete tasks, late tasks, tasks with deadlines, milestones, completed tasks, tasks with calendar, conflicting tasks, tasks with calendar, also.

Keywords: WBS, MSO

I. INTRODUCTION

Project Plan is designed to assist project managers in developing plans, allocating resources, tracking progress, managing budgets and analyzing workload. Project Plan is powerful cross-platform project management software and a great alternative to Microsoft Project with some extra-features like multiproject management if you are working in the area of construction, engineering, services & consulting, business, software development or even working on a simple student project then you can use Project Plan. It will help you to complete your project as scheduled, on time and within budget.

If you have projects that are interrelated that is certain tasks from one project depend on other tasks from the other projects then you should opt in for a Multi Project version. Even more... you should choose a Multi Project version if you have resources that are working in multiple projects. Project Plan is project management software that focuses on project planning. The many options and features available in the program show that the developers put a lot of thought into what every user would need and want in a project management software but the end result was a cumbersome program that has just too many things going on. A user can plan every minute detail of every project and task, which is both unnecessary and time-consuming for the average user – the program might possibly be useful to project managers who need to keep track of every nail and screw and who have some time in their hands.

Aim

A large complex project may have many separate plans such as: Business Plan, Project Plan, Test Plan, Acquisition Plan, Quality Assurance Plan, Integrated Logistics Support Plan, Public Relations Plan, Training Plan, Software Development Plan, Project Management Plan, Marketing Plan, Risk Management Plan, Process Development Plan, Systems Engineering Management Plan, Staffing Plan, Communications Plan, Configuration Management Plan, Data Management Plan, Implementation Plan, Customer Service Plan, and so on. Of course, many small or straightforward projects will have very little formal planning documentation, and developing a plan with extensive narrative would be pointless. The challenge is always to assess project risks and apply project management practices only as needed to the risks of your specific project environment.

Benefits

- ❖ Easily manage your company's projects

- ❖ Get resources and finances under control
- ❖ Bring project's critical issues to your attention (over allocated resources, critical path)
- ❖ Track project evolution in terms of completion, time and costs
- ❖ "what if" scenarios capability is offered via multiple undo and redo levels
- ❖ Provide a clean way to break down your project, build schedules, allocate resources and manage budgets

II. WORKING MODULES

SCHEME PREPARATION CALCULATING

SCHEME

Project lets the user enter basic information such as what type of schedule, called Calendar, will be used for the project such as establishing that employees will work on a particular project Monday and Tuesday from 9am to 5pm but from Wednesday through Friday from 8am to 5pm. The actual calendar function allows the user to enter holidays, days off and other changes to schedules.

Project Start

In the application Guide, Project category, there are a few steps useful for the early project phase. Info to specify the following information:

- ❖ Project name - by default set on Project1 (is an editable field, so the name can be changed)
- ❖ Project code - if the number of managed projects or company internal procedures leads to such a necessity (e.g. for documents archiving)
- ❖ Project manager - assign a project manager to the current project
- ❖ Client - assign a client to the current project (select an existing client or create a new one by editing directly in the combo box)
- ❖ Estimated start date - if you have a certain date to start the project or just making scenarios (by default is set to the current date)
- ❖ Estimated budget - set an estimated project cost budget; this can be used to see how the project's cost evolves relative to the initial cost
- ❖ Project scope - you can define the project scope in this text box, so it will be quickly available at any time during the project (is an input data for later steps)

Notes & Links

Notes & Links step is the place where are stored information related to the project. Notes are used to remember important details related to the project. When you write a note it might be also necessary to add other information related to it (current number, date, circumstance). A project involves a lot of information that can be referenced with a link (files, web addresses). Attach relevant descriptions to easily identify the link target

Calendars

Calendars are necessary to define working programs for resources and tasks. They can be created and modified in Project Guide, Calendar or Settings menu, Calendar. Company calendar is the calendar used by most of the resources. It is the default calendar for every new created human resource as the Project calendar is the default calendar for project's activities (tasks).

Set working days:		Set working hours for selected days:	
Week days		From	To
<input type="checkbox"/> SUNDAY		8:00	12:00
<input checked="" type="checkbox"/> MONDAY		13:00	17:00
<input checked="" type="checkbox"/> TUESDAY			
<input checked="" type="checkbox"/> WEDNESDAY			
<input checked="" type="checkbox"/> THURSDAY			
<input checked="" type="checkbox"/> FRIDAY			
<input type="checkbox"/> SATURDAY			

Set working days:		Set working hours for selected days:	
Week days		From	To
<input type="checkbox"/> SUNDAY		16:00	20:00
<input checked="" type="checkbox"/> MONDAY			
<input checked="" type="checkbox"/> TUESDAY			
<input checked="" type="checkbox"/> WEDNESDAY			
<input checked="" type="checkbox"/> THURSDAY			
<input checked="" type="checkbox"/> FRIDAY			
<input type="checkbox"/> SATURDAY			

Assumptions or Constraints

Statements of critical assumptions or constraints for the proposal need to be explicitly documented.

- ❖ These must be proposal-specific and must include identifying at the earliest possible stage all critical assumptions, including revenue drivers, capital and operating costs, social and environmental factors, financing constraints, availability of resources and expertise.
- ❖ Any known or emerging constraints directly impacting on the proposed initiative should be included.
- ❖ Regulatory, legislative, policy issues and relevant Acts which may impinge in the proposal need to be identified including information on where this may be a constraint.

Risk

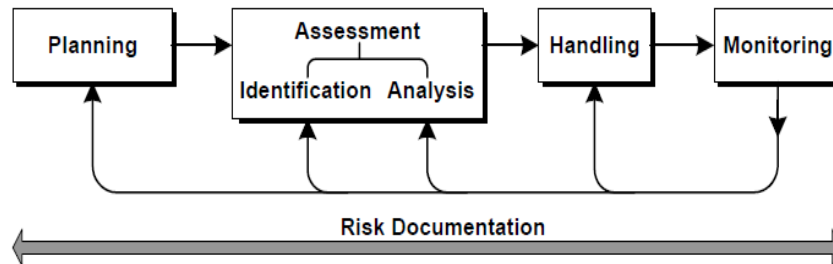
Risk can be defined as the combination of the probability of an event and its consequences. In all types of Undertaking, there is the potential for events and consequences that constitute opportunities for benefit (upside) or threats

to success (downside). Risk Management is increasingly recognized as being concerned with both positive and negative aspects of risk. Therefore this standard considers risk from both perspectives.

Risk Management

Risk management is a central part of any organization's strategic management. It is the process whereby organizations methodically address the risks attaching to their activities with the goal of achieving sustained benefit within each activity and across the portfolio of all activities. The focus of good risk management is the identification and treatment of these risks. Its objective is to add maximum sustainable value to all the activities of the Organization.

It marshals the understanding of the potential upside and downside of all those factors which can affect the Organization. It increases the probability of success, and reduces both the probability of failure and the uncertainty of achieving the Organization's overall objectives.



Risk Estimation

Risk estimation can be quantitative, semi quantitative or qualitative in terms of the probability of occurrence and the possible consequence. Risk Analysis methods and techniques. A range of techniques can be used to analyze risks. These can be specific to upside or downside risk or be capable of dealing with both.

Risk Profile

The result of the risk analysis process can be used to produce a risk profile which gives a significance rating to each risk and provides a tool for prioritizing risk treatment efforts. This ranks each identified risk so as to give a view of the relative importance. This process allows the risk to be mapped to the business area affected, describes the primary control procedures in place and indicates areas where the level of risk control investment might be increased, decreased or reapportioned.

Risk Evaluation

When the risk analysis process has been completed, it is necessary to compare the estimated risks against risk criteria which the Organization has established. The risk criteria may include associated costs and benefits, legal requirements, socioeconomic and environmental factors, concerns of stakeholders, etc. Risk evaluation therefore, is used to make decisions about the significance of risks to the Organization and whether each specific risk should be accepted or treated.

Business Units should

- ❖ be aware of risks which fall into their area of responsibility, the possible impacts these may have on other areas and the consequences other areas may have on them
- ❖ have performance indicators which allow them to monitor the key business and financial activities, progress towards objectives and identify developments which require intervention (e.g. forecasts and budgets)

Individuals should

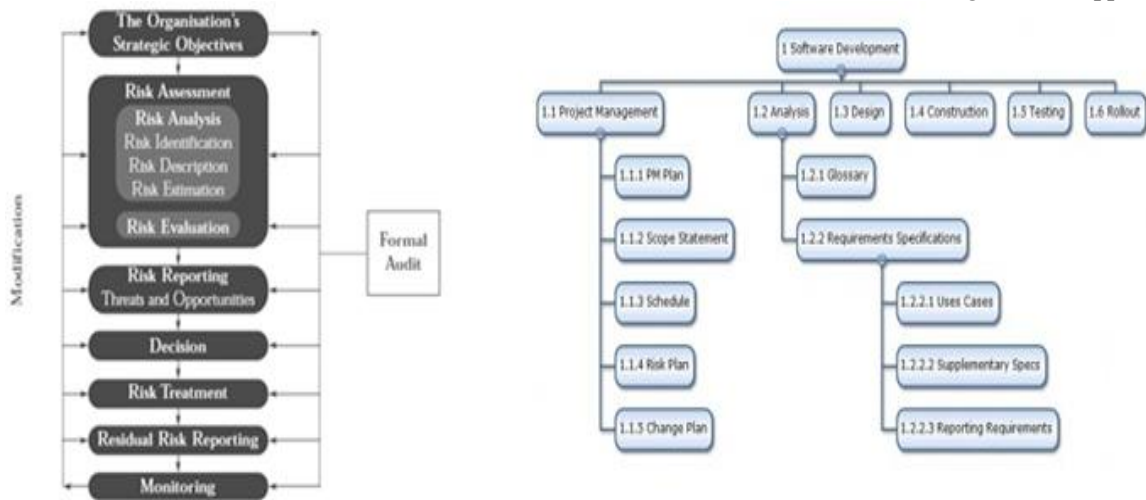
understand their accountability for individual risks understand how they can enable continuous improvement of risk management response understand that risk management and risk awareness are a key part of the Organization's culture report systematically and promptly to senior management any perceived new risks or failures of existing control measures

III. PREPARATION

Preparation allows the user to define resources, broken into two categories: Human & Equipment, and Materials. The user may also schedule tasks and create WBS (I don't know what this is either). The "assign resources" lets the user go into lots of detail as to how every resource will be used.

Create Work Breakdown Structure (WBS)

I have a status meeting with the Sponsor in 30 minutes!" a colleague of mine approached me and asked. "This is not a WBS! It is a Schedule in a form of hierarchal structure." I said sarcastically when I saw her WBS. She listed all project deliverables, and listed all activities below each one. This is not what a WBS is intended to be used for. Does your sponsor or client need to know how you're going to complete each deliverable



Software Development WBS

As shown in figure the Analysis phase of the project consists of two deliverables: Glossary, and Requirements Specifications. The SRS deliverable consists of three sub-deliverables: Use Cases, Supplementary Specifications, and Reporting Requirements. The sub-deliverables can be broken down further into Work Packages (components that can be estimated for required time, resources, and cost). Use Cases, for instance, can be broken down into more specific use cases discussed with customer or user of the system under development.

The applicable constraints are

- ❖ As Soon As Possible (ASAP) - the task will start at the project estimated start date (no constraint will be set)
- ❖ Start No Earlier Than (SNET) - the task will start at the selected date or later (if it is "pushed" by links)
- ❖ Start No Later Than (SNLT) - the task can't start later than the selected date, even if a link is forcing this (in this situation an error message may appear and the command will not be executed)
- ❖ Finish No Earlier Than (FNET) - the task will end at the selected date or later
- ❖ Finish No Later Than (FNLT) - the task can't end later than the selected date, even if a link is forcing this (in this situation an error message may appear and the command will not be executed)
- ❖ Must Start On (MSO) - the task will start exactly at the selected date
- ❖ Must Finish On (MFO) - the task will end exactly at the selected date

Human and Equipment Resources

Based on the completed work breakdown structure (deliverables and activities), the resource planning can start by identifying the necessary personnel and equipment. Fill in the cost rate used for the working hours according to the resource calendar as Standard rate and the cost rate used for the work beyond the regular working hours as Overtime rate.

Materials

To complete the resource planning, the necessary materials must be identified. For each of them, set the price per unit (in this column just enter the number and the currency will be added automatically) and measure unit.

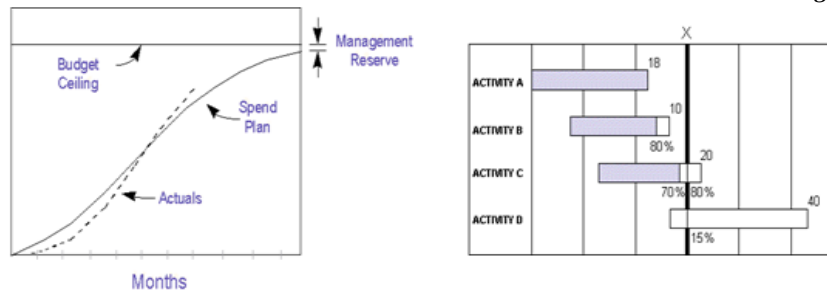
Assign resources to tasks

In details window, select resources needed to complete the task. For human resources, the Units coefficient shows the fraction of its working program dedicated to the current task. For materials, Units gives the quantity needed to complete the task. While assigning resources, the work on task is displayed at the bottom.

Level Resources

Leveling resources is about balancing resources' work distribution, starting with solving over allocations. This spitted view (Gantt Chart in the upper part and Resource Sheet in the lower one) is giving information about tasks and resources in the same time, making resource leveling an easy job.

1. Remove resources or decrease Units value for some of the resource's assignments until their sum does not exceed the Max Units value. If needed, available resources can be added.
2. Move one or more tasks, if you consider the lack of resources as a constraint. You can also link tasks that require the same resources, although is not recommended. In both cases a note on the task would be useful to remind you the cause of the action.
3. Increase the Max Units value (employ more resources with the same role), if the work has to be done in the scheduled time. In this case, the name of the resource should indicate a role rather than a specific human resource. Define Additional Cost:



Budget Spend Plan
Define Additional Cost

Besides the costs with resources, a task may have other costs that do not depend on its duration. Introduce it in the Fixed cost column and set an accrual method in Accrual column: *start/end* if the cost is incurred at start/end of the task and *prorated* if the cost is distributed proportionally with task duration. In the Task Sheet view that appeared on the right pane, you can see the tasks cost distribution in time.

IV. CALCULATING

Controlling has only two sub-categories: Update tasks completion and Work & Cost tracking. The latter offers several options to view and change several fields, as is shown in the screen shot below:

Project management control can only be achieved when cost, schedule, and technical objectives are clearly documented, realistically derived, and managed deliberately.

The planning process should result in major parties to the project having a clear sense of the cost, schedule, and technical objectives. The establishment of these three should attempt to define the possible. The project's technical objectives should be derived from a clear understanding of the business requirements. Project costs should be realistic and affordable.

- ❖ Functional, Allocated, and Product Baselines
- ❖ Interface Controls



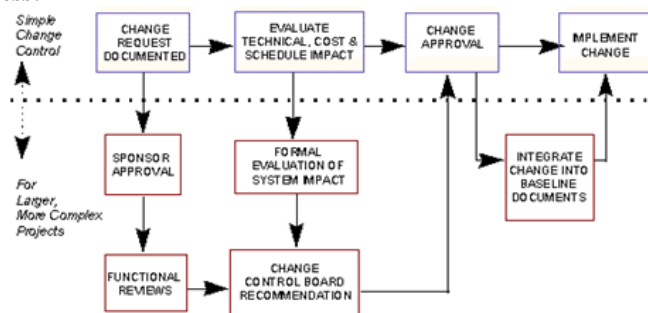
Configuration Item Identification

- ❖ Configuration Control
- ❖ Change Criteria and Classification
- ❖ Deviations and Waivers
- ❖ Change Proposals, Evaluations, and Control Board
- ❖ Configuration Status Accounting
- ❖ Configuration Audits
- ❖ Functional and Physical Configuration Audits

Managing Change

A project that will need to manage changes to the project scope or the product description and design should have a configuration management plan at the outset. This plan should document the configuration related risks and outline plans and procedures to control and manage those risks. Configuration management begins with establishing configuration baselines. The statement of project requirements should be put under configuration control. Then a configuration control system should be employed to collect, evaluate, decide, and implement proposed changes to the project scope or the product specifications and design. Configuration baseline identification should be applied to functional, allocated, and product baselines.

Change Control Board Process:



In some cases the effects of a change might not be obvious to parties with a single functional view, and such change requests should be circulated for functional approvals. If a higher level of formality is needed, changes can be submitted to a cross-functional group for review. Such a group could forward a recommendation for approval or disapproval to the manager, sponsor, or customer with signature authority for baseline changes.

Cost Estimating

For many development projects, the bulk of project costs are tied to staffing. In this case, the best way to estimate project cost is to prepare a detailed project schedule using Project, and to use the resource management features of that software to identify the types, quantities, and phasing of different types of labor.

Project cost estimating is usually performed by summing estimates for individual project elements into a project total. The pieces can vary in size and number from a few large chunks of a project with known costs to hundreds or thousands of discrete tasks or individual work packages

V. CONCLUSION

Plan is different in several respects from typical Project derivatives. The differentiating features are, however, (especially in the Multi project report), insignificant. Whether this is enough to persevere against the strong and partly free competition is the big question. The multi project adaptation is surely interesting for smaller departments. The Privacy Export is also a very useful feature. If these are not your deciding criteria, you should also check out the free tools while looking for a suitable solution.

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