PC Improvement Charter

Brian Curran

Excelsior College – Project Management

Step 1

The title of the project will be “PC Improvement”. The objective of the project is to improve the general performance of 120 PCs in the company. The project will make booting and loading of programs faster. The PCs will become more responsive. The objectives of the project will be to add compatible plug in graphics card for every PC, add RAM to increase it to a minimum of 8GG, and replace the hard disks of PCs with solid state drives.

Step 2

The project schedule will be as follows.

Day 1 to day 3 checking the RAM of the current PCs.

Day 4 sending purchase orders to vendors.

Day 5-6 checking the PCs for other problems such as keyboards, mice, and USB ports;

Day 7 receiving delivery of parts from vendors.

Day 8-10 changing parts and testing first batch of 40 PCs;

Day 11-13 changing parts and testing second batch of 40 PCs;

Day 14-16 changing parts and testing third batch of 40 PCs;

Day 17-19 trouble shooting the upgraded PCs;

Day 20 preparing reports and closing the project.

Step 3

Project Budget:

|  |  |
| --- | --- |
|  | Project Budget |
| Cost of Personnel |  |
| IT Assistants 310hours X $20 | 6,400 |
| Project Manager 160 hours X $30 | 4,800 |
| Total Cost of Personnel | 11,200 |
| Cost of PC parts |  |
| Cost of Graphics Cards $40 X 120 | $4800 |
| Cost of Solid State Drives $50 X 120 | $6000 |
| Cost of RAM: Average $30 X 120 | $3600 |
| Total Cost of Parts | $14,400 |

Step 4

The criteria for success of the project are as follows:

1. The PCs will boot faster, load programs faster, and be more responsive;
2. The project will be completed within the budget:
3. The project will be completed within the timeline:
4. The project will not require any additional human resource apart from what has been planned.
5. The project will cause minimum disruption when PCs are upgraded.

Step 5

The project management approach will be used in the PC Improvement project. First, the project has been identified. In this case the users of the company were interviewed and their problems identified. Their problems were that they felt that their computers were dated and had become slow and unresponsive. On detailed questioning it was revealed that over time, the PCs had become less responsive, they were slow in loading programs, and took a long time to boot. There were several employees who actually left their seats for a cup of coffee when they restarted the computers. The second step was that the desired outcome was determined. The computers should boot fast, the programs should load fast, and the computers should be more responsive. The third steps was that we identified that the hard disks had to be replaced with solid state drives, there should be graphics card plug ins, and upgrade to RAMs. We also specified that apart from me, two information technology assistants would be required to upgrade the PCs. The fourth step the two IT assistants who were suitable for the project were selected. In the fifth step we determined the exact time that would be taken for each phase of the project. In the sixth step we reviewed the project, revised the estimates, and reallocated the resource. This approach to the project has been adopted to make the project a success.

Step 6

Roles and Responsibilities Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Code | Name | Project Manager | IT Assistant 1 | IT Assistant 2 |
| Stage A | Check RAMS |  |  |  |
| Stage B | Buy Components |  |  |  |
| Stage C | Install Components |  |  |  |
| 1. | Checking the RAMs of current PCs |  | A | A |
| 2. | Receiving the parts from vendors and checking them | B | B | B |
| 3. | Installing the parts and testing the PCs. | C | C | C |
| Stage D | Trouble Shooting |  |  |  |

References:

*Successful Project Management*, Jack Gido, James Clements, E6, Cengage Learning, 2014

*The Project Management Answer Book*, Jeff Furman, Management Concepts Inc., 2011