**Course: Project Planning**

**Mini project planning**

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The project undertaken is upgrading the “Defrag” utility software for an IT company named Winro. The software upgradation was taken up because this one is the helps in sequencing the data within the hard drive chronologically and considering an IT outsourcing company, the overall systems and server needs to be always updated. If the Defrag software is not upgraded, the different parts of a computer program will be scattered within the hard drive creating a complete mess of different information.

The project management system is appropriate because, it will enhance the user involvement, clear statements of the requirements, with the upgradation of the software, it will be more convenient for the staffs to handle the overall system. Since the IT companies are very much scheduled by time, with a proper project management technique, the expectations for completion will be met within the stipulated time. With a project management plan, it will be easier for setting up clear objectives and vision regarding what to expect from the ERP system or how the supply chain management software can be improved for the company needs.

*The strategic planning of the project involves*

* Identifying the affected resources and dependencies
* Plan for a data migration
* Calculating the downtime
* Back up everything
* Creating a rollback plan
* Verifying the upgradation success
* Providing the key documentation
* Conducting a trial upgrade

The five key topics that will be used as criteria for prioritizing the projects are as follows:

* Client computer systems
* Peripherals
* Client software
* Server hardware
* Server software

**Weighted scoring matrix:**

Two financial criteria to evaluate the components: Cost effectiveness and engaged human capital.

|  |  |  |
| --- | --- | --- |
| Components | Cost effectiveness priority | Human capital priority |
| Client Computer system | 1 | 1 |
| Peripherals | 5 | 5 |
| Client software | 4 | 3 |
| Server hardware | 2 | 4 |
| Server software | 3 | 2 |