



Chapter: Project Management

Activity Name: Payroll Consolidation

ABC Company currently processes a separate pay for each of its four divisions. They will be consolidating the four payrolls into one system, processing the first pay on May 1.

On April 1st, Lynne, ABC's Payroll Manager, appointed the current Payroll Analyst Norma as manager of the project to collect the data from the four payrolls and enter it into the new third-party payroll system. Jamie and Angie, payroll administrators, will work with her on this project.

The project team (Norma, Jamie and Angie) will be trained on how to collect and enter the data on Thursday and Friday this week. The third party provider could only accommodate Norma's training needs for report writing in the new payroll system on the first two days of next week.

Norma estimated that it would take about four days to collect and enter the data for each division. Jamie and Angie would work together on one division at a time.

After her report writing training, Norma will help the team by processing Division 2 herself; since she would be working on her own, she estimated the data collection and entry for that division would take five days.

On Wednesday, the payroll provider will supply the team with the electronic forms needed to collect and enter the data.

The last week of April would be needed for testing. Since all divisions pay employees on the first of each month, the project must go live on April 29 to process electronic pays on May 1.

- a) Create a Gantt chart for the project.
- b) Does the chart identify any challenges Norma will encounter as the project manager?
- c) What advice should Norma give Lynne, the project sponsor?