**Management structure for
Saudi Government initaitives**

Project Management Structure

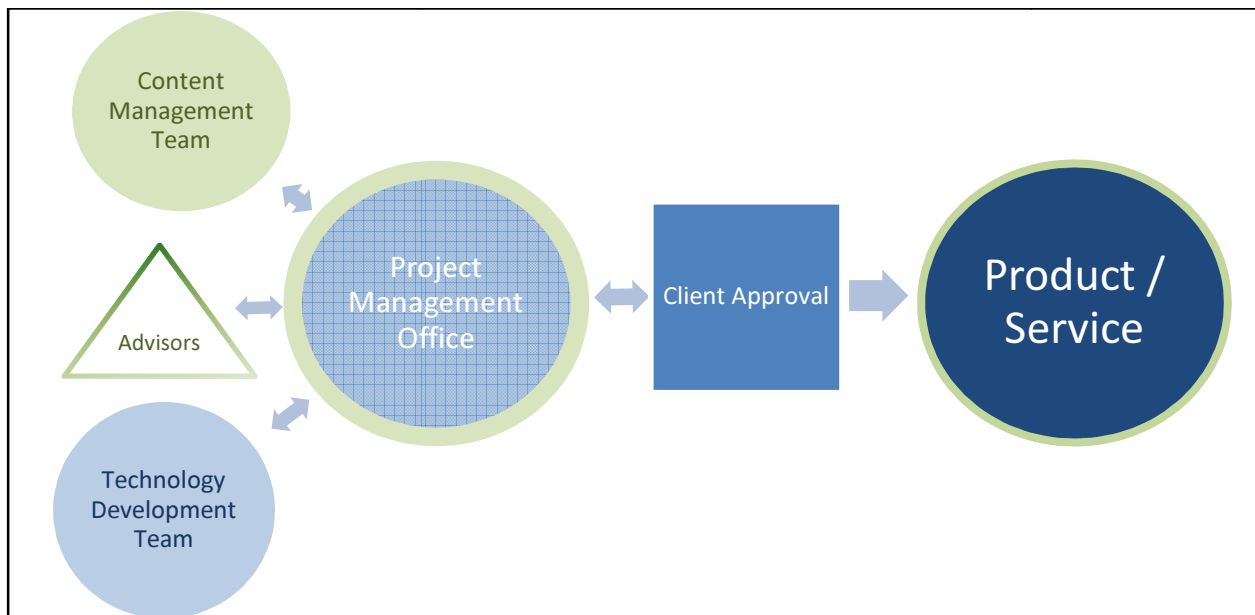*Optimizing Human Resources for Successful Product Development*

Objective – To conceptualize an efficient and adaptable project management structure to successfully complete product development.

HireLabs has developed a process management methodology, which revolves around a Project Management Office to be developed in collaboration with clients. This methodology ensures successful management of workflow, information flow, and feedback for the development of any product. Before the initiation of development, HireLabs would like to mitigate the risks associated with disorganized task management (which oftentimes consumes and leads to the failure of projects), by suggesting a process flow to ensure that *tasks are executed* using Six Sigma methodologies, and *technology is developed* using ITIL methodologies (Information Technology Infrastructure Library).

As the concept of each client's product matures and moves towards its development stage, planning and documentation will reduce the risk of failure, subsequently increasing the chance of successful delivery.

The proposed management structure and explanations of its components are presented below.

Figure 1. Project Management Structure

1. Identify the priority of product deliverables through establishing a <u>Project Management Office</u> that follows an agile development methodology, and will be composed of the following pods:
    a. *Change Pod* – Manage changes to functionality and design
    b. *Release Pod* – Manage timeline and delivery schedules
    c. *Risk Pod* – Identify and assess risks preceding product development and effectively and efficiently mitigate risks throughout development
    d. *Data Collection Pod* – Collect data from all sources
    e. *Data Submission Pod* – Disseminate information (feedback, transfer of data, etc.) to relevant sources

2. Identify HR needs
    a. *High talent* HR in <u>technology development</u>
        i. Architecture Team
            1. *Architecture Design Pod* – Design the architecture at both a macro- and micro-level
            2. *SOA & Integration Pod* – Ensure inter- and intra-operability of the product
        ii. Development Team
            1. *Development Pod* – Code and program products
            2. *Business Analysis Pod* – Manage and communicate data with stakeholders of technology development
            3. *QA Pod* – Conduct quality assurance on products
            4. *Testing Pod* – Enable use-case testing and user-accepted testing (sign-offs will be issued)
        iii. CEM team
            1. *Analysis Pod* – Segment end-users into categories and identify needs of each category
            2. *User Interface (UI) Pod* – Design navigation of the site based on categories of end-users
            3. *Creative Content Pod* – Define creative element to enhance user experience
            4. *Design Pod* – Design and implement site interface

Project Management Office

Technology Development Team

3. *Optimal Talent* HR in <u>content management</u>

   i. *Data Collection Pod*
      1. Collection from Government agencies
      2. Collection from Private Sector
      3. Collection from Universities
      4. Collection from Advisors, Consultants, and Contributors
      5. Collection from other relevant sources
   ii. *Content Creation Pod*
      1. Content conceptualization (text)
      2. Content conceptualization (audio-visual)
      3. Marketing/branding firm
      4. Client
   iii. *Information Architecture (InfArc) Pod*
      1. User Interface (UI) Pod from CEM Team
      2. Design Pod from CEM Team

4. Identify a wish-list of individuals who will be needed to guide product development over the life of the product. Individuals may be categorized as:
   a. Advisors
   b. Consultants
   c. Product Contributors

5. HireLabs will request client approval at each phase of development. In order to effectively manage product delivery, HireLabs would like to specifically request sign-offs in two crucial areas of product development:
   a. Product Conceptualization
      i. Functionality concept
      ii. Content concept
   b. Product Design
      i. Content and Branding
      ii. User Interface (UI)

Content Management Team

Advisors

Client Approval