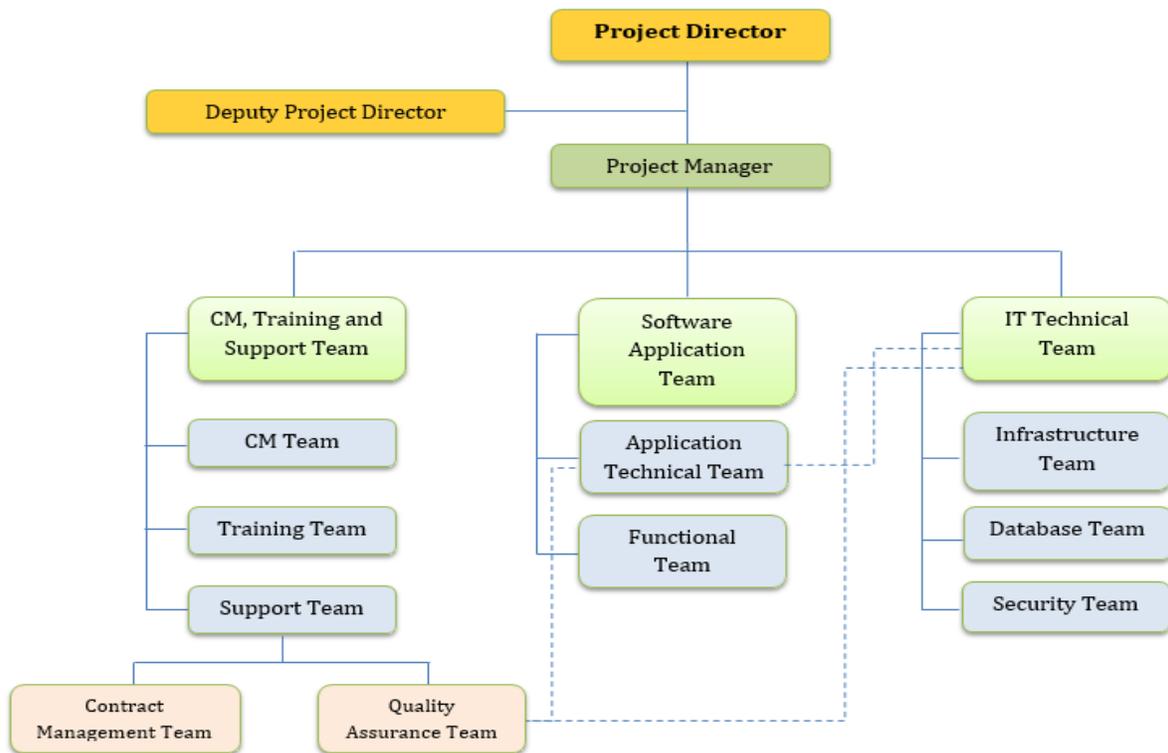


FMIS Organization

The FMIS Project Organization defines the human infrastructure of FMIS in which to define the project organization chart, the roles, and the relationships of the project team. For effective governance and management of the project to reach the final goal - successful implementation of FMIS, the project organization is formed to fit FMIS management requirements.

With the objective to work together as a joint project team, FIS-LG CNS and MEF project team are organized with the same structure as the project Organization chart below:



However, the **Roles & major Responsibilities** of each party take a bit different.

Project Director

In FMIS, Project Director takes the highest position and is responsible for overall project success. The major Responsibilities of whom can be detailed such as to obtain and maintain commitment of MEF senior management to FMIS, to be responsible for high-level project planning and budgeting, project status and progress, communication within the stakeholders and FMIS Management Working Group.

Depending on whether of FIS LG CNS or MEF, the Project director is responsible for the difference. The details as followings:

FIS-LG CNS	MEF
<ul style="list-style-type: none"> - Working with MEF project director to obtain and maintain commitment of MEF senior management to FMIS. - Perform high-level project planning and budgeting. - Meet and discuss with MEF project director about project status and progress on regular basis. - Mobilize resources for project when required. - Prepare regular reports to the project management unit. - Manage communications within stakeholders and project management unit. - Responsible for overall project success. 	<ul style="list-style-type: none"> - Own and direct FMIS objectives, strategic direction and vision. - Maintain commitment of MEF senior management to the project - Review high-level project planning and budgeting. - Review project status and progress. - Facilitate timely issue resolution by taking action or escalating appropriately within MEF. - Present and facilitate requests for customization and changes to project scope. - Review monthly reports on project progress. - Facilitate communication within the stakeholders and FMIS Management Working Group. - Keep abreast of other related business initiatives to ensure that relevant information is shared with FIS-LG project director.

Deputy Project Director

Working together and supporting project director in governance of project is the main responsibility of Deputy Project director in FMIS.

However, basing on the role whether of FIS LG CNS or MEF this position takes the specific task. The detailed task divided as:

FIS-LG CNS	MEF
<p><i>Mandated to be representative of Project Director to handle all tasks including:</i></p> <ul style="list-style-type: none"> - Orient the scope of work and highlights the importance of the project according to initial agreement - Handle conflicts rising from project's requirements and issues from Project Manager - Monitor and guarantees the plan, schedule and milestones of project - Control project's changes relating to solutions and strategy - Ensure compliance with the project management plan, which was agreed and approved initially - Guarantee appropriate attendance of end-user 	<ul style="list-style-type: none"> - Work together and support MEF project director in governance of project.

<ul style="list-style-type: none"> - at various project's stages - Report to Project Director and Project Management Unit. 	
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Project Manager

Project Manager is responsible for the whole program on a daily basis, the successful completion of the project in accordance with the project schedule, budget, scope, quality and detail project planning and management.

The detailed responsibility of Project Manager of each party is different. These differences are followings:

FIS-LG CNS	MEF
<ul style="list-style-type: none"> - Work with the MEF Project Manager to manage the whole program on a daily basis. - Responsible for the successful completion of the project in accordance with the project schedule, budget, scope, quality, etc. - Work with MEF Project Manager to plan and execute the project efficiently and within budget - Perform detail project planning and management - Measure, track and evaluate progress against project plan. - Manage risks, scope, issues, and deviations and escalate to higher level for resolution. - Evaluate impact of changes to system requirements and submits change requests to the Project Director for approval. - Prepare regular project reports on project progress to the Project Director. - Conduct scheduled meetings with the project management unit. - Manage the entire system development. - Obtain approval of deliverables/work products. - Identify, manage, and communicate risks to project team, client and stakeholders. - Review and act upon discrepancies. 	<ul style="list-style-type: none"> - Work with FIS-LG CNS project manager to plan and execute the project efficiently and within budget. - Facilitate and contribute to detail project planning and management. - Plan for MEF resources as and when required, seek approval from project director if required. - Assist FIS-LG CNS project manager in managing risks, scope, deviations and issues of the project. - Assist FIS-LG CNS project manager in resolving issues and escalate issues if needed within MEF for timely issue resolution. - Agree impact of changes to system requirements and support requests for customization sent by FIS-LG CNS project manager for approval by the FMIS Management Working Group. - Participate and contribute to project status meetings. - Review project status and progress with FIS-LG CNS project manager on regular basis. - Administer project change control with FIS-LG project manager. - Resolve deviations from estimated schedule.

Software Application Team is divided into Application Technical Team and Function Team.

Application Technical Team Lead

Leading in the design of system architecture and system solution compliance with FMIS requirements, Application Technical Team Lead is also responsible for development strategy, development environment, establishment & maintenance all of the required environments.

The below description shows the detailed task for this position in each site:

FIS-LG CNS	MEF
<ul style="list-style-type: none"> - Lead in the design of system architecture - Ensure system solution compliance with FMIS requirements - Develop development strategies specific for the FMIS project - Set the standards and naming conventions for the various environments - Be the single point of contact for all FMIS technical issues - Monitor the development status - Establish development environment - Establish & Maintain all of the required environments - Co-Responsible for the configuration management activities of FMIS 	<ul style="list-style-type: none"> - Have expertise, information and knowledge of the existing MEF system and architecture and have access to this information - Review the design of system architecture - Review and agree on system solution compliance with FMIS requirements - Review and agree the development strategy - Be the single point of contact for all MEF technical issues - Monitors any system related work assigned to the MEF Technical Solution Team - Supports the FIS-LG CNS Technical/development lead on MEF technical issues.

Application Technical Team

This team is responsible for all activities concerning with the work stream of application technical from to design for detailed technical application, architecture components based on business requirements, configure, setup and test application, manage technical architecture to support and fix errors, point out problems during testing period.

Additional, below is the task list per each site:

FIS-LG CNS	MEF
<ul style="list-style-type: none"> - Perform design for detailed technical application and technical architecture components based on business requirements - Setup testing data - Configure, setup and test application units or technical architecture components - Work with Business Process Team and Solution Architecture Team to ensure that configuration and extended components comply with application requirements and 	

<p>targets</p> <ul style="list-style-type: none"> - Comply with security rules for programming activities to ensure that application does not violate common programming standards - Manage technical architecture and all issue which may impact business - Take part in application conversion activities or technical architecture components - Support and fix errors, point out problems during testing period 	
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Business Process/ Functional Team Lead

In the role of Functional Team lead, whose responsibility for all functional activities from to plan, manage the working plan corresponding with this work stream, determine, recommend business design architecture, lead design of the solution architecture, to-be process design to resolve any business solution issues.

Additional, the below is more detailed:

FIS-LG CNS	MEF
<ul style="list-style-type: none"> - Determine and recommend business design architecture. - Lead design of the solution architecture. - Lead to-be process design. - Ensure business solution compliance with FMIS requirements by reviewing the Application software requirements, change control requests and additional supporting documents - Resolve any business solution project issues. - Review and recommend functional design of reports, interfaces, conversions and enhancements (if any). - Plan for the cut-over and go-live activities including data conversion. - Escalate unresolved issues to PMO. - Responsible for managing the design and development. - Identify and resolve requirements issues related to functional design. - Manage integration of all applications 	<ul style="list-style-type: none"> - Support FIS-LG CNS Solution Lead by reviewing proposed design architecture. - Own and manage the approval of to-be process design. - Own the design of the business solution architecture. - Provide senior management support of FMIS. - Support in resolving any business solution issues. - Work to resolve any cross-functional business issues within MEF. - Manage the resolution and escalation of business solution issues. - Review and provide input to regular project updates with FIS-LG business solution lead before submission to FMWG.

Functional Team

BP Team in FMIS is responsible for conducting analysis of business process, making all concerning business process document, designing development and configuration of FMIS system.

IT Technical Team is divided into Infrastructure Team, Database Team and Security Team. Each team is responsible for the specific task as bellows:

Infrastructure Team

Infrastructure Team’s responsibility of infrastructure and development implementation such as designing system architecture, establish development environment, the network for FMIS data center and Disaster Recovery Center and developed a standard network, various instances/environments.

Infrastructure Team Lead

FIS-LG CNS	MEF
<ul style="list-style-type: none"> - Design system architecture and produce the Infrastructure System Document - Execute the infrastructure implementation - Design the network for FMIS data center and Disaster Recovery Center - Jointly develop a standard network naming and numbering convention for proposed equipment, locations, configuration parameters, IP addressing schemes, and network policies with MEF Infrastructure Team - Develop various instances/environments as development, test, and training and production instance. - Direct the establishment of the Development, Test, Training, Disaster Recovery Test and Production environments in line with the agreed plan. - Maintain agreed standards and naming conventions for FMIS - Provide support to system test 	<ul style="list-style-type: none"> - Have expertise, information and knowledge of the existing MEF system infrastructure and architecture or have access to this information - Maintaining the infrastructure - Provide ongoing support to the project team with respect to infrastructure technical issues - Complete tasks and deliverables assigned by the project manager - Keeping the project manager informed of progress and issues in a timely manner - Provide support for environment set-up - Provide all technical facilities required from MEF to support the FMIS system, such as the data center location, site preparation etc.

Database and Security Team

Database and Security Team is responsible for installation, configuration, upgrade, administration, monitoring, maintenance, security of the system.

FIS-LG CNS	MEF
<ul style="list-style-type: none"> - System Administrator and Security: is an IT Professional responsible for installation, 	<ul style="list-style-type: none"> - Work together with FIS-LG CNS System Administrator and Security team in all DBA

<p>configuration, upgrade, administration, monitoring, maintenance, security of the system.</p> <ul style="list-style-type: none"> - The role includes the development and design of database strategies, system monitoring and improving database performance and capacity, and planning for future expansion requirements. - They may also plan, co-ordinate and implement security measures to safeguard the database. 	<p>and Security tasks.</p>
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CM, Training and support team is divided into CM Team, Training Team and Support Team.

Change Management and Training Team

Change Management and Training Team is responsible for all activities concerning with Change Management and Training such as development and implementation of the change management plan, communication plan, training plan, managing and conducting communication, training activities within the project team, users and stakeholders and Project Management members.

FIS-LG CNS	MEF
<ul style="list-style-type: none"> - Develop change management, training and communication plan. - Manage communications and secure a commitment to change. - Identifies project training needs - Develop and implement the project training plan - Develop and implement the change management plan - Ensure that the project's training plan is developed in the early stages of the project and in parallel with the project plan. - Review training metrics - Monitors the performance of the training process - Collects training records & metrics - Schedules training development activities - Tracks the effort against training plan - Reports the training program progress to higher level management. 	<ul style="list-style-type: none"> - Have experience and knowledge of human resource and organizational design issues - Review and agree on training and change management plan proposed by FIS-LG CNS - Assist FIS-LG CNS to develop comprehensive Change Management plan and project communication plan - Coordinate overall project logistics from MEF resource perspective for change management and training activities - Manage communication within the project team, users and stakeholders and Project Management members. - Work with MEF users to facilitate the execution of end user training. - Identify users to be trained and coordinate the end user training schedule.

Maintenance and Support Team

Maintenance and Support Team will be activated during the Implementation or Production Phase and Support and Maintenance Phase, whose responsibility hand for all activities in the field of Implementation period (both golive in GNDT/ MEF) and rollout. Support for user when the To-be system applied and maintaining the active system to operate as smooth as possible.

FIS-LG CNS	MEF
<ul style="list-style-type: none">- Maintenance & Support Team execute supporting activities during implementation period and after project's completion.- Within the scope of project, FIS – LG CNS build up support and maintenance team consisting of qualified and experienced staff.	<ul style="list-style-type: none">- Maintenance & Support Team execute supporting activities during implementation period and after project's completion.