

# **Project Management Plan**

## **Softskills+ 2020 Grand Finale**

**Prepared by:- SRH Event Management Private Limited**



**BM 301: Project Management**  
**School of Business**  
**Sri Lanka Institute of Information Technology**

**Sri Lanka Institute of Information Technology****School of Business****Submission of Group Assignments: Cover Sheet**Date of Assignment: 2019.04.03Due Date: 2019.05.04Date of Submission: 2019.05.04

1. Course: BBA Special Honours Degree in Business Management
2. Year: 3                      3. Semester: 2                      4. Module Code: BM 301
5. Module Name: Project Management
6. Lecturer-in-charge: Ms. Chathurini Kumarapperuma
7. Title of assignment: Project Management Plan - Softskills+ 2020 Grand Finale
8. Supervisor: Ms. Naduni Madavika

Declaration:

We clarify that:

- This assignment is our own work, based on our personal study.
- We have duly acknowledged all material and sources used in the preparation of this assignment.
- Neither the assignment, nor a substantial part of it, has been previously submitted for assessment in SLIIT or any other institution.
- We have not copied in part, or in whole, or otherwise plagiarized the work of other students.
- We are fully aware of the rules and regulations of SLIIT regarding plagiarism and exam malpractices. We understand that all of us are liable to bear the consequences of (anyone involved in) plagiarism.
- The use of any material in this assignment does not infringe the intellectual property/copyright of a third party.
- All resources documents/reference materials are attached to this document.

Student ID	Student Name	Signature	Contribution
BM16432376	Nadishan G.S.W.Y.		100%
BM16428720	Kulatunga K.A.		100%
BM16429406	Hiba Abusali		100%
BM16427594	Fernando R.H.D.N.		100%
BM16171770	Zakiya M.F.A.		100%
BM16432130	Perera W.C.A.		100%

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# **1 Introduction**

Sri Lanka Institute of Information Technology (SLIIT) had approved the Softskills+ 2020 grand finale project that is conducted by the SLIIT Business School with the aim to finalize the Softskills+ 2020 project. The main objective of this project is to organize and host Softskills+ 2020 grand finale in SLIIT Malabe campus. The Softskills+ grand finale project should be finalized within a one month period of time (1<sup>st</sup> of March 2020 - 31<sup>st</sup> of March 2020). The proposed budget for the project is LKR 1,000,000.00. The Softskills+ 2020 grand finale project should be finalized within given time period and budget in order to finalize the Softskills+ 2020 project successfully. Each and every project deliverable and project task will be organized by SRH Event Management Private Limited.

## **1.1 A brief project introduction up to grand finale.**

The project consists of preliminary rounds conducted in the regional centers of SLIIT and other locations (SLIIT Kandy center, SLIIT Kurunegala center, SLIIT Malabe campus, SLIIT Matara center, Jaffna, Bandarawela and Rathnapura) and the grand finale in the SLIIT Malabe campus. The questions in the preliminary round will be asked based on international business knowledge, business around the world and businesses in Sri Lanka.

## **1.2 Grand finale of Softskills+ 2020**

The teams selected for the grand finale will face for two qualifying rounds to select best five teams. Selected five teams will face final three rounds based on soft skills; language and communication skills, problem solving and analytical skills, and teamwork, leadership and emotional intelligence to select champion, runner up and second runner up. The Softskills+ 2020 grand finale will be held on 20<sup>th</sup> March 2020.

## 2 The scope statement.

Project Name	<b>Softskills+ 2020 grand finale</b>		
Project Sponsor	SLIIT Business School	Project Manager	Mr. Yuresh Nadishan
Date of Project Approval	04 March 2020	Last Revision Date	05 March 2020
Project Objective	To organize and host Softskills+ 2020 grand finale in SLIIT Malabe campus.		
Scope Description	<u>In scope.</u> Organize a promotion campaign for Softskills+ grand finale. Handle all procurements. Handle human resources for grand finale. Organize the final day for Softskills+ 2020. <u>Out of scope.</u> Maintain a school students registry for grand finale. Support to SLIIT business school undergraduates. Transport employees and equipment.		
Project Deliverables	1. Procurement and purchase orders. 2. Advertise and promote Softskills+ grand finale. 3. Handle all human and physical resources for grand finale. 4. Prepare and decorate auditorium to held grand finale. 5. Organize and host final day of Softskills+ 2020.		
Project Constraints	1. Spend no more than LKR 1,000,000.00 on the project. 2. All deliverables must be completed by 31 <sup>st</sup> March 2020. 3. Final day of grand finale must be completed within eight hours.		
Project Assumptions	We assumed three soft skills rounds for grand finale to select the winning teams. 1. Round 1 - Language and communication skills. 2. Round 2 - Problem solving and analytical skills. 3. Round 3 - Teamwork, leadership and emotional intelligence.		
Initial Defined Risks	1. Health and safety of students. 2. Sufficiency of funds to complete the project. 3. Sufficiency of time to organize the event.		
Schedule Milestones	Milestone	Description	Date
	Beginning of the project	This is the beginning of whole project (Softskills+ 2020 grand finale)	02 March 2020
	Start promotions	Start promoting and advertising activities for Softskills+ 2020 grand finale	05 March 2020
	Finalize Softskills+ 2020 grand finale	Organize and host Softskills+ 2020 grand finale in SLIIT Malabe campus.	20 March 2020

### 3 The work breakdown structure (WBS).

The WBS for the Softskills+ grand finale is consisted of work packages which do not exceed one week but are at least one day. Work packages are developed under the close supervision of project managers as well as with the collaboration of all project team members and stakeholders. We absorbed examples and inputs from past Softskills projects. Project constraints are given by the stakeholder (SLIIT Business School). Budget is prepared under the supervision of business school by experienced project managers. Project charter is prepared by project managers and approved by the dean of business school. The final day of the project (day of the grand finale or the 6<sup>th</sup> step of this project) is consisted with 8 sub tasks. We expect to include three soft skills rounds in grand finale to select winning teams (Champion, runner up and second runner up).

1. Handle all beverages and foods.
2. Register participating students.
3. Guide participants.
4. 2 qualifying rounds to select best 5 teams.
5. Round 1 - Language and communication skills.
6. Round 2 - Problem solving and analytical skills.
7. Round 3 - Teamwork, leadership and emotional intelligence.
8. Price giving ceremony.

In the grand finale two type of resources can be identified; human resources and physical resources. We expect to employ 75 employees (including project managers) in this project. The cost for physical resources is borne by SLIIT business school.

Table 1 - Human resources and physical resources

<b><u>Human resources</u></b>	<b><u>Physical resources</u></b>
Technicians	Decorations
Project managers	Sponsors' advertisements
Project management assistants	Cleaning equipment
Operational level employees	Rented equipment and furniture
Operational level assistants	Organization's equipment
	Printings and stationary
	Food and beverage

The work breakdown structure (WBS) of the project is attached in Appendix 01.



## 4 The time management plan (Gantt Chart).

The Softskills+ 2020 grand finale project schedule was derived from the WBS, project charter and inputs from all project stakeholders. The project schedule was finalized and reviewed by project manager and project sponsor and base lined it. The schedule (Gantt chart) was created and maintained by using Microsoft Project 2019 software. Any proposed change to this schedule will be submitted to the project manager directly. Senior project managers and project team will be considered the impact of the additional change to the schedule of the project (time, scope and budget). If a change will be impacted to the project constraints then that change will be forwarded to the project sponsor to review and approve. The Gantt chart of the project is attached in Appendix 02.

### 4.1 Critical path for the schedule.

According to the Softskills+ 2020 grand finale project schedule, only one task can be identified as a critical task. The critical path of the project is attached in Appendix 03.

Task 01- Final day of Softskills+ 2020.

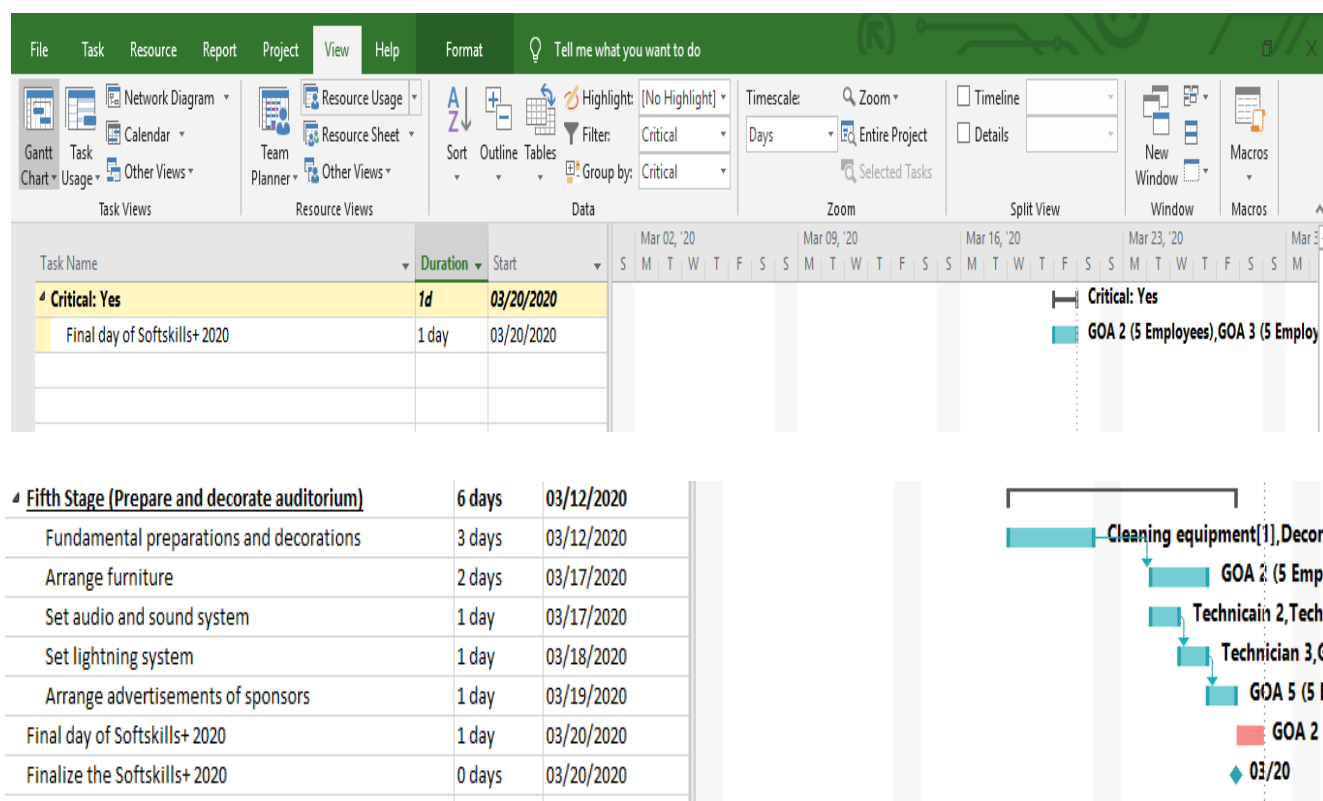


Figure 1 - Critical path for the schedule

## **5 The risk management plan.**

The initial risk management plan is consisted with both known risk and unknown risk.

### **5.1 Methodology**

Risk management will be performed by project managers in this project. We gathered past project data and information in order to identify the risks associated with Softskills+ grand finales.

### **5.2 Roles and responsibilities.**

Each and every member in this project is responsible for implementing tasks and providing deliverables relating to risk management in Softskills+ 2020 grand finale.

### **5.3 Budget for risk management.**

According the past data gathered by us, we have estimated LKR 27,000.00 to perform risk management activities.

### **5.4 Risk categories**

The risk breakdown structure, risk assessment and risk register are attached in Appendix 04.

## **6 The cost management plan and budget.**

### **6.1 Introduction**

#### **6.1.1 Purpose**

The purpose of this cost management plan and budget is to describe the method by which the costs associated with the Softskills+ 2020 grand finale will be managed.

#### **6.1.2 Scope**

The cost management plan and budget for the Softskills+ 2020 grand finale is consisted with both direct and indirect cost components. All management techniques and variance analysis techniques will be applied to these cost components throughout entire project to manage and control these cost components.

#### **Direct cost**

1. Project managers/assistants and other professionals compensations.
2. Costs to hire additional operational level employees.
3. Cleaning equipment and decorations.
4. Costs to rent equipment and furniture.
5. Printings and stationary.
6. Foods and beverages.

#### **Indirect cost**

1. Security firm fees.
2. Transportation fees.
3. Company service charges.

### **6.2 Cost management roles and responsibilities.**

The roles and responsibilities of project sponsor, project managers and project team are discussed under this section.

#### **6.2.1 Project sponsor**

The project sponsor for the Softskills+ grand finale 2020 is Sri Lanka Institute of Information technology (SLIIT) school of business. The dean of business school is responsible to approve the cost management plan and budget for the Softskills+ 2020 grand finale. The dean of business school has the power to approve additional funds requirement to carry out the project successfully.

### 6.2.2 Project managers

The senior project manager of Softskills+ 2020 grand finale is Mr. Yuresh Nadishan. Ms. Yuresh is responsible to manage all day to day expenses of the project (including recurring expenses) throughout the entire project.

### 6.2.3 Project team

The project team is responsible to implement and execute assigned tasks in accordance with the cost management plan. Record daily expenses including recurrent expenses and secure all source documents to prepare final accounts and calculate variances of the project can be identified as other responsibilities of project team.

## 6.3 Cost planning.

Once the requirements of Softskills+ 2020 grand finale have been determined, the project team will finalize all physical and human resource requirements in order to organize and host the project successfully. The costs to hire additional employees including accountant and designer will be calculated based on the general labor market wage rates. The costs to purchase and rent other physical resources and procurements will be calculated based on the general market price rates. Once the project budget is approved project manager will be considered further allocations for each task against overall budget and adjust funds allocations as necessary to cope with the overall budget.

## 6.4 Cost structure

Top-Down budgeting method will be used to allocate funds among each any every work package.

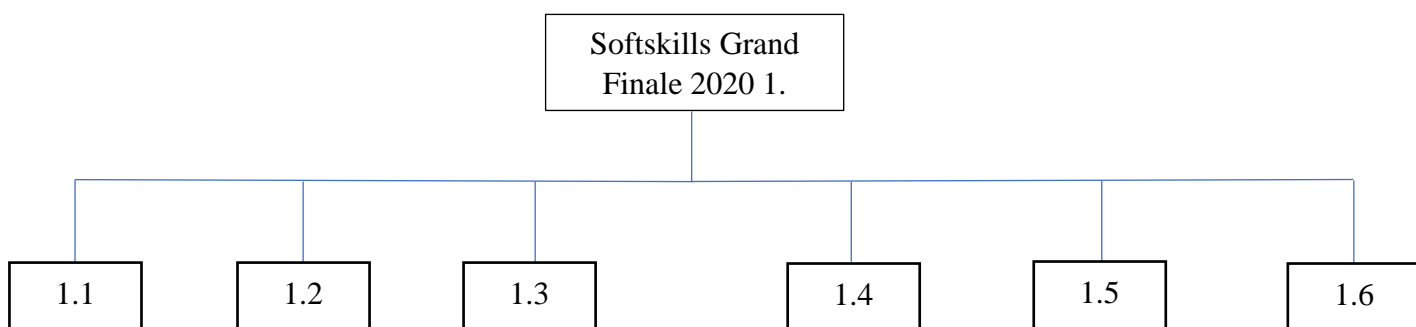


Figure 2 - Cost breakdown structure

1.1 First Stage - 135,000.00

1.2 Second Stage (Prepare purchasing orders and renting orders) - LKR 35,000.00

1.3 Third Stage (Start promotions for grand finale) - LKR 23,000.00

1.4 Fourth Stage (Handle resources for grand finale) - LKR 19,200.00

1.5 Fifth Stage (Prepare and decorate auditorium) - LKR 280,200.00

1.6 Final day of Softskills+ 2020 - LKR 380,600.00

## **6.5 Cost control**

All project team members are responsible to keep source documents of costs associating with Softskills+ grand finale. After each and every determined task project managers will calculate variances between actual costs and allocated cost (committed cost).

## **6.6 Funds and grants for the project**

The funds and grants for the project will be collected through sponsorships and the grants from SLIIT business school.

The proposed budget is attached in Appendix 05.

## **7 References**

ProjectManagementDocs.com, 2018. Project Management Docs | Sample Project Management Plan. [Online]

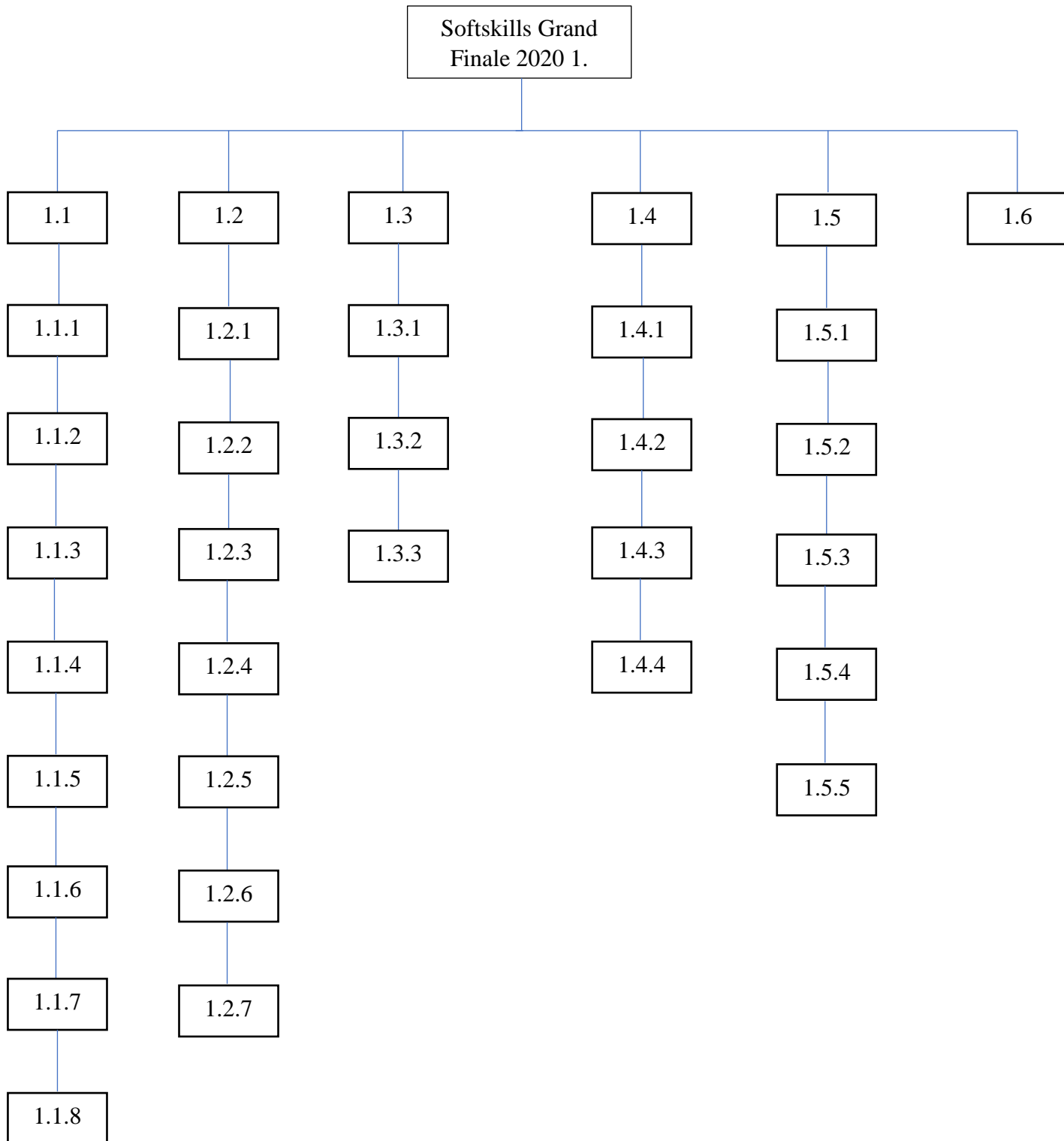
Available at:

<https://webcache.googleusercontent.com/search?q=cache:gJGGGo3DcwIJ:https://staff.emu.edu.tr/tolgacelik/Documents/SAMPLE%2520PROJECT%2520MANAGEMENT%2520PLAN.doc+&cd=3&hl=en&ct=clnk&gl=lk&client=opera>

[Accessed 14 April 2019].

## 8 Annexes

### Appendix 01 (Work Breakdown Structure | WBS)

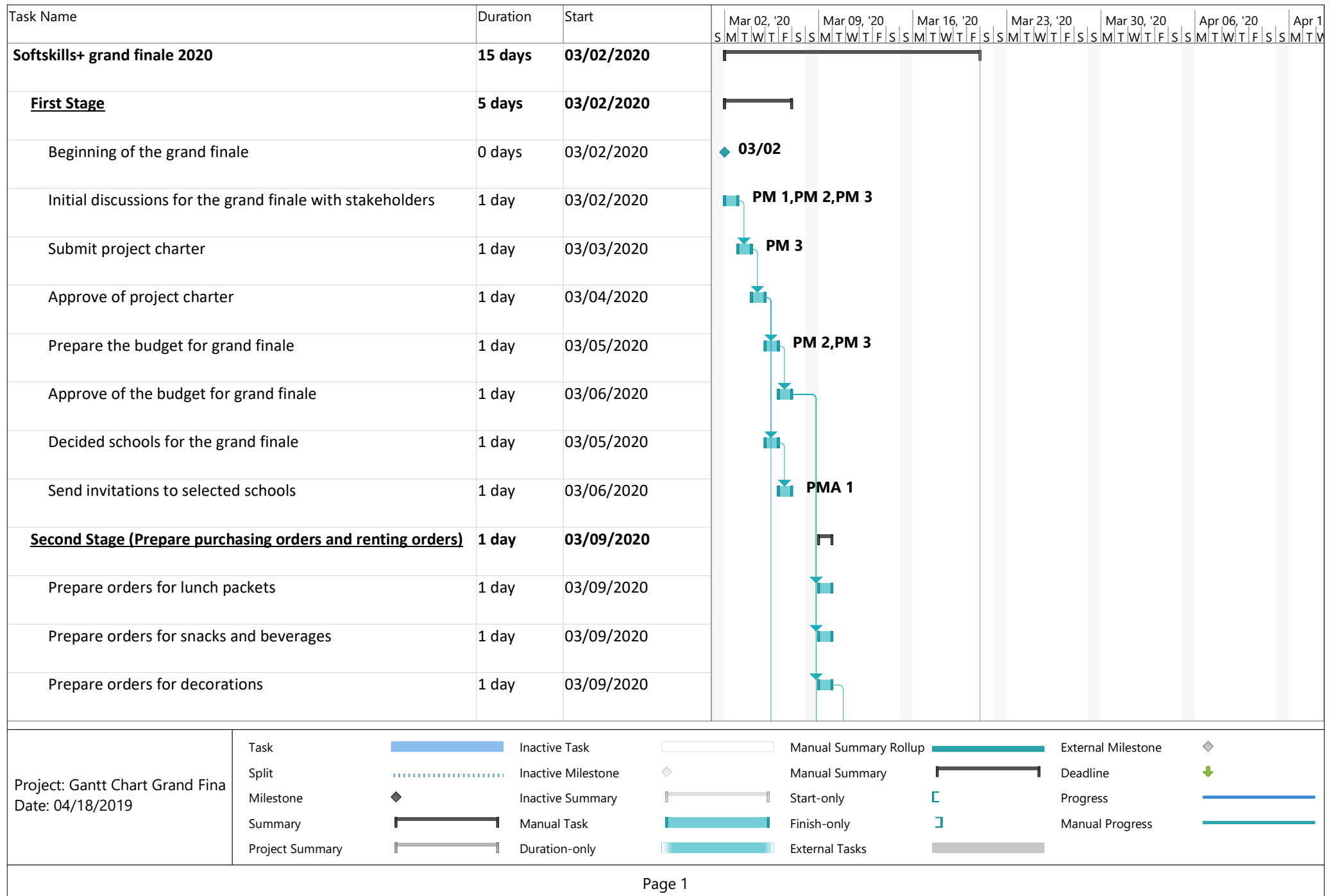


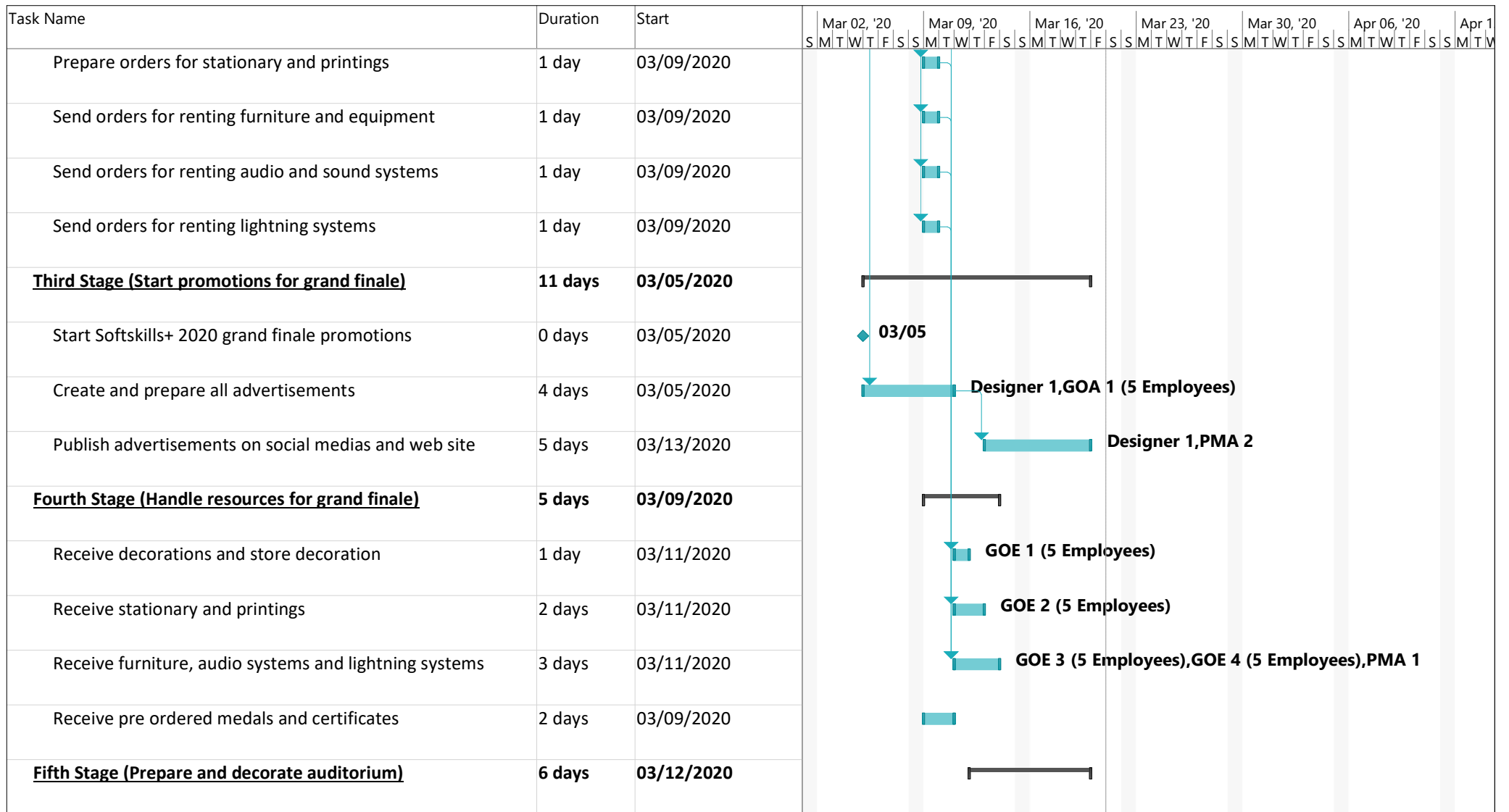
## WBS Dictionary

WBS Code	Title
<b>1.</b>	<b>Softskills+ 2020 grand finale</b>
<b>1.1</b>	<b>First Stage.</b>
1.1.1	Beginning of the grand finale.
1.1.2	Initial discussions for the grand finale with stakeholders.
1.1.3	Submit project charter.
1.1.4	Approve of project charter.
1.1.5	Prepare the budget for grand finale.
1.1.6	Approve of the budget for grand finale.
1.1.7	Decided schools for the grand finale.
1.1.8	Send invitations to selected schools.
<b>1.2</b>	<b>Second Stage (Prepare purchasing orders and renting orders).</b>
1.2.1	Prepare orders for lunch packets.
1.2.2	Prepare orders for snacks and beverages.
1.2.3	Prepare orders for decorations.
1.2.4	Prepare orders for stationary and printings.
1.2.5	Send orders for renting furniture and equipment.
1.2.6	Send orders for renting audio and sound systems.
1.2.7	Send orders for renting lightning systems.
<b>1.3</b>	<b>Third Stage (Start promotions for grand finale)</b>
1.3.1	Start Softskills+ 2020 grand finale promotions
1.3.2	Create and prepare all advertisements.
1.3.3	Publish advertisements on social medias and web site.
<b>1.4</b>	<b>Fourth Stage (Handle resources for grand finale).</b>
1.4.1	Receive decorations and store decoration.
1.4.2	Receive stationary and printings.
1.4.3	Receive furniture, audio systems and lightning systems.
1.4.4	Receive pre ordered medals and certificates.
<b>1.5</b>	<b>Fifth stage (Prepare and decorate auditorium).</b>
1.5.1	Fundamental preparations and decorations.
1.5.2	Arrange furniture.
1.5.3	Set audio and sound system.
1.5.4	Arrange advertisements of sponsors.
1.6	Final day of Softskills+ 2020

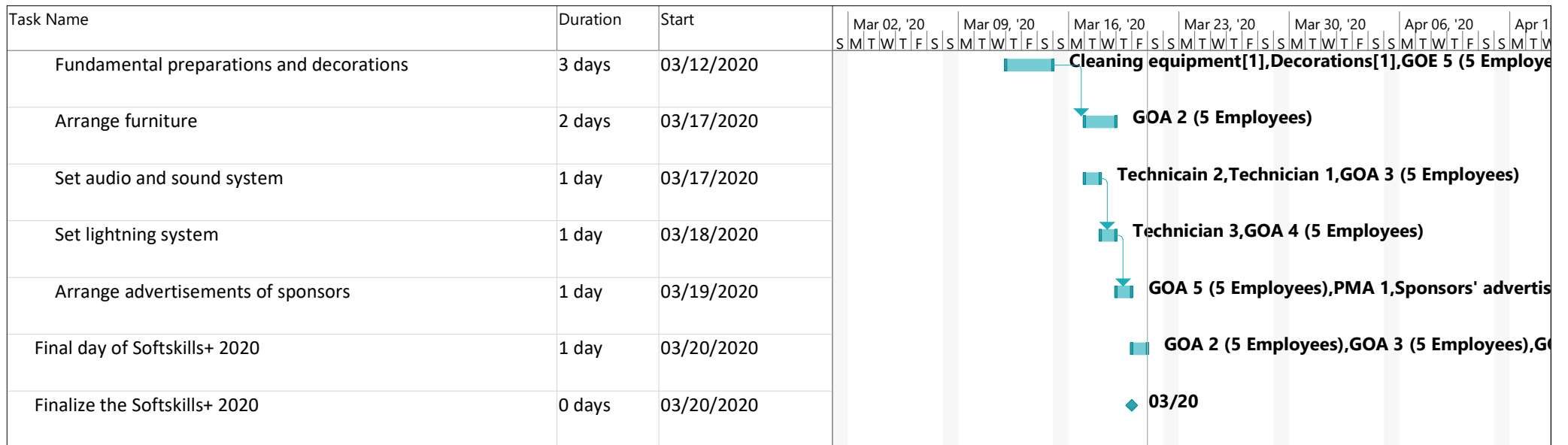





















## Appendix 02



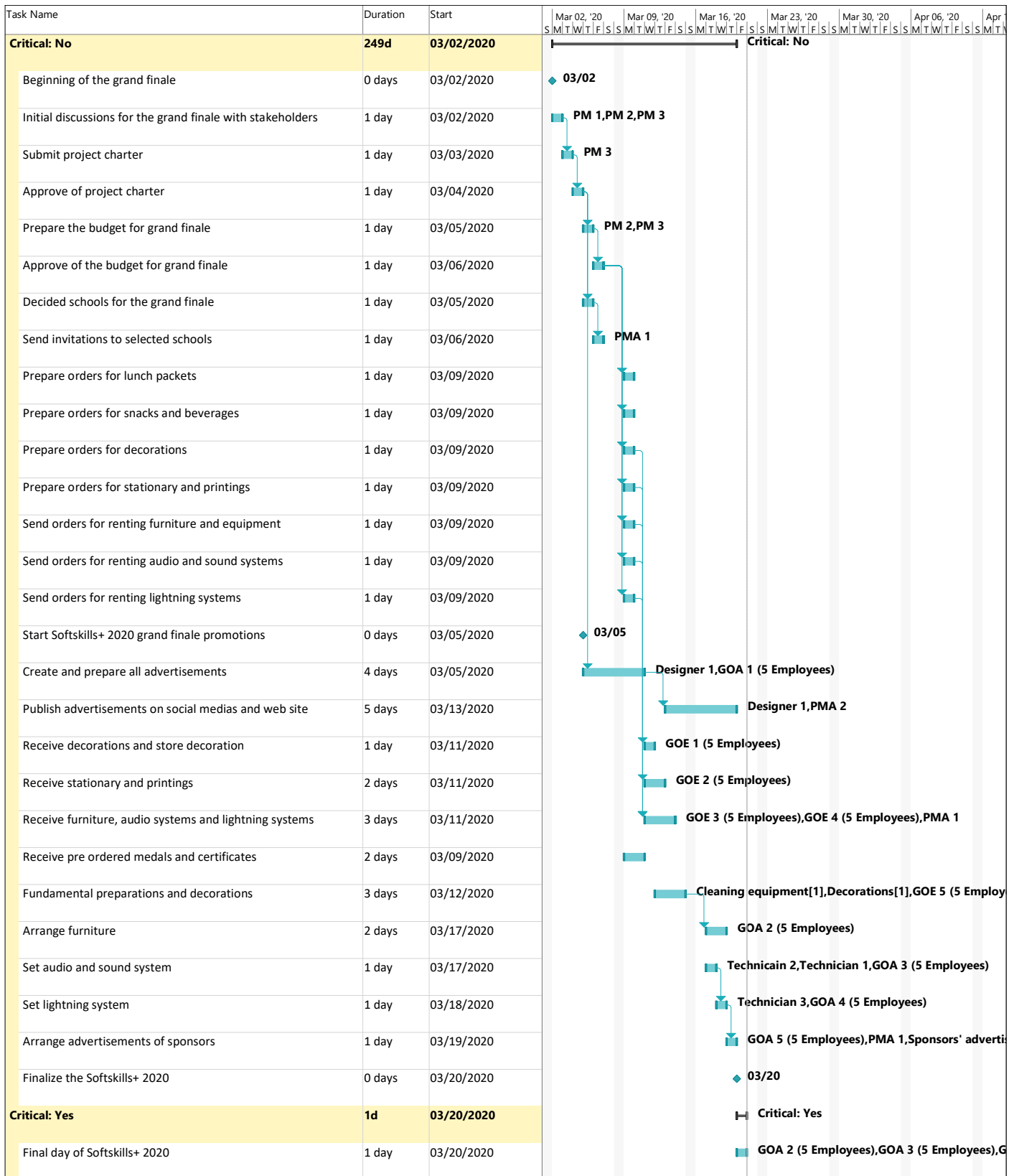


Project: Gantt Chart Grand Fina Date: 04/18/2019	Task		Inactive Task		Manual Summary Rollup		External Milestone	
	Split		Inactive Milestone		Manual Summary		Deadline	
	Milestone		Inactive Summary		Start-only		Progress	
	Summary		Manual Task		Finish-only		Manual Progress	
	Project Summary		Duration-only		External Tasks			



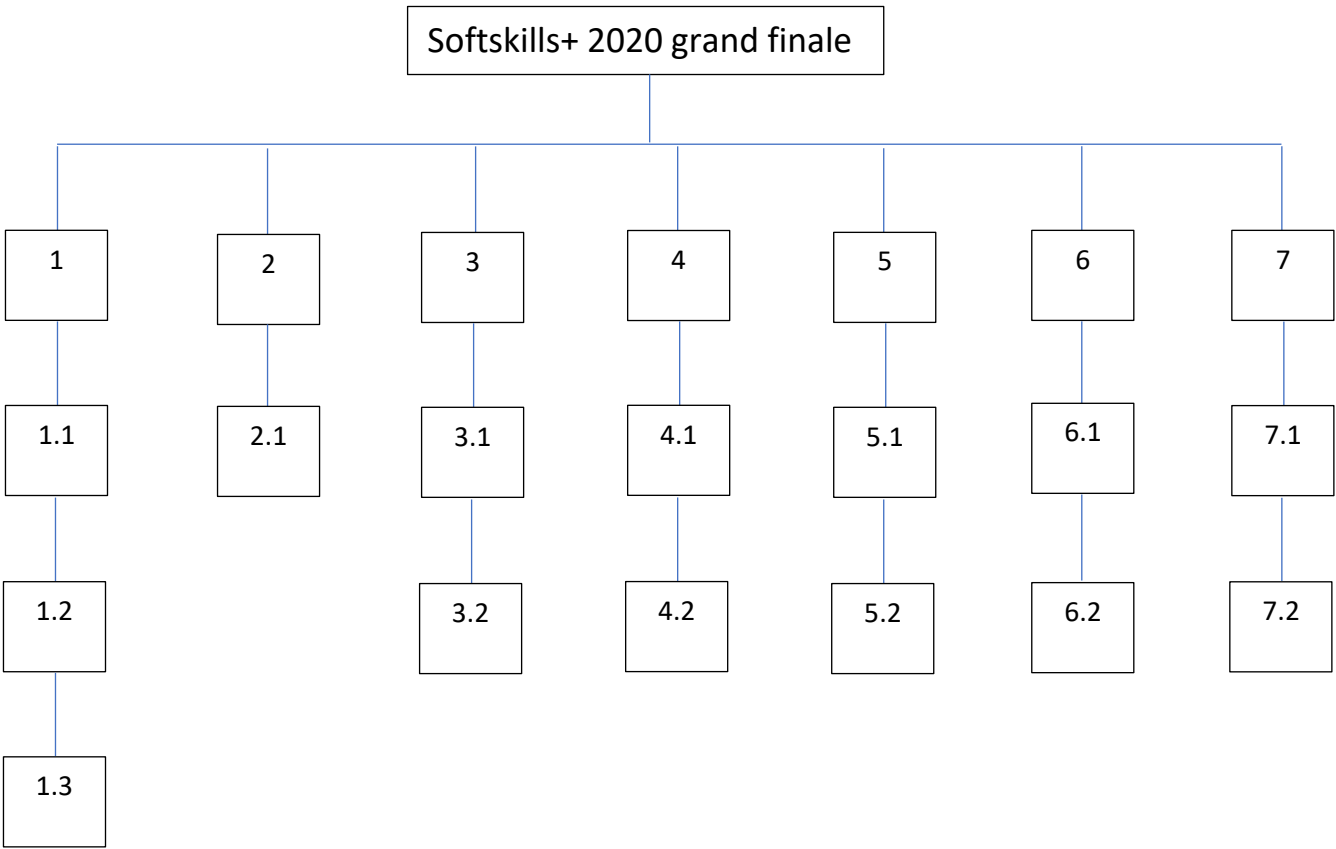
Project: Gantt Chart Grand Fina Date: 04/18/2019	Task		Inactive Task		Manual Summary Rollup		External Milestone	
	Split		Inactive Milestone		Manual Summary		Deadline	
	Milestone		Inactive Summary		Start-only		Progress	
	Summary		Manual Task		Finish-only		Manual Progress	
	Project Summary		Duration-only		External Tasks			

## Appendix 03



Project: Gantt Chart Grand Fina Date: 05/07/2019	Task		Inactive Task		Manual Summary Rollup		External Milestone	
	Split		Inactive Milestone		Manual Summary		Deadline	
	Milestone		Inactive Summary		Start-only		Progress	
	Summary		Manual Task		Finish-only		Manual Progress	
	Project Summary		Duration-only		External Tasks			

Appendix 04. (Risk Breakdown Structure | RBS)



## Risk assessment

Project	Risks	Description
Softskills+ 2020 grand finale	<u>1. Technical risk</u> 1.1 Quality of technical equipment. 1.2 Performance of technical equipment. 1.3 Technicians' faults	1. Risks associated with technical failures. 1.1 Risks due to low quality equipment. 1.2 Risks due to underperform technical equipment. 1.3 Risks associated with unskilled and inefficient technicians.
	<u>2. Economic and market risk.</u> 2.1 Fluctuations of price levels.	2. Risks associated with general market conditions. 2.1 Risks associated with price fluctuations in general markets.
	<u>3. Legal and regulatory risk.</u> 3.1 To insure school students. 3.2 To get permissions from authorities.	3. Risks associated with legal and regulatory requirements. 3.1 Risks associated with students insuring process. 3.2 Risks associated with getting permissions to join school students with this project.
	<u>4. Infrastructure and other resources.</u> 4.1 Damages to infrastructure and other resources. 4.2 Failures of infrastructure and other resources.	4. Risks associated with infrastructure and other resources. 4.1 Risks associated with possible damages to infrastructure and other resources. 4.2 Possible risks due to the failures of infrastructure and other resources.
	<u>5. Client</u> 5.1 Impossible targets 5.2 Insufficient funds	5. Risk associated with clients. 5.1 Risks associated with impossible targets (given time period). 5.2 Gap between actual funds requirements and allocated funds.
	<u>6. Management</u> 6.1 Project management failures. 6.2 Time management	6. Risks associated with poor management practices. 6.1 Management incompetence, inadequate adoption of management practices and poor leadership. 6.2 Risks associated with poor time management practices.
	<u>7. Health and safety.</u> 7.1 Safety of students. 7.2 Health of students.	7. Risks associated with health and safety of school students. 7.1 Vehicle accidents and other possible accidents. 7.2 Risks due to unhygienic food.

## Project: Softskills+ 2020 grand finale (Project Risk Register)

Risk definition		Risk analysis		
Risk	Risk description	Likelihood	Impact analysis	Risk mitigation
1	Risks due to low quality equipment.	Medium	High	Rent quality technical equipment from suppliers.
2	Risks due to underperform technical equipment.	Medium	High	Rent quality technical equipment from suppliers.
3	Risks associated with unskilled and inefficient technicians.	Low	Medium	Employ skilled and trained technicians.
4	Risks associated with price fluctuations in general markets.	Low	Low	Use fixed price rates for procurements.
5	Risks associated with students insuring process.	High	High	Employ insurance professionals to handle task.
6	Risks associated with getting permissions to join school students with this project.	High	High	Try to get prior approval from authorities.
7	Risks associated with possible damages to infrastructure and other resources.	Medium	Low	Employ trained employees to handle tasks.
8	Possible risks due to the failures of infrastructure and other resources.	Medium	Low	Rent quality resources and infrastructure.
9	Risks associated with impossible targets.	Low	Medium	Use proper management techniques.
10	Gap between actual funds requirements and allocated funds.	Low	Medium	Cutting down unnecessary expenditure.
11	Management incompetence	Low	High	Employ qualified professionals to manage.
12	Risks associated with poor time management practices.	Low	High	Organizing, leading and controlling the event as planned within the given time period.
13	Vehicle accidents and other possible accidents.	Low	High	Availability of first aid and specialists to immediately take necessary action.
14	Risks due to unhygienic food.	Low	High	Purchase quality foods and beverages.

## Budget - Cost

Resource Name	Std. Rate   Per day	Ovt. Rate   Per hour	Cost/Use	Cost
Technician 1	LKR 1,200	LKR 200	LKR 0	LKR 1,200
Technicain 2	LKR 1,200	LKR 200	LKR 0	LKR 1,200
Technician 3	LKR 1,200	LKR 200	LKR 0	LKR 1,200
PM 1	LKR 0	LKR 0	LKR 40,000	LKR 40,000
PM 2	LKR 0	LKR 0	LKR 40,000	LKR 40,000
PM 3	LKR 0	LKR 0	LKR 35,000	LKR 35,000
PMA 1	LKR 0	LKR 0	LKR 20,000	LKR 20,000
PMA 2	LKR 0	LKR 0	LKR 20,000	LKR 20,000
Designer 1	LKR 0	LKR 0	LKR 15,000	LKR 15,000
Accounts Assistant	LKR 0	LKR 0	LKR 15,000	LKR 15,000
GOE 1 (5 Employees)	LKR 4,800	LKR 125	LKR 0	LKR 9,600
GOE 2 (5 Employees)	LKR 4,800	LKR 125	LKR 0	LKR 9,600
GOE 3 (5 Employees)	LKR 4,800	LKR 125	LKR 0	LKR 4,800
GOE 4 (5 Employees)	LKR 4,800	LKR 125	LKR 0	LKR 4,800
GOE 5 (5 Employees)	LKR 4,800	LKR 125	LKR 0	LKR 4,800
GOE 6 (5 Employees)	LKR 4,800	LKR 125	LKR 0	LKR 4,800
GOA 1 (5 Employees)	LKR 8,000	LKR 250	LKR 0	LKR 16,000
GOA 2 (5 Employees)	LKR 8,000	LKR 250	LKR 0	LKR 16,000
GOA 3 (5 Employees)	LKR 8,000	LKR 250	LKR 0	LKR 16,000
GOA 4 (5 Employees)	LKR 8,000	LKR 250	LKR 0	LKR 16,000
GOA 5 (5 Employees)	LKR 8,000	LKR 250	LKR 0	LKR 16,000
GOA 6 (5 Employees)	LKR 8,000	LKR 250	LKR 0	LKR 8,000
GOA 7 (5 Employees)	LKR 8,000	LKR 250	LKR 0	LKR 8,000
Decorations	LKR 0		LKR 30,000	LKR 30,000
Sponsors' advertisements	LKR 0		LKR 20,000	LKR 20,000
Cleaning equipment	LKR 0		LKR 25,000	LKR 25,000
Rented equipment	LKR 0		LKR 150,000	LKR 150,000
Organization's equipment	LKR 0		LKR 10,000	LKR 10,000
Printings and stationary	LKR 0		LKR 30,000	LKR 30,000
Foods and beverages	LKR 0		LKR 60,000	LKR 60,000



Gifts for winners	LKR 0		LKR 225,000	LKR 225,000
Transportation fees				LKR 30,000
Company service charges				LKR 70,000
Risk management cost				LKR 27,000
Total Cost				LKR 1,000,000

## Budget - Grants

Fund source	Amount
SOB Grants	LKR 400,000
Bank of Ceylon	LKR 50,000
Hemas Holdings PLC	LKR 50,000
Millennium IT	LKR 35,000
Virtusa Limited	LKR 25,000
Sampath Bank	LKR 10,000
Peoples' Bank	LKR 35,000
Fonterra Limited	LKR 70,000
Uniliver Sri Lanka	LKR 50,000
Sanjeewaka Ayurvedic Products	LKR 15,000
Commercial Bank Ceylon PLC	LKR 25,000
WSO2 Limited	LKR 35,000
Mas Holdings Limited	LKR 25,000
Brandix Lanka Limited	LKR 50,000
N-Able Private Limited	LKR 25,000
HSBA Bank	LKR 100,000
Total Grants	LKR 1,000,000