Empty Truck

Development of a new App for distribution and logistics services by a startup company

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Version *1.0*

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VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Tongjie Yu	17/10/2019	Heiberger	20/10/2019	Project Management Plan initial submission

Table of Contents

1 Introduction 4

1.1 Purpose of Project Management Plan 4

2 Executive Summary of Project Charter 4

2.1 Change Control Management 4

2.2 Assumptions/Constraints 5

3 Scope Management 7

3.1 Work Breakdown Structure 8

4 Schedule/Time Management 9

4.1 Project Schedule 9

5 Cost/Budget Management 14

6 Quality Management 15

7 Human Resource Management 17

8 Communications Management 18

8.1 Communication Matrix 18

9 Risk Management 19

9.1 Risk Register 19

10 Procurement Management 20

11.1 Stakeholder Register 21

1 Introduction

1.1 Purpose of Project Management Plan

The entry into force of this Project Management Plan (PMP) is regarded as the official start of the project. It gives an overview of the project "Empty Truck" and officially confirms its existence. The PMP contains important reference sources for the future implementation of the project and furthermore names and authorizes the project managers as well as the respective responsible persons. It includes a sense of purpose from the start to the end of the project and furthermore defines the planned direction of the project.

2 Executive Summary of Project Charter

The concept “Empty Truck” is a solution to a problem to address under-utilization of trucks within the country. When transporters deliver goods from A to B, they usually return back to its destination with an empty truck which is a waste of countless resources. Therefore, the team has decided to build a mobile application, on which companies may insert an empty truck and its destination and where other companies or private persons may book these vacant truck spaces.

Benefits companies will realize by using “Empty Trucks” are:

- Saving of **patrol, workforce, unused space and money** (resources).
- Possibility to outline its **environmental-friendly** policy (Marketing).
- To become a more **sustainable** and a greener business.
- To work more **efficiently** and concentrate on main business activities.
- To get more publicity and **new customers.**

The duration of the app development is set on five months, which includes a four-month app development period, followed by a one-month test period. This will be followed by an introduction phase of 3 months, which includes the ongoing adaption of the app. The company-wide impact in the first 8 months is intended to cover the US market. The concept is to be extended to Canada in the following year.

2.1 Change Control Management

There will be some implementation projects:

Initially, the company (Empty Truck) will let the other companies or private individuals or sole proprietorship to register and apply these vacant truck spaces. Each customer will have to raise concerns for a goal of having an agreed terms and conditions. For example, driving route, range, truck volume, running time are shall be agreed by both parties. The distribution and logistics

services platform will also indicate the available empty trucks for special situations, such as: bad weather, maintenance work of road and so on.

Next, about how to solve the problems:

The proposed company should study the current market to see if there is a problem with the empty car company or other companies or individuals, and why. If our company has problems, find team members from the company leaders and analyze the reasons for the problems, such as personal mistakes, insufficient management level of the leadership, or the leadership's wrong understanding of the new product itself. At the same time, I also know whether the cooperation between the members of various departments is close, product research and development department and cost budget department communication are timely, so that research and development is in line with reality.

Variables are many and some are unpredictable. Weather, natural disasters, infrastructure issues, driver health and other issues could directly or indirectly affect delivery reliability. Beyond weather and other variables that could impact a carries' performance, there are always safety concerns. If a driver, for instance, is not practice safe driving habits, not only is the shipment at risk, but the company is at risk for causing accidents, injuries and even death. Pressure to meet deadlines, or a driver's desire to maximize pay through increased mileage or commission, are some of the motivators to speed. Fleet managers are in a position to help control these factors by monitoring productivity. Drivers should not be pressured to rush to the next delivery by driving beyond legal speed limits or too fast for conditions. Other managers oversight to consider include, monitoring dispatch records, driver logs and vehicles mileage reports to help ensure drivers are being dispatched in a manner that does not jeopardize safety. It is also a good practice to review motor vehicle records at least annually to verify drivers are operating safely. Companies can also help control speeding by implementing and enforcing formal speed policies.
Strictly set product targets, the company's staff to work together to achieve the goal, problems do not give up halfway, to timely straighten out the mind.

2.2 Assumptions/Constraints

There will be two main types of potential business partners who will serve as the truck operator and/or the driver: Partnership business partners who have empty trucks in good conditions on the one hand and private individuals or sole proprietorship business partners with their private vehicles on the other hand. Trucks will vary from small, medium and large sized trucks and its size will be determined by the proposed application to be developed which will all be according to an agree standards. All partners will have to send goods from A to B (shippers) with the location set by the customers. Private individual or sole proprietorship business partners who has a motorcycle as part of their fleet can also enlist to the program to move very small goods such as mails, and other small

packages. The company will charge a 5% commission on all transaction who will use the distribution and logistics services platform.

Furthermore: Direct competitors and potential niches will have to be considered and studied prior launch of the app. All six members of the group will be considered as shareholders of the company and will be required to invest 5,000USD each, summing up to a total of 30,000USD. All investments given by all members of the group have a maturity date of 3 years with a 5% interest rate compounded annually and are redeemable at the Allied Irish Banks. The money collected will be considered as the capital to cover up initial costs to launch the website and the mobile application. The initial investment will also be used for other expenses such as marketing expenses and website maintenance. The website maintenance will be outsourced from a Belgian web agency called Product web which will cost about 5,500USD a year.

Before the initiation phase a feasibility-study has been done and all stakeholders have been identified.
Since the business is in its start-up phase, one among the six shareholders within the group will be in charge of the customer service, but as the company expands, additional employees will be hired. One of the shareholders will become the IT director and will design the app.

The end customers who will use the platform will be guided through the app to determine the size of truck they will need. Additional manpower support option will also be in the application. Overall business cost will be forecasted based on the type and size of the trucks expected to be utilized, the average number of kilometers expected to be travelled, and any forecasted additional services all calculated per year, multiplied by the number of transporters. Considering a percentage of this big amount as our market share, our turnover will be a fee of 5% of each transaction.

To be realistic, the turnover will be very small in the first year, as the app will not be well-known (30,000USD). As the service will get known by the people and as we will be settled on the US market, we expect to achieve a turnover of 100,000USD in the second year and 400,000USD in the third year, due to our efforts on advertising.

We will need an investment of 100,000USD in our business. We will use this money to boost our marketing budget but also to implement track-systems (which allow customers to follow their shipment in real time during the process), We're also looking for a skilled and experienced dragon in the logistic sector, able to introduce us in the Canadian market and promote our website to his partners in the transport area.

This project management plan just focuses on the development of the app. Operating divisions like Marketing are left out.

3 Scope Management

The resources of our world are becoming scarcer and more expensive, which is why the sharing of loading areas contains the potential to make a significant contribution to reducing emissions, resource consumption and incurring costs.

The project will focus mainly on the software development of the Empty Trucks mobile application which will include its software design and development, procurement of any hardware needed for the project, and testing of a working prototype.

Upon completion, this empty truck project will have a working mobile application which will be the tool for customers to hire transportation services to move their goods from one place to another. The applications will serve as an avenue to connect people with empty trucks and provide convenient services to customers to get their goods shipped towards a destination.

As much as this particular project wants to cover all the things to make the business successful, this particular project will only be focusing on the actual app development and will not include any marketing and sales procedure. Moreover, the application will be designed for both Android and iOS operating system and will be available on Google Play Store and AppStore. Therefore, no other operating system will be considered.

The app shall be first implemented on the US market and later on, with the help of a specialist, expand to the Canadian market. Before the initiation phase all stakeholders have been identified and a feasibility study has been done.

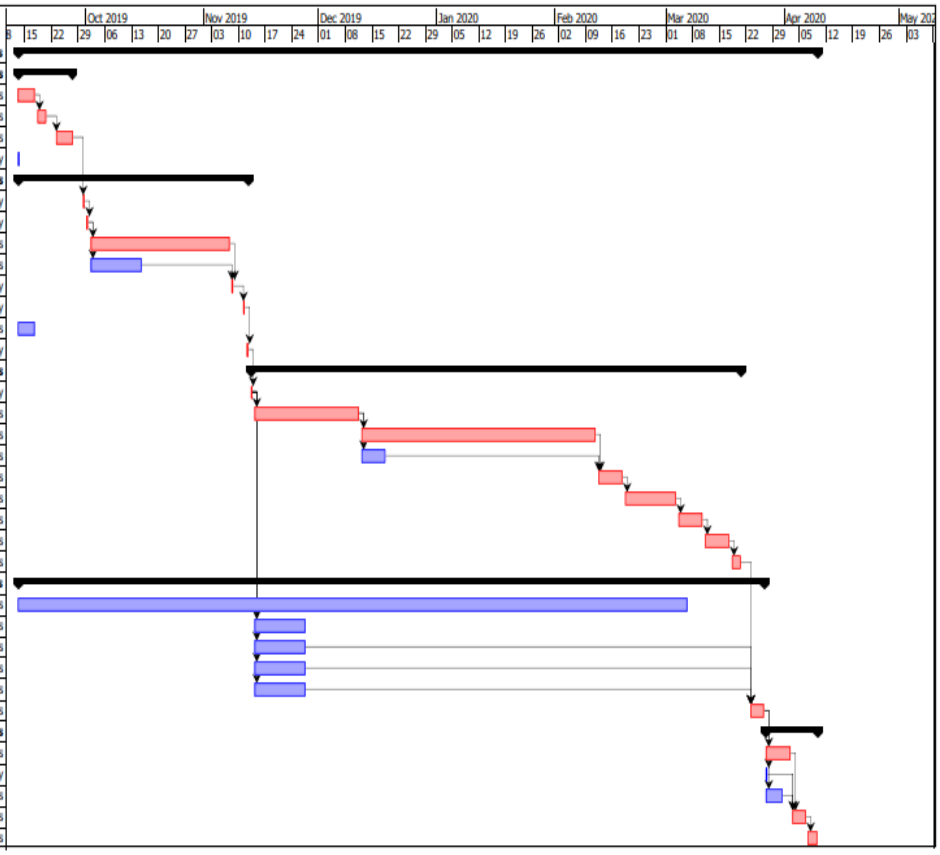
3.1 Work Breakdown Structure

4 Schedule/Time Management

4.1 Project Schedule

	Name	Duration	Finish	Start	Predecessors
1	**Empty Truck**	**126 days**	**3/6/20 5:00 PM**	**9/13/19 8:00 AM**	
2	**1. Initiating**	**11 days**	**9/27/19 5:00 PM**	**9/13/19 8:00 AM**	
3	1.1 Evaluation of Business Feasibility and Recommendati...	3 days	9/17/19 5:00 PM	9/13/19 8:00 AM	
4	1.2 Develop Project Charter	3 days	9/20/19 5:00 PM	9/18/19 8:00 AM	3
5	1.3 Project Charter Review and Approval	5 days	9/27/19 5:00 PM	9/23/19 8:00 AM	4
6	1.4 Identification of Stakeholder	1 day	9/13/19 5:00 PM	9/13/19 8:00 AM	
7	**2. Planning**	**43 days**	**11/12/19 5:00 PM**	**9/13/19 8:00 AM**	
8	2.1 Scope summary Empty Trucks	1 day	9/30/19 5:00 PM	9/30/19 8:00 AM	5
9	2.2 Kick-off meeting	1 day	10/1/19 5:00 PM	10/1/19 8:00 AM	8
10	2.3 Application design plan	27 days	11/7/19 5:00 PM	10/2/19 8:00 AM	9
11	2.4 Development Project Management Plan	10 days	10/15/19 5:00 PM	10/2/19 8:00 AM	9
12	2.5 Submit application design and project management p...	1 day	11/8/19 5:00 PM	11/8/19 8:00 AM	10;11
13	2.6 Meeting with the project leader	1 day	11/11/19 5:00 PM	11/11/19 8:00 AM	12
14	2.7 Feedback Loop	3 days	9/17/19 5:00 PM	9/13/19 8:00 AM	
15	2.8 PMP Final Meeting / Go	1 day	11/12/19 5:00 PM	11/12/19 8:00 AM	13
16	**3. Execution**	**83 days**	**3/6/20 5:00 PM**	**11/13/19 8:00 AM**	
17	3.1 Project Kickoff Meeting	1 day	11/13/19 5:00 PM	11/13/19 8:00 AM	15
18	3.2 Verification of User Requirements	10 days	11/27/19 5:00 PM	11/14/19 8:00 AM	17
19	3.3 Design of System	44 days	1/28/20 5:00 PM	11/28/19 8:00 AM	18
20	3.4 Procurement of Hardware/ Software	5 days	12/4/19 5:00 PM	11/28/19 8:00 AM	18
21	3.5 Installation of Development System	5 days	2/4/20 5:00 PM	1/29/20 8:00 AM	19;20
22	3.6 Testing Phase Beta Test	10 days	2/18/20 5:00 PM	2/5/20 8:00 AM	21
23	3.7 Validation of User Requirements	5 days	2/25/20 5:00 PM	2/19/20 8:00 AM	22
24	3.8 Installation of Live System	5 days	3/3/20 5:00 PM	2/26/20 8:00 AM	23
25	3.9 Go Live	3 days	3/6/20 5:00 PM	3/4/20 8:00 AM	24
26	**4. Monitoring and Controlling**	**126 days**	**3/6/20 5:00 PM**	**9/13/19 8:00 AM**	
27	4.1 Overall Project Management	126 days	3/6/20 5:00 PM	9/13/19 8:00 AM	
28	4.2 Project Status Meetings	10 days	11/27/19 5:00 PM	11/14/19 8:00 AM	17
29	4.3 Risk Management	10 days	11/27/19 5:00 PM	11/14/19 8:00 AM	17
30	4.4 Quality Management	10 days	11/27/19 5:00 PM	11/14/19 8:00 AM	17
31	4.5 Scope Validation	10 days	11/27/19 5:00 PM	11/14/19 8:00 AM	17
32	4.6 Update Project Documents	4 days	12/3/19 5:00 PM	11/28/19 8:00 AM	29;30;31
33	**5. Closing**	**10 days**	**12/17/19 5:00 PM**	**12/4/19 8:00 AM**	
34	5.1 Audit Procurement	5 days	12/10/19 5:00 PM	12/4/19 8:00 AM	32
35	5.2 Document Lessons Learned	1 day	12/4/19 5:00 PM	12/4/19 8:00 AM	32
36	5.3 Finalizing of Files/ Records	3 days	12/6/19 5:00 PM	12/4/19 8:00 AM	32
37	5.4 Gain Formal Acceptance	2 days	12/12/19 5:00 PM	12/11/19 8:00 AM	34;35;36
38	5.5 Archive Files/ Documents	3 days	12/17/19 5:00 PM	12/13/19 8:00 AM	37

	Name	Duration
1	**Empty Truck**	**150 days**
2	**1. Initiating**	**11 days**
3	1.1 Evaluation of Business Feasibility and R...	3 days
4	1.2 Develop Project Charter	3 days
5	1.3 Project Charter Review and Approval	5 days
6	1.4 Identification of Stakeholder	1 day
7	**2. Planning**	**43 days**
8	2.1 Scope summary Empty Trucks	1 day
9	2.2 Kick-off meeting	1 day
10	2.3 Application design plan	27 days
11	2.4 Development Project Management Plan	10 days
12	2.5 Submit application design and project m...	1 day
13	2.6 Meeting with the project leader	1 day
14	2.7 Feedback Loop	3 days
15	2.8 PMP Final Meeting / Go	1 day
16	**3. Execution**	**93 days**
17	3.1 Project Kickoff Meeting	1 day
18	3.2 Verification of User Requirements	20 days
19	3.3 Design of System	44 days
20	3.4 Procurement of Hardware/ Software	5 days
21	3.5 Installation of Development System	5 days
22	3.6 Testing Phase Beta Test	10 days
23	3.7 Validation of User Requirements	5 days
24	3.8 Installation of Live System	5 days
25	3.9 Go Live	3 days
26	**4. Monitoring and Controlling**	**140 days**
27	4.1 Overall Project Management	126 days
28	4.2 Project Status Meetings	10 days
29	4.3 Risk Management	10 days
30	4.4 Quality Management	10 days
31	4.5 Scope Validation	10 days
32	4.6 Update Project Documents	4 days
33	**5. Closing**	**10 days**
34	5.1 Audit Procurement	5 days
35	5.2 Document Lessons Learned	1 day
36	5.3 Finalizing of Files/ Records	3 days
37	5.4 Gain Formal Acceptance	2 days
38	5.5 Archive Files/ Documents	3 days



1. Initiation (10 days)

    1.1 Evaluation of Business Feasibility and Recommendations 3 days

    1.2 Development of Project Charter 3 days

    1.3 Project Charter Review and Approval 3 days

    1.4 Presentation of Approved Project Charter to 5 days

2. Planning (46 days)

    2.1 Scope Summary Empty Trucks (1 day)

    2.2 Kick-off meeting (1 day)

    2.3 Application Design Plan (27)

    2.3.1 Develop Functional Specifications (10 days)

2.3.3 Develop System Architecture (5 days)

2.3.3Develop Preliminary Design Specification (5 days)

2.3.4 Develop Detailed Design Specifications (5 days)

2.3.5 Develop Acceptance Test Plan (2 days)

2.4 Development of Project Management Plan (10 days)

2.5 Submit Application design and project management plan (1 day)

2.6 Meeting with Project Leader (Review and evaluation PMP) (1 day)

2.7 Feedback-loop (3 days)

2.8 PMP Final Meeting / Go (1 day)

3. Execution (88 working days)

3.1 Project Kickoff Meeting (1 Day)

3.2 Verification of User Requirements (10 days)

3.3 Design of System (44 days)

3.4 Procurement of Hardware/ Software (5 days)

3.5 Installation of Development System (5 days)

3.6 Testing Phase (10 days) Beta Test

3.7 Validation of User Requirements (5 days)

3.8 Installation of Live System (5 days)

3.9 Go Live (3 days)

4. Monitoring and Controlling (throughout the project)

4.1 Project Management Plan (Scope Management Plan, Requirements Management Plan, Change Management Plan, Configuration Management Plan, Scope Baseline, Performance Measurement Baseline)

4.2 Project Status Meetings (regularly during execution phase, then after every milestone, 2-4 hours each)

4.3 Risk Management

4.4 Quality Management

4.5 Scope Validation

4.6 Update Project Documents (PM Plan: Requirement Documentation; Schedule, Cost and Scope Baselines...)

5. Closing（14 working days）

5.1 Audit Procurement (5 days)

We will collect, integrate and edit all the document information about the empty truck.

5.2 Document Lessons Learned (1 days)

We will use all of the previous documentation on the empty truck project to summarize more relevant lessons learned.

5.3 Finalizing of Files/ Records (3 days)

As the end of the project, I will keep on updating with the latest files on the empty truck project.

5.4 Gain Formal Acceptance (2 days)

Through everyone's efforts, we strive to get the official acceptance file of the empty truck at the end.

5.5 Archive Files/ Documents (3 days)

Sign a series of documents about the empty truck project.

5 Cost/Budget Management

Source of Project Cost

	PROJECT TASKS	LABOR HOURS	LABOR COST ($)	MATERIAL COST ($)	TRAVEL COST ($)	OTHER COST ($)	TOTAL PER TASK
PROJECT DESIGN	Develop Functional Specifications	80,0	$2.400,00	$0,00	$0,00	$0,00	$2.400,00
	Develop System Architecture	40,0	$1.200,00	$0,00	$0,00	$0,00	$1.200,00
	Develop Preliminary Design Specification	40,0	$1.200,00	$0,00	$0,00	$0,00	$1.200,00
	Develop Detailed Design Specifications	40,0	$1.200,00	$0,00	$0,00	$0,00	$1.200,00
	Develop Acceptance Test Plan	16,0	$480,00	$0,00	$0,00	$0,00	$480,00
	Develop Project Management Plan	16,0	$480,00	$0,00	$0,00	$0,00	$480,00
	Subtotal	**232,0**	**6.960,0**	**0,0**	**0,0**	**0,0**	**6.960,0**
PROJECT DEVELOPMENT	Verification of User Requirements	80,0	$2.400,00	$0,00	$0,00	$0,00	$2.400,00
	Design of System	352,0	$10.560,00	$0,00	$0,00	$0,00	$10.560,00
	Installation of Developed System	40,0	$1.200,00	$0,00	$0,00	$0,00	$1.200,00
	Testing Phase Beta Test	80,0	$2.400,00	$0,00	$0,00	$0,00	$2.400,00
	Validation of User Requirements	40,0	$1.200,00	$0,00	$0,00	$0,00	$1.200,00
	Installation of Live System (Internal App Launch)	40,0	$1.200,00	$0,00	$0,00	$0,00	$1.200,00
	Subtotal	**632,0**	**18.960,0**	**0,0**	**0,0**	**0,0**	**18.960,0**
PROJECT DELIVERY	Go Live (App Availability in Playstore and AppStore)	8,0	$240,00	$0,00	$0,00	$0,00	$240,00
	Audit Procurement	40,0	$1.200,00	$0,00	$0,00	$0,00	$1.200,00
	Document Lessons Learned	8,0	$240,00	$0,00	$0,00	$0,00	$240,00
	Finalizing of Files/ Records	24,0	$720,00	$0,00	$0,00	$0,00	$720,00
	Gain Formal Acceptance	16,0	$480,00	$0,00	$0,00	$0,00	$480,00
	Archive Files/Documents	24,0	$720,00	$0,00	$0,00	$0,00	$720,00
	Subtotal	**120,0**	**3.600,0**	**0,0**	**0,0**	**0,0**	**3.600,0**
PROJECT MANAGEMENT	Overall Project Management	504,0	$15.120,00	$0,00	$0,00	$0,00	$15.120,00
	Project Status Meetings	40,0	$1.200,00	$0,00	$0,00	$0,00	$1.200,00
	Risk Management	56,0	$1.680,00	$0,00	$0,00	$0,00	$1.680,00
	Quality Management	56,0	$1.680,00	$0,00	$0,00	$0,00	$1.680,00
	Scope Validation	56,0	$1.680,00	$0,00	$0,00	$0,00	$1.680,00
	Update of Project Documents	56,0	$1.680,00	$0,00	$0,00	$0,00	$1.680,00
	Subtotal	**768,0**	**$23.040,00**	**$0,00**	**$0,00**	**$0,00**	**23.040,0**
OTHER COST	Office Equipement	0,0	$0,00	$3.000,00	$0,00	$0,00	$3.000,00
	Survey Coupons	0,0	$0,00	$500,00	$0,00	$0,00	$500,00
	Other cost	0,0	$0,00	$0,00	$0,00	$0,00	$0,00
	Subtotal	**0,0**	**$0,00**	**$3.500,00**	**$0,00**	**$0,00**	**3.500,0**
Subtotals		**1752,0**	**52560,0**	**3500,0**	**0,0**	**0,0**	**56060,0**
Risk (Contingency)		87,6	2628,0	175,0	0,0	0,0	2803,0
Total (Scheduled)		**1839,6**	**$55.188,00**	**$3.675,00**	**$0,00**	**$0,00**	**$58.863,00**

6 Quality Management

Project Quality Management encompasses the processes for incorporating the organization's quality policy regarding planning, managing, and controlling project and product quality requirements in order to meet stakeholders' objectives. It is used to figure out and achieve the quality of the deliverables of a project. Project Quality Management also supports continuous process improvement activities as undertaken on behalf of the performing organization. The Project Quality Management processes are to plan, manage and control management and will be outlined in the following.

6.1 Plan Quality

The requirements for the quality management are identified in the following section so that the deliverability was ensure and project needs are well managed. This process will be documented by regular meetings and email exchange so that important information can be delivered. The final plan will specifics as well as metrics the measuring of the quality while managing the project. A quality checklist will be created and organizes all needs which has to be fulfilled during the project. Some examples are given below.

First, we identify the fundamental needs of our customers to make sure that those expectations are met during our project. Our customers are divided into business partners (shippers) and private persons.

Business partners want:

- to find suitable freight very fast and easily
- to get personalized proposal to full their truck
- to reduce their costs
- to make their supply chain more efficient

Private persons want:

- an easy-to-navigate website
- a fast transaction and a transparent pricing structure
- a reliable service and a good customer service if they face problems
- cheap transport
- easy payment methods

This list of requirements and key deliverables satisfy the requirements of the project and ensure the customer satisfaction of our service. Quality targets will be set up to align them to the expectations of our customers.

Moreover, we created a strong **brand name** with “Empty Trucks” which signifies our business and offers an association for our customers. The brand name had been built by the determination of the brand’s audience and outline our key qualities and benefits. Besides, our **brand logo** is presented in strong colors and visuals our company with an American truck. We want to make sure that it becomes our identity, calling card and visual recognition.

6.2 Manage Quality (Assurance)

Manage Quality is the planned and systemic implementation of the quality management plan into executable quality activities that incorporate the organization’s quality policies into the project. Managing the quality increases the probability of meeting the quality objectives, as well as identifying ineffective processes and causes of poor quality.

For a successful project quality plan template, it is important to choose methods and tools for managing the expected quality levels during the project implementation process. So we will make a quality management plan that aims at meeting the targets set. Quality reviews are scheduled on a regular basis. An independent person will be assigned to conduct the reviews. This person will provide expert advice and also ensure compliance with the quality targets. The likelihood of deliverables actually meeting the quality expectations agreed and use quality management software to compare current quality levels against the approved criteria are estimated as well. The following section will show some examples of managing quality.

Over the designing phase of the system, we will choose a programming language which is simple and easy to troubleshoot. During the project, we will always double check the requirements gathered to make sure that everything is documented properly, that the requirements satisfy the detailed system specification, that the approved system architecture is observed and, additionally, that the installed development system follows the approved system architecture. Regarding the testing phase the test procedure plan will be strictly observed to prevent any problems. Therefore, we will ensure that the program will not have any bugs. During the installation of the live system the installation plan will be strictly followed. With our service, we satisfy our customers´ increasing demand for green and sustainable transportation companies. Since we just have a small number of employees and a very modern structured app, any changes can be made easily. Besides the different features of the app we are offering excellent customer service as we can be reached by phone, mail or via chat in the app.

As we plan to expand to Canada, our service can easily be expanded in almost every region and country because it is scalable.

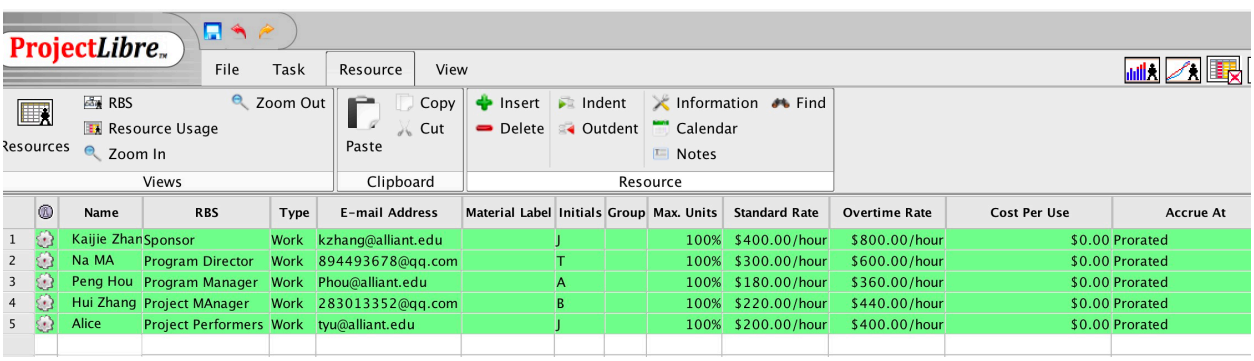
6.3 Control Quality

Control Quality is the process of monitoring and recording results of executing the quality management activities to assess performance and ensure the project outputs are complete, correct, and meet customer expectations. Some ways to ensure that the required quality of the deliverables is being achieved is through peer reviews and testing. It verifies that project deliverables and work meet the requirements specified by key stakeholders for final acceptance. This process is also performed throughout the project. We will have constant review of our project schedule to assure that we are following the defined timelines and our scopes. Customer surveys with discount codes as reward for participation, will give us useful information on our performance. Besides, customer reviews will also reflect our project performance. Tests from independent study subjects are performed to show us how easy the usage of the app is for professional, as well as private customers and if all customer requirements are met.

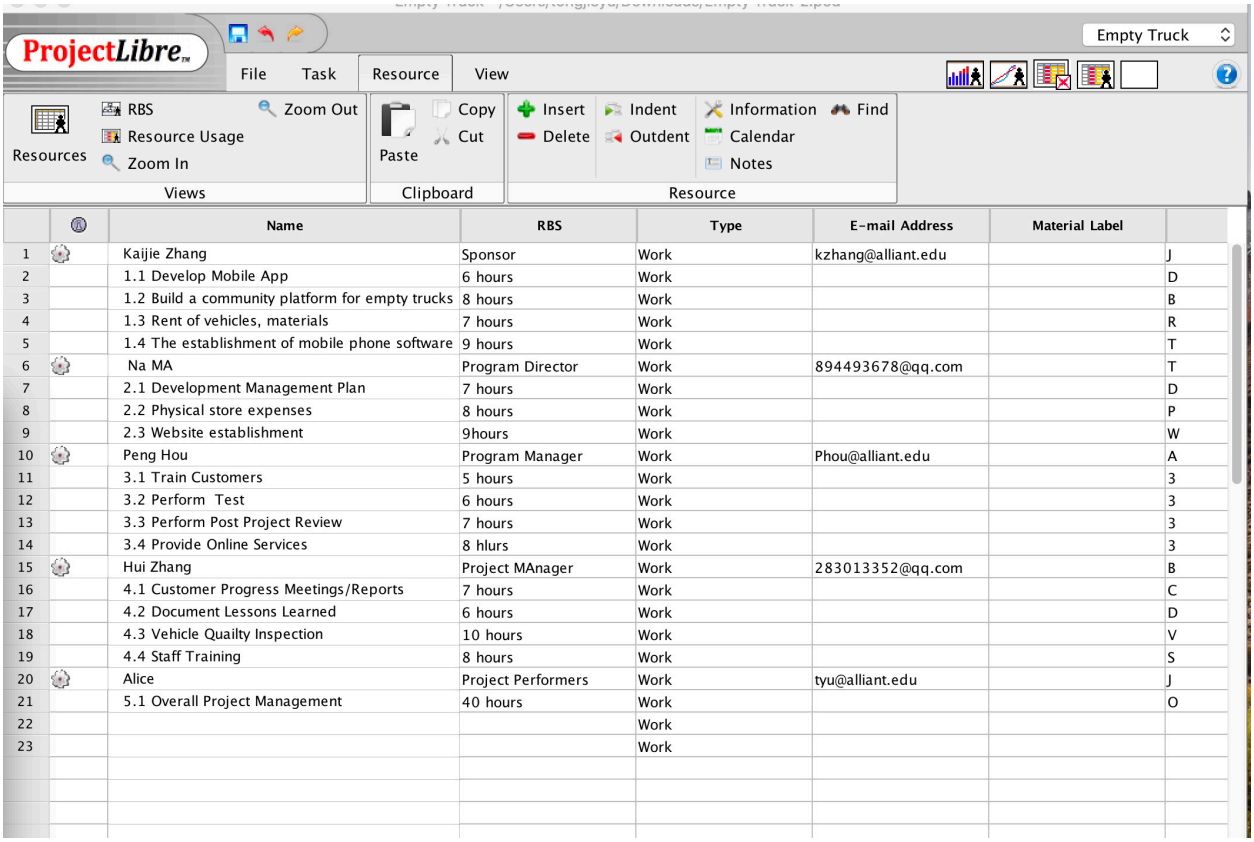
7 Human Resource Management

The purpose of the human resources management (HR) program is to identify and manage the human resources needed to successfully complete the project. The plan lists the responsibilities and activities of each project management team member. In addition, it provides estimates of hourly pay and hours worked per staff member. The project team consists of project managers, project executives, and project managers. Each staff member is a technical expert who is given his or her role and activities.

Resource Table



	Name	RBS	Type	E-mail Address	Material Label	Initials	Group	Max. Units	Standard Rate	Overtime Rate	Cost Per Use	Accrue At
1	Kaijie Zhan	Sponsor	Work	kzhang@alliant.edu		J		100%	$400.00/hour	$800.00/hour	$0.00	Prorated
2	Na MA	Program Director	Work	894493678@qq.com		T		100%	$300.00/hour	$600.00/hour	$0.00	Prorated
3	Peng Hou	Program Manager	Work	Phou@alliant.edu		A		100%	$180.00/hour	$360.00/hour	$0.00	Prorated
4	Hui Zhang	Project MAnager	Work	283013352@qq.com		B		100%	$220.00/hour	$440.00/hour	$0.00	Prorated
5	Alice	Project Performers	Work	tyu@alliant.edu		J		100%	$200.00/hour	$400.00/hour	$0.00	Prorated



	Name	RBS	Type	E-mail Address	Material Label	
1	Kaijie Zhang	Sponsor	Work	kzhang@alliant.edu		J
2	1.1 Develop Mobile App	6 hours	Work			D
3	1.2 Build a community platform for empty trucks	8 hours	Work			B
4	1.3 Rent of vehicles, materials	7 hours	Work			R
5	1.4 The establishment of mobile phone software	9 hours	Work			T
6	Na MA	Program Director	Work	894493678@qq.com		T
7	2.1 Development Management Plan	7 hours	Work			D
8	2.2 Physical store expenses	8 hours	Work			P
9	2.3 Website establishment	9hours	Work			W
10	Peng Hou	Program Manager	Work	Phou@alliant.edu		A
11	3.1 Train Customers	5 hours	Work			3
12	3.2 Perform Test	6 hours	Work			3
13	3.3 Perform Post Project Review	7 hours	Work			3
14	3.4 Provide Online Services	8 hlurs	Work			3
15	Hui Zhang	Project MAnager	Work	283013352@qq.com		B
16	4.1 Customer Progress Meetings/Reports	7 hours	Work			C
17	4.2 Document Lessons Learned	6 hours	Work			D
18	4.3 Vehicle Quailty Inspection	10 hours	Work			V
19	4.4 Staff Training	8 hours	Work			S
20	Alice	Project Performers	Work	tyu@alliant.edu		J
21	5.1 Overall Project Management	40 hours	Work			O
22			Work			
23			Work			

Note：Alice is Tongjie Yu

8 Communications Management

8.1 Communication Matrix

Communication	Schedule	Format	Audience	Responsibility
Kick off meeting	Earlier stages of Planning	Personal Meeting, Project Charter Document, Presentation	Project Team	Project Manager
Project Status Report	Weekly	Personal Meeting/ email distribution	Project Team	Project Manager
Shareholder Project Status Report	Monthly	Personal Meeting/ email distribution	Shareholder	Project Manager
Team Meeting	Weekly	Personal Meeting	Project Team	Project Manager

Team Standup (target review and agreement)	Daily	Personal Meeting	Project Team	Project Manager
Milestones Review	At milestones	Personal Meeting, review of deliverables	Project Team	Project Manager
Escalation meeting	Ad-hoc	Personal Meeting	Project Team/ (Shareholder)	Project Manager
Test Results Review	After product testing	Personal Meeting	Project Team	Programmer/ Project Manager
Post-mortem meeting	At the end of the project	Personal Meeting/ email distribution	Project Team	Project Manager
Project Closing	At the end of the project	Personal Meeting/ email distribution	All Project Stakeholder & Shareholder	Project Manager

9 Risk Management

9.1 Risk Register

Description	Risk Category	Probability	Risk Impact	Potential Response	Owner
Project design and deliverable definition is incomplete	**OR** People/ Organizational Risk	Medium	High	Mitigate	Project Team
No control over staff priorities	**OR** People/ Organizational Risk	Medium	High	Mitigate	Project Manager
Cost estimating and/or scheduling errors	Financial Credit Risk	High	Medium	Avoid	Project Team
Lack of communication, causing lack of clarity and confusion	**OR** People/ Organizational Risk	Low	High	Mitigate	Project Manager

Scope creep	**OR** People/ Organizational Risk	Medium	Medium	Transfer	Project Team
Legal action delays or pauses project.	**OR** Legal/ Compliance Risk	Low	Medium	Avoid	Shareholder
Cybersecurity Risk	**OR** Legal/ Compliance Risk	Medium	High	Avoid	Programmer
Management refuses to approve deliverables/ milestones or delays approval, putting pressure on project manager to work at risk	**OR** People/ Organizational Risk	Low	Low	Share	Project Stakeholder
Intellectual Property Theft	**OR** External Risk	Low	High	Avoid	Company Stakeholder
Stakeholder action delays project	**S/BR** Stakeholder Risk	Medium	Medium	Share	Company Stakeholder
Technological Obsolescence	**S/BR** Technological Risk	Low	Low	Avoid	Programmer
Liquid Funds Availability	**FR -** Liquidity Risk	Medium	High	Avoid	Shareholder

[**S/BR** - Strategic/ Business Risk, **FR** - Financial Risk, **OR** - Operational Risk]

10 Procurement Management

As “Empty Truck” is a company which develops and offers a distribution and logistics service application, we do not have long-term contracts with material suppliers. Our procurement of materials consists of office supplies, such as desks, chairs, computers and everyday materials. Those materials are mainly purchased once and are meant to last long-term.
Programming software will be the main tool to make this project successful. The software can be procured through the web which can be done during the early project planning stage. Main hours needed for this project is readily available since the software developer is a member of the project stakeholder.

We are only focusing on the development of the app until the launch. Short-term contracts will arise as soon as the app goes live and is used by our customers. Short-term contracts then, will consider the principal contractors.

11 Stakeholder Management

Stakeholder management identifies people, groups, and organizations who are or can be impacted by a project. Utilizing the Stakeholder Register, the Stakeholders are clearly identified.

11.1 Stakeholder Register

				Project Number			
ID	Name	Department	Contact Info	Power Level	Interest Level	Roles in Project	Responsibilities in Project
626167	Tongjie Yu (Alice)	Plan Procurement Management	tyu@alliant.edu	High	Medium	Senior manager	Supportive
643053	Kaijie Zhang	Conduct Procurements	kzhang@qq.com	High	High	Receptionist	Controlling
643055	Na Ma	Administer Procurements	894493678@qq.com	Medium	Medium	Accounts department	Directive
626169	Peng Hou	Control Procurements	phou@alliant.edu	High	High	Key project sponsor	Monitoring
643054	Hui Zhang	Close Procurements	283013352@qq.com	Medium	High	Project manager	Coordinating

Appendix A: Project Management Plan Approval

The undersigned acknowledge they have reviewed the <Empty Truck> **Project Management Plan** and agree with the approach it presents. Changes to this **Project Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are Business Steward, Project Manager or Project Sponsor. Add additional lines for signature as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]

Signature: Tongjie Yu

Date: 17th October 2019

Print Name: Tongjie Yu

Title: Chairman of the Board/Project Manager

Role: Overall Project Manager