Project Management Group Project

Work Schedule

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| **SPRINT 1** | TASK | DESCRIPTION | DATE |
|  | Part 1  Introduction | 1. Introduction of the project 2. Timeline for the project lifecycle (Gantt chart) | 7th -9th November  9th -12th November |
| **SPRINT 2** |  |  |  |
|  | **1 ) Project Scope:** (planning, monitor/control) | 1. Define the scope 2. Create a work break down structure for the activity (ie. cooking food) (indicate the tasks required to complete the activity) | 13th -15th November |
|  | **2) Project Time:** (planning) | 1. Create a detailed timeline based on the WBS (can be an extract from your timeline in Part 1 and you may want to provide more details in this timeline) 2. Identify the critical path | 15th – 19th November |
| **SPRINT 3** | **Project Cost** (planning, monitor/control) | 1. Estimate the costs of the tasks identified in the WBS 2. Set a budget based on the estimated cost (if you’re unsure of the cost you can provide a range ie. between | 20th – 22nd November |
|  | **Project Quality Management** (planning, execution, monitoring/control) | 1. Identify the quality requirements (ie. the food must be up to eating standards, no food poisoning, and on budget and cooked in time) 2. Indicate the tools you will use to measure the quality (cause& effect, fishbone etc.) | 22nd – 26th November |
| **SPRINT 4** |  |  |  |
|  | **Communication** (planning, executing, monitoring/control) | 1. Indicates who needs to be kept informed about the progress 2. What kind of information is required | 27th -28th November |
|  | **Stakeholder** (planning, executing, monitoring/control) | 1. Identify stakeholders 2. Plan and manage stakeholders | 28th – 30th November |
| **SPRINT 5** |  |  |  |
| Proof Read  To send to Leonard for review |  | This can be done by anyone within the team or get help from an English student.  To send to Leonard for feedback. | 30th November  30th November |
| Review by Leonard |  | To adjust document based on feedback from Leonard | 1st December |
| Submission |  |  | 4th December  10:00AM |