**Business and Project Management (724N1)**

**Team**

Group Members

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Table of Contents

Introduction of the Project 3

 Project description 3

 Timeline for the project lifecycle (Gantt chart) 3

Project Plan Outline 3

 State the selected activity (1-2 lines) 3

Project Scope: (planning, monitor/control) 3

 Define the scope 3

 Create a work break down structure for the activity (ie. cooking food) (indicate the tasks required to complete the activity) 3

Project Time: (planning) 3

 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) 3

 Identify the critical path 3

Project Cost (planning, monitor/control) 3

 Estimate the costs of the tasks identified in the WBS 3

 Set a budget based on the estimated cost (if you’re unsure of the cost you can provide a range ie. between 100GBP to 200GBP). 4

Project Quality Management (planning, execution, monitoring/control) 4

 Identify the quality requirements (ie. the food has to be up to eating standards, no food poisoning, and on budget and cooked in time) 4

 Indicate the tools you will use to measure the quality (cause& effect, fishbone etc.) 4

Communication (planning, executing, monitoring/control) 4

 Indicates who needs to be kept informed about the progress 4

 What kind of information is required 4

Stakeholder (planning, executing, monitoring/control) 4

 Identify stakeholders 4

 Plan and manage stakeholders Examples of *how to structure* the project plan for Part 2 4

# **Introduction of the Project**

## Project description

## Timeline for the project lifecycle (Gantt chart)

# **Project Plan Outline**

## State the selected activity (1-2 lines)

# **Project Scope:** (planning, monitor/control)

## Define the scope

## Create a work break down structure for the activity (ie. cooking food) (indicate the tasks required to complete the activity)

# **Project Time:** (planning)

## 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)

## Identify the critical path

# **Project Cost** (planning, monitor/control)

## Estimate the costs of the tasks identified in the WBS

## Set a budget based on the estimated cost (if you’re unsure of the cost you can provide a range ie. between 100GBP to 200GBP).

# **Project Quality Management** (planning, execution, monitoring/control)

## Identify the quality requirements (ie. the food has to be up to eating standards, no food poisoning, and on budget and cooked in time)

## Indicate the tools you will use to measure the quality (cause& effect, fishbone etc.)

# **Communication** (planning, executing, monitoring/control)

## Indicates who needs to be kept informed about the progress

## What kind of information is required

# **Stakeholder** (planning, executing, monitoring/control)

## Identify stakeholders

## Plan and manage stakeholders **Examples of *how to structure* the project plan for Part 2**

**Option 1:** structure based on the **knowledge areas** (as indicated in the checklist above grouping each section into the). Be sure to indicate which part of the knowledge area relates to the relevant process group (ie. planning, executing, monitoring etc.)

**Option 2:** structure based on the **process group**

\*(remember to state the project activity!)

**0. Initiating**

a. Open project phase (for this assignment there is no need to develop a project charter)

**I. Planning**

a. Scope

b. Time

c. Cost

d. Quality

e. Communication

f.  Risk

g. Stakeholder

**II. Executing**

a. Quality

b. Human resources

c. Communication

d. Stakeholder

**III. Monitoring and Controlling**

a. Scope

b. Time

c. Cost

d. Quality

e. Risk

f. Communication

g. Stakeholder

**IV. Closing**

a. Close project phase