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

**Team**

Group Members

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* Estimate the costs of the tasks identified in the WBS 5
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* Identify the quality requirements (ie. the food has to be up to eating standards, no food poisoning, and on budget and cooked in time) 5
* Indicate the tools you will use to measure the quality (cause& effect, fishbone etc.) 6

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* Indicates who needs to be kept informed about the progress 6
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**Introduction of the Project**

* Project description

Brighton rebrand is a project established to enable consumers of products such as electronics, accessories and furniture to monetize their old products, which is meant to be trashed. This noble idea was developed to solve the problem faced by consumers, whereby manufacturing companies keep producing advanced products of the same types. These new products are flashy and enticing so consumers have adopted the habits of disposing old products more frequently to buy the new ones.

This project will address wastage and put some money in consumers’ pockets. we have designed operational processes to include four (4) major categories such as collection, design and refurbish, distribution and monitoring and monitoring and evaluation(M&E).

Collection

Products will be collected from consumers who no longer need them in different ways but we are going to focus on 2 ways in the first phase of this project launch.

1. **Arrange a pick up**: This will be done on the project website, consumers will fill a form consisting of first name, last name, phone number, address, pickup date and image uploads, describing the condition of the product(s). We shall review this item based on the information provided and feedback. The feedback could be negative or positive, it all depends on the condition of the products.
2. **Drop off**: This method will enable consumers to take their products to a nearest drop off location for the project. After successful negotiation with Argos local store, we can use their stores as our drop off locations around Brighton.

Design and Refurbish

Distribution

In order to figure out the distribution of the project, we need to know where the drop-off place can be used maximum.Firstly, considering about the pedestrian volume, we will find the places where are lively and set up drop off locations.For example, the Churchill Square is a favorable place because it is the city center. Secondly, we divide Brighton into several parts so there might be many drop off location. Furthermore, we can use many shops as our drop off location such as the Argos and Waitrose and other supermarkets.We ensure that there is one drop off location for every ten square kilometers.

Monitoring and Evaluation

* 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