

PART B TEMPLATE (INDIVIDUAL WORK)

In this section of the project, the student takes the role of either the Marketing Manager, Production Manager or Logistics Manager based on what was decided among group members on role's allocation.

For Part B of the report, a student irrespective of the portfolio/role or department addressed, will need to attend to all five different sections as an **individual** according to the marking criteria of BSS310. These sections include:

Section 1: Description of system characteristics based on its functional capabilities

Section 2: Project scope and stakeholders

Section 3: Project plan

Section 4: Set-up budget

Section 5: Project budget

The following part of this document will now explain in detail what is required from each student in these sections. Marks would be largely based on the level of motivation, sensible correctness, clarity and overall writing professionalism.

Section 1: Description of System Characteristics based on its functional capabilities

In this section, the student is expected to write concise functional descriptions of the portfolio he or she has been assigned to address in the project. The functional description of a given portfolio highlights the capabilities or enablement a portfolio should have to achieve its goals. **Please, note that functional description for the portfolio differs from the functional description for the business as a whole i.e. functions created from the objectives.** For instance, a function for the production department or portfolio would be something as: "Process materials"; "Polish floor"; "Dry clean material"; "Prepare meal" etc. The functions listed in the respective portfolios should be seen to be expressing capabilities towards addressing the overall objectives at the end of the day.

(The portfolios we are concerned about herein include marketing, production and logistics). Please, it is one person per portfolio. Do not share a portfolio across group members.

Section 2: Project Scope and Stakeholders

Project Scope:

In this section, you are expected to present the scope or coverage of your portfolio by writing a scope statement in line with the rubric. This should be informed by the functional capabilities of the portfolio as earlier identified. The scope is a confinement on the portfolio i.e. the portfolio is expected to be able to address certain tasks. The scope of the portfolios should be such that the main objectives in part A would be achieved at the long run.

Stakeholders:

Next in this section, is the distinct identification, and brief motivation on the internal and external stakeholders. You are further required to create a stakeholders' map using the factors "interest" and "influence" to guide the stakeholders mapping process strictly within a particular portfolio. It

is believed that by identifying the stakeholders per portfolio, the detailed list of all stakeholders for the “business as a whole”, cannot be missed. Some stakeholders will overlap hence, repeated in the portfolios, that’s not a problem. The most important thing is that all relevant stakeholders are identified hence, when the group members meet as a team assuming the project is to be taken further beyond the classroom, the stakeholder list can be unified and repetitions managed. Furthermore, be informed that some common stakeholders to all the portfolios, may be more skewed to a particular portfolio than others due to background reasons, technical reasons, interest reasons etc.

Ensure that there are no ambiguities and vagueness in the scope definition and stakeholders listing at large.

Section 3: Project Plan

In this section of the report, you must ensure that all the five bullet points as listed below are addressed.

- Define the phases and deliverables of the project
- Develop a work breakdown structure
- Create a network diagram that indicates the critical path (maximum 20 tasks)
- Indicate the float, slack, forward pass and backward pass
- Set KPIs for your department

Define the phases and deliverables of the project:

In this sub-section, you are required to itemise the different project phases. For each phase, state the precise deliverable or deliverables anticipated. A simple tabulation or bulletised presentation should be fine.

Develop a work breakdown structure:

In this sub-section, you are required to develop a work breakdown structure (WBS) by simply following the lecture material guide. In addition to the phases, add sub-phases also known as activities and sub-activities. Ensure that all details in respect of expected portfolio tasks are fully addressed. The flow should be from project initiation through execution/implementation and finalization (sales, getting your product or services across to the clients in return for payment). Three phases should be fine.

Create a network diagram that indicates the critical path (maximum 20 tasks)

It is expected that a comprehensive network diagram that speaks directly to the WBS, is presented. We shall check for correlation between the WBS and the network diagram when marking. Keep your network diagram at a maximum of 20 elements. In a situation where by the WBS has more block elements than 20, you will need to compress these smartly into the network diagram. Ensure that all three phases of the WBS are represented in the network diagram in a sequential order.

Indicate the float, slack, forward pass and backward pass

This sub-section is largely embedded in the network diagram. You are expected to compute the slacks also known as floats i.e. delays associated with a given activity. The forward and backward passes would aid in determining the earliest start, earliest finish, latest start and latest finish times

based on assigned durations per activity, (CPM approach) or averaged durations per activity (PERT approach). Furthermore, the backward and forward passes would aid in determining the **critical path of your network diagram. Please, note that a similar set of tasks is required in part A where the consolidated net work diagram would be presented.**

Set KPIs for your department:

The key performance indicators (KPIs) are directly linked to the functional capabilities of the portfolios. KPIs aid in tracking the level of performance of a system and if acceptable or not. In here, you are expected to assign some metrics to selected KPIs in a bid to make decisions on the performance of the different portfolios. Non-performance of the portfolios implies nonperformance of the business as a whole. Give brief motivations on selected KPIs for your specific portfolio in relation to the business as a whole.

Section 4: Set-Up Budget

This section requires you to identify all initial costs, set up costs, once off costs etc. Do not multiply costs here. Only state costs per unit activities, per unit personnel, per unit item including materials and equipment costs, rent per month, security, admin., market campaign, logistics fleet acquisition etc all with respect to your portfolio (not the business as a whole). A detailed tabulated or bulletised itemisation would be a great gain.

Section 5: Project Budget

In this section, you are expected to figure out and provide an estimated budget for the first three years of operation in your specific portfolio. Technically, section 4 is being expanded further and multiplied out as deemed necessary to cater for all possible cost components in the portfolio or department. Tabulate this for ease and clarity of understanding. **Please, exclude any form of selling prices for goods and/or services. Selling prices should feature ONLY IN PART A.**

For part B of the project, the following presentation guidelines must be adhered to by all students:

Section B max. page limit: 10 pages (excl. declaration of authorship). Font type: Times New Roman; Minimum font size 11pt, minimum margins 1cm.

Conclusion (Optional): (This portfolio would require so much finances based on the presented 3 years budget plan. However, due to possible duplications or triplications, some costs should be slashed out with time).

NB: The following underlisted are excluded from the 10pages max. count.

References

Appendices

Furthermore, in Part B, the following presentation guidelines as contained in the rubric which speaks to the writing “professionalism” should be adhered to as templated herein:

Professionalism: Part B: max. page limit: 10 pages (excl. Title page, project work declaration, executive summary, table of contents, list of figures, list of tables, labelled tables at the top of the table, labelled figures underneath, references for in-text citations,

list of acronyms, reference list, meeting minutes' appendix). minimum font size 11pt, minimum margins 1cm; (1.0 or 1,5) line spacing, font types can be Arial, Times New Roman or Calibri.