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| Module code | IPMA6212 |
| Assessment type | TAKE-HOME-TEST |

**QUESTION 1**

* 1. Planning phase :

The project team will :

* Define the objective and scope of the project,which includes CV’s,interviews and workplace conduct.
* Define content topics and select interviews
* Have to secure recording equipment
* Establish a marketing strategy
* Develop a distribution plan

(Clements, 2009)

1.2. Baseline plan – The final plan of the project(the plan that is going to be implemented).

* Project objective and Scope : In the case study ,it is stated that their starting a poduct that will conduct insightful interviews.It will also offer students some tips on career-based topics,like drafting CV’s and preparing for interviews.The scope will be more detailed and will include,series of episodes and the type of content that will be covered.
* Schedule : The baseline plan should details regarding the project’s schedule and deadlines.It may specify for instances that the project will begin in January and the first episode will be released in April.
* Resources and budget : The baseline plan needs to include the budget and resources.Recording equipment,editors and marketing staff fall under resources,the budget will include payment of those resources.

(Clements, 2009)

**QUESTION 2**

2.1. Project selected : Creating a website for a clothing brand called IPMA, which will enable users to order and purchase clothing online.It includes the functionality to make payments online or in-store when collecting purchased items.Users will be able to rate the products,the timefae of the project is 7 months.The budget will be R500 000.

Relevent factors for developing selction criterion :

* Alignment with company goals: IPMA’s strategic objectives and long-term goals must be considered.These factors will ensure that the project is in line with the business strategy.

-Does the project align with the company’s goal of expanding it’sonline presence to reach a broader customer base?

-Will the creation of the website increase sales and revenue of IPMA?

* Return on investment : You need to evaluate the potential return on investment,in order to assess just how well the expected benefits will match the investment.

-Will the revenue grow and have anticipated sales volume ?

-Will the website help improve efficiency and save costs?

-Will it improve the market share and be competitive enough to other retailers?

(Clements, 2009)

2.1.2.The reason why evaluation criteria is required is to provide a guide to ensure a vendor selection process and a successful project.To compare on who is the best meet for the project’s goals,risk and technical requirements.

2.2.1.The importance of each section of a proposal:

* Title page : The title page sets the initial impression and provides unique project identification information.It will include the “IPMA brand website development”,date,organization’s name and contact details.
* Executive summary : It emphasizes a bried overview of the entire proposal,It summarizes the project’s objectives,scope and budget.It also provide more information about the outcome and user experience.
* Project description : It provides the project’s purpose and a detailed understanding of the project’s goal.It also includes the description of specific functionailites of the IPMA website,like online ordering,payment options and ratings.
* Project Objectives and deliverables : Consists of clear objectives and deliverables,such as launching user-friendly website and increasing online sales.It also has a description of the required deliverables,like fully functional website with payment intergration.
* Project Scope : Defines the scope,to avoid scope creep.Provides a summary of anything that is on and off limits for the IPMA website project,such as payment gateway and marketing strategy,which is off limits.
* Budget and cost estimatimation : It highlights the financial aspects of the project,providing a sense of transparency.It consists of a planned budget,such as costs for design,development and other necessary funds.
* Project timeline and milestone : It includes the project’s timeline,including the schedule with milestones.For example,user testing and website launch.
* Project team and responsibilities : It provides information about the project team and their responsibilities.It also consists of a list of the project team members,such as web designer,developers and marketing managers.It also provides each member’s role in creating the IPMA website.
* Risk assessment : Identifies potential risk and mitigate them,to avoid disruptions.In doing that,they will conduct a risk analysis for the project.Risks like marketcompettition and data security problems.
* Conclusion and call to action : Offers a bried description of the proposal and concludes the benefits of the IPMA website,such as better online sales and in improved customer experience.

(Clements, 2009)

2.2.2. There are two types of contracts in context of a proposal

Fixed Price contract : In this type of contract,the project manager and customer agree on a fixed price to complete the project.And the price remains fixed unless,the two parties agree to change.

* This type of contract is high risk for the project manager,but low risk for the customer.
* It is meant for well defined projects with little risks

Cost-reimburseent contract : In this type of contract the customer agrees to pay for all cost incurred on the project,plus additional profit to the project manager.

* This type of contract is high risk for the customer,but low risk for the project manager.
* This type of contract is meant for high risk projects.

(Clements, 2009)

**QUESTION 3**

3.1. foreign language skills :

* Value for project managers : It improves the project manager’s abilty to communicate effectively with local stakeholders,clients and team members.In which it will build trust and understanding.
* Value for team members : It will enable direct communication with local counterparts,which will avoid the use of intrerpreters or translation services.There will be understanding between people,which will provide a more efficient project execution.

Awareness of understanding of cultures and customs :

* Value for project managers :The project managers will be able to adapt their management style,negotiation tactics and decision-making processes to the cultural norms of the project site.
* Value for team members : team members who are cultural sensitive and understanding will more likely develop positive relationships with their local colleagues and customers.

Understanding technology :

* Value for project manager : It will enable project managers to leverage collaboration tolls and project management software to monitor projects across locations.
* Value for team member: It will enable members collaborate and share information effectively,from any part of the world.

Culture awareness :

* Value for project manager : It includes acknowledging and respecting different cultures,project managers will be able to adapt to speaking their language and will be able to solve problems easily.Which will enforce better relations with stakeholders globally.
* Value for team members: The members will be able to communicate more effectively with diverse colleagues and customers.This will help avoid misunderstandings caused by cultural differences.

Collaborative communication :

* Value for project manager : It allows project managers to have a healthy environment for open communication and sharing of knowledge amongst one another.
* Value for team member : It help team mebers to work well together,share ideas and leverage each other’s strengths.It promotes teamwork and cross-border problem solving.

(Clements, 2009)

3.1.2. Globalization : It a process of adding unqie dimensions to managing projects,it also changes the dynamics of a project and adds a layer of complexity.It has transformed the business landscape by breaking down geographical barriers in between companies.

Impact on project management

* Diverse team : Inorder to build a cohesive and high-performing global teams,project managers are able to navigate cultural differences from across the world.
* Complex supply chain : With the help of globalization, project managers can coordinate logistics,manage international vendors and can mitigate supply chain disruption risk globally.
* Regulatory compliance : Regulations and compliance requirements differ between countries,project managers need to ensure that all laws,environmental regulations and safety standards are followed.
* Technological intergration : It helps improve collaboration,project tracking and manage global projects with the use of technology.Managers must be able to use technology effectively.
* Cultural sensitivity : Cultural awareness helps project managers to have better communication with others,improve solving conflicts between people and provides good relationships with stakeholders globally.

Influencing factors that affecting project success in global environment

* Communication challenges : Miscommuication can occur due to language barriers and different time zones, but effective communication strategies can help everyone on the project from anywhere be updated about any changes made online.
* Regulatory compliance issues : Different countries regulations can have an impact on project implementation and documentation.To avoid legal issues,project managers must be aware of local laws and ensure that the project adheres to them.
* Risk management : Global projects face a risk of currency and market risks.To avoid such problems,project managers should do proper research and develop robust risk mitigation strategies.
* Cultural sensitivity : Cultural difference can affect the decision-making between team members,but inorder to promote unity between them,the project manager must promote cultural sensitivity and address biased behaviour.
* Resource allocation : Managing resouces globally,can be difficult.It is important that the project manager optimizes resources and pay attention to currency exchange rates and local labor markets.

(Clements, 2009)

# Reference List

Clements, J. G. a. J. P., 2009. *Successful project management.* Fourth edition ed. Mason: Cengage Learning.

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