Task 1.0 - Initial Gannt chart and template monthly report

You work at a UK-based tech start-up called Zen Cycle. Zen Cycle provides an artificial intelligence software programme called ZenAI. Zen Cycle is looking to apply its ZenAI software to improve the inventory management of bicycle shops in the UK, Oxfordshire area.

You are a Project manager supporting the delivery of a funded project that is applying ZenAI at a real life use case, an Oxford-based bicycle shop called Bob’s Bikes. Your company, ZenCycles, has successfully obtained grant funding from a UK based organisation that supports the development of Artificial intelligence tools for local businesses. To fulfil the reporting requirements for this funding (which are further outlined in the docx file attachment called 'INITIAL REQUIREMENTS\_Funding competition') you (as a project manager) are required to produce on outline project plan and also a template for a monthly report document that will outline key reporting criteria for the project.

Please complete two outputs. Output 1 will provide a project plan in the format of a GANNT chart, that outlines the key deliverables of a project for the production of a ‘proof of concept’ artificial intelligence system (ZenAI) to improve the inventory management of a bicycle shop.

Output 1 will be in the format of an excel spreadsheet output that provides a timeline overview of the project. The timeline should be based on a defined schedule that occurs over a 5 month period starting on the 1st September 2025 and organised on weekly intervals. This GANNT chart must illustrate the specific outputs for each WP (which should be clearly visually marked) and their presentation will follow a ‘waterfall’ structure for how they are scheduled. Each specific WP concludes with a distinct output, for agreement with stakeholders and the delivery team. The main work packages (WP) for this project should be based on a conventional, early stage software prototyping project. The plan should split into the following four packages, with a specific, numbered output that will be delivered at the end of each WP:

WP1 Define Bicycle shop inventory Use case

Duration Sept 2025 -end of Oct 2025

Output 1 - Initial report outlining Use case, underlying information requirements and definition of AI architecture to be implemented

WP2 Produce initial Demonstrator for use in Bicycle shop

Duration Nov 2025 - end of Dec 2025

Output 2 - Demonstration of early workflow to users

WP3 - Complete deployable Proof of concept for use in Bicycle shop

Duration Jan 2026 - end of Jan 2026

Output 3 - Test deployment of system to selected users in Bicycle shop

WP4 - Final Delivery of POC to trial users

Duration Feb 2026 - end of Feb 2026

Output 4 - Incorporation of trial feedback into POC, rollout of 'beta' version of POC to bicycle shop users

Output 1 needs to have a relatively simple color palette purely to make different WP's and particular outputs distinct. There is no requirement to highlight dependencies between the WP’s at this stage as these are due to be discussed in detail at the Project kick off meeting. The project plan will also be used later in other aspects of the submission and relate to the overall goals, approach and costing of the full project.

Output 2 will be a draft Word document template for future monthly project status reports, to be agreed upon with main project stakeholders. It will outline key reporting requirements, providing a summary of main reporting areas at the start, and will cover goals, Work Packages (WPs), costs, Key Performance Indicators (KPIs), and risks. This template will feature suggested headings and associated markers for key project assessment criteria, inferable from the project plan and initial requirements. Each section heading will include initial text and sub-headings explaining its content and providing examples of data to be included in the monthly report. Initial headings may include Overview, Status Report, Progress Against KPI's, Progress toward Project Goal, Specific Consideration by Work Package, Current Project Spend, Potential Risks, and Next Steps. The template's purpose is to establish the specific format for future monthly reports, (it does not need to be fully populated with data).

The intended audience for both Outputs consists of stakeholders with moderate technical expertise but broad interest in all project aspects (cost, resourcing, business planning, and risk).

**[Deliverable preamble]**

Please see Output 1 for the deliverable Excel spreadsheet, which outlines the project plan in a GANTT chart. This breaks the project into defined work packages (WP) and outputs and relates them to the project schedule. It applies a simple colour coding system that splits the project into specifically coloured WP's to aid visual reference and distinct project outputs and their delivery dates are marked in yellow.

Additionally, please refer to Output 2, which provides a draft reporting template for future monthly reports required for the project, outlining the key reporting requirements.

Both Output 1 and Output 2 will need to be agreed upon with project stakeholders at a specifically scheduled project kick-off meeting.