

One-Page Project Manager (OPPM)

			Project Co-ordinator: Heang Sok		Business Process Mapping - Overall Project Plan																		
			Project Objective: Concept, Preliminary & Final		Appendix C to Project File																		
Objective			Major Tasks		Task Completed By												Owner						
●			1	Observation and Note-taking				●										A	A	A			
	●		2	Use Post-it Notes to design a basic process mapping					●									A	A	A			
●		●	3	Individual Design					●	●								A	A	A			
		●	4	Make appropriate corrections to the process mapping					●	●	●							A	B	B			
●		●	5	Finalisation the process mapping							●	●	●	●	●	●	●	A	B	B			
Objective			Deliverables		Task Completed By												Owner						
●			1	Project File Initiation				●										A	A	A			
●			2	Project Concept Planning				●	●									A	B	B			
●			3	Concept Designs						●	●							A	A	A			
●			4	Project Management Plan						●	●	●	●					A	B	B			
●			5	Progress Report (20%, 50%, 80%, 100%)				●	●	●	●	●	●	●	●	●	●	A	A	A			
●			6	Tender & Design Defence											●	●		A	B	B			
●			7	Project Closure & GUC Closure										●	●	●	●	A	B	B			
●			8	Design File				●	●	●	●	●	●	●	●	●	●	A	B	B			
●			9	Project File				●	●	●	●	●	●	●	●	●	●	A	B	B			
Documentation & Reporting	Planning and Design a Basic Process	Develop Business Process Mapping	Objective	Major Tasks & Deliverables		Target Dates	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Heang	Guanting	Jingyi		
						Costs																	
				Summary & Forecast																			
			The plan is to ensue the each sub-system has been scoped for the project. Innovative thinking will be require to complete the project. Hence some investigation and preliminary thinking around the alternative will be required.																				
			The plan is to implement the project over 3 months, with the first Quarter being the design stage. Project Management will take three months.																				