Date: 28/08/2025

Lab Practical #10:

Develop a cost management plan for a simple IT project.

Practical Assignment #10:

Analyze a sample project description and identify potential cost drivers. Use the cost management template to estimate project costs for different categories. (e.g., labor, materials, travel). Discuss strategies for minimizing project costs while maintaining quality. Use Google Sheets/Google Docs.

Budget: Project Plant Pals Operations & Training

							TARGET BUDGET
							86900.00
		LABOR		MATERIALS		FIXED COST	BUDGET
MILESTONES & TASKS	EMPLOYEE	HOURS	RATE	UNITS	$/UNIT(S)		
Milestone 1: Project Initiation							
Task 1: Requirement Gathering (Client needs, user expectations)	HR Specialist	48		2	15000		30000.00
Task 2: Stakeholder Meetings (Logistics team, customers, admins)	HR Specialist	30		1500	2		3000.00
Task 3: Feasibility Study (Cost, timeline, technology)	Delivery Drivers	160	15.00				2400.00
Task 4: Approval & Sign-off	Delivery Drivers	53	15.00				
						Total	35400.00
Milestone 2: UI/UX Design							
Task 1: User Research (Courier staff, customers, admins)	HR	20				15000.00	15000.00
Task 2: Wireframing	Developers						
Task 3: Prototype (Figma/Adobe XD)	Developers						
						Total	15000.00
Milestone 3: Frontend Development (Web/Mobile App)							
Task 1 : Project Setup (React/Flutter)	HR Specialist	10	50.00				500.00
Task 2 : Authentication Module (Login, Roles: Admin/Courier/Customer)	Training Manager	80	25.00				2000.00
Task 3 : Order Placement & Tracking	Training Manager	80	25.00				2000.00
						Total	4500.00
Milestone 4: Backend Development							
Task 1 : Database Design	HR Specialist	80	50.00				4000.00
Task 2 : Authentication APIs	Training Manager	80	25.00				2000.00
Task 3 : Order Management APIs (Create, Update, Track)	Training Manager	80	25.00				2000.00
						Total	8000.00
Milestone 5: Integration & Testing							
Task 1 : API Integration (Frontend-Backend)	HR Specialist	80	50.00				4000.00
Task 2 : Unit Testing	Training Manager	80	25.00				2000.00
Task 3 : UI Testing (Cross-browser/device)	Training Manager	80	25.00				2000.00
						Total	8000.00
Milestone 6: Deployment							
Task 1 : Cloud Setup (AWS/Azure/Google Cloud)	HR Specialist	80	50.00				4000.00
Task 2 : CI/CD Pipeline (GitHub Actions/Jenkins)	Training Manager	80	25.00				2000.00
Task 3 : Production Release	Training Manager	80	25.00				2000.00
						Total	8000.00
Milestone 7: Maintenance & Support							
Task 1 : Bug Reports	HR Specialist	80	50.00				4000.00
Task 2 : System Updates	Training Manager	80	25.00				2000.00
Task 3 : Performance Monitoring	Training Manager	80	25.00				2000.00
						Total	8000.00
Reserve buffer							3100.00
TOTAL							**86900.00**

- **Target Budget: ₹86,900**
- **Milestone-wise Breakdown:**
1. **Project Initiation**
   - Tasks: Requirement gathering, stakeholder meetings, feasibility study, approval & sign-off.
   - Roles: HR Specialists, Delivery Drivers.
   - Total Cost: ₹35,400
2. **UI/UX Design**
   - Tasks: User research, wireframing, prototype (Figma/Adobe XD).
   - Roles: HR, Developers.
   - Total Cost: ₹15,000
3. **Frontend Development (Web/Mobile App)**
   - Tasks: Project setup, authentication module, order placement & tracking.
   - Roles: HR Specialist, Training Manager.
   - Total Cost: ₹4,500
4. **Backend Development**
   - Tasks: Database design, authentication APIs, order management APIs.
   - Total Cost: ₹8,000
5. **Integration & Testing**
   - Tasks: API integration, unit testing, UI testing.
   - Total Cost: ₹8,000
6. **Deployment**
   - Tasks: Cloud setup, CI/CD pipeline, production release.
   - Total Cost: ₹8,000
7. **Maintenance & Support**
   - Tasks: Bug fixing, system updates, performance monitoring.
   - Total Cost: ₹8,000
- **Reserve Buffer: ₹3,100**
- **Final Total: ₹86,900**

Conclusion:

The budget plan for *Project Plant Pals Operations & Training* is well-structured, covering all phases of the project lifecycle from initiation to maintenance. The allocation of ₹86,900 ensures that resources are distributed effectively across milestones such as project initiation, design, development, testing, deployment, and support. Each milestone has been carefully costed with employee roles, hours, and rates, ensuring transparency in labor costs.

Additionally, the inclusion of a reserve buffer of ₹3,100 highlights proactive planning for unexpected expenses. This cost management plan balances project quality with financial efficiency, ensuring that the project can be executed successfully within the target budget while minimizing risks.