

Project Plan

Raissa Makonga

Student Bachelor Applied Computer Science
2024 - 2025



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Project Plan

Week 1 – 2 (Feb 24th – Mar 7th)

- Meeting the team and understanding the project scope.
- Have meetings with the different members involved in the project to get some understanding of the needs and also the different requirements.
- Create a project plan and get approval from mentor and supervisor
- Attend the kick off meeting with mentor, Michiel and supervisor, Brent.
- Finalize the first draft of the project plan.

PD Main

- Research existing cost estimation tools

Week 3 (Mar 10th – Mar 14th)

Travel & Expense tool

- Schedule meetings with finance teams from different regions.
- Gather existing documentation and requirement for the Travel and Expense (T&E) tool.
- Define actions for the T&E tool.
- Attend Monthly meeting with other ICS members.

Payment Terms Project:

- Attend the kick off meeting with Marvin and Rob to discuss project.
- Attend meeting with Marvin where he explained how I can download the files from SAP.

Week 4 (Mar 17th – Mar 21st)

Travel & Expense tool

- Attend meeting with Eddie Chan from Asia-Pacific & Attend meeting with Daisy Qiu and Apple Ye from Asia-Pacific
- Attend meeting with Alex Fedanov outlining As-Document
- Attend meeting with Nancy Murray from US/Canada
- Create As-Is document
- Create BPMN Level 5 diagrams from Asia-Pacific

Payment Terms Project:

- Attend the kick off meeting with Marvin to discuss the following steps for the entire project.

Week 5 – 6 (Mar 24th - Apr 4th)

Travel & Expense tool

- Attend meeting with Annelies discussing current Europe travel and expense tool
- Create level 5 BPMN for Europe procedure
- Attend meeting with Katia from Latin America
- Create As-Is document
- Create BPMN Level 5 diagrams from Asia-Pacific
- Attend Project Board meeting presenting the structure of the new travel and expense tool
- Export 2024 expense claims and match them to the G/L accounting codes (for each AP system)

Payment terms

- Label each unique invoice per format in excel spreadsheet
- Create As-Is document
- Create BPMN Level 5 diagrams from Asia-Pacific

Week 7 – 8 (April 7th - Apr 18th)

Travel & Expense tool

- Continue working on AP systems with G/L code
- Attend meeting with India and Latin America staff members
- Create BPMN diagram for India and Latin America
- Update As-Is document with India and Latin America documentation
- Meet with Stuart T from DPS
- Attend 1-1 meeting with Alex F

Payment terms

- Meet with Rob K to discuss next steps
- Download and Label unique invoices using labelling software
- Send finishing labelled invoices for training of model
- PowerPoint creation for ICS Leadership Meeting

Week 9 – 10 (April 21st – May 2nd)

Travel & Expense tool

- Begin filling out MXP Excel Sheet
- Attend Kick Off meeting
- Gather figures for 2024 with all systems
- Finalize figures and present figures for 2024
- Begin filtering and categorizing expense types based on usage frequency

Payment terms

- Meet with Rob K and Marvin to align on next steps
- Created own Power Automate to automate invoice extraction
- Test the Power Automate Flow
- Run Power Automate Flow on 45 labelled invoices and then scale up to rest of invoices

Week 11 (May 5th – May 9th)

Travel & Expense tool

- Create first draft of most used expense type for Europe
- Finalize and Present PowerPoint to ICS Leadership Team
- Email documents to Leadership Team

Payment terms

- Download and process 9 folders of 900+ invoices using Power Automate
- Meet with Marvin & Rob to review flow performance
- Attend meeting with Marvin to discuss Master Data Info

Week 12 - 13 (May 12th – May 23rd)

Travel & Expense tool

- Integrate ASPAC into overview
- Attend weekly touchpoint with Annelies and Cristina
- Present the As-Is document to stakeholders
- 1-1 feedback with CDIO, Andreas

Payment terms

- Data correction on excel workbook
- Attend meeting with Marvin to discuss master data and final steps
- Present conclusions of the payment terms to Marvin and other stakeholders