Project plan

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| Project name | Group assignment project |
| Project owner / sponsor | Tobias Finndin |
| Project manager | Annika Nilsson |

# Summary

*A brief introductory summary of the project plan.*

This project plan describes how we as a project group for the "Group assignment project" should work to achieve our goals and work as efficiently as possible.

# Background, purpose and goals

## Background description

*Description of the background to the project, with a clear connection to the goal and benefit*

The project owner has ordered this project both to give us knowledge and experience in working in projects but also to test our knowledge to be able to give us grades in the course. This is achieved by analysing a completed project and comparing cultural differences between two countries.

## Purpose

*The effect that the project is expected to create, i.e. why it is important that the project should be carried out.*

The purpose of the project is to give us insight and knowledge into how project management and project methodology are applied in reality. We will gain knowledge and experience in how the work in projects is done.

## Goal

*The result the project must deliver, i.e. what must be achieved when the project is completed*

The goal of the project is to make a thorough analysis of a recent project in the form of a written report and a presentation to the class. We will also make a presentation where we compare the business culture and cultural differences in France and Sweden.

# Scope and Delimitations

## Extent

*What is included in the project that needs to be carried out in order for the goal to be delivered.*

*Scope is described with a WBS at an overall level - main packages with a brief description of each.*

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A WBS has been performed with different steps that describe what we need to do for the different tasks from start to finish.

## Boundaries

*What the project should not deliver. The purpose of boundaries is to avoid unfounded hopes among the project's various stakeholders.*

# Requirements specification

## Product requirements

*Requirements for the result/product.*

To create the three products you mentioned—1) a project plan for planning and delivering two assignments as a group, 2) a project analysis and presentation for the company's project, and 3) a project presentation examining the business culture in France relevant to Swedish companies—you will need specific product requirements for each. Here are the product requirements for these deliverables:

1. Project Plan for Group Assignments:

* Purpose: The project plan outlines the process and tasks for planning and delivering two assignments as a group. It serves as a guide for the group members and ensures the successful completion of the assignments.
* Scope: The project plan should cover both assignments, including their objectives, timelines, and deliverables.
* Key Components:
  + Clear objectives for each assignment.
  + Assignment details, including requirements and expectations.
  + Task allocation among group members.
  + Timelines and milestones for each assignment.
  + Communication plan within the group.
  + Risk assessment and mitigation plan.
  + Quality standards for assignment deliverables.
  + Methods for monitoring progress and ensuring collaboration.
* Format: The project plan should be a well-structured document in digital format, accessible to all group members. Common tools for this might include Google Docs, project management software, or shared spreadsheets.

1. Project Analysis and Presentation for the Company's Project:

* Purpose: The project analysis provides an in-depth examination of the company's project, focusing on its current status, challenges, and opportunities for improvement. The presentation is a means to communicate the findings to stakeholders.
* Scope: The analysis should focus on the specific project within the company.
* Key Components for Analysis:
  + Background and context of the project.
  + Current project status, including progress, challenges, and opportunities.
  + Stakeholder analysis.
  + SWOT analysis (Strengths, Weaknesses, Opportunities, Threats).
  + Recommendations for improvement or changes.
  + Cost-benefit analysis if applicable.
* Key Components for Presentation:
  + Introduction and project background.
  + Project objectives and goals.
  + Key findings from the project analysis.
  + Proposed recommendations or changes.
  + Next steps and action items.
* Format: The analysis can be a report or document, while the presentation should be visually engaging, and created with tools like PowerPoint or Keynote.

1. Project Presentation French Business Culture relevant to Swedish Companies:

* Purpose: The presentation examines the business culture in France and how it relates to Swedish companies, providing valuable insights for business decisions.
* Scope: Focus on key aspects of French business culture relevant to Swedish companies.
* Key Components:
  + Introduction to the topic and its importance.
  + Overview of French business culture, including norms, values, and practices.
  + Analysis of cultural differences and potential challenges.
  + Strategies and recommendations for Swedish companies doing business in France.
  + Case studies or examples illustrating cultural differences.
  + Q&A or discussion points for the presentation.
* Format: The presentation should be visually engaging and suitable for in-person or remote delivery, using presentation software such as PowerPoint or Keynote.

1. Additional considerations for all three products:

* Audience: Clearly define the target audience for each product, whether it's the group members, company stakeholders, or other relevant parties.
* Version Control: Maintain version control for all documents to track changes and updates.
* Consistency: Ensure consistency in terminology, formatting, and branding across all three products.
* Accessibility: Make sure the products are easily accessible to the intended audience, either through sharing digital files, online platforms, or printed copies.
* Review and Approval: Establish a review and approval process for each product, involving relevant stakeholders.
* Documentation: Keep records of changes, feedback, and approvals for all products.

By following these product requirements, you'll be better equipped to create and present a comprehensive project plan, project analysis, and project presentation that align with the company's objectives and meet the needs of various stakeholders.

## Project requirements

*Requirements for the implementation, as well as priorities between the project's control parameters*

To successfully implement your project, which involves planning and delivering two assignments as a group (a project analysis and a project presentation of the company's project, and a project presentation examining business culture in France relevant to Swedish companies), you should establish project requirements and prioritize control parameters. Here are the project requirements and control parameters:

1. Project Plan for Group Assignments:

* Objective: The primary goal is to plan and deliver two group assignments effectively.
* Scope: This project covers the planning, execution, and delivery of the two assignments, which are detailed below.
  + Develop a detailed project plan for two group assignments, it should include objectives, tasks, timelines, resource allocation, risk assessment, communication plan, and quality standards.
  + The project plan should be documented in a clear and structured format.

1. Assignment 1: Project Analysis and Presentation for the Company's Project:

* Project Analysis:
  + Provide a comprehensive analysis of the company's project, emphasizing its background and context.
  + Evaluate the current project status, highlighting progress, challenges, and opportunities.
  + Perform a stakeholder analysis to identify key parties involved.
  + Conduct a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) for the project.
  + Develop recommendations for potential improvements or changes.
  + If applicable, include a cost-benefit analysis.
* Project Presentation:
  + Begin with an introduction and background of the project.
  + Highlight the project's objectives and goals.
  + Present key findings from the project analysis.
  + Propose recommendations or changes based on the analysis.
  + Outline the next steps and action items to address the findings.

1. Assignment 2: Project Presentation on French Business Culture.

* Objective: The goal is to examine and present French business culture's relevance to Swedish companies.
* Scope: Focus on essential aspects of French business culture that are pertinent to Swedish companies.
  + Provide an introduction to the topic and explain its significance.
  + Deliver an overview of French business culture, including norms, values, and practices.
  + Analyze cultural differences and potential challenges for Swedish companies.
  + Suggest strategies and recommendations for Swedish companies conducting business in France.
  + Incorporate case studies or examples to illustrate cultural differences.
  + Include discussion points or a Q&A session in the presentation.

1. Project Control Parameters (Priorities):

In project management, it's essential to prioritize control parameters, which include the classic "triple constraints" of time, cost, and scope. However, in your case, you can extend this to include other critical parameters that are relevant to your project's success. The priorities among these parameters might vary depending on your project's specific circumstances. Here are the project control parameters and their priorities:

* Time: Ensure that all project activities are completed within their specified timelines. Meeting deadlines is crucial, especially for assignments in an educational context.
* Quality: Maintain high standards for the quality of the assignments and presentations. Ensure they meet or exceed the expected quality criteria.
* Scope: Adhere to the scope defined for each assignment, ensuring that you cover all required aspects without unnecessary expansion.
* Cost: Manage costs effectively, considering any expenses related to research, materials, or presentations.
* Stakeholder Satisfaction: Ensure that the needs and expectations of stakeholders, including group members, instructors, and others, are met.
* Risk Management: Continuously identify and mitigate risks that could impact project delivery and the quality of assignments.
* Communication and Collaboration: Prioritize effective communication and collaboration within the group, as it's vital for the success of group assignments.

The priorities between these control parameters may change throughout the project based on the specific circumstances and goals. Effective project management involves balancing these parameters to achieve successful project delivery.

## Conditions

*Requirements on the project's parties that must be met to ensure the project's implementation and results*

To ensure the successful implementation and results of your project, which involves creating a project plan for group assignments (project analysis and project presentation for the company's project and a project presentation on French business culture relevant to Swedish companies), there are specific requirements and responsibilities that must be met by the project parties involved. These parties typically include project members, stakeholders, and project managers. Here are the key requirements for each party:

Project Members (Group Assignments Team):

1. Responsibility for Deliverables:

* Clearly understand the requirements of each assignment.
* Take individual responsibility for completing assigned tasks.
* Meet deadlines and contribute to the overall project goals.

1. Effective Communication and Collaboration:

* Maintain open and constructive communication within the group.
* Collaborate effectively with team members to ensure a cohesive approach to the assignments.
* Share progress updates, challenges, and ideas with the team.

1. Quality Assurance:

* Ensure the quality of work by reviewing, editing, and proofreading assignments.
* Follow the project's quality standards and guidelines.

1. Time Management:

* Manage time effectively to meet project milestones and deadlines.
* Proactively address potential delays and inform the team if adjustments are needed.

1. Adherence to Project Plan:

* Follow the project plan and task assignments to ensure alignment with project objectives.

1. Documentation:

* Keep thorough records of work, changes, and contributions.
* Document sources and references for research.

Stakeholders (e.g., Instructors, Peers, Management):

1. Clearly Defined Expectations:

* Clearly communicate the objectives, expectations, and evaluation criteria for each assignment.
* Ensure that stakeholders understand the project's importance and relevance.

1. Support and Guidance:

* Provide necessary support, guidance, and resources to project members.
* Be available for questions and assistance when needed.

1. Feedback and Evaluation:

* Offer constructive feedback and evaluations of assignments to help project members improve.
* Use assessment criteria to provide objective feedback.

Project Manager:

1. Project Planning and Oversight:

* Develop a comprehensive project plan that outlines project objectives, timelines, milestones, and resource allocation.
* Oversee the execution of the plan, making adjustments as necessary.

1. Communication and Coordination:

* Facilitate effective communication within the group.
* Coordinate meetings and discussions to ensure alignment and progress.

1. Issue Resolution:

* Address any issues or conflicts that arise within the group.
* Provide guidance and solutions to overcome challenges.

1. Risk Management:

* Identify potential risks and develop mitigation strategies.
* Monitor the project's progress and intervene if necessary to prevent or resolve issues.

1. Documentation and Reporting:

* Maintain project documentation, including project plan updates and change records.
* Report project progress to stakeholders and management.

1. Quality Control:

* Ensure that project deliverables meet the established quality standards and objectives.

By meeting these requirements, the project parties can ensure effective collaboration, adherence to project objectives, and the successful implementation and results of the project. Communication, responsibility, and quality are critical factors in achieving the desired outcomes for the group assignments.

# Delivery and introduction

*How the product/result is handed over to the customer and brought into the environment it is intended for*

The product that is to be handed over to the client will be a compiled picture of how we together can achieve a well-functioning work environment. Where we map our weaknesses and strengths through a SWOT analysis. In addition, a WBS is created to clarify how we gradually approach the tasks in front of us, in order to get as good a foresight as possible. The product will be submitted to the client in the form of a project plan that summarizes how we as a group will create the most effi-cient environment possible.

# Current situation analysis and stakeholders

SWOT analysis

*Mapping and analysis of the external and internal conditions that may affect the implementation.*

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| --- | --- |
| Strengths   * Different skills / backgrounds. * Motivated to learn. * Good communication | Weaknesses   * No precious experience / knowledge of working in projects. * New group. |
| Possibilities   * Contact with companies / project managers. * Support from instructors. | Threat   * Time pressure. * Sickness / absence. |

## Conclusions

Even if we have no previous knowledge of working in projects, we come into the project with different backgrounds and skills, which will make it easier for us in case of any problems. Through our contact with a company, we learn from real-life examples and the opportunity to share experiences with a project manager. The fact that we haven't worked together before is compensated by the fact that we are all motivated to learn and want to contribute to achieve the group's goals as well as good communication will help us work as a group.

Through good communication and planning, as well as with the support of our teacher, we will be able to handle the time pressure and possible absences.

## Stakeholder analysis

*Mapping and analysis of individuals and organizations that can affect the project or have been affected by the project*

Core stakeholders/Primary stakeholders: Tobias Finndin, group members

Secondary stakeholders: Fellow students, interviewee.

# Organization and staffing

Roles, responsibilities and powers

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| --- | --- | --- | --- |
| **Role** | **Responsibility** | **Powers** | **Staffing** |
| Sponsor | Support | Grading, overall decision | Tobias Finndin |
| Project Manager | Lead, reach the goals | Operational decision | Annika Nilsson |
| Communication Request | Communications | Ensuring good communication | San Akram |
| Quality Assurance | Ensure compliance with requirements | Ensuring compliance with standards | Patrick Johansson |
| Risk Evaluator | Identify risks and report | Make decision to ensure risk management is followed | Maslah Ali Abdi |
| Administrator | Make sure document exist | Organize document management | Xingrong Zong |
| Sustainability Manager | Environmental economic, social | Decisions on policies | Kirsty Pihl |

# Communication

## Reports and documentation

*Rules and routines for how the project must be followed up and how reporting must take place*

Our communication takes place via Whats-app and on the days we meet when we have lectures. There we agree on when we need to meet and write together or go through documents. We col-lectively decide which day is suitable for group work or interview. We appoint a secretary and a chairman for each occasion. Reporting on how far the group has come takes place after each me-eting in the Whats-app group.

## Information plan

*Plan for information dissemination with the aim of ensuring that the right target group receives the right information at the right time and in the right way.*

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| **Who (stakeholder)** | **Where is r** | **What** | **When \_ \_** | **How** | **Responsible** |
| Group members | Follow up of work | Information | If necessary | Whatsapp, SMS, phone call | Patrick |
| Geodis Gothenburg | Interview scheduling | Education / information | An occation | Mail | Annika Nilson |
| Sponsor | If necessary | Guidance | If necessary | Omniway | Tobias Finndin |
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# 8. Milestones

*An overall flow plan or table containing the project's most important stage goals, based on the WBS structure*

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# 9. Activities

*A list of activities that are time and resource estimated. (Start from the WBS structure)*

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| # | **Activity** | **Duration  (hours/days)** | **Dependent** | **Resources** | | | **Cost** |
| **Quantity** | **working time (hours)** | **Price  (kr/hour)** |
| 1 | Project start - kick off | 1.5 hours |  | 8 | 1.5 | 650 | 7800 |
| 2 | Produce drawings | 4 days | 1 | 1 | 8 | 650 | 5200 |
| 3 | Planning meeting \_ | 1 hour | 2 | 6 | 1 | 650 | 3900 |
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# 10. Timetable

## Timetable/ Gantt chart

*Activity plan with timeline, where duration and relationship between activities and milestones are indicated. A timetable is produced by entering start and end times for each activity and dependencies.*

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A diagram of a flowchart

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# Budget and benefit analysis

## Benefit analysis

*What benefits the project's results will contribute. It is the effect target that is valued and, if possible, calculated.*

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| Hardly rated benefits | Learn from each other |
| Indirect benefits | Practice to cooperate in a group, broader network |
| Direct benefits | Finish the course, Pleased team members, increase knowledge |

## Budget

*The project's estimate - compilation of internal and external costs for the resources required to implement the project*

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| Internal costs |  |
| External costs |  |
| Other expenses |  |
| Total costs |  |

# Risk analysis and risk management plan

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| **Risk** | **Probability** | **Consequence** | **Risk value \_** | **Action taken \_ \_** |
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