

WBS

TASK	SUB TASK	WP	ID		DURATION	DEPENDS ON
X			1	Project overview		
	X		1.1	Understand project requirements and expected deliverables		1.1.1
		X	1.1.1	Prioritise deliverables that have an earlier deadline	1 week	
	X		1.2	Create project plan with WBS and GANTT chart		1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5
		X	1.2.1	Gather key tasks	1 day	
		X	1.2.2	Break down tasks into subtasks and work packages	1 week	1.2.1
		X	1.2.3	Estimate the duration each subtask will take	1 week	1.2.1, 1.2.2
		X	1.2.4	Assign roles	1 day	
		X	1.2.5	Identify future challenges and create a backup plan	1 week	
	X		1.3	Preparing questions for the client to clarify missing and necessary information		1.3.1, 1.3.2, 1.3.3
		X	1.3.1	Cross-reference background information provided with external sources	1 week	
		X	1.3.2	Evaluate data provided and list down questions with regards to missing or incomplete data	1 week	
		X	1.3.3	Ideate questions regarding the problem domain	1 week	
	X		1.4	Create an in depth scope of Resoles operational procedures and resources used		1.4.1, 1.4.2
		X	1.4.1	Gather the information collected from 1.3 to create the operational procedures and resources used	1 week	
		X	1.4.2	Develop a model of Resoles current operational process	1 week	1.4.1
X			2	Data, methods and analysis		
	X		2.1	Preliminary analysis		2.1.1, 2.1.2, 2.1.3, 2.1.4,

						2.1.5
		X	2.1.1	Evaluate data quality	1 day	
		X	2.1.2	Perform data cleaning and preprocessing	2 week	2.1.1
		X	2.1.3	Analyse the historical operational data from Resole	3 days	2.1.1, 2.1.2
		X	2.1.4	Create visualisations	1 day	2.1.1, 2.1.2, 2.1.3
		X	2.1.5	Interpret results and identify inefficiencies and bottlenecks	1 week	2.1.1, 2.1.2, 2.1.3, 2.1.4
	X		2.2	Create the Initial draft project analysis		2.2.1
		X	2.2.1	Compile project plan, Resole scope, interview questions and answers, preliminary analysis	1 day	
X			3	Research, benchmarking and recommendations		
	X		3.1	Research related industries best practices in handling second hand products		3.1.1, 3.1.2, 3.1.3, 3.1.4
		X	3.1.1	Research organisations handling donated goods	1 week	
		X	3.1.2	Identify innovative technologies or methods they use that could be relevant to Resole	1 week	
		X	3.1.3	Carry out a critical evaluation of Resoles current processes	1 week	
		X	3.1.4	Assess these technologies applicability	1 week	
X			4	Improvement opportunities		
	X		4.1	Identify the potential areas for improvement		4.1.1, 4.1.2
		X	4.1.1	Evaluate and prioritise different technologies and methods to improve	1 week	
		X	4.1.2	Assess impact and feasibility, and look at sustainability and potential risks	1 week	
X			5	Construct final project report		
	X		5.1	Create a report detailing your groups progress to date		5.1.1, 5.1.2, 5.1.3
		X	5.1.1	Include details of the analysis that has been carried out and the methodological approach taken	1 week	

		X	5.1.2	Highlight assumptions made, limitations and associated gaps	1 week	
		X	5.1.3	Discuss potential costs and benefits associated with our suggested improvement opportunities	1 week	
	X		5.2	Create a presentation for client		5.2.1
		X	5.2.1	Summarise our research, methods, analysis, insights and recommendations	1 week	
	X		5.3	Upload the link to GitHub repository		

Project timeline including key tasks and expected durations (Gantt chart)

ID	ACTIVITY	WK1	WK2	WK3	WK4	WK5	WK6	WK7	WK8	WK9
1.1.1	Understand project requirements and expected deliverables	X								
1.2.1	Gather key tasks	X								
1.2.2	Break down tasks into subtasks and work packages	X								
1.2.3	Estimate the duration each subtask will take	X								
1.2.4	Assign roles	X								
1.2.5	Identify future challenges and create a backup plan	X								
1.3.1	Cross-reference background information provided with external sources		X							
1.3.2	Evaluate data provided and list down questions with regards to missing or		X							

	incomplete data									
1.3.3	Ideate questions regarding the problem domain		X							
1.4.1	Gather the information collected from 1.3 to create the operational procedures and resources used		X							
1.4.2	Develop a model of Resoles current operational process			X						
2.1.1	Evaluate data quality			X						
2.1.2	Perform data cleaning and preprocessing			X						
2.1.3	Analyse the historical operational data from Resole			X						
2.1.4	Create visualisations			X						
2.1.5	Interpret results and identify inefficiencies and bottlenecks			X						
2.2.1	Compile 1.1, 1.2, 1.4, and 2.1				X					
3.1.1	Research organisations handling donated goods					X				
3.1.2	Identify innovative technologies or methods they use that could					X				

	recommendations									
5.3	Upload the link to GitHub repository									X

Meeting Log

Date	Time	Attendee	Meeting plans	Discussion summary	Next steps
05/02/25	1pm	Mujtaba, Marukh, Rohan, Sarah	To discuss the initial draft project analysis, assign team roles, and project timeline	We discussed the initial draft, shared out initial thoughts and begun to do some background research to create a scope of Resoles operational procedures	We set our next meeting and to prepare by doing some individual research on the company, and plan some questions for the client
06/02/25	2.30pm	Mujtaba, Marukh, Rohan, Sarah	Share our individual findings/background research. To refine our model of Resoles operational processes. Share our questions for the client and create a draft of questions.	We created a more revised model of the operational phrases and identified key processes, resources used, and bottlenecks/inefficiencies. We began to draft some questions for the client meeting	We planned our next meeting, set tasks to do for next meeting- Rohan and Mujtaba= Data and Methods, preliminary analysis Marukh and Sarah =Planning and WBS/ Gantt
09/02/25	6pm	Bisma, Marukh, Sarah, Rohan		We discussed our tasks and shared our work. Put together a final list of	Arranged focus areas for next week

				client questions.	
24/02/25	7pm	Marukh, Mujtaba, Bismah, Rohan		We shared and discussed the project plan and the preliminary analysis. Set a date for a meeting to put together the initial draft	Project plan: finish constructing the GANTT chart, Everyone should come up with some initial thoughts for the initial draft Finalise the preliminary analysis
26/02/25		Rohan, Sarah, Mujtaba		The initial draft was handed in	
05/03/25	1pm	Bisma, Rohan, Marukh, Mujtaba	Discuss next steps	We discussed next steps in project, found related companies to Resole in order to do our research and draw on examples to improve Resoles efficiency	Set everyone a charity to research Marukh= Smart Works Sarah= Unhoused Mujtaba= Clarks Rohan= Shareware Bismah= Shareware
13/03/25		Bisma, Rohan, Marukh, Mujtaba, Sarah	Share our individual research	We shared our research findings and created a list of main problems with Resole, critical evaluation and possible solutions	Set individual tasks to do: Create flowchart diagram of RE: Sole's processes - Bismah Structure the report to add scope 2 & 3, add in conceptual model (Lecture 2) - Rohan Address key questions provided in the scope and scope 1 - Sarah & Marukh Create the presentation - Sarah & Marukh Form data visualisations- Mujtaba & Rohan

18/03/25	7pm	Rohan, Marukh, Mujtaba, Sarah		We discussed final draft and finalised it. Looked over the presentation Discussed data	We set a meeting to run through the presentation Write our individual reflections