

# **Project Management (Status Report)**

## **“ElCoGa To-Be Concept”**

*Course: Business Strategy*

*Study Program: Business Consulting Master*

*WiSe 24-25 - Group 01*

**Heena Gupta Bhardwaj**

**Ina Shtëmbari**

**Krishna Rahul Thumar**

**Sara Lizeth Ayala Romero**

**Subhashri Ravichandran**

**Prof. Dr. Peter Mattheis**

# Agenda

- 1 Project Overview
- 2 Roles and Responsibilities
- 3 WBS
- 4 Risk Management
- 5 Quality Management
- 6 Key Deliverables

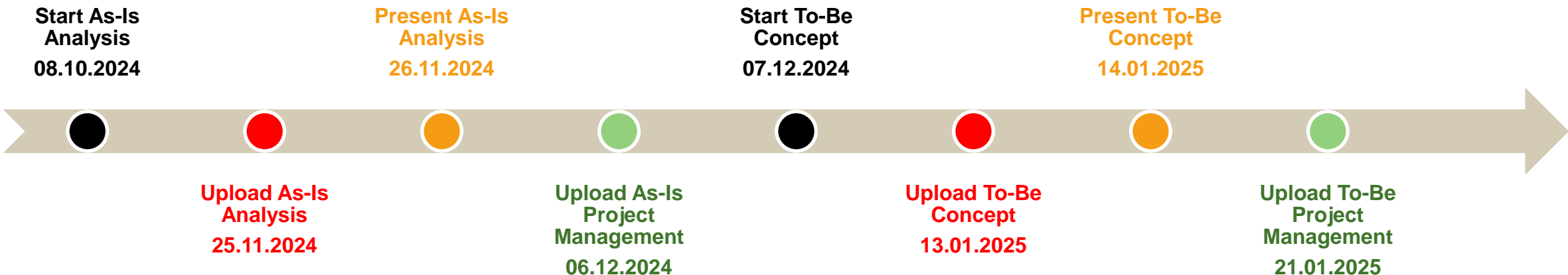
# 1. Project Overview

## Project Goals:

- Provide insights into EICoGa's To-Be Concept.
- Develop the strategy for To-Be Concept.
- Develop implementation for integrating new concepts and strategy.

## Quality Goals:

- Ensure accuracy and clarity in analysis.
- Maintain high documentation and reporting standards.



1. PROJECT OVERVIEW

2. ROLES & RESPONSIBILITIES

3. WBS

4. RISK MANAGEMENT

5. QUALITY MANAGEMENT

6. KEY DELIVERABLES

## 2. Roles and Responsibilities

ROLE	RESPONSIBILITIES	NAME
<b>Project Manager</b>	Project Plan & Report	Ina Shtëmbari
	Introduction & Strategic Overview & New Organizational Chart	Ina Shtëmbari
	Project Deliverables	Ina Shtëmbari
	Monitoring	Ina Shtëmbari
<b>Strategy Analyst</b>	Cost-Benefit Analysis	Sara Lizeth Ayala Romero
	Cost Breakdown	Sara Lizeth Ayala Romero
	Benefit Projections	Sara Lizeth Ayala Romero
	Financial KPIs	Sara Lizeth Ayala Romero
<b>Business Process Developer</b>	Balance Score Card – Vision & Strategy	Krishna Rahul Thumar
	Internal Processes Perspective	Krishna Rahul Thumar
	Financial Perspective	Krishna Rahul Thumar
<b>Technical Analyst</b>	Implementation - Five Principles of SFO	Subhashri Ravichandran
	Implementation - Digital Transformation	Subhashri Ravichandran
	Implementation – Gantt Chart	Subhashri Ravichandran
<b>Strategy Consultant</b>	Customer Perspective	Heena Gupta Bhardwaj
	Learning and Growth Perspective	Heena Gupta Bhardwaj
	Strategy Map & Relationships between perspectives	Heena Gupta Bhardwaj

1. PROJECT OVERVIEW

2. ROLES & RESPONSIBILITIES

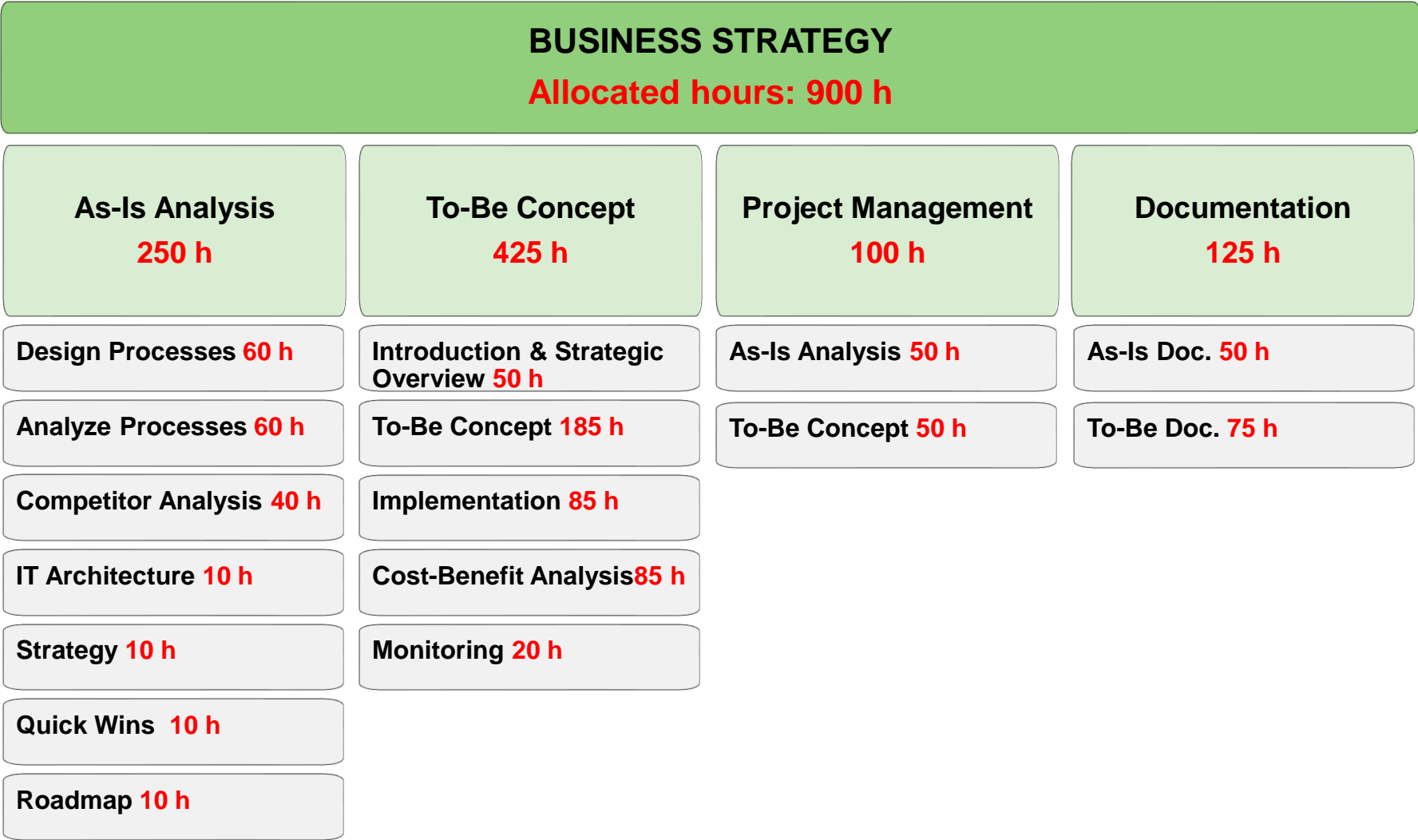
3. WBS

4. RISK MANAGEMENT

5. QUALITY MANAGEMENT

6. KEY DELIVERABLES

# 3. Work Breakdown Structure 1/3



# 3. Work Breakdown Structure 2/3

EICoGa As-Is Analysis	Planned Hours	Actual Hours
1. Introduction and Strategic Overview	50	50
2. To-Be Concept	185	185
3. Implementation	85	85
4. Cost-Benefit Analysis	85	85
5. Monitoring	20	20
<b>Total team hours</b>	<b>425</b>	<b>425</b>
<b>Project Management</b>	<b>50</b>	<b>50</b>
<b>Documentation</b>	<b>75</b>	<b>75</b>

1. PROJECT OVERVIEW

2. ROLES & RESPONSIBILITIES

3. WBS

4. RISK MANAGEMENT

5. QUALITY MANAGEMENT

6. KEY DELIVERABLES

# 3. Work Breakdown Structure 3/3

## GANTT CHART

PROJECT TITLE		EiCoGa To-Be Concept					COMPANY NAME		KHISS Business Consulting																																		
PROJECT MANAGER		Ina Shtëmbari					DATE		21.01.2025																																		
WBS NUMBER	TASK TITLE	TASK OWNER	START DATE	DUE DATE	HOURS ALLOCATED	PCT OF TASK COMPLETE	PHASE ONE									PHASE TWO									PHASE THREE																		
							WEEK 1					WEEK 2					WEEK 3					WEEK 4			WEEK 5			WEEK 6			WEEK 7			WEEK 8			WEEK 9						
							M	T	W	T	R	F	M	T	W	T	R	F	M	T	W	T	R	F	M	T	W	T	R	F	M	T	W	T	R	F	M	T	W	T	R	F	
1	Planning					50																																					
1.1	Define objectives and deliverables	Ina Shtëmbari	26/11/24	26/11/24	5	100%																																					
1.1.1	Assign roles and clarify tasks	Ina Shtëmbari	27/11/24	30/11/24	10	100%																																					
1.2	Organise documentation	Team	30/11/24	03/12/24	17	100%																																					
1.3	Develop a Work Breakdown Structure (WBS) & Gantt Chart	Ina Shtëmbari	03/12/24	07/12/24	18	100%																																					
2	Introduction & Strategic Overview					50																																					
2.1	Objectives	Ina Shtëmbari	07/12/24	09/12/24	5	100%																																					
2.2	As-Is Analysis Recap	Ina Shtëmbari	09/12/24	10/12/24	20	100%																																					
2.3	Vision/Mission/Strategy General Concept	Ina Shtëmbari	11/12/24	13/12/24	10	100%																																					
2.3.1	Vision/Mission/Strategy Example	Ina Shtëmbari	13/12/24	16/12/24	15	100%																																					
3	To-Be Concept					185																																					
3.1	Organizational Chart	Ina Shtëmbari	16/12/24	19/12/24	10	100%																																					
3.1.1	Cross-functional teams	Ina Shtëmbari	16/12/24	19/12/24	5	100%																																					
3.2	Balance Score Card General Concept	Krishna Rahul Thumar	20/12/24	22/12/24	10	100%																																					
3.2.1	Balance Score Card - EiCoGa	Krishna Rahul Thumar	20/12/24	03/01/25	35	100%																																					
3.2.1.1	Internal Processes Perspective	Krishna Rahul Thumar	20/12/24	03/01/25	20	100%																																					
3.2.1.2	Financial Perspective	Krishna Rahul Thumar	20/12/24	03/01/25	20	100%																																					
3.2.1.3	Customer Perspective	Heena Gupta Bhardwaj	20/12/24	03/01/25	20	100%																																					
3.2.1.4	Learning and Growth Perspective	Heena Gupta Bhardwaj	20/12/24	03/01/25	20	100%																																					
3.3	Strategy Map General Concept	Heena Gupta Bhardwaj	03/01/25	05/01/25	10	100%																																					
3.3.1	Strategy Map - EiCoGa	Heena Gupta Bhardwaj	03/01/25	10/01/25	35	100%																																					
4	Implementation					85																																					
4.1	Five Principles of a SFO	Subhashri Ravichandran	20/12/24	03/01/25	20	100%																																					
4.2	Digital Transformation	Subhashri Ravichandran	20/12/24	03/01/25	30	100%																																					
4.3	Gantt Chart for Implementation	Subhashri Ravichandran	03/01/25	10/01/25	35	100%																																					
5	Cost-Benefit Analysis					85																																					
5.1	Cost Breakdown	Sara Lizeth Ayala Romero	20/12/24	03/01/25	32	100%																																					
5.2	Benefit Projections	Sara Lizeth Ayala Romero	03/01/25	05/01/25	18	100%																																					
5.3	Financial KPIs	Sara Lizeth Ayala Romero	20/12/24	10/01/25	35	100%																																					
6	Monitoring					20																																					
6.1	Monitoring Tools	Ina Shtëmbari	10/01/25	11/01/25	4	100%																																					
6.2	Risk Management	Ina Shtëmbari	10/01/25	12/01/25	8	100%																																					
6.3	Implementation of Monitoring Process	Ina Shtëmbari	12/01/25	13/01/25	8	100%																																					
7	To-Be Presentation					75																																					
7.1	Consolidate information	Team	08/01/25	11/01/25	15	100%																																					
7.2	Review and validate recommendations	Team	03/01/25	13/01/25	40	100%																																					
7.3	Presentation	Team	12/01/25	14/01/25	20	100%																																					

Gantt chart\_Group-01.xlsx

1. PROJECT OVERVIEW

2. ROLES & RESPONSIBILITIES

3. WBS

4. RISK MANAGEMENT

5. QUALITY MANAGEMENT

6. KEY DELIVERABLES

# 4. Risk Management 1/2

## Risk Assessment

No.	Risk	Probability	Impact	Risk Occurrence	Risk Avoidance
01	Illness	Medium	High	High workload, stress	Diet (low sugar, moderate alcohol), vitamins, sports
02	System Failure	Low	High	Backup unavailable	Redundant storage, regular updates
03	Team Coordination Issues	Medium	Medium	Miscommunication or unclear responsibilities	Weekly status meetings, clear role division
04	Data Misinterpretation	Medium	High	Misaligned data sources or unclear analysis	Double-check sources, peer reviews
05	Missed Deadlines	Medium	High	Overlapping priorities or delayed task completion	Set internal deadlines, prioritize tasks

1. PROJECT OVERVIEW

2. ROLES & RESPONSIBILITIES

3. WBS

4. RISK MANAGEMENT

5. QUALITY MANAGEMENT

6. KEY DELIVERABLES



**Risk Matrix**

IMPACT	High	System Failure	Illness, Data Misinterpretation, Missed Deadlines	
	Medium		Team Coordination Issues	
	Low			
		Low	Medium	High
PROBABILITY				



**Objective:** Deliver high quality outputs aligned with academic and professional standards.

**Standards:**

- Follow academic guidelines.
- Use structured templates and clear documentation.
- In-person meetings for collaboration.

**Quality Assurance:**

- Peer reviewed all deliverables.
- Used checklists to ensure completeness.
- Incorporated feedback from professor discussions.

**Quality Control:**

- Validated data against reliable sources.
- Ensured consistent visuals and formatting.

**Approval Workflow:** Weekly team review and dry runs

1. PROJECT OVERVIEW

2. ROLES & RESPONSIBILITIES

3. WBS

4. RISK MANAGEMENT

5. QUALITY MANAGEMENT

6. KEY DELIVERABLES

## 6. Key Deliverables

1. Recap of As-Is Analysis
2. New Organizational Chart
3. Presentation of General Concept for To-Be EICoGa
4. Balance Score Card
5. Strategy Map
6. Implementation
7. Cost-Benefit Analysis
8. Monitoring Tools
9. Summary of Transition

1. PROJECT OVERVIEW

2. ROLES & RESPONSIBILITIES

3. WBS

4. RISK MANAGEMENT

5. QUALITY MANAGEMENT

6. KEY DELIVERABLES