Individual Statement

Emmanuel Olutayo

Document Control

Editor	Date	Update
Emmanuel Olutayo	03/06/15	Document Created

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Emmanuel Olutayo – Finance Manager

1.0 Overview of Tasks completed

Task Completed	Created with	Project Area
Financial Plan 1	Penny Nicole	Finance
Financial Plan 2	Penny Nicole	Finance
Financial Review Document 1	Penny Nicole	Finance
Financial Review Document 2	Penny Nicole	Finance
Financial Review Document 3	Penny Nicole	Finance
Financial Summary	Penny Nicole	Finance
Financial Projections	Lewis, Sam Hall, Calum Armstrong	Finance
Multiple Choice Media Handler	Penny Nicole	Software Implementation
Tender Presentation	S O F I A Team	Project-Wide
Sales Presentation	S O F I A Team	Finance Section
Labour Time Predictions for Financial Plan 1	Penny Nicole	Finance
Creation of invoice and receipt	Solo	Finance
Finance Summary Documentation	Penny Nicole	Finance
Bounding Boxes in Teach easy	Alex Cash	Software Implementation
Testing Teach easy Templates	Solo	Software Testing

Figure 1 – A table detailing major pieces of work completed

2.0 Detailed Summary

As the financial Manager on the team my Job was to ensure that our financial books were up to date, liaise with the financial backer and the project manager concerning the financial State of the company and for any financial related queries.

My reason for volunteering to take this role is due to the fact that, I did the course accounting and finance. This role would be quite helpful for me to put what I was taught into action and in turn increase my understanding of the subject.

Therefore as finance manger my first job was to co-operate with the assistant finance manager (Penny Nicole); to work on a financial plan for our company over the course of the module. This was to come up with a figure for the loan and also to give a breakdown of what we would be using the loan for. We created the first financial plan which was accepted by the financial Backer but we soon realised that the loan was not going to be enough because we did not predict the labour hours accurately. We then decided to make an efficient template to take into account the Jobs everyone could be involved in and told everyone in the company to predict how much time they think they will be spending on each job. Using this we created a new financial plan and sent this to the financial Backer. Also we realised we were not tracking peoples hours accurately enough therefore we spoke to the company administration officer about justifications in time sheets.

In weeks 7 and 9 of the spring term and weeks 3 and 6 of the summer term, the assistant Finance Manager and I were required to give a financial review document and we did this and gave it in on the day of the deadline and at times where we needed more time we Contacted the financial Backer to give us more time to collate all the data and necessary report to go with it. In doing these reviews we had to look at our financial plan and compare our actual spending to our predicted spending and justify the discrepancies. The assistant finance manager and I both did this to the best of our abilities and gave action plans at the end of each review and reviewed them in subsequent reviews.

The assistant finance manager and I since we were both always busy with the finance of the company both decided to take a break from this to do some programming. We informed the Software manager and he gave us the multiple choice media handler to do and since we are not strong programmers he directed us on what to do at almost every step of the way and if we were unsure about anything he put us through.

The final documentation for the module was the financial prediction document. This document seemed to have a lot of marketing involved therefore I worked with the marketing team and some other of the group members on this report. Though I fell into a lot of problems with it, some others in my group that is the Admin officer and the lead UX designer came to the rescue as they were quite knowledgeable about spreadsheets so therefore they edited the document and made sure that all the problems with the document were rectified and made the values in the document seem more realistic.

I also had the opportunity to work with the project manager on some more software implementation having to do with the product teach easy. I also volunteered to do some testing on the templates in the programme too. During the Tender presentation I helped some of the group members that were involved prepare for it and contributed on what I thought the presentation should look like and what content should be put in it. In the sales presentation I played the role of telling our audience about our financial predictions and I was immensely helped by the group as I could be quite timid at times. Finally I created the invoice and receipt for the sales of our media handlers.

3.0 Self-Evaluation

In total I think I have done things to the best of my ability but I think I could have done more to help other people on the team with their job roles. All in all there is still room for improvement and I think I could have contributed more to the development of the product. Never the less this project has been an eye opener as I did things I thought I could not do and it pushed me to be more trusting in myself and thought me the value of team work. As a team member I think I've tried my best to contribute in my own little way even though I've not been the most vocal person during group meetings. I think I should have taken up more responsibilities and put myself out there.

In conclusion I think this has been a learning curve for me and with the experience I've gained from this project I am ready to tackle more unfamiliar problems, it's built my confidence in the quality of my work and myself in general.