# **Рroject Management | Madina Yessirkepova**

## **Assignment III**

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**Water loss & waste consumption management**

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| Communication Plan | | | | | |
| **Stakeholder** | **Deliverable** | **Frequency** | **Priority** | **Way to deliver** | **Notes & Attachments** |
| *Supervisor* | status report | 1-2 times a week | High priority | Team meeting, email | Regulation of corporate events and work activity |
| *Investors* | meeting | Weekly | High priority | Confident call | Looking for benefits and the best approach |
| *Governmnet* | Status update | Once a month | Medium priority | Meeting with Senior executives | Getting reports and new tools |
| *Senior executives* | milestone review | Weekly | Medium priority | Email | Reasons for missed deadlines and delays in plans |
| *Co-workers* | Weekly status report | Weekly - Tuesday from 9 am | Low priority | Team meeting | Working attitude and support |
| *Community* | Once a month report | As needed | Low priority | Messages and calls on the phone or email | Update and new data readings, data processing and analysis |

WORK BREAKDOWN STRUCTURE

**Hierarchical Structure**

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| --- | --- | --- |
| **Level** | **WBS Code** | **Element Name** |
| 1 | 1 | Water loss & waste consumption management |
| 2 | 1.1 | Initiation |
| 3 | 1.1.1 | Evaluation & Recommendations |
| 3 | 1.1.2 | Develop Project Charter |
| 3 | 1.1.3 | Deliverable: Submit Project Charter |
| 3 | 1.1.4 | Project Sponsor Reviews Project Charter |
| 3 | 1.1.5 | Project Charter Signed/Approved |
| 2 | 1.2 | Planning |
| 3 | 1.2.1 | Create Preliminary Scope Statement |
| 3 | 1.2.2 | Determine Project Team |
| 3 | 1.2.3 | Project Team Kickoff Meeting |
| 3 | 1.2.4 | Develop Project Plan |
| 3 | 1.2.5 | Submit Project Plan |
| 3 | 1.2.6 | Milestone: Project Plan Approval |
| 2 | 1.3 | Execution |
| 3 | 1.3.1 | Project Kickoff Meeting |
| 3 | 1.3.2 | Verify & Validate User Requirements |
| 3 | 1.3.3 | Design System |
| 3 | 1.3.4 | Procure Hardware/Software |
| 3 | 1.3.5 | Install Development System |
| 3 | 1.3.6 | Testing Phase |
| 3 | 1.3.7 | Install Live System |
| 3 | 1.3.8 | User Training |
| 3 | 1.3.9 | Getting into work |
| 2 | 1.4 | Control |
| 3 | 1.4.1 | Project Management |
| 3 | 1.4.2 | Project Status Meetings |
| 3 | 1.4.3 | Risk Management |
| 3 | 1.4.4 | Update Project Management Plan |
| 2 | 1.5 | Closeout |
| 3 | 1.5.1 | Audit Procurement |
| 3 | 1.5.2 | Document Lessons Learned |
| 3 | 1.5.3 | Update Files/Records |
| 3 | 1.5.4 | Gain Formal Acceptance |
| 3 | 1.5.5 | Archive Files/Documents |

**Tree Structure View**

STAKEHOLDER ANALYSIS

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| --- | --- | --- | --- |
| **Project Name** | Water loss & waste consumption management | **Date** |  |
| **Project Number** |  | **Document Number** |  |
| **Project Manager** |  | **Project Owner/Client** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Stakeholder Name or Group Name. | Internal  Or External  Stakeholder | Unaware, Resistant, Neutral, Supportive, or Leading? | Level of Influence (1-5, with 5 being the lowest) | Ability to Impact Resources  (1-5) | Total Score | What does this stakeholder need? Stakeholder’s greatest concerns? | What is needed from this stakeholder? | What is the risk if this stakeholder is not engaged? (add to risk plan) |
| Supervisor | Internal | Leading | 1(high power) | 1(high interest) |  | Results | Permanent feedback | Might decrease the productivity of the project |
| Shareholders/investors | External | Neutral/Supportive | 2(high power) | 1(medium interest) |  | Benefits for them | investments | Less investing, no money sources |
| Government | External | Neutral/unware | 2(high power) | 2( probably low interest) |  | Help for cumminity | Regulation powers | Might shut down project |
| Senior executives | internal | Neutral | 1(high power) | 2(low interest) |  | Execution | Focus and feedback | Frequent delays in the execution of project |
| Teammates or co-workers | internal | Supportive/Leading | 3(medium power) | 3(medium interest) |  | Results | Support, Additional resources | Less support |
| Community | external | Unware/resistan/neutral/supportive | 2.5(medium power) | 4(varied interest) |  | Usability | Testing it on them and get feedback | No production at all, no potential clients |
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