

**PROJECT MANAGEMENT**

**IN-COURSE ASSESSMENT – GROUP ASSIGNMENT**

**CT050-3-3**

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# Acknowledgement

For this project, we would like to send our gratitude to ……

# Workload Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *PROJECT MEMBERS* | **Balram A/L Krishna Kumar (TP035446)** | **Ang Chee Siah**  **(TP038259)** | **Muhammad Izzat Bin Mohd Jamil (TP035719)** | **Yeo Zhi Yin**  **(TP035402)** |
| **GROUP COMPONENTS** | | | | |
| **Project Methodology** | - | - | 100% | - |
| **Project Charter** | 25% | 25% | 25% | 25% |
| **Scope Statement** | 50% | 50% | - | - |
| **Work Breakdown Structure** | 50% | - | 50% | - |
| **Gantt Chart and Network Diagram** | - | 50% | - | 50% |
| **Cost Budgeting** | 100% | - | - | - |
| **Quality Management** | - | 50% | - | 50% |
| **Cutover Strategy and Transition Plan** | - | 50% | - | 50% |
| **INDIVIDUAL COMPONENTS** | | | | |
| **Human Resource Management** | - | - | 100% | - |
| **Procurement Management** | 100% | - | - | - |
| **Communication Management** | - | 100% | - | - |
| **Risk Management** | - | - | - | 100% |
| **SIGNATURE** |  |  |  |  |

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# 1. INTRODUCTION

# 2. PROJECT CHARTER

## 2.1 Background

## 2.2 Aim and Objectives

### 2.2.1 Aim

### 2.2.2 Objectives

## 2.3 Scope

### 2.3.1 Product Deliverables

### 2.3.2 Project Scope

## 2.4 Constraints

## 2.5 Estimation Budget

## 2.6 Roles & Responsibilities

## 2.7 High Level Risks

## 2.8 Major Project Milestones

## 2.9 Critical Success Factors

## 2.10 Signature

# 3. WORK BREAKDOWN STRUCTURE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task/Management** | **Human Resources** | **Procurement** | **Communication** | **Risk** |
| **1. Initiating** |  |  |  |  |
| 1.1 Media proposal |  |  |  |  |
| 1.2 Estimate cost/budget |  |  |  |  |
| 1.3 Collect purchase requests |  |  |  |  |
| 1.4 Sponsor/supplier search |  |  |  |  |
| 1.5 Analyze potential risks |  |  |  |  |
|  |  |  |  |  |
| **2. Planning** |  |  |  |  |
| 2.1 Hire employees |  |  |  |  |
| 2.2 Organize list of required assets |  |  |  |  |
| 2.3 Contacting sponsors |  |  |  |  |
| 2.4 Establishing internal communication |  |  |  |  |
| 2.5 Prepare T&C for sponsors/suppliers |  |  |  |  |
| 2.6 Insurance acquirement |  |  |  |  |
|  |  |  |  |  |
| **3. Executing** |  |  |  |  |
| 3.1 Organize employees |  |  |  |  |
| 3.2 Compile Work Breakdown Structure |  |  |  |  |
| 3.3 Negotiate with sponsors/suppliers |  |  |  |  |
| 3.4 Create sponsors/ suppliers connections |  |  |  |  |
| 3.5 Allocate insurance claims |  |  |  |  |
|  |  |  |  |  |
| **4. Monitoring & Controlling** |  |  |  |  |
| 4.1 Weekly updates on department progress |  |  |  |  |
| 4.2 Observe department managers and staffs |  |  |  |  |
| 4.3 Inform supplies' progress |  |  |  |  |
| 4.4 Monitor departments' progress |  |  |  |  |
| 4.5 Oversee risk containment's progress |  |  |  |  |
|  |  |  |  |  |
| **5. Closing** |  |  |  |  |
| 5.1 Document report on departments' progress |  |  |  |  |
| 5.2 Document report on obtained supplies/services |  |  |  |  |
| 5.3 Document report on messages/mails |  |  |  |  |
| 5.4 Document report on losses |  |  |  |  |

# 4. SCOPE STATEMENT

## 4.1 Project Scope Description

## 4.2 Acceptance Criteria

## 4.3 Project Deliverables

## 4.4 Project Exclusions

## 4.5 Project Constraints

## 4.6 Project Assumptions

# 5. TABLE OF ISSUES

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge Area** | **Issue No. & Content** | **Project Management Proses** | **Tools & Technique** |
| Project Integration Management | 13. There was no clear project organizational structure to manage the project. | Planning | Organization Chart:   * With organization chart, clear organizational structure is developed start from the highest management till the individual responsibility. |
| 10. …… |  |  |
|  |  |  |

# 6. GANTT CHART AND NETWORK DIAGRAM

## 6.1 Gantt Chart

## 6.2 Network Diagram

# 7. COST ESTIMATION AND BUDGETING

## 7.1 Task Cost Breakdown

## 7.2 Resources Cost Breakdown

# 8. QUALITY MANAGEMENT PLAN

# 9. ADMINISTRATIVE CLOSURE PROCEDURES

# 10. LESSON LEARNED REPORT

## 10.1 Human Resource Management **[Muhammad Izzat Bin Mohd Jamil, TP035719]**

## 10.2 Procurement Management **[Balram A/L Krishna Kumar, TP035446]**

## 10.3 Communication Management **[Ang Chee Siah, TP038259]**

## 10.4 Risk Management **[Yeo Zhi Yin, TP035402]**

# 11. CONCLUSION