

**PROJECT MANAGEMENT**

**IN-COURSE ASSESSMENT – GROUP ASSIGNMENT**

**CT050-3-3**

**Names:** BALRAM A/L KRISHNA KUMAR (TP035446)

MUHAMMAD IZZAT BIN MOHD JAMIL (TP035719)

ANG CHEE SIAH (TP038259)

YEO ZHI YIN (TP035402)

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**Lecturer’s Name:** MS. HASLINA HASHIM

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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

## Project Methodology

Project methodology is a necessary system that would be normally used when conducting a **project-based activity**, especially of those in a tremendously large scale. The system involves consideration of every aspect possible from skillsets, milestones to quality standards using various tools and techniques to create an efficient **working flow** for all individuals and departments in charge of the project developments, with the aim of **meeting the scope of project requirements**. The project usually requires the deliverables to be able to address any needs and concerns from all stakeholders.

Depending on the project’s content and workload, different types of methodology could be applied to suit the project best, but all of them ultimately ties to the following ‘ground rules’ (Cockburn, 2000):

* The **larger** a project is, the **larger** its **methodology** should be.
* More critical or important aspects of the project require **more attention** and ‘*publicly visible correctness in its construction’.*
* Any **small increase** in methodology size or density would **drastically increase** the project cost.
* **Face-to-face interaction** is the most effective communication method in conveying ideas and concepts.

## Case Study Summary

In this assessment, we were assumed the role as project management team from a company named *Good LIfe Pte. Ltd. (GL),* where the project is on creating an **‘Integrated Supply Chain Management Project’ (ISCMP)**.While the project was scheduled to be completed in 6 months, the previous project manager’s attempt on the project for the first 2 months could be summarized as ‘failure’. Therefore, we as a new management team were instructed to **complete the ISCMP in the next 4 months**, while resolving all issues that arose from the previous management. However, in this scenario, all theoretical discussions besides the provided details of the situation in the assessment are to be avoided in devising a management to recover the failing project.

## Project Management Process

The project management is divided into 5 phases according to their respective processes, which are **Initiating**, **Planning**, **Executing**, **Monitoring** **and** **Controlling**, and **Closing**.

1. **INITIATING**

In initiation process, the organization is required to **identify the project**, its content including objectives and phases. Once all elements of the project have been identified, the project will start on the Project Manager’s cue, in most situations.

The activities conducted in this phase normally involves **creating a project charter** to understand the key information and project specifics, while **identifying the stakeholders** of the project to determine everyone’s influence on the project’s development.

1. **PLANNING**

Planning is when the project is in the stage of writing a **guide for project executions**. All available resources would be accounted for to devise an efficient plan to complete the project and meet its requirements.

That includes the process of creating a proper **Work Breakdown Structure** (WBS), project **scope statements**, project **schedules** (usually in Gantt Chart format), and list of **potential risks** during the development.

1. **EXECUTING**

The project officially begins during the execution phase, where all units of the project development team are **producing the output of the project**. In the meantime, the project manager would take the role of coordinating all departments and resolve all challenges arose during the process.

While creating the **project deliverables** is usually the output from this process, **milestone reports** tend to be accompanied along with the output to ensure a brief description on the deliverables from each team during progress checking.

1. **MONITORING AND CONTROLLING**

While all the planned processes have been set in motion, the progress checking on those actions are vital to ensure the project not to be derailed via **correction actions**.

Several changes in requests or updates might occur while creating project deliverables, and thus **performance reports** and **update requests** are essential as output from this process.

1. **CLOSING**

When all the processes have been completed and corrected, the **project output would be delivered to all stakeholders** and/or potential consumers to review the product, provide feedback, and determine if the output is suitable for public release.

Regardless of the acceptance of the project deliverables, this process should produce a **completed project documentation**, **self-reflection reports** and relevant **presentation aids** as a wrap-up of a project being closed entirely.

## Knowledge Areas

The applicable knowledge areas regarding the project management on this assessment includes the following elements:

1. **Project Integration Management**

Project integration is a segment where any changes that occur during the project’s life cycle has to be identified, evaluated and resolved by **coordinating all knowledge areas involved** in it

1. **Project Scope Management**

In scope management, all objectives required by the project are determined and **devise required deliverables of the project** to ensure the process successfully addresses all the work needed for it.

1. **Project Time Management**

As the title suggests, time management is a section that deals with estimating time needed to complete the project, it’s relevant processes and create a **working schedule** that could utilize all departments in project development.

1. **Project Cost Management**

Like time management, cost management estimates the capital the project has been allocated to and determines the suitable **amount of budget** allocated to each department to ensure a smooth workflow of each processes.

1. **Project Quality Management**

While all the processes in a project must be completed within allocated periods, quality management is necessary to **make sure the deliverables from every processes meet its requirements** that was from the scope management segment.

1. **Project Human Resource Management**

**Allocating people to their respective roles** in project development comes into the responsibility of the human resource management, where each participating individuals’ skillsets and interests are analyzed to make sure highest level of efficiency could be achieved from the process.

1. **Project Communication Management**

Planning, managing and controlling the communications within the project teams is a vital aspect in managing a smooth development flow, where **project information can be collected, stored, and relayed** to desired departments in an appropriate and timely manner.

1. **Project Risk Management**

While meeting the project scopes, the risk management is a segment that is normally in charge of **identifying and analyzing the potential risks** that might occur to the project development, while respond and **resolve it immediately** when one happens in the process of project execution.

1. **Project Procurement Management**

In several occasions, procurement management is necessary to **acquire goods and services from outside of the project team or organization**, usually with aim of integrating the aforementioned goods and services into the project development to increase the quality of the project deliverables, or reducing the cost of creating one from scratch.

# 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]**

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# 11. CONCLUSION