**Abbreviated Program Management Plan for -** ElectroVibe Auto Parts

**1. Introduction**

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| **Purpose:** | The purpose of the Inventory Management System Upgrade Program at ElectroVibe Auto Parts is to enhance the efficiency, accuracy, and scalability of the company's inventory operations. This includes implementing a new inventory management system and revamping the existing inventory warehouse to support the new system. |
| **Scope Management Plan:** | * Implement a new inventory management system (IMS) * Revamp the physical layout and processes of the inventory warehouse * Train all relevant staff on the new system and processes * Ensure seamless integration with existing systems and minimal disruption to operations |
| **Objectives:** | * Increase inventory accuracy by 95% * Reduce inventory handling time by 50% * Achieve a 25% reduction in stockouts and overstock situations * Complete the program within 9 months |

**2. Strategic Alignment**

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| **Mission:** | To optimize inventory management processes to support business growth and improve customer satisfaction**.** |
| **Vision:** | To be a leader in efficient and innovative inventory management in the EV auto parts distribution industry. |
| **Strategic Goals:** | * Enhance operational efficiency * Support scalable business growth * Improve customer satisfaction and reduce delivery times |
| **Value Proposition:** | By upgrading the inventory management system and warehouse, ElectroVibe Auto Parts will benefit from improved accuracy, efficiency, and the ability to scale operations effectively to meet growing demand. |

**3. Executive Ownership**

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| **Program Sponsor:** | . Raj Kumar, Executive Sponsor |
| **Steering Committee:** | * Raj Kumar (Executive Sponsor) * Jennie Rogers (Program Manager) * Laura Bennett (IT Director) * Michael Hughes (Operations Director) * Susan Lee (Finance Director) |

**4. Schedule Management Plan: Key Milestones**

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| **Milestones:** | * Program kickoff: Month 1 * Selection of new IMS vendor: Month 2 * Completion of warehouse redesign plans: Month 3 * Installation of new IMS: Month 5 * Warehouse renovation completion: Month 6 * Staff training: Month 7 * System integration and testing: Month 8 * Go-live and program closeout: Month 9 |

**5. List of Components**

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| **Projects** | 1. New Inventory Management System Project  * Project Manager: Alex Johnson * Key Deliverables: IMS software, system integration, data migration  1. Inventory Warehouse Revamp Project    * Project Manager: Maria Sanchez    * Key Deliverables: Warehouse redesign, infrastructure upgrade, process optimization |
| **Related Activities** | * Training program development and execution * Change management activities * Stakeholder communication and engagement |

**6. Dependencies**

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| **Interdependencies:** | * IMS implementation must be completed before warehouse processes can be optimized * Training programs must be aligned with the completion of the new IMS installation |
| **External Dependencies:** | * Vendor delivery and support for the new IMS * Contractors and suppliers for warehouse renovation |

**7. Benefits Management Plan**

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| **Benefits Identification:** | * Improved inventory accuracy and efficiency * Reduced operational costs * Enhanced ability to meet customer demands |
| **Measurement Criteria:** | * Inventory accuracy rate * Inventory handling time * Stockout and overstock metrics |
| **Realization Period:** | * Benefits expected to be realized within 3 months post-program completion |
| **Benefits Transition:** | * Handover of new systems and processes to operational teams * Continuous monitoring and optimization |
| **Benefits Sustainment:** | * Ongoing training and support * Regular system updates and maintenance |

**8. Financial Management Plan**

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| **Program Budget:** | Total budget: $2,000,000 |
| **Funding Sources:** | Internal capital allocation |
| **Contingency Reserves:** | 10% of the total budget allocated for contingencies |
| **Financial Reporting:** | Monthly financial reviews and reports to the steering committee |

**9. Risk Management Plan**

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| **Top Risks and Mitigations:** | **1. Risk:** Delays in vendor delivery of the new IMS   * **Mitigation:** Close monitoring and regular communication with the vendor  1. **Risk:** Resistance to change from warehouse staff  * **Mitigation:** Comprehensive training and change management program   **3. Risk:** Budget overruns due to unforeseen issues   * **Mitigation:** Regular budget reviews and contingency planning |

**10. Communication Management Plan**

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| **Key Stakeholders:** | * Raj Kumar (Executive Sponsor): Provide strategic direction and oversight * Jennie Rogers (Program Manager): Provide strategic direction and oversight * Steering Committee: Provide guidance and support decision-making * Warehouse Staff: Participate in training and provide feedback * IT Team: Coordinate all IT activities and provide contractual oversight * Project Managers: Oversee individual project execution |

**11. Change Management Plan**

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| **Change Control Process:** | * Change requests must be submitted to the program manager * Evaluation of impact on scope, schedule, and budget * Approval from the steering committee for major changes |
| **Approval Process:** | * Minor changes: Approved by the program manager * Major changes: Approved by the steering committee |

**12. Plan Approval**

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| **Program Manager:** | Jennie Rogers |
| **Executive Sponsor:** | Raj Kumar |