

Project Progress Report

Dusty Pop

Date: 29 June 2023

Doc. Version: 1



Template version: 3.0.1

This artefact template is aligned with the PM² Guide V3.0

For the latest version of the templates visit:
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Document Control Information

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Description of the Business

1) What general type of business is this?

Detergent is a chemical substance, usually in the form of a powder or liquid, which is used for washing things such as clothes or dishes.

2) What is the status of the business? Start-up, expansion or take-over?

Start-up business

3) What is the business form? Sole Proprietorship, Partnership, Corporation or Limited Liability Company?

Partnership

4) What are your products?

Coffee ground washing solution is the use of ground coffee beans that remain in a pot or coffee-maker to cleanse dishes and other tables and cooking utensils by washing especially as a regular task or means of livelihood.

5) Who are (will be) your customers?

Restaurant, Household, and Café

Additional Questions for Start-Ups

1) Why will you be successful in this business?

- We are passionate about what we do.
- We aim to give our customers the best product.
- We give importance to knowledge and self-development.
- We are ready for any challenges in our business.
- We are ready to work on errors in our business.
- We are ready to face any negative feedback and fix them.

2) What is your experience with this type of business

- Customer loyalty is very important.
- Package design is one of the biggest factors when a customer decides to buy goods.

3) What will be special or unique about this business?

- We give importance to the ecosystem as we make eco-friendly products.
- We aim to reduce waste as much as we possibly can.
- We work to improve our products and serve our customers.

4) Why will your business be successful?

- In the 21st century, humans are well-aware of environmental crises. Therefore, our business will be successful as we sell eco-friendly products.
- We try to maintain our quality.
- We have worked on so many things to perfect our business.
- We are grateful for our customers, and we will continue to listen to any feedback.
- We are passionate about what we do.
- We love our business and our customers.

Project outputs:	Eco-friendly dishwashing liquid
Project outcomes:	<ul style="list-style-type: none"> Increasing customer's satisfaction Being part of protecting of the environment
Project benefits:	<ul style="list-style-type: none"> Customer's satisfaction increased by 10% Coffee grounds leftover decreased by 10%

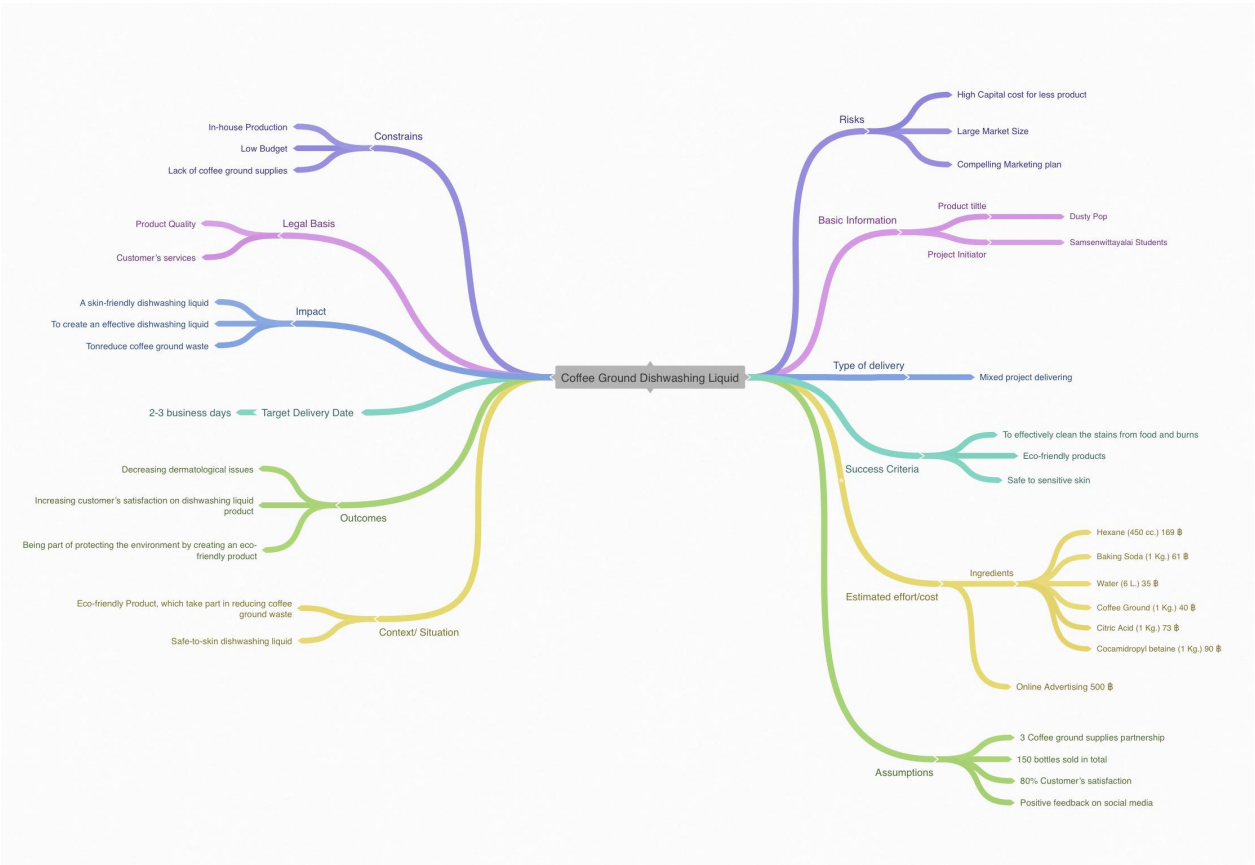
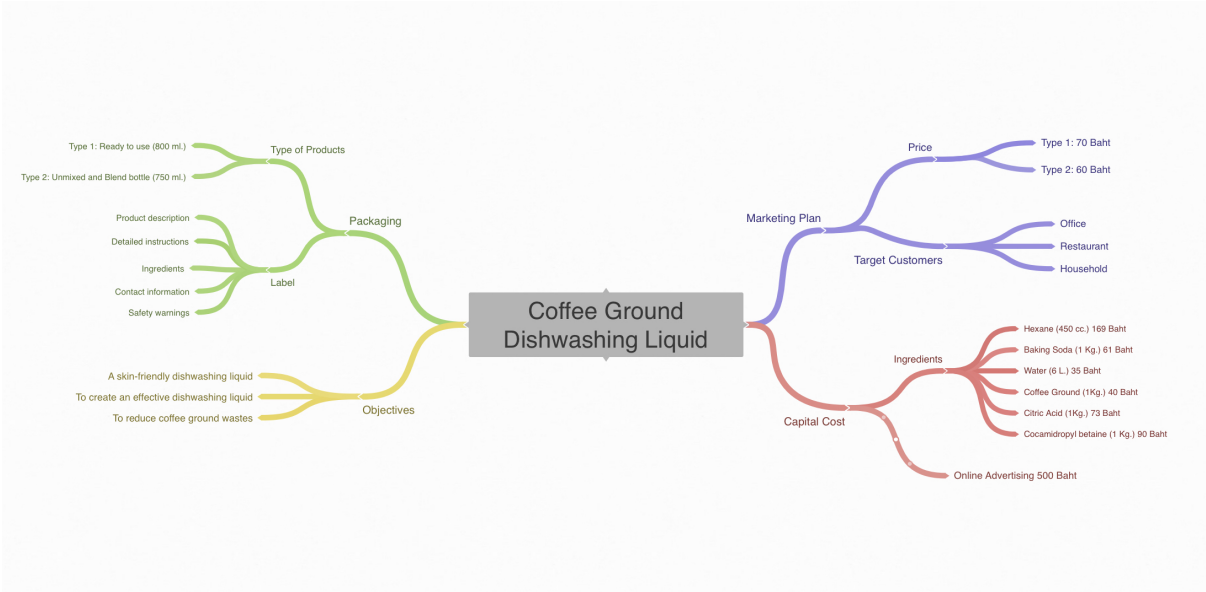
Start Date	June 2023	End Date	December 2023
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Goals and Objectives	Scope
<ul style="list-style-type: none"> A to create an effective dishwashing liquid B to reduce coffee ground waste C a skin-friendly dishwashing liquid 	<ul style="list-style-type: none"> A to effectively clean the stain from food and burns B eco-friendly product C safe to sensitive skin

Deliverable	Completion Criteria
Deliverable A Coffee Ground supplies	Completion Criteria for A 3 partnerships (coffee shops)
Deliverable B Target customers experience	Completion Criteria for B Interview 300 customers
Deliverable C Additional Non-toxic chemical substances	Completion Criteria for C Reliable Research

Risks and Issues
<ul style="list-style-type: none"> A Economy of scale : High capital cost for less production B Large market size C Compelling marketing plan

Project Management Breakdown Structure Mind Maps



Template for Work Breakdown			
1.0			Project Dusty Pop
1.1			Deliverable: Online Shop
1.1.1			Activity Social Media Page
			Task: Further research on “Target Customers’ Social Media Usage”
			Task: User-friendly UX/UI design
1.1.2			Activity: Online Advertising
			Task: Product Opening Promotion Strategy
1.1.3			Activity: Delivery Process
			Task: Product Packing
1.2			Deliverable Product
1.2.1			Activity: Coffee Ground Supplies
			Task: Find 3 potential coffee shop partners (Amazon, Starbucks, Inthanin, Doichang, etc.)
1.2.2			Activity: Chemical Substances Supplies
			Task: Further research on “Toxic and Non-toxic Chemical Substances”
			Task: Find the right ingredients (Hexane, Citric acid, etc)
1.2.3			Activity: Target Customers Information
			Task: Interview 300 target customers about their experiences on using dishwashing liquid
1.2.4			Activity: Produce and give sample products to interviewed customers
			Task: Use information from the interview to produce sample products
			Task: Develop the product according to customers’ feedback
1.3			Deliverable Human and Other Resources
1.3.1			Activity: Production Manager
			Task: Manage production
			Task: Solve problems in the production process
1.3.2			Activity: Social Media Admin
			Task: Respond customers’ inquiries
			Task: Gather customers’ product satisfaction
1.3.3			Activity: Packaging Designer
			Task: Design the package
			Task: Construct prototypes

Human Resources						
Resource ID	From Date	To Date	Resource	Skill	Skill Level	Quantity
H.1	23/06/23	23/09/23	Production Manager	Management, Problem-solving	Advanced	2
H.2	23/09/23	20/12/23	Social Media Admin	Creative	Intermediate	1
H.3	23/06/23	23/08/23	Graphic Designer	Creative, Art	Experienced	1

Other Resources					
Resource ID	From Date	To Date	Resource	Characteristics	Quantity
M.1	23/06/23	23/12/23	Co-working space	6 seats, Peaceful	1
M.2	23/06/23	23/12/23	Laptop	Office 2021	1
M.3	23/06/23	23/12/23	Ingredients	Good quality, Non-toxic, Eco-friendly	10 (batches)

All Resources				
Resource ID	Resource	Cost per unit	No. of units	Total cost
H.1	Project Manager	30,000฿ per month	3 month x 2	฿ 180,000
H.2	Social Media Admin	20,000฿ per month	3 month x 2	฿ 80,000
H.3	Graphic Designer	20,000฿ per month	2 month x 2	฿ 80,000
M.1	Co-Working Space	300 ฿ per day	once a month	฿ 1,800
M.2	Laptop	17,000 ฿	1	฿ 17,000
M.3	Ingredients	720 ฿ per batch	10	฿ 7,200

Work Breakdown					Predecessors / Dependencies	Resource	Quantity	Cost (Bath)	Start Date	End Date
			Activity	Social Media Page					23/06/23	23/12/23
			Task	Further research on "Target Customers' Social Media Usage"	Project Manager	Human	1		23/06/23	23/07/23
			Task	User-friendly UX/UI design	Graphic Designer	Human	2		23/06/23	23/09/23
			Activity	Online Advertising				500	23/09/23	23/12/23
			Task	Product Opening Promotion Strategy	Social Media Admin	Human	2		23/06/23	23/09/23
			Activity	Delivery Process					23/09/23	23/12/23
			Task	Product Packing	All	Human	6		23/09/23	23/12/23
			Activity	Coffee Ground Supplies					23/06/23	23/12/23
			Task	Find 3 potential coffee shop partners (Amazon, Starbucks, Inthanin, Doichang, etc.)	Project Manager	Human	1		23/06/23	23/08/23
			Activity	Chemical Substances Supplies					23/06/23	23/12/23
			Task	Further research on "Toxic and	Project Manager	Human	1		23/06/23	23/07/23

					Non-toxic Chemical Substances"					6/23	7/23
				Task	Find the right ingredients (Hexane, Citric acid,etc)	Project Manager	Human, Other	2	7,200	23/06/23	23/07/23
				Activity	Target Customers Information					23/06/23	23/07/23
				Task	Interview 300 target customers about their experiences on using dishwashing liquid	Project Manager, Social Media Admin	Human	4		23/06/23	9/07/23
				Activity	Production Manager					23/06/23	23/07/23
				Task	Manage production	Project Manager	Human	1		23/06/23	23/07/23
				Task	Solve problems in the production process	Project Manager	Human	1		23/06/23	23/07/23
				Activity	Social Media					23/09/23	23/07/23
				Task	Respond customers' inquiries	Social Media Admin	Human	1		23/09/23	23/07/23
				Task	Gather customers' product satisfaction	Social Media Admin	Human	1		23/09/23	23/07/23
				Activity	Packaging Design					23/06/23	23/09/23
				Task	Design the package	Graphic Designer	Human	2		23/06/23	23/07/23
				Task	Construct prototypes	Graphic Designer	Human	2		23/06/23	23/08/23
				Activity	Workplace					23/06/23	23/07/23

										6/ 23	2/ 23
				Task	Rent a Co-Working Space	Project Manager	Human	1	1,80 0	23 /0 6/ 23	23 /1 2/ 23