



In this Third delivery, it is intended that students elaborate a document with 2 Components: (Doc1) the final proposal to ISTRetail and (Doc2) the internal proposal evaluation document, both documents associated to the HR Portal Project.

**Layout of the document to deliver:**

Cover page with the group identification. Please the format used in the 1<sup>st</sup> Delivery (Table above).

Group Number		Tuesday Tagus	Tuesday Alameda	Thursday Alameda	Friday Alameda
Student Number	Student name				

**(Doc1) Proposal Layout:**

[You may consider this document as Your “Proposal” to be sent to ISTRetail HR Director in response to its previous invitation]

- Introduction: the document purpose with a brief presentation of your fictitious organization;
- Executive Summary: including the project purpose; Stakeholders; Benefits; Success criteria; Success factors; Price and relevant Dates (if applicable);
- Project Scope: including the WBS and a list of project deliverables;
- Project Schedule:
  - Main document: Gantt chart with work packages and milestones
  - Appendix: detailed Gantt chart - the Gantt shall present the critical path(s);
- Project Organization, Communication and Resources:
  - Main document: OBS, Responsibility Matrix, and Communication plan;
  - Appendix: list with resources-tasks allocation (*Map of resources allocations per activity*). The allocation shall include all OBS resources.
- Project Risks: including the risks register resulting from the risks identification, risk assessment and risk treatment procedures.
- Price and Supplier Conditions: with services price; the invoice plan and payment conditions;

## (Doc2) Internal Evaluation Proposal Layout:

[You may consider this document as an internal and private document to be used exclusively by the managers of your own fictitious organization]

- Resources Pool prepared and produced from the MS Project, including all OBS resources;
- Project Financial evaluation (Cash flow map);

### General instructions:

1. Consider the instructions, assumptions and feedback given in previous deliveries.
2. Apart from your services and complementary costs, you shall include the PHR-Framework licenses (your own company framework). Premium license has a cost of 40.000€ and shall be sold with a minimum margin of 20%.
3. Next figure shows an example of a **cash flow map**. Costs shall be extracted from MSPProject.

		M1	M2	M3	M4	M5	M6	TOTAL
	PM	2 000 €	1 200 €	1 200 €	1 200 €	1 200 €	1 200 €	
	SM1	1 000 €	2 000 €	2 000 €	2 000 €	2 000 €	1 000 €	
	SM2	1 000 €	2 000 €	2 000 €	2 000 €	2 000 €	1 000 €	
	CJ 1	0 €	2 000 €	2 000 €	2 000 €	1 000 €	0 €	
	CJ 2	0 €	0 €	2 000 €	2 000 €	0 €	0 €	
	<b>RH Costs</b>	<b>4 000 €</b>	<b>7 200 €</b>	<b>9 200 €</b>	<b>9 200 €</b>	<b>6 200 €</b>	<b>3 200 €</b>	<b>39 000 €</b>
	<b>Profits</b> total	50 000 €						
	Margin	28,2%						
	<b>Invoices</b>	20%		50%			30%	
		10 000 €	0 €	25 000 €	0 €	0 €	15 000 €	
	<b>Cash Flow</b>	<b>6 000 €</b>	<b>-1 200 €</b>	<b>14 600 €</b>	<b>5 400 €</b>	<b>-800 €</b>	<b>11 000 €</b>	

4. To prepare the **Allocations map**:
  - Select the view Task Usage;
    - Display the columns: Id; Task name; Assignment units (new column you must add); Work; Duration
  - Hide all remaining columns
  - Hide the work assignment sheet (right part)
  - Format the page to portrait, 85% (to minimize the number of pages)

### Delivery instructions:

All groups must deliver a PDF file in Fenix, until **12:30 16<sup>th</sup> November** of 2019. The file name shall be:

- **GPI19-XX-EX2.pdf** (where XX is your group number)

**Note:** For all of those whose reports are not delivered on time and under the conditions mentioned above, their delivery will not be classified.