Project Management

Assessment ONE

WELLS INTERNATIONAL COLLEGE

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**Assessment 1 – Case Study**

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## Instruction:

This task is to be completed individually. You need to analyse a case scenario and complete all the tasks mentioned after the scenario.

You need to demonstrate your IT project management ability to identify business strategy and gaps. You will also need to suggest a feasible solution to overcome identified gaps and produce a project charter along with a WBS to implement the proposed solution.

### Duration:

Trainer will set the duration of the assessment.

All my working could be checked at: https://mercyhong.github.io/pm18096t32022/

## Case Study:

### Going Green application, Green IT Project Management

# Project profile

Going “Green” is a mission of many companies around the globe not just for reasons of environmental responsibility, but also for cutting costs in these extremely tight economic times. Green IT efforts represent a specific focus area within enterprises that hold attention to this trend. Green IT leverages information technology to streamline operations, cut costly waste, and reduce the impact on the environment. IT typically consumes only about 10% of an organization’s energy costs, but the net effect of a Green IT project is to go beyond just energy saving. To tackle the other 90%, a Green IT project extends into a variety of other departments, and to execute such an endeavour requires an effective project management function in order to identify and prioritize goals. A Green IT transformation can be a complex process.

Vital Statistics:

* Number of project tasks - 12
* Project duration - 16 months
* Project budget - $1,200,000
* Number of users - 50

### 

### Business situation

Printer and Display Efficiency – The Company plans to encourage employees to print on both sides of

paper and cut duplicate printing. The company shall also initiate a campaign to have employees turn

off their screens if they are going to be away.

## Your tasks:

### Task 1: Identify Business Strategy and Gap

Document the business’s strategies of “Green IT” and also summarise the components required changes for the participating organisation to implement “Green IT Project”. (Min. 300 words)

Printing related issues fall into to three main categories: the 'care and feeding' of the hardware, the way that product features can contribute to reducing the number of devices required, and workflow automation. High capacity paper trays and support for multiple paper trays mean less time is wasted opening, riffling and loading reams of paper into the printer or swapping from one type or size of media to another.

On the subject of paper, Leone pointed out that the vast majority of printers sold here have duplex printing capability. The printers are designed so that most consumable items - including the fuser unit and transfer belt - are user-replaceable. This reduces the cost as there is no need for a service call, and also means less downtime by avoiding the wait for a technician to arrive.

The use of LED technology reduces the parts count and is more reliable than traditional laser technology, which in turn means fewer service calls and therefore less downtime. The printers can handle thicker media than most, thanks in part to their simplified paper path, while some models also handle paper as light as 55gsm (equivalent to newsprint). Coupled with the banner printing capability on several models, this flexibility means one device may be able the place of several.

Capabilities of the printer multifunction devices can help streamline paper trails and workflows, Leone suggested. Documents can be scanned and then emailed to the appropriate person directly from the MFD, or scanned to a particular network folders. Depending on the software used, it may be possible to scan a document such as an invoice and transfer the image to an accounting or other system for processing.

### Analyse Strategy

The strategic plan of an organisation sets out the goals a business hopes to achieve within a specified period of time. It also helps the organisation understand the environment within which they operate and the market forces that affect them.

An analysis of the current strategic plan enables you to understand the goals of your organisation. However, in order to analyse the strategic plan, you first need to understand the structure and purpose of a strategic plan. This topic describes the elements that make up a strategic plan.

The green project we need defined every requirement. The gap which is between your plan and reality always need your notice. So you need do your best to investigate your Green Project.

Halve your workload and print double-sided wherever possible. Reuse paper that has only been printed on one side. Switch to electronic communications whenever possible. Substitute paper communications with emails and consider using only soft copy versions for filing and record keeping purposes.

### Task 2: Recommend a feasible solution

Assume “Wells International College” is thinking of going “Green” and asked for your assistance in this project. Research different project management applications on the Internet to compare with the Green IT project management application and recommend a feasible solution with proper reasons for Windsor. (Min. 300 words)

Basic feasible solution for printer and display efficiency to support company plans to encourage employees to print on both sides of paper and cut duplicate printing has been introduce to the employee. The company shall also initiate a campaign to have employees turn off their screens if they are going to be away. Here is the start of the campaign to save the paper and move it to screen. The used of paper has been reduce up to 20% so far after we introducing saving paper and printer in our office.

Halve your workload and print double-sided wherever possible. Reuse paper that has only been printed on one side. Switch to electronic communications whenever possible. Substitute paper communications with emails and consider using only soft copy versions for filing and record keeping purposes.

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### Task 3: Produce a Project Charter

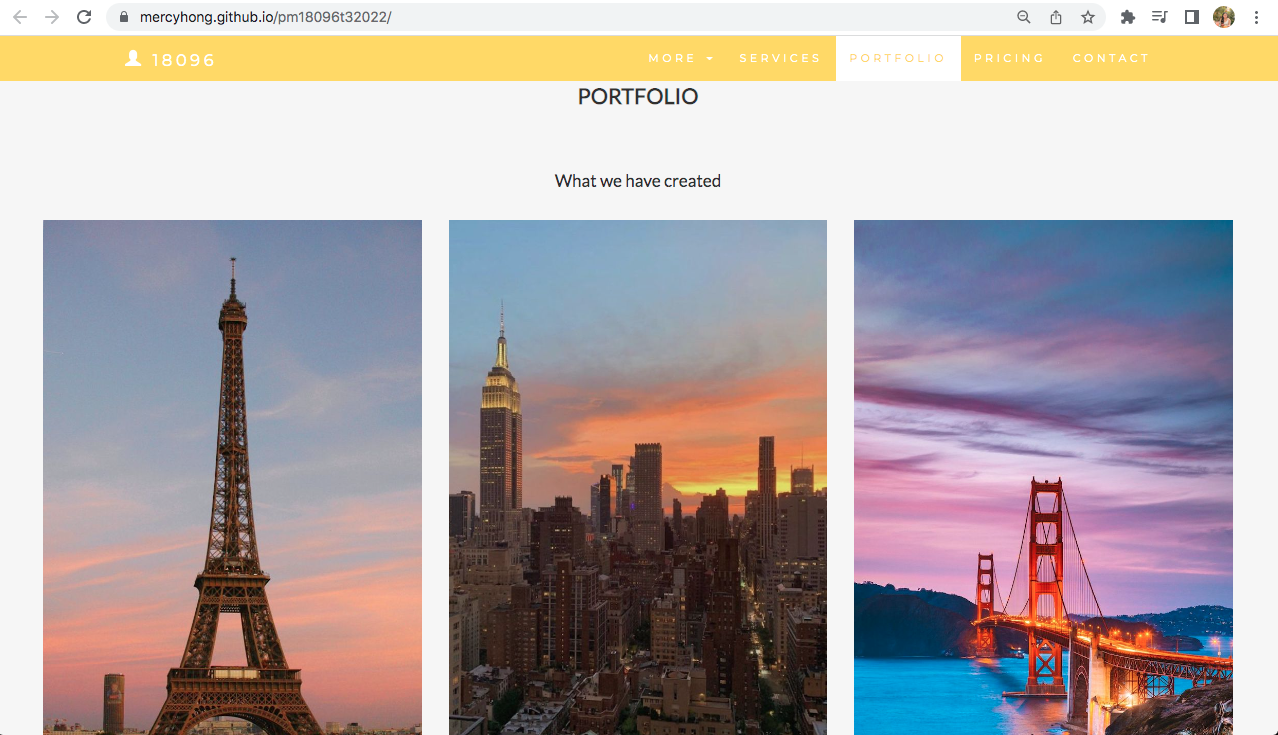
Please view my project charter (here only show part):

### 

### Task 4: Project Document

Please check my site: <https://mercyhong.github.io/pm18096t32022/>





Refer to your current project, you have been asked to develop a project plan for WIC. Project plan outline as following:

In my Green project, I design following topics:

* Introduction (Select one recommendation from Task 2 for implement project plan)

Project management has been around for many years now. This will help our college to create a new project by implementing project management. WIC new project is to create a video that will help the college to promote college and reach out to the right market and our college is going green.

* Project background

Wells International College has a lot of facilities such as a big campus with new and updated computer lab. However, there are still some problems faced by the students there were limited access to the lab and not enough students for a new upcoming subject for a group project. So we decide to create a new promotion video for the college to promote their campus and get more students to join and study with WIC and help us to implement green college to help the environment.

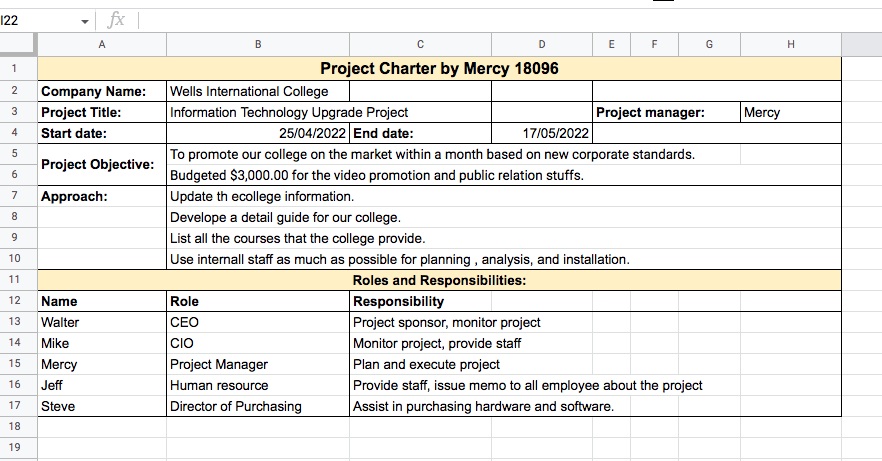
* Related factor to organization

Create video project to promote the college into new market. Attract new student to join our college and introducing our creative system to complete the semester in our college. Introducing our new green college to the world.

* Scope and objective of the project

The project will start as soon as the entire stakeholders agree with the term and condition of our project. First of all, the team will analyse tasks and produce minimal required project management documentation, estimate a list of risks and milestone chart based on which we will be able to agree on the final scope and dates for the project.

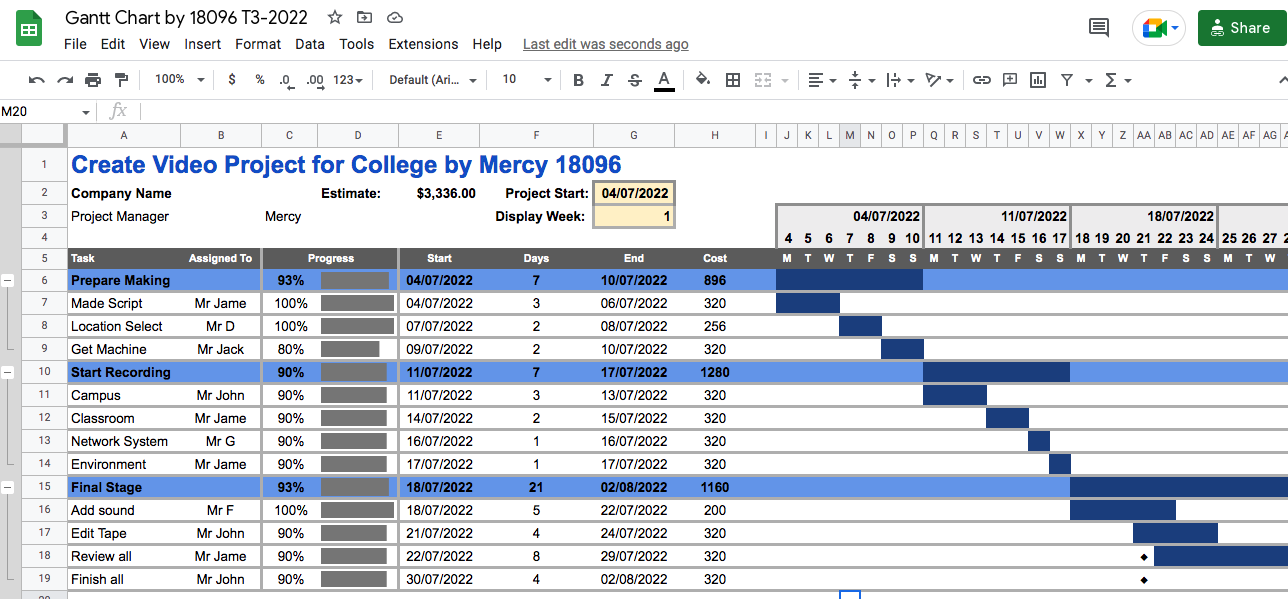
* Information gathering plan and approach



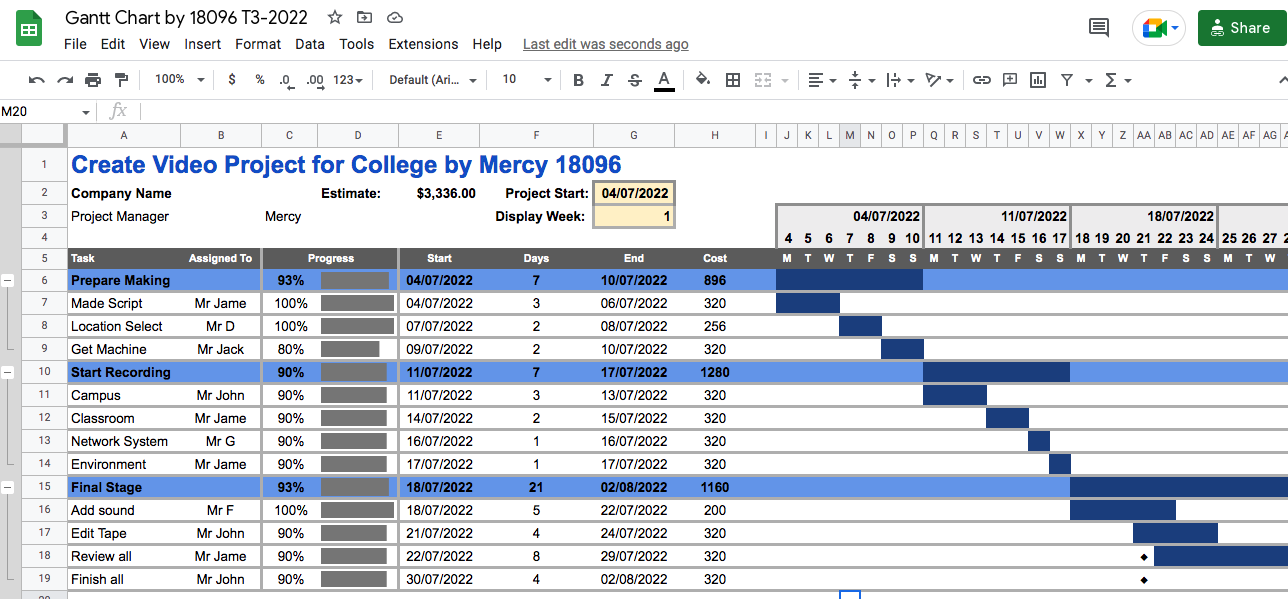
* Gathering method, can be one of the following:
  + Interview
  + Questionnaire
  + Observation
  + Detail of information repositories
  + Feasibility studies
  + Technical (need higher tech made this software more stable and powerful)
  + Operational
  + Economical
  + Social
  + Project plan and schedule (Development and Maintenance)
  + Work breakdown structure
* Gantt Chart

I’m using Google sheet to create the gantt chart, because I could not get Microsoft software.

Link URL: <https://docs.google.com/spreadsheets/d/1VFAtpJI8PNbx9LWn5Ezseb4i0JSZAPgzT4FLAdj-nk0/edit#gid=0>



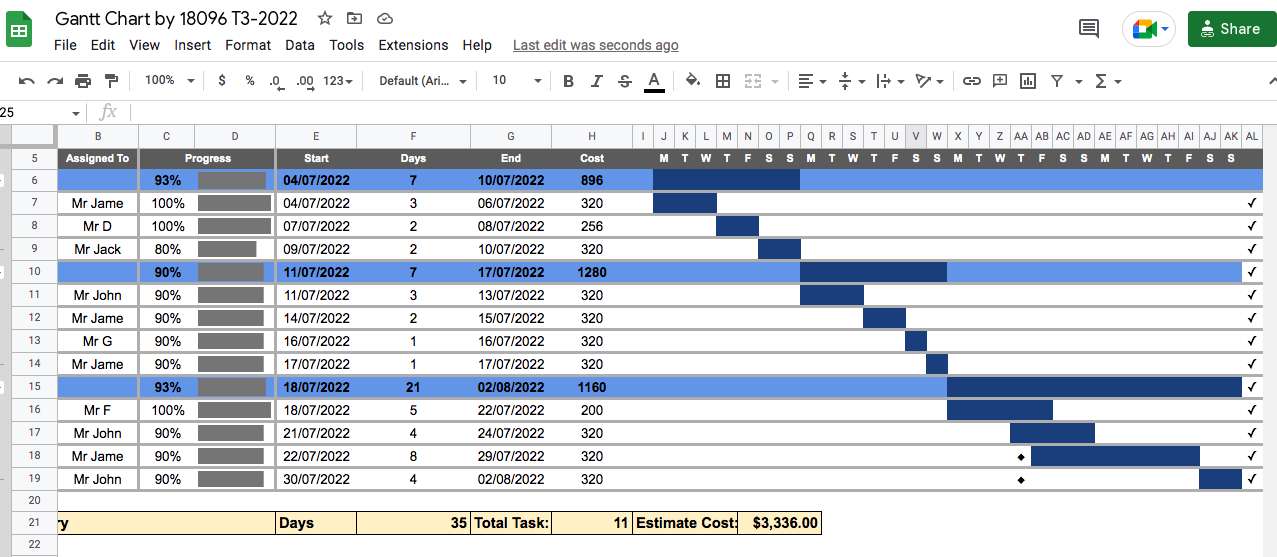
* Milestone



Above last black diamond is the milestone!

* Project Deliverable

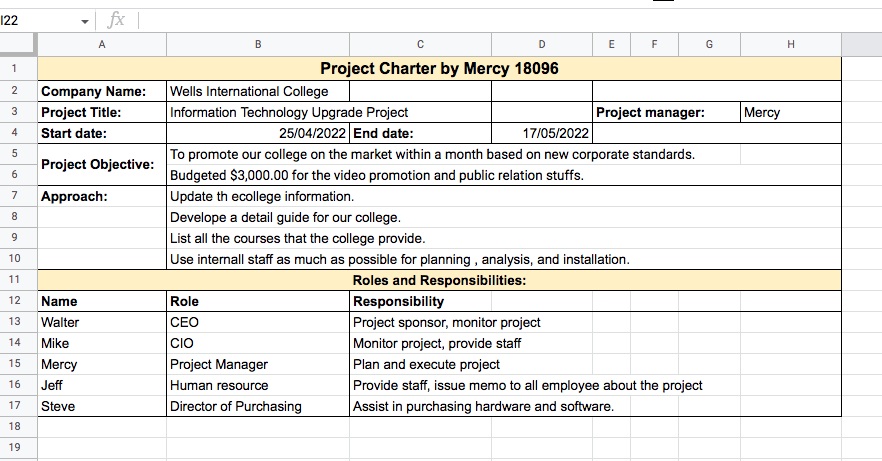
The project has been completed.



* Communication plan

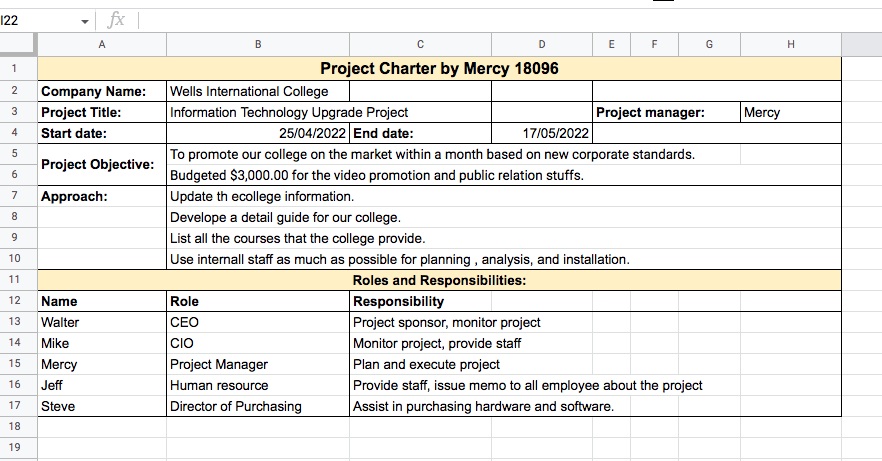
Communication plan should include communication and consultation with all the relevant stakeholders. Ask the stakeholder about their opinion to this project. Write down all the notes from the stakeholder and always confirm and get the agreement from all the stakeholders for the final project.

* Deployment Plan (If needs)



* Training Plan (If needs)
* Recourse and budget

Budget has been limited by WIC Capital Expenditure of current fiscal year for Hardware $80,000, Software $10,000, and Outsourcing man-hours $100,000.



Above image is showing my current green project displaying part of budget!

* Risk Management



* Risk identified

When risk identified, the team will hold a meeting to discuss and solve the issue to help minimised the risk.

* Contingency plan

Our contingency plan if the plan is not delivered by the time is to extend the time so we can get the project done right.

* Change management

The project management plan is a comprehensive document that defines each area of the project. The final document will contain all the required plans you need to manage, monitor and implement your project. Your plan must also describe the deliverables and benefits it brings to the organisation and management changes to support the project.

* Change control

Change control will be updated in the final document will contain all the required plans you need to manage, monitor and implement your project.

* Conflict management

Conflict management will be put into the risk management and will be monitor through the time of the project.

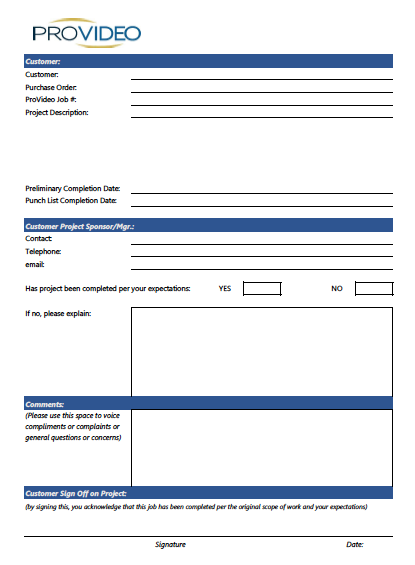
### Task 5: Project Closure

Prepare project closure document template as following:

* Project Sign-off document

When project sign off, it means your project finished. So you need make one clear sheet to tell everyone about your project. It will include:

* project start date
* project manager
* project finish date
* if something is going wrong
* ...

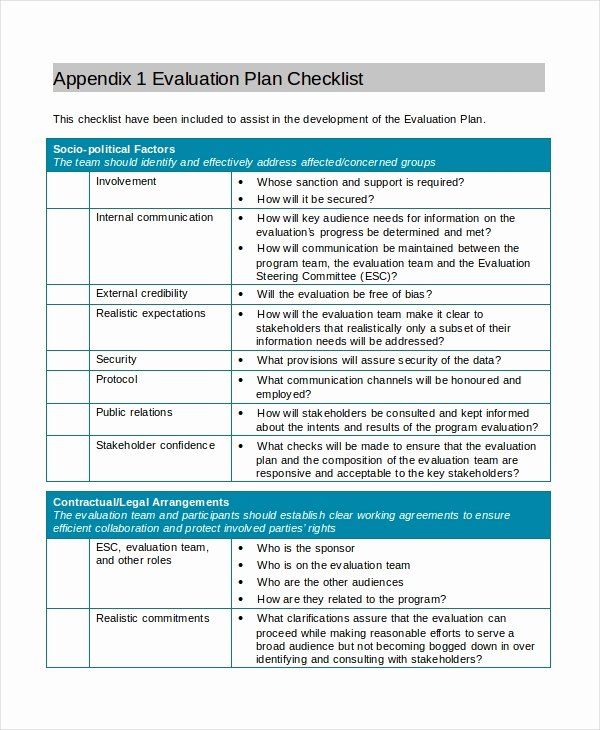


* Project evaluation document

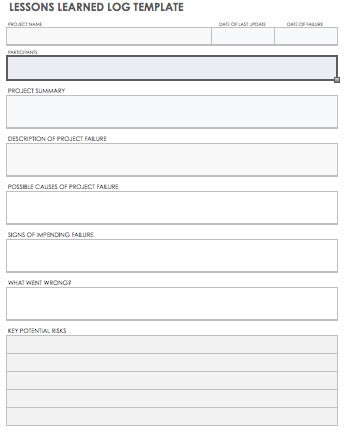
You need show about your project, good or not enough. Summary all about your project

It may include:

* Budget evaluation
* Quality evaluation
* Benefit evaluation
* Etc...



* Lesson learned template
* What we have learn through this project
* What we need to do if next project start
* What we learn some lesson. We could not make same mistake again.
* Etc.



## Helpful web links to complete the assessment:

Project management: [https://asana.com/resources/benefits-project-management?utm\_campaign=NB-APAC-ANZ-EN-Catch-All-DSA-All-Device&utm\_source=google&utm\_medium=pd\_cpc\_nb&gclid=CjwKCAjw3K2XBhAzEiwAmmgrAjKLXYhboaRGG66nwx13K2B-nsYJspAY9dbnIOxtIv32anYbS7nGdRoCc2wQAvD\_BwE&gclsrc=aw.ds](https://asana.com/resources/benefits-project-management?utm_campaign=NB-APAC-ANZ-EN-Catch-All-DSA-All-Device&utm_source=google&utm_medium=pd_cpc_nb&gclid=CjwKCAjw3K2XBhAzEiwAmmgrAjKLXYhboaRGG66nwx13K2B-nsYJspAY9dbnIOxtIv32anYbS7nGdRoCc2wQAvD_BwE&gclsrc=aw.)

Communication plan: <https://thedigitalprojectmanager.com/how-write-project-communication-plan/>

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