**Task 1**

**Stakeholder management tool and plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholder | Impact and influence | Reason for Support or lack thereof | support | Tactics to increase level of support |
| Organization Ceo | High | Seize opportunity at hand  Not too certain of the support from the community | medium | Scheduling a brief session to unpack every detail of the project  Unpack the benefits of the project to the organization |
| General manager | High | Identified the opportunity  Looking for improvement in the organization | high | Invitation to kick off meeting of the project  Briefings on project objectives |
| External Sponsor | Medium | Not too sure about the risk taken  Not too interested on the objectives | Medium | Organise a briefing session  Giving feedback of every stage of the project life |
| Community | High | In need of the product  Some members cannot afford the product | Medium | Including community representers on monthly meetings  Inviting Ceo and Project manager to address them |
| Scrap metals | Low | Not interested in the project  Unsure of the benefits of the business | Low | Clarifying the benefits of this project |
| Local media | High | Uplifting local business  Growing young talents from the townships | High | Giving them heads up on any changes taking place on the project  Including them on monthly briefing sessions on project’s life |

**The difference between routine operations work and project work**

|  |  |
| --- | --- |
| General Management | Project Management |
| No start date and end date | Defined start date and end date |
| Continual normal process | Only when the project is still on |
| Plenty of objectives within the business segment | The is only one goal to achieve |
| Single state | Moves from one stage to another stage |
| Roles within the team are permanent | Here roles are temporally |
| These are normal works | Project must be unique |
| Simple team building, teams from the same segment | Complex tam building teams made up from different segment |

**Summary of analyst in the stakeholder tool provided**

* High power, highly interested (manage closely)

We must fully engage these people and work very hard to satisfy them

* High power, less interested people (medium) Keep satisfied

Working enough to keep this people satisfied but not to be too much that they become bored with the messages

* Low power highly interested people (keep informed)

We need to inform this people and talk to them to ensure that no major issues are arising. This people can be very helpful with the details of the project.

* Low power, less interested people

This people can be monitored without too much of information that will bore them so communication with them should be minimized

**Task 2**

**Project communication policy and plan**

1. A) Emails

b) whatsapp

c) Conference calls

* Communication should be a regular thing between the project team and key stakeholders, this is to keep key stakeholders more interested on the project and keep them informed on the life cycle of the project. The method that can be used between key stakeholders and project team is emails and weekly meetings.
* The minutes of the meetings taken should stay within the organization as this is holding too much information about the organization itself excluding the project life. Once this information gets to the wrong hands this might jeopardize our organization.

Project contracts should not be visible for everyone because this might also cost us the whole project because someone might steal the idea and use our source to steal our investors.

* Other business unit communication policies include regular progress meetings either individually, departmental or company-wide, and feedback mechanisms.

For example if there have been significant layoffs and a reporter calls a company to speak to someone employee communication policies would set rules for who is authorized to speak to the media.

**Organization policy and stakeholder Project communication strategy**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Content of communication | stakeholders | How often | Key communication objectives | Responsibilities for communication task | Key messages to stakeholders |
| Project life | Organization Ceo | Weekly | Setting and getting agreement on goals | Project team management | Identifying the need |
| General work in the workshop | General manager | Daily | Completing each stage on time frame | General manager (Elliot) | Progress on project phases |
| Funds | External Sponsor | Monthly | Profits | Project manager (Vusi) | Funds to be available on time to complete project on time |
| Sales | Community | Monthly | Manage expectations | Community representer (Moses) | Hiring prices |
| Material | Scrap metals | Weekly | Completing the trailer structure | Project manager (vusi) | Supplying material on time |
| Advertising | Local media | Weekly | Getting exposure | Public relations (bongani) | Growing local business |

**Task 3**

**Updated risk register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk description | Likelihood of the risk occurring | Impact if the risk occurs | Owner | Contingency plan | Mitigation action |
| Crime generators getting stolen | Medium | High | Project manager | Setting up security guards | Paying insurance to cover for stolen goods. |
| Availability of material | Medium | High | General manager | Buying in bulks to keep material available on site | Keeping a couple of suppliers on standby for incase the main supplier run out of stock. |
| Diesel prices increases drastically | Low | Medium | Project sponsor | Increasing rental prices. | Offer special prices for longer periods of hiring |
| Natural disasters damaging mobile generators | Medium | Medium | Project team | Avoid putting mobile generators on exposed fields that can be easily damaged | Paying insurance to cover for natural disasters. |
| Inflation | Medium | High | Project sponsor | Set up a contingency committee to deal with inflation matters. | Monitoring all possibilities of inflation before it occurs |
| Errors in design | Medium | Medium | Draughts man | Putting second draughts man to evaluate drawings | Changing design to simple ones |

**Task 4**

**Performance management**

|  |  |  |
| --- | --- | --- |
| Team members | Roles and responsibility | Performance indicator |
| Vusi | Project manager responsible for project life as whole | This person will be judged on the timeframe, safety, quality ect. Basically this person is score on the whole project that his or her team members do. |
| Elliot | Safety manager is responsible for all the SOP standard operation procedure is done at a highly safe level | This person will be score on the number of all injuring during the project life cycle which at not suppose to occur |
| Tsepho | Electrical engineer responsible for electrical component | This particular person scored on the TNT (Turn Around Time) and the quality of work done electrically |
| Bongani | Structural engineer responsible for all fabricating and mounting of generator | This particular person is scored on the standard of fabricating and that structures adhere to standard procedure that is set by government and business, eg properly or safely welded/mounted generators |
| Tumelo | Equipments manager Responsible for material and equipment | This particular is scores on finding quality equipment and material at a reasonable or affordable price the project in progress. |
| William | Marketing and sales manager Responsible for sales | This particular person is responsible for sales and revenues |

1. **Setting up a meeting with team to discuss the work schedule**

Sending emails

TO: [Tumelomorabe@gmail.com](mailto:Tumelomorabe@gmail.com), williamportgiter@yahoo.com, [Bonganimsizi@gmail.com](mailto:Bonganimsizi@gmail.com), [tshepomaluke@gmail.com](mailto:tshepomaluke@gmail.com), [elliotmurabe@gmail.com](mailto:elliotmurabe@gmail.com)

Subject: request for a meeting (discussion of work schedule)

Dear team members

I hereby invite all team management on a meeting

Agenda: discussion of work schedule per individual

|  |  |  |  |
| --- | --- | --- | --- |
| Name and surname | Position | Role | Expectation |
| Tumelo Morabe | Equipment manager | Oversee that the equipment bought is correct | Expected to order equipment on time |
| Bongani Msizi | Structural engineer | Oversee structures are correctly aligned | Expected to use quality material |
| Tshepo Maluke | Electrical engineer | Making sure electrical installation is correct | Expected to manage any fault finding |
| Elliot Murabe | Safety manager | Making sure employees perform their duties with correct PPE | Expected to oversee clients and employees safety condition |
| William Portgiter | Marketing manager | Overseeing sales | revenues |

Signatures

William P………………………….

Elliot M…………………………….

Tshepo M…………………………

Bongani M………………………..

Tumelo M…………………………

**Delegated task list**

|  |  |  |  |
| --- | --- | --- | --- |
| Names | Work delegated | Time frame | Reports to |
| Tumelo | Ordering equipment | 05-April-2020 to 15-April 2020 | Vusi |
| Bongani | Bookings for external engineering bendings | 17-April 2020 to 19 April | Zinhle |
| Tsepho | Ordering tail lights and wiring cables | 20-April 2020 to 20-April 2020 | Vusi |
| Elliot | Ordering safety equipment | 22-April 2020 to 24 April 2020 | Wisani |
| William | Printing broachers and speaking talking media | 30 April 2020 | Wisani |



To: [Tumelomorabe@gmail.com](mailto:Tumelomorabe@gmail.com)

Subject: task delegated

Hi Tumelo

I here by delegating ordering of equipment to you as an equipment manager, you need to order equipment that is needed.

What you need to do is get reasonable prices by contacting different suppliers of equipment and negotiate for bulk prices you can use the list of suppliers we have on data base.

Kind Regards

V.Mtsweni

To: [williamportgiter@yahoo.com](mailto:williamportgiter@yahoo.com)

Subject: Task delegated

Hi William

I here by delegating advertising of our product to the community as a marketing manager you are required to draw clients interest to our product, you need to print out broachers and visit local radio station for air play, regarding broachers you need to use black and white print outs about 50 copies.

Kind Regards

V.Mtsweni

To: [elliotmurabe@gmail.com](mailto:elliotmurabe@gmail.com)

Subject: task delegated

Hi Elliot

I hereby delegate a task of ordering the right work suits for staff members and overseeing that installations to households are safe to be used and all wiring will be covered with insulation. To do this you need multi meter tester to check voltages are correct voltages supplying per house and as for the work suit need you can use supplier that we have on database.

Kind Regards

V.Mtsweni

To:mtswenisams@gmail.com

From: [elliotmurabe@gmail.com](mailto:elliotmurabe@gmail.com)

Subject: feedback on task assigned

Hi Vusi

Work suits are ready and safety of the community has been checked I managed to get zero flame work suits which are good when working with things related to flames such as cutting touch, proof will be provided on the weekly meeting that we heading up this coming Friday.

Kinds Regards

Elliot M

To: [mtswenisams@gmail.com](mailto:mtswenisams@gmail.com)

From: [williamportgiter@yahoo.com](mailto:williamportgiter@yahoo.com)

Subject: task delegated

Hi Vusi

All is going according t plan on my side print outs done, appointment approved at the local radio station time given to speak is on Wednesday 06 May 2020 at 13:00 pm till 13:30 pm.

Please see bellow attached copy of broacher

Kind Regards

Portgiter W

To: [mtswenissams@gmail.com](mailto:mtswenissams@gmail.com)

From: [Tumelomorabe@gmail.com](mailto:Tumelomorabe@gmail.com)

Subject: task delegated

Hi Vusi

Hope all is well, touching base on my task the material will be arriving by Thursday this week proof of purchases will be presented on Friday meeting for feedbacks, as assumed I have found equipments at a reasonable price from on of the suppliers that were identified on database.

Kind Regards

Morabe T

**Employee performance evaluation form for Tumelo Morabe**

* Exceptional

When an employee consistently performs work far exceeding normal expectations for the job

Satisfactory

When an employee consistently performs their job duties in a competent and timely manner

Unsatisfactory

When an employee consistently fails to perform their job duties in a competent timely manner

**Employee performance evaluation form for William Portgiter**

Exceptional

When an employee consistently performs work far exceeding normal expectations for the job

* Satisfactory

When an employee consistently performs their job duties in a competent and timely manner

Unsatisfactory

When an employee consistently fails to perform their job duties in a competent timely manner

**Employee performance evaluation form for Elliot Murabe**

* Exceptional

When an employee consistently performs work far exceeding normal expectations for the job

Satisfactory

When an employee consistently performs their job duties in a competent and timely manner

Unsatisfactory

When an employee consistently fails to perform their job duties in a competent timely manner

**Task 5 integrated project plan**

1. **A refined project scope**

As an NGO (operation Khanyisa) we have spotted an opportunity to create mobile generators that will be helping in the Soweto townships under circumstances of low shading, this project will be profitable for our organization and helpful to different communities. Trailers will be built from scratch and generators will be bought and mounted on trailers. A single trailer will be built to accommodate large number of houses in a section.

The size of the trailer will be 6 by 12 utility trailers and the size of the generator to be fitted on the trailer will be 15 000 watts diesel powered generator. This project will be helpful to communities who suffer from low shading that happens almost everyday in township areas.

The operation khanyisa would be playing a big part in this winter season, on winter communities suffer with electricity supply because of high demand regardless of low shading, now with low shading on the other hand the situation will be worse.

Customers will be provided with services as promised to deliver mobile power supply when lights are off due to stages of low shading.

1. **Project schedule**

**Deliverables**

The aim of the project is to render the services of keeping lights on to communities and keeping local business running as normal, since a lot of local business struggle to keep their refrigerators on and causing the food to go off, individual house holds will still be able to keep up with their daily routine as usual.

Electricity is one of the needs to human beings to keep their daily duties going; the operation khanyisa would be making sure that people do not struggle with keeping their daily duties running. People will still be able to get hot water to bath, able to cook with their electrical stoves, keep lights on andiron their clothes while other communities will be hit harder by low shading situation.

For the organization’s benefits this project will benefit our organization to bigger scale of recognition nationally, the project will expand to other cities and more profits will be earned.

Change log

|  |  |
| --- | --- |
| Content | Description |
| Project number | 234 |
| PCR ID | Material availability |
| Short description | I hereby request changes on due date of project completion the request is for one week extension to complete the al trailers and read to supply. |
| Raised by | Vusi Mtsweni |
| Priority | High |
| Date raised | 20 May 2020 |
| Owner | Zinhle |
| Target date | 22 May 2020 |
| Status | Open |
| Status date | 20 May 2020 |

1. Stakeholder management plan and communication

Here communication is prioritized according to stakeholder’s interest we will try by all means not to bore some stakeholders with less interest in the project but to keep them posted with project life cycle.

1. Risk management plan

All risks identified on the risk register will be dealt with according to plan on how to transfer some of the problems that will occur, some will be avoided and those who can not be avoided the will be contingency for those and mitigated.

2020 yearly Income and expenditure plan for the project

Mobile Generator Income and Expenditure statement

|  |  |  |  |
| --- | --- | --- | --- |
| Revenue |  |  |  |
|  | Funders | R 150 000 |  |
|  | Revenue from sponsor(CEO) | R 350 000 |  |
|  | Total Revenue |  | R 500 000 |
| Expenses |  |  |  |
|  | Procurement Cost | R 90 000 |  |
|  | Salaries | R 80 000 |  |
|  | Equipment | R 11 400 |  |
|  | Materials | R 75 000 |  |
|  | Insurance | R 10 000 |  |
|  | External Engineering | R 13 500 |  |
|  | Utilities | R 7 000 |  |
|  | Total Expenses |  | R 286 900 |
| Gains |  |  |  |
|  | Income from the trailers’ Rentals | R 150 000 |  |
|  |  |  | R 150 000 |
| Losses |  |  |  |
|  | Settlement Costs | R 20 000 |  |
|  |  |  | R 20 000 |
| Net income | (Revenue + Gains)-(Expenses + Losses) |  | R 343 100 |

**Employee performance evaluation form for William Portgiter**

Exceptional

When an employee consistently performs work far exceeding normal expectations for the job

* Satisfactory

When an employee consistently performs their job duties in a competent and timely manner

Unsatisfactory

When an employee consistently fails to perform their job duties in a competent timely manner this how team members will be evaluated as individual to their performance

Approved and signed by………………………..