

# PROJECT PLAN

## Major Team Project

Use this template to get started on your team project. With your team, carefully consider each aspect of your collaboration and project activities then fill out the fields with specific detail.

### 1. PROJECT OVERVIEW

Describe your project by filling out the fields below.

<b>Project Title:</b> <b>Date Due</b>	World Wide advising for the greater communications and better interaction. <b>date?</b> <b>improve your title</b>
<b>Project Objectives:</b> (What is your goal?)	By this we aim for the better communication and customer service getting provided by the company in local regions and all over the globe. Thus, the customer and company relations can be made stronger and understandable. <b>clarity?</b>
<b>Project Rationale</b> (Why have you chosen this topic?)	The reason that we chose this topic was because at present times every company lacks in communication and now-a-days one who communicates in better way can make more interaction and effective conversation. Therefore, this is the main reason of our group to have this as our topic.
<b>Project Deliverables</b> (What will your team create?):	Our team will be researching on what topic or situation a company lacks and how it is improved at present. Moreover, by creating a case file report and getting it released publicly on the company's website, will help many people know about improvements and this will grab the attraction of audience to get into the company's products.
<b>Project Benefits</b> (Think beyond the grade!):	This project will be very helpful for us in various ways and aspects. At first, it will be helpful in figuring out the problems that arises in business when any one us will start a business. Moreover, it may help in analytics of business. <u>Additionally</u> , it will help us in getting knowledge on how to work in a company or how the company runs that is an advising company/organization for a global business. <u>                    </u>

### 2. REPORT OUTLINE AND REFERENCES

**Please insert the outline and references here!**

Use your preliminary research into your topic to create an outline for your project report. Use the outline to map out the introduction, background, details, and conclusion, along with the visuals to be incorporated into the report.

#### ❖ OUTLINE & REFERENCES: -

##### a) Preface / Introduction:

- Basic Introduction of group and its member. Also, what our group is working and what we are aiming for.

##### b) Business Globally: -

**more details such as lead in/roadmap and main idea**

- What is the main business in which company is making profit.
- What are the profits and losses of the company.
- What are the aspects in which it is lacking.
- How it can be improved and done in better way.

please focus on  
comm strategy as  
per the instruction

c) **Analysis: -**

- Analyzing on how is the communication going with the customers and how are the products and are these tactics fruitful or not.

d) **Solution: -**

- After all the things have been done, we would be working on the how these gaps of communication between customer and company can be filled and will be making the great way of making the business profitable and trustable.

detail bullet points?

e) **Results: -**

- What will be the impact of new communication strategy to amazon.

**WEBSITE:**

[Amazon.ca: Low Prices – Fast Shipping – Millions of Items](https://www.amazon.ca)

### 3. COMMUNICATION AND ORGANIZATION

**TEAM NAME:** Globe Business Counsellors

<b>Names and Roles</b>	<b>Contact Information (email; chat tool, etc.)</b>	<b>Meeting Dates, Location (list the planned meeting dates and times for the next six weeks):</b>
Team leader: Neron Parmar	Zoom, Whatsapp	27 May and 5 June, at 5.00 pm
Jashanpreet Singh	Zoom, Whatsapp	27 May and 5 June, at 5.00 pm
Khush Patel	Zoom, Whatsapp	27 May and 5 June, at 5.00 pm
Priyanka	Zoom, Whatsapp	27 May and 5 June, at 5.00 pm
Sanam Lakhotra	Zoom, Whatsapp	27 May and 5 June, 5.00 pm

### 4. RESPONSIBILITIES

**Place your team time/responsibilities chart HERE!**

Create a chart using Excel or Tables in Word to outline the tasks, deadlines, and persons responsible for the project activities.

Once you have created your chart, import it to your project plan. Your plan must include responsibilities, tasks, and deadlines for the following project phases:

<p>1. Research and planning</p> <ul style="list-style-type: none"><li>• Everyone</li><li>• May 17, 2023</li><li>• Through zoom meetings and use WhatsApp text to complete our planning</li></ul>	<p>2. Interview</p> <ul style="list-style-type: none"><li>• Priyanka</li><li>• Prepare list of persons to interview</li><li>• Go through the interview and record them.</li><li>• May 13, 2023</li></ul> <p><b>use better table for clarity</b></p>
<p>3. Meetings</p> <ul style="list-style-type: none"><li>• Meetings on every weekend to get a track of work (Time decided day before meeting)</li><li>• Discuss about project functioning</li><li>• Team leader (Neron Parmar) also schedule a meet to discuss important stuff related assignment and he responsible for</li></ul>	<p>4. Drafting</p> <ul style="list-style-type: none"><li>• Everyone</li><li>• All members draft their divided parts and two days before assignment by 15 May.</li><li>• we wrap up and complete assignment by combining every member parts by 16 May.</li></ul>

holding the meetings.	
5. Slide report Design <ul style="list-style-type: none"> <li>• Khush Patel</li> <li>• Formatting of the report of final version of our project</li> <li>• 13 June</li> </ul>	6. Revision <ul style="list-style-type: none"> <li>• Everyone</li> <li>• Revise every part of final report</li> <li>• 15 June</li> </ul>
7. Source and citation checking <ul style="list-style-type: none"> <li>• Sanam Lakhotra</li> <li>• All the source &amp; their links and citation is checked</li> <li>• 15 June</li> </ul>	8. Final edit <ul style="list-style-type: none"> <li>• Jashanpreet Singh</li> <li>• The final edit is done on 16 June</li> </ul>

## 5. TEAM MANAGEMENT AGREEMENT

Keep in mind that this course has implemented the zero tolerance, "You're Fired!" policy for those who do not fulfill their project responsibilities.

### Team Management Policy:

**You may "fire" any team member who does not fulfill his/her responsibilities to the team.** While **you cannot fire a team member due to interpersonal conflict**, which you must learn to resolve, you may fire a team member if he/she does not attend meetings or does not complete the work assigned by the group. Document the situation: keep copies of email/chat communications. You will also have to provide the team member a chance to meet with the team and to do the work required. To do this, send

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an email to him/her explaining the action required within a reasonable timeframe. Send a copy of the email to your professor. If the team member does not do the work or attend the meeting, send a follow up email firing the group member (send a copy to your professor). Students fired from a group must follow up with the professor.

Consider conflict resolution/decision-making process, honesty/integrity, roles, responsibilities, time restrictions, etc. How will your team deal with **routine team challenges**? Be specific.

### Agreements for handling team challenges

1. If any group member is not doing their assigned work will be warned by email.
2. if any member doesn't do their part by deadline will be reported to professor.
3. Taking responsibility for each other's actions when they are inconsistent with this agreement.
4. Completing tasks for which we are responsible.
5. Have faith in one another.

### Signatures

Please print/type your name and provide your signature.

Signing this project plan indicates that you agree with the terms set out in the responsibilities and actions sections. Furthermore, it indicates your agreement that the entire team shares the mark attributed to the project. According to Academic Policy, should any plagiarized material appear in any part of the assignment, the team will receive "O" for that assignment.

### TEAM NAME: Globe Business Counsellors

Name	Signature (change fonts for each team member)
Team leader: Neron Parmar	Neron Parmar
Jashanpreet Singh	Jashanpreet Singh
Khush Patel	Khush Patel
Priyanka	Priyanka
Sanam Lakhotra	Sanam Lakhotra

