

# Project Management Plan – Team 22

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## Goals:

This project, "Mindfulness and Stress Management in the Workplace," aims to investigate the importance of these practices in contemporary work environments. It aims to understand how mindfulness practices – such as meditation, breathing exercises, and self-awareness – can help employees cope with stress and enhance productivity. The team will conduct interviews with professionals to gather real-world insights on workplace stress, coping strategies, and organizational support systems. Alongside, secondary resources such as research articles, TED Talks, and case studies will be analyzed. The final report will present findings, best practices, and recommendations for building a mindful, resilient, and emotionally intelligent workforce.

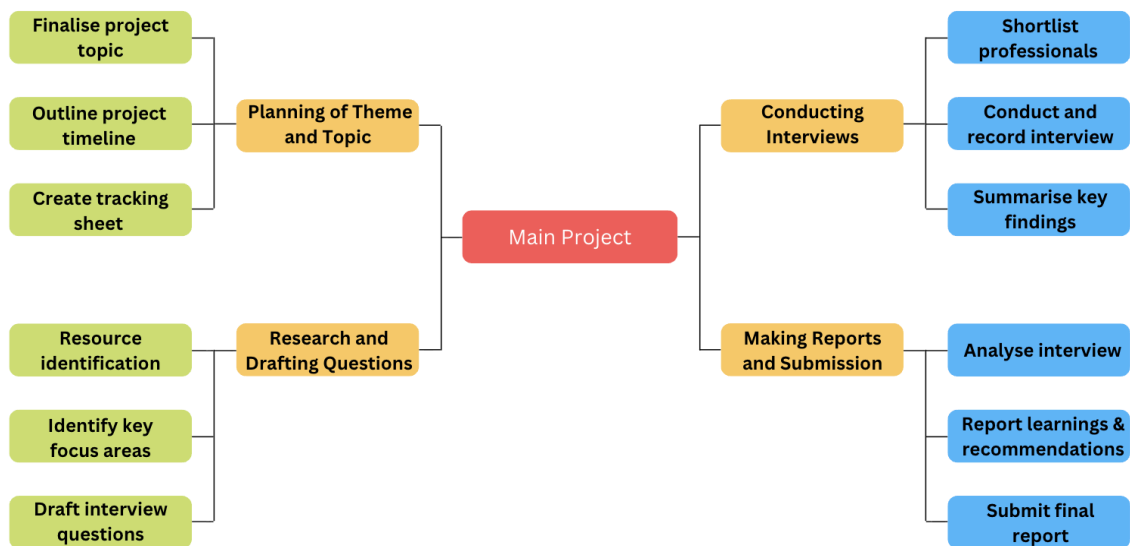
## Scope:

The project covers qualitative research through interviews with professionals across industries to gather perspectives on workplace stress and mindfulness practices. It also includes secondary research from academic articles, case studies, and credible online resources. This project will analyze stress triggers, coping mechanisms, organizational support, and best practices.

## Expected Timeline:

Phase	Task	Duration
Phase 0	Team formation	Week 1
Phase 1	Planning of theme & finalising team lead	Week 1
Phase 2	Finalizing on project title & consolidating resources	Week 2
Phase 3	Research & drafting questions	Week 3
Phase 4	Approaching & engaging working professionals	Week 4
Phase 5	Conducting interviews	Week 5
Phase 6	Making reports & project submission	Week 6

## Work Break Down Structure:



## Contingency Plan:

To mitigate risks, the project includes alternative strategies such as identifying backup interviewees in case selected professionals are unavailable. If access to primary data is limited, the team will place greater emphasis on secondary research. Potential time delays will be managed by incorporating buffer periods in the project timeline. In the event of technical issues, cloud-based tools and shared backups will be used to maintain continuity. All significant changes to scope, methodology, or deliverables will be reported to the instructor for review and approval to ensure the project remains on track.

## Tracking & Execution:

The team uses a [Google Sheet](#) to assign tasks, mark progress, and record completion status weekly. Progress meetings are held every Friday to monitor goals and make adjustments.