**BCT 2409 Project Management – Semester Project**

This assignment asks you to put what you have learned in the course to use by planning a project. You have to have a specific organization and activity in mind to be able to carry out this planning effort. You are expected to do this in groups of 4 -5, and hand in your project documentation by 27th of October 2020

**Steps in Completing the Project**

1. **Select a project.**

This project should be doable within the remaining part of the semester. Examples include a plan to implement an e system within an academic or hospital setting or banking sector, a plan to conduct a satisfaction survey etc.

Note that, in all of these projects, you are planning a project and not doing it. Also note that planning requires a number of assumptions of the setting where the project is carried out and therefore you need to have a specific organization in mind, while you plan for them.

1. **Prepare a work plan**
   1. Draft a work breakdown and identify distinct inter-related tasks:  Make sure that all relevant tasks are identified and the precedence for each task is identified. Consult the literature or an expert to make sure that you have not missed important tasks.
   2. Estimate completion times: Explain how you identified the most likely duration of various activities within your project.
   3. Identify critical path:  Analyze your data to identify a critical path for your schedule.  Report the earliest time to finish.
2. **Prepare other components of the plan**
   1. Describe your team
   2. Describe project budget and resource assignment
   3. Prepare a communication plan
   4. Prepare a scope management plan and associated forms
   5. Prepare a project risk management plan
3. **Prepare a** **Report of your plans**:  The report should include:
4. A highlight of the need for your proposed project,
5. Explain why the estimated times are reasonable.
6. Work plan

* List of activities:  Describe the details of your plans and the activities that need to be scheduled.  Use a Gantt chart.
* Critical path:  Visually show the critical path.

1. Communication plan
2. Scope management plan
3. Project risks

Make sure that not only the relevant content is present but also that titles, fonts, graphs, visual aids, set aside examples, are all arranged appropriately.  Make sure the entire report comes across as a unified package, with a central message.  Make sure the report is pleasant to look at and fun to read.