

Final Project Report

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2. Assignment 1 & 2.
3. Vision and Mission.
4. Project Charter.
5. Communication Plan.
6. Resource Breakdown structure.
7. Risk Register.
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Revision History

Date	Description	Author	Version	Comments
14th March 2020.	Basic layout of the Doc	Stephen Salve	1.0	Format Finalised
16th March 2020.	Business Case, Project Objectives, Key Stakeholders, updated	Stephen Salve	1.1	Important points added
18th March 2020.	New Stakeholders identified	Stephen Salve	1.2	Final assigned this this Stakeholders
1st June 2020	Executive Summary	Stephen Salve	1.3	Added new section
3rd June 2020	Organization Details	Stephen Salve	1.4	Added Vision & Mission
5th June 2020	Scope Details	Stephen Salve	1.5	Scope Statement & WBS added
8th June 2020	Stakeholder Details	Stephen Salve	1.6	Everything Related to stakeholder Updated
10th June 2020	Resource and Risk	Stephen Salve	1.7	All required Details updated for RBS and Risk
11th June 2020	Schedule and Cash Flow	Stephen Salve	1.8	Details for Scheduled and Cash Flow Completed
12 th June 2020	Proof Reading	Stephen Salve	1.9	Proof Reading and making Correction the doc

Executive Summary

Swiggy is food ordering and delivering company. A single window for ordering from a wide range of restaurants. Exclusive fleet of delivery personnel to pick up orders from restaurants and deliver its customers.

Our USP

- Swiggy is food ordering and delivering company.
- A single window for ordering from a wide range of restaurants.
- Exclusive fleet of delivery personnel to pick up orders from restaurants and deliver its customers.

Target Customers

- 18-55 years old College Students.
- Working Professionals.
- E-Commerce Savvy.
- Crowd that is living away from their hometown.

Presence

- Ahmedabad, Bangalore, Chennai, Delhi, Gurgaon, Hyderabad, Kolkata, Mumbai, Pune and 527 more cities

Organization Details – Vision & Mission

It all started back in 2014 when two BITS Pilani graduates, Sriharsha Majety and Nandan Reddy decided they wanted to make life easier by **changing the way India eats** - all with just a tap! With their idea of **'hyperlocal food delivery'**, Later they met Rahul Jaimini, who brought this vision to life with the first website. And with this, Swiggy was launched as a food ordering & delivery platform. Swiggy's Story.

Our mission is to change the way India eats apart from servicing the customer better than last year and widening the assortment to enable users to order on a higher frequency. Swiggy wants to be like a utility app for every Indian. We want people to order food at least 15-20 times a month. That can only happen if you solve deep problems and not just act as an occasional food delivery provider. For us, it is about how we balance growth and customer service in the long run.

"Swiggy's vision is to elevate the quality of life of consumers by offering unparalleled convenience. As we work towards enabling this for a billion Indians, expanding to tier-3 and tier-4 cities is a critical step.

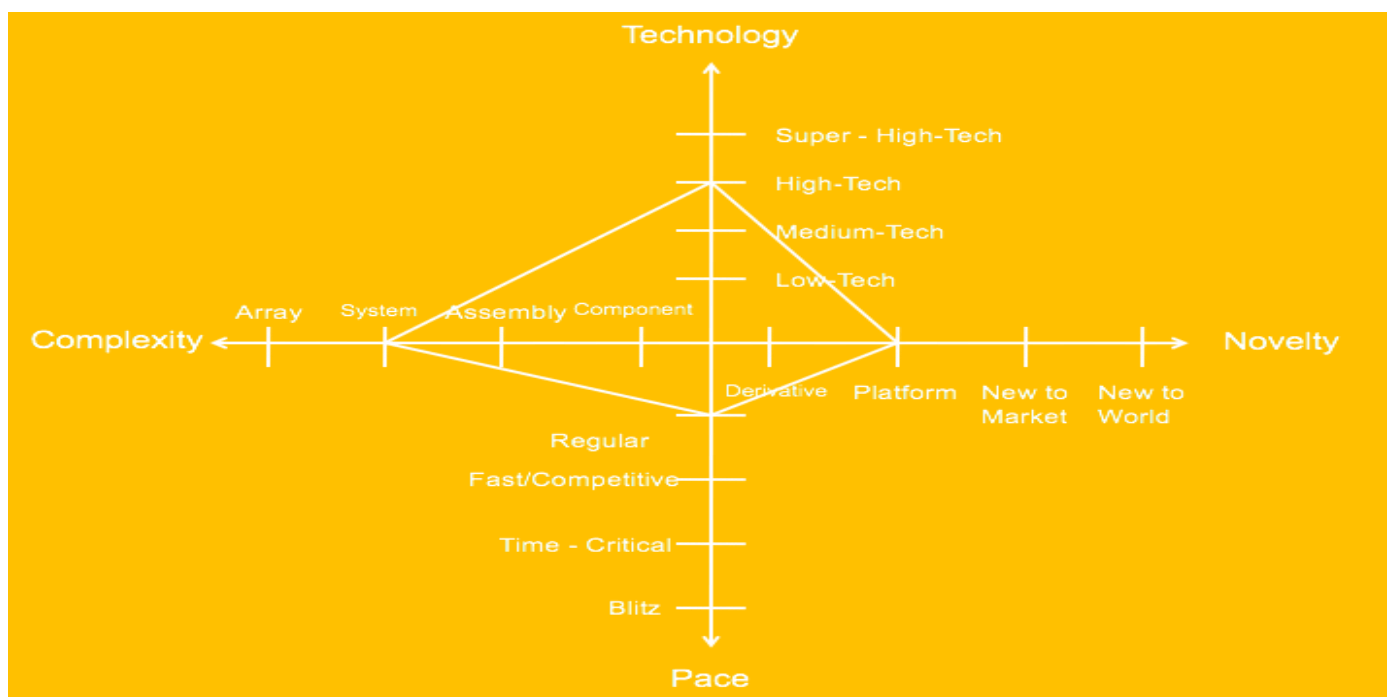
NTCP Diamond Framework Analysis (Rider/Delivery Executive App)

Novelty – Similar app have been built by amazon and big logistic companies. This was more for hyperlocal business. The way and features build had some uniqueness but not original.

Technology – From technology perspective this project is categorized as high tech because of the complexity and new technology used to help Customer see all the accurate ETA. Monitor the Rider, Track the rider.

Complexity - This App is build with lot of complex component as this is the actual source which help us show restaurants, ETA and various section on the Customer App.

Pace – Will the right resource the time factore is eliminated and take care off. Microservice architecture helps us solve the time critical section..



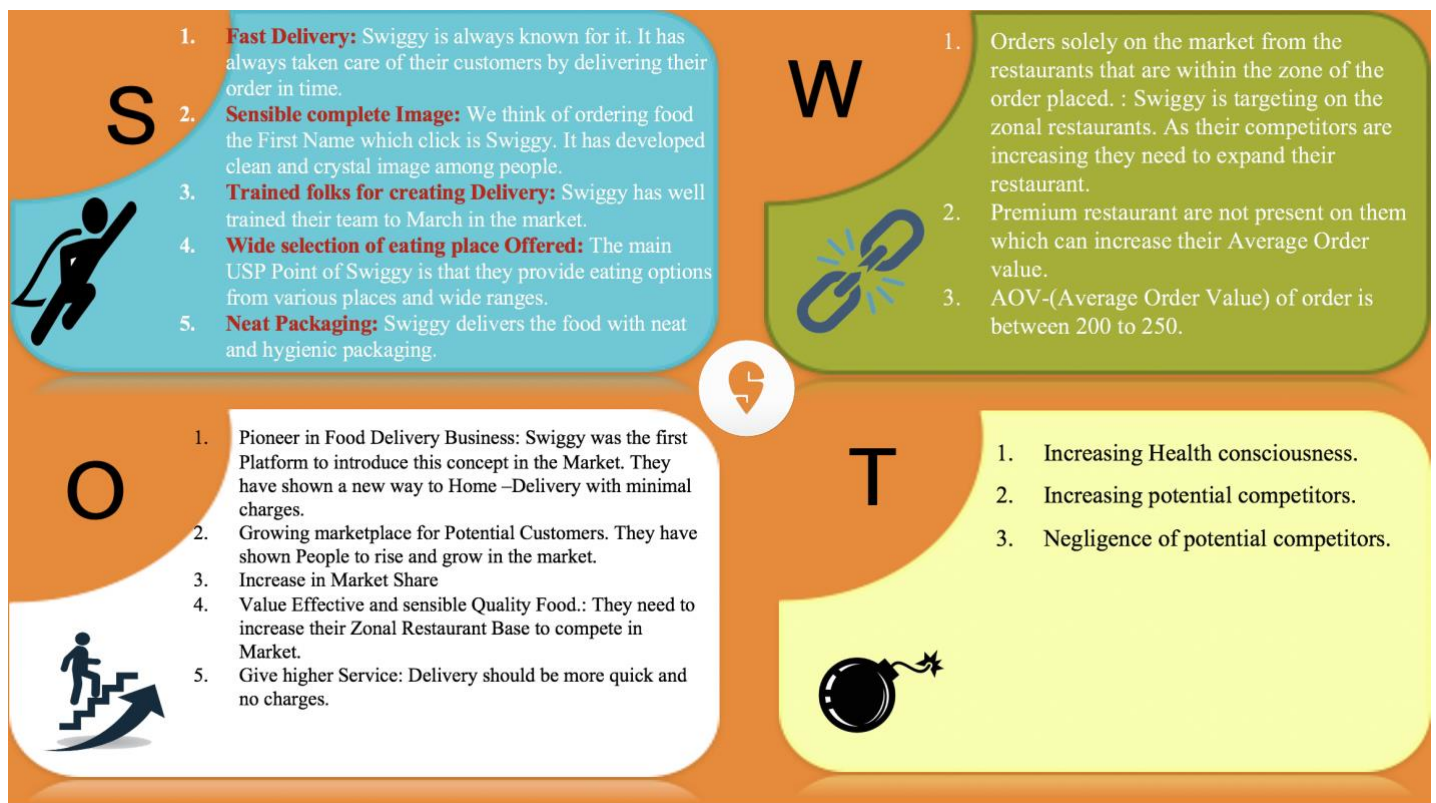
SWOT Analysis – Swiggy

S.W.O.T. is an acronym that stands for Strengths, Weaknesses, Opportunities, and Threats. A SWOT analysis is an organized list of your business’s greatest strengths, weaknesses, opportunities, and threats.

Strengths and weaknesses are internal to the company (think: reputation, patents, location). You can change them over time but not without some work. Opportunities and threats are external (think: suppliers, competitors, prices)—they are out there in the market, happening whether you like it or not. You can’t change them.

Existing businesses can use a SWOT analysis, at any time, to assess a changing environment and respond proactively. In fact, I recommend conducting a strategy review meeting at least once a year that begins with a SWOT analysis.

New businesses should use a SWOT analysis as a part of their planning process. There is no “one size fits all” plan for your business, and thinking about your new business in terms of its unique “SWOTs” will put you on the right track right away, and save you from a lot of headaches later on.



Project Title :

Delivery App Development for the Delivery Executive(Rider App)

Project Description

We are living in a world where customer satisfaction is very important that with each passing day more concise, effective and user friendly products and services are introduced.

A concept commonly known as home delivery is being implemented to satisfy as many customers across the world. Taking this basic concept, we are starting the Swiggy Food delivery. Although some of the service

oriented companies have been doing this home delivery from recent past, but it is not common due to various reasons which include cost effects, customer satisfaction and improve reputation etc.

Currently the food services providers like pizza hut etc are very good in home delivery field but we can assure that we will be the best when we build the Delivery App. We are promising a maximum 25 to 35 min time for our home delivery. This means that within 35 minutes the product will be at your door without any delivery charges.

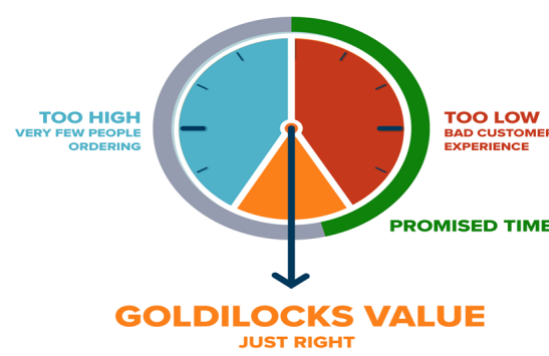
Business Case

Aim to reduce time to delivery from 60min to 25-35 Min. Increasing the Delivery per Rider Count. Batching of order for better resource/time/money optimization without compromising of Customer Satisfaction. Reduce the Cost per delivery by half by proper Estimating Last Mile Time, Estimating Preparation Time and Just In Time Assignment.

This will help the Business to Complete more order using the Same Delivery Executive and will save a lot of fuel and time. Customers will start getting Food faster delivered at their houses once this whole idea is implemented.

Project Objectives

1. To Increase convenience of the customers by reducing the delivery Time by 15th April
2. Provide Riders will all incentive programme and the daily Incentive with the daily Earing
3. Batching order to save Cost per delivery by 50%.
4. It's about finding just the right time to ensure delivery, but not too high to discourage the customer from placing an order.
5. It's also about providing ample choice of restaurants to the customer, but just enough so we can calculate their delivery times as quickly as possible.
6. Everything in Delivery is about finding the Goldilocks value.



Key Stakeholders

<ol style="list-style-type: none"> 1. Customers 2. Delivery Executive. 3. Operational Department/Team. 4. Finance Department. 5. Back office. 6. Customer App Dev Team 7. Frontend Developer. 8. Backend Developer. 	<ol style="list-style-type: none"> 9. Devops Team 10. Data science team. 11. Legal Department. 12. Restaurant Partners. 13. Sponsor 14. Product Team 15. Design Team
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Project Success Criteria

1. Customers Will See Restaurant which will delivery food in thee next 20 to 35min on Top.
2. Cost per delivey to reduce to Half
3. Batching of orders will be without any impact to the Customers Deliver Time
4. 95% of the rating should be 5 or 4 Star for the Orders Delivered.
5. Rider App should have 95% accurate in the terms of the location data.
6. Rider App should have 5X load capacity to no of orders placed. No of order to growth week on week.
7. 99% uptime of the Rider app.
8. Crash-Free Users and Crash-Free Sessions should be 99%
9. Crashes per week should not be more than 50.

High-level Requirements

1. Delivery Executives Should be happy with few Flow of the App and less complex then the Current one.
2. Real times Rider incentive + earing should be show to the Delivery Executive in the app.
3. Various Incentive Programs going in his City Should be Shown upfronts and should recommend few as per this past history
4. The Restaurant Listing and Delivery Time Promised should be 95% accurate.
5. Estimating Last Mile Time should cover the parking time to customers location.
6. Estimating Preparation Time should consider food item and its quality as well.
7. Just In Time Assignment (JIT) that helps customer place orders for any the vendors shown to him.

Project Risks

1. Customer order might get delayed due to batching.
2. Incorrect Preparation time could lead to incorrect ETA on the App
3. Delivery Executive App being the bottle neck for real time data.
4. Difficult in maintain such complex system.
5. Feature compatibility with the riders Device
6. Over Engineering.
7. Single point Failure.

Major Milestones

Milestone	Task	Date	Responsibility
Milestone 1	Project Charter Approved	1st Oct	Project Manager.
Milestone 2	Project Stakeholders approved the project	19th Oct	Project manager.
Milestone 3	Project plan completed	18th Nov	Project Manager, Team Leader.
Milestone 4	Project plan approved	1st Dec	Project Manager.
Milestone 5	Project team assembled	21st Dec	Team Leader, Project Manager.
Milestone 6	Project execution initiated	4th Jan	Team Leader, Project Team, Project Manager.
Milestone 7	The Restaurant Listing and Delivery Time Promised should be 95% accurate. 90 Day	4th Apr	Team Leader, Project Team, Project Manager, Data Science team
Milestone 8	Estimating Last Mile Time should cover the parking time to customers location. 60 Day	4th Mar	Team Leader, Project Team, Project Manager, LMS Team
Milestone 9	Estimating Preparation Time should consider food item and its quality as well. 20 Days	20th Mar	Team Leader, Project Team, Project Manager. PMS + LMS, Data Science
Milestone 10	Just In Time Assignment (JIT) that helps customer place orders for any the vendors shown to him. 35 days	15th Apr	Team Leader, Project Team, Project Manager. PMS + LMS, Data Science
Milestone 11	Project execution completed	26th Apr	Project Manager.
Milestone 12	Project acceptance	28th Apr	Project Manager, Team Leader, Marketing and Sales Dept.
Milestone 13	Project closed out	29th Apr	Project Manager.

Summary Budget

Budget	Task
60 lakhs per annum	The Restaurant Listing and Delivery Time Promised should be 95% accurate.
30 lakhs per annum	Estimating Last Mile Time should cover the parking time to customers location.
30 lakhs per annum	Estimating Preparation Time should consider food item and its quality as well.
50 lakhs per annum	Just In Time Assignment (JIT) that helps customer place orders for any the vendors shown to him.

High-level Assumptions, Dependencies and Constraints

Assumptions

Assumption	Impact	Strategy
Full network to the Rider all the time.	Order reaching Customer late	Tradition Simulation
App experience would fit for all types of Riders.	Mistakes that could end up in delay	Training for Rider
Real time updated via the app without any delay.	Real time tracking	Back to displaying only ETA.

Dependencies

Dependency	Impact	Strategy
Mobile Network.	Calling Feature	Chat Options
Mobile Internet.	Rider Pings	Traditional ETA Method
Infra that Support the End to End feature	Riders not getting Order	DR plan in place

Constraints

Constraint	Impact	Strategy
Time to Release the app for riders.	Revenue / Customer Satisfactions	Work with the older version

Core Team and Organizational Structure

Assigned Project Manager

Ram is assigned as the project manager for managing the project. He has been authorized to pull different resources from various department to meet the targeted timeline.

All the HOD have been Updated with the **Business Case, Project Objectives and Project Success Criteria**. They have been addressed to provide full support the PM in terms for achieving the **Targeted timeline**.

Core Team

Name	Function	Role	Need*
Ramcha	Product	Scoping all the required feature for the Ride app.	The product manager is the person responsible for defining the why, when, and what of the product that the engineering team builds. This means they lead cross-functional teams from a product's conception all the way through to its launch.
Niranja	Data Science	Data-driven decision	Data has always been vital to any kind of decision making. Today's world runs completely on data and none of today's organizations would survive without data-driven decision making and strategic plans.
Prakash	Head of Engr	Coding	Develop various components in the Rider App, LMS, API's, various services.
Surya	Head of QA	Quality assurance	QA is a way of preventing mistakes and defects in the products and avoiding problems when delivering products to the Riders
Mayank	Head of Operation	LMS feature	To check that all the features in the LMS are up to the mark for smooth Operation.

All the above resource will be working full time till the project get over. Post Release there will 50% time allocation towards this project for three Weeks post that only Head of Operation will be Required to Maintain the same until further feature enhancements.

Project Sponsor

Name	Designation	Role*
Vivek Sunder	Chief Operating Officer	Business Case Challenges.

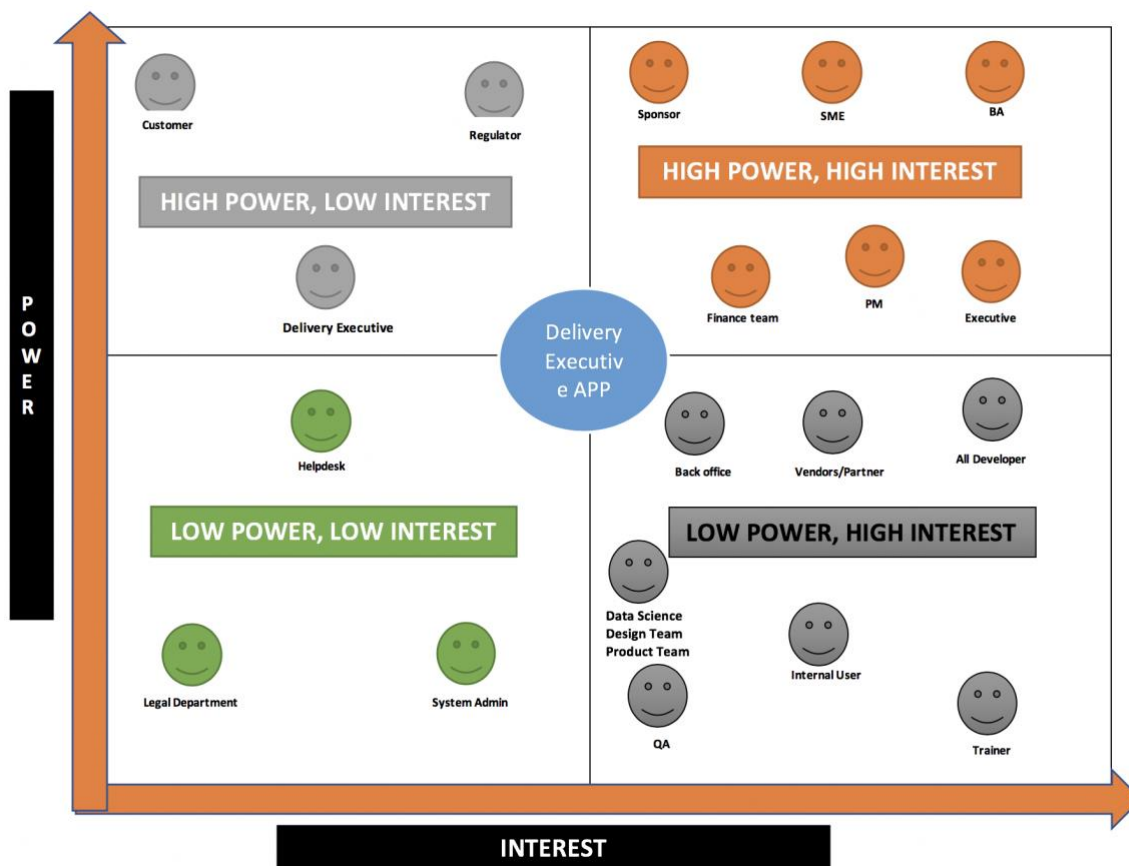
Mayank	Operational Head	Reduction in Cost Per Delivery by 30%
Kedar	VP Business Analysis	Improving the Customers ETA on the App Overall Cost Saving. Batching process to be seamless

Stakeholder Analysis

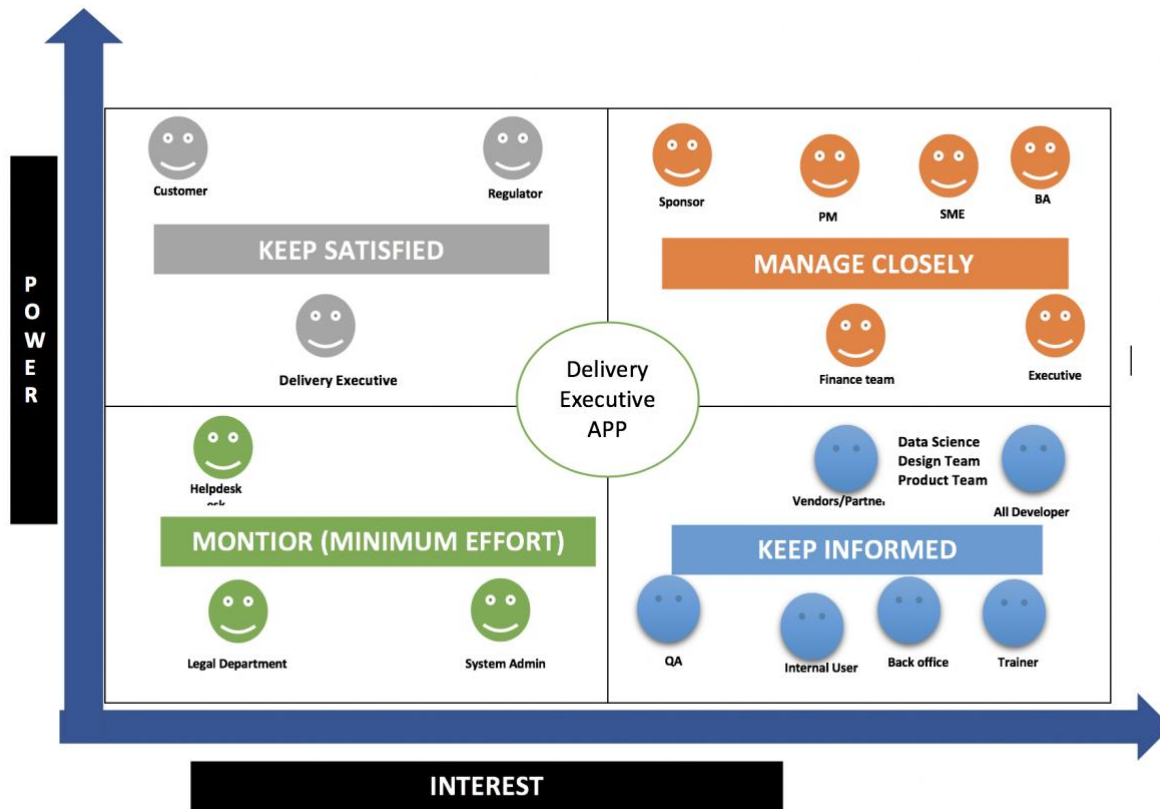
Stakeholder list

<ol style="list-style-type: none"> Customers Delivery Executive. Operational Department/Team. Finance Department. Back office. Customer App Dev Team Frontend Developer. Backend Developer. 	<ol style="list-style-type: none"> Devops Team Data science team. Legal Department. Restaurant Partners. Sponsor Product Team Design Team
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Power/ Interest Grid



Stakeholder Engagement Matrix



Stakeholder Engagement Assessment Matrix

Stakeholder	Power /Influence	Unaware	Resistance	Neutral	Supportive	Leading
Sponsor	H/H				C	D*
Customers	H/L			C		
Delivery Executive.	H/L			C		
Operational Department/Team.	H/H				C	D
Finance Department.	H/H		C		D	
Back office.	L/H			C	D	
Customer App Dev Team	L/H				C	
Frontend Developer.	L/H				C	
Backend Developer.	L/H				C	
Devops Team	L/L			C		
Data science team.	H/H				C	D*
Legal Department.	L/L			C		

Restaurant Partners.	L/H			C		
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C = Current Level of engagement

D = Minimal desired level of engagement

D* = Optimal desired level of engagement

Scope of the Project

The Scope of the project (Android App Ands Web panel for LMS) are as follows:

This Food Delivery App will delivery all kinds of Food product/grocery items/ anything which you wish to get delivered in **about 23 to 60 min** to your house. This App will be open for all who wish to make money during their free time. This App will be the backbone for customers seeing the Time for Delivery of items based on the location for the Rider. This App will help Rider pick more than one order and delivery it to the Customer within the given time. This App will help the CPD-Cost per delivery to drop by 50% attest. Batch order will take is further to 70% to 80%. Todays Cost per delivery is about Rs.120 and will drop to Rs 60 to 40. The App should be very simple and easy to understand by any 10th Pass Person. App should support all the Languages present in India. Riders should be able to track each and every orders in details with repret to this Time take/KM travelled, Incentive eared.

FEATURE OF ANDROID APP :[Delivery Executive App]

- Native Android Application
- Using this app data we would show the **Restaurant Listing** and **Delivery Time Promised**.
- Using this app data we would show **Estimating Last Mile Time**.
- Using this app data we would show **Estimating Preparation Time**.
- Using this app data we would show **Just In Time Assignment (JIT)**.
- Rides Find it very easy and comfortable to use them in any State/City with their Local Language.
- Provides all possible Route to Vendor and then to the Customers using google Maps.
- In Batch Order Proper Sequences to the Pick and Drop to be Seamless.
- Cash deposited to the Companies account to be integrated with Major Service Provider.
- Riders to kepted well informed on the Upcoming Order Targets for the Cities and the incentives attached during those dates.
- Hygiene Checklist to the captured during Shift Login.
- Notification Configure.

Easy Backend Admin Panel

- Manage Daily Orders in Queue to be delivered.

Charter Template

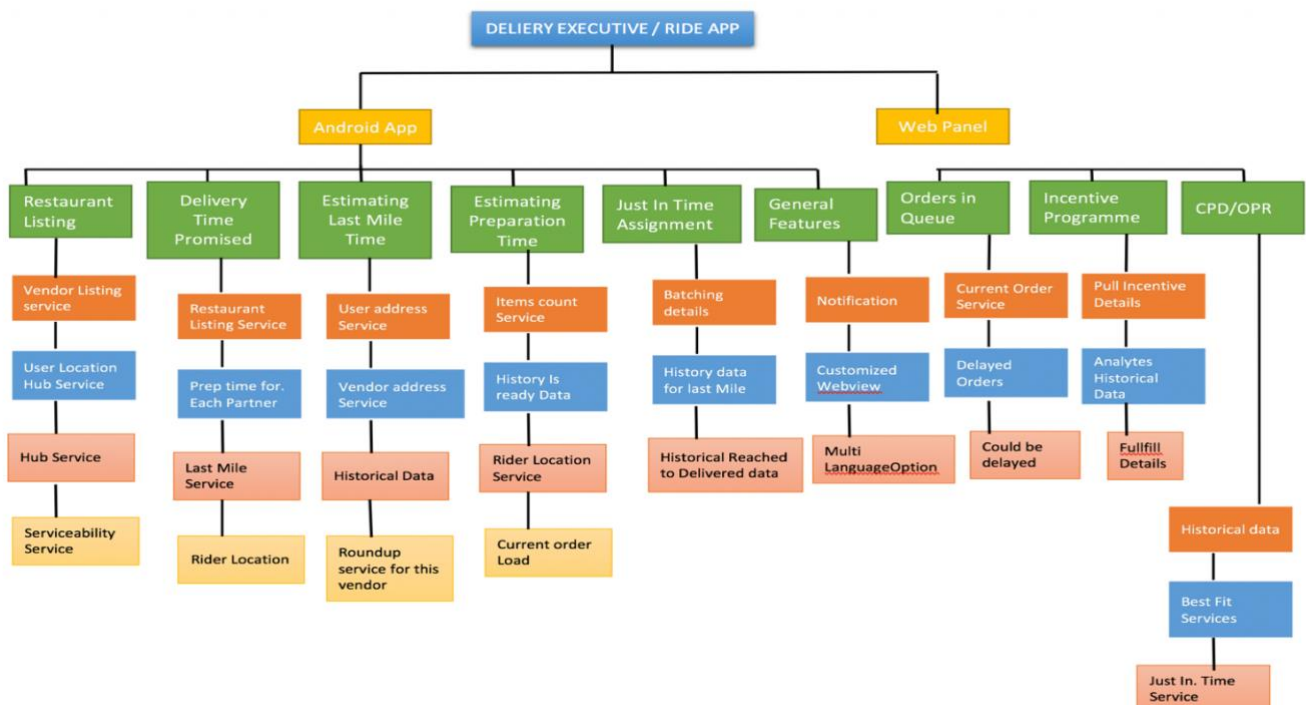
- Uploading Rider incentive Programmer City/Hub level.
- Monitoring Cost per Delivery. Orders Per Rider.
- Keeping a Check on the Delivery Time.
- Able to Push Notification/Alerts to the Rider App
- Monitoring Batching process orders

Acceptance criteria

- Running Simulation on the last 6 months Order data for Top 5 cities, Mid-Level Cities and few very low generating order cities. Should give and CPD/Order per riders and ETA for the Order with the Set percentage decrement to it.
- Batching of Order on the last 6 months order should pass 95% uses cases with the old data
- Exiting Riders Should understand the App without explaining them the Flow with few Test orders.
- Operation Team and Back Office team should approve each and every aspect of the flow.

In Scope	Out of Scope
<ul style="list-style-type: none"> App Should be supported will all Android OS Rider App to have minimum 2GB Ram Rider App to consume Low power 	<ul style="list-style-type: none"> Rider App can't Function if GPS is Switched OFF Rider App will not Work if there is not Network to the Device

Work Breakdown Structure



Stakeholder Register

Stakeholder Group	Internal or external	What's changing for the stakeholder group?	Level of Change (H, M,L)	Type of Change Optional (People, Process, Tech., Org)	What are the biggest concerns/issues that this stakeholder group may have?	What are the greatest benefits this stakeholder will receive?	What does this stakeholder need? (Training, Communications etc.)
Sponsor	Internal	CPD/PDP	H	Process	Cost Saving and Process Change	Lots of Cost saving	Communication
Product Team	Internal	Complete App	H	Process	Process Change	Faster Order Delivered	Communication
Design Team	Internal	Complete App	H	Org	NA	Flow Changes	Communication
Customers	External	Laster Delivery	L	NA	NA	Faster Deliverrey	Communication
Delivery Executive.	External	NA	M	Process, People, Tech	Less Money due to PDP	Good incentive	Training
Operational Department/Team.	Internal	CPD/PDP	H	Process, People, Tech	Rider may leave	Flow Changes	Training
Finance Department.	Internal	Cost Saving	M	Process, People, Tech	Cost Saving and Process Change	UE +VE	Communication and training
Back office.	Internal	Work Flow	M	Process, People, Tech	Process Changes	Process	Communication and training
Customer App Dev Team	Internal	Faster ETA	M	Tech	Na	Faster Deliverrey	NA
Frontend Developer.	Internal	Look of the App	M	Process, People, Tech	NA	NA	NA
Backend Developer.	Internal	All Services	H	Process, People, Tech	NA	NA	NA
Devops Team	Internal	NA	L	Tech	NA	NA	NA
Data science team.	Internal	Lots of data to analys	M	Process	Process Change	N A	NA
Legal Department.	Internal	NA	L	NA	NA	NA	NA
Restaurant Partners.	External	More Business	L	NA	NA	More Business	Communication and training

Stakeholder Communication plan

Communication	Method	Frequency	Goal	Owner	Audience/ Stakeholder	MOM Owner
UX Review Meeting	Meeting.(Share design Before the Meeting)	Phases	Review all the Design.Take feedback.Make changes and get approval on the Design	Project Manager	Project Lead + Customer + Project Sponsor + Designer	Project Manager
Feature Groooms /Product Grooming	Meeting(List of Feature/Deign/flow. Pre Read)	Phases	Grommong the project team on all the feature to be build during this Phase	Project Manager	Project Team+ Technical Staff + Directy working in those phases +Customer	Project Manager
Project Status Report	Email	Weekly	Review project Status	Project Manager	Project Team + Project Sponsor + Customer	Project Manager
Team Standup	Meeting	Daily	Discuss what each team member did yesterday, What they'll do today and any blockers	Project Lead	Project Team	Scrum Master
Project Review	Meeting	monthly	Present Project Deliverables, gather feedback and discuss the next steps	Project Manager	Project Team + Project Sponsor + Project Lead* + Customer	Project Manager

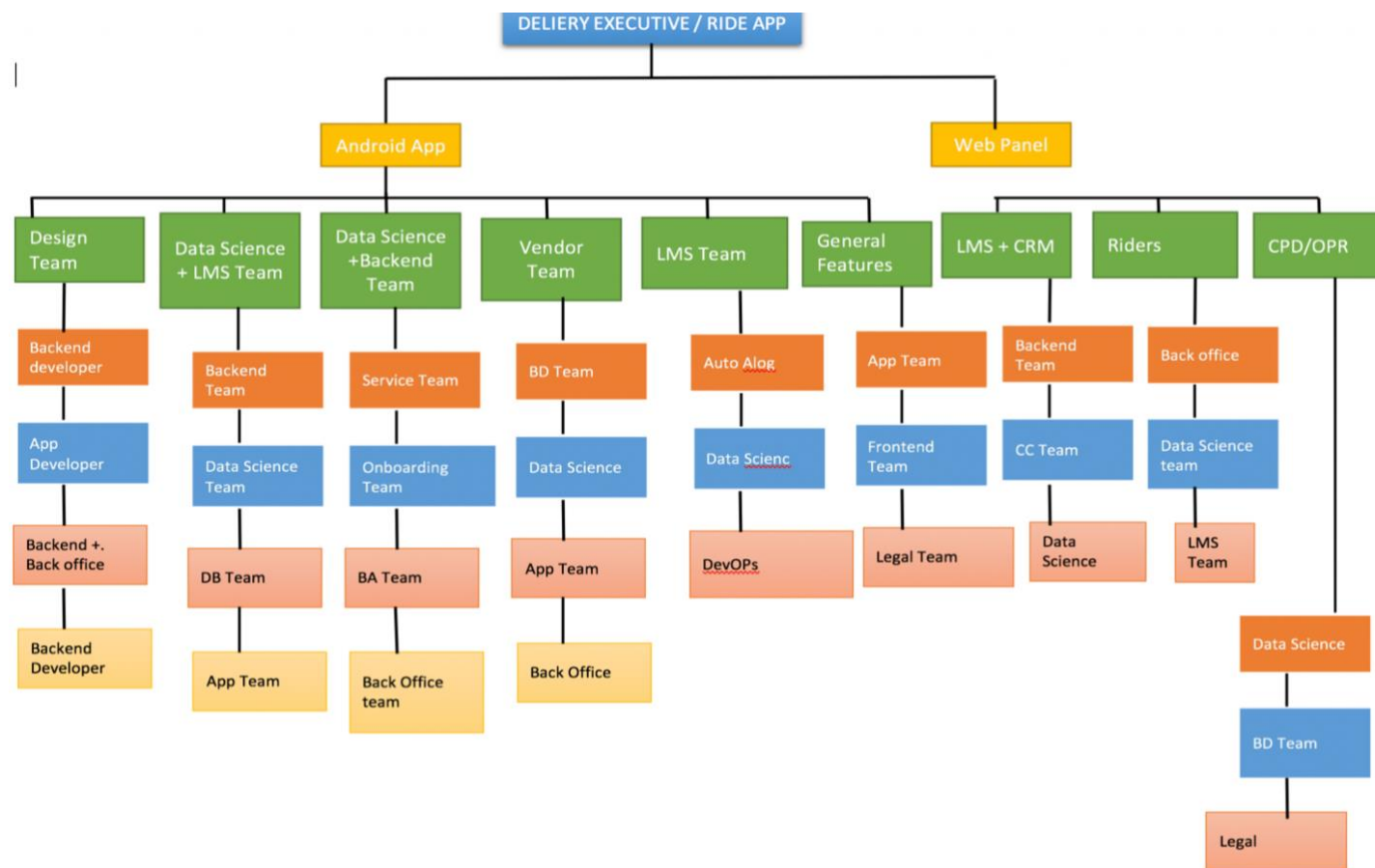
Charter Template

Post Mortem Meeting	Meeting	At end of Project.	Assess what worked and what did not work and discuss actionable takeaways	Project Sponsor	Project Team + Technical Consultant	Scrum Master
Task Progress Update	Team Gantt	Daily	Share Daily Progress made on Project Tasks	Project Manager	Project Team	Scrum Master
Project risk	Meeting	Bi-weekly	Reviewing all the Risk from the Risk Register.	Project Manager	Project Team + Risk Manager	Scrum Master

Stakeholder Communication Strategy

Name	Influence	Impact Assessment	Strategies
COO	Head of Operation and project done according to the laid down rules	High degree of influence as he is the head of organization	Project will be executed efficiently and effectively and according to the rules and procedures adopted by the organization which will help in gaining the confidence of the organization head
Kaisar Kothari HR Manager	Helps in making and developing a project teams	Can have both positive and negative impact on the project based upon the establishment of project team	To perform all the tasks and responsibilities it is important that right people are assigned the tasks which they can perform well Developing a project team is important to accomplish the project's tasks effectively and efficiently.
Sandip Singh Finance Manager	Allocate funds for the project and helps in Costing and Budgeting of the project	Have strong impact on the working of the project as funds are required for the smooth working of the project	Adequate funds will be allocated for the project to perform different tasks without any problem. Reports will be published to show project's cost performance and to mitigate negative impacts on project
Surja Singh Quality Manager	Implementation of Quality Assurance, Quality Control,	Strong impact	By implementing the quality management components we will satisfy the customer needs of reliable and efficient product
Aksa Shakeel Marketing Manager	Determine the marketplace condition and competition level	Mild to strong	As marketing department is not an important stakeholder, so there is no as such strategy needed
Vipula Gap Project Manager	Governing the project and managing the project processes	Strong influence on the project as he is managing and looking after the project's processes	Right job to a right person and performance appraisal is key to success in any project, so to bring the project to a meaningful end measures will be taken to maximize the team's performance
Prakash Verma Team Leader	Being the team leader he has the influence over other team members	It's the responsibility of team leader to make sure that all processes are performed effectively and efficiently	Right job to a right person and performance appraisal is key to success in any project, so to bring the project to a meaningful end measures will be taken to maximize the team's performance
Saili Smart Team Member	Influence on training of personals	The impact might be severe if the tasks assigned are not performed well and on time within the constraints	Support people will be hire to minimize the negative risk of this stake holder

Resource Breakdown Structure



Risk Register

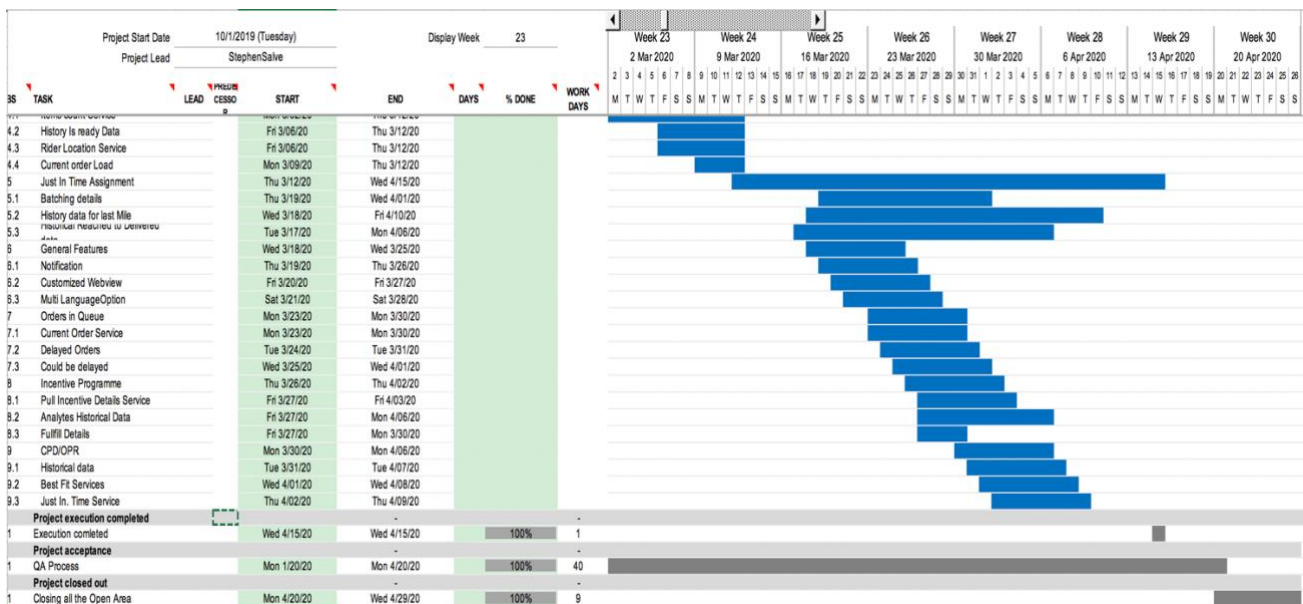
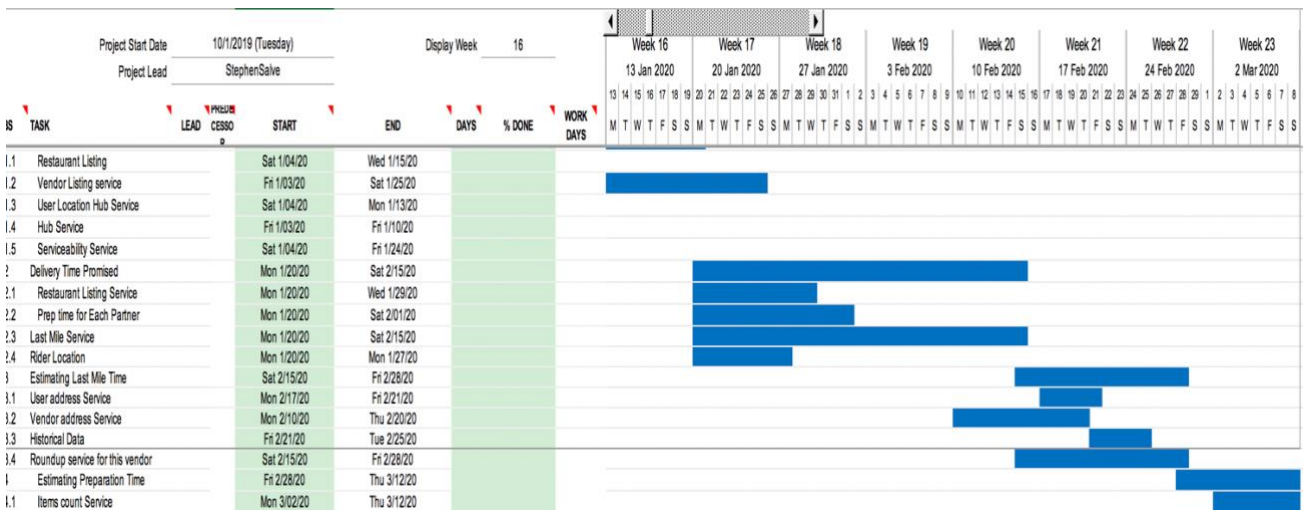
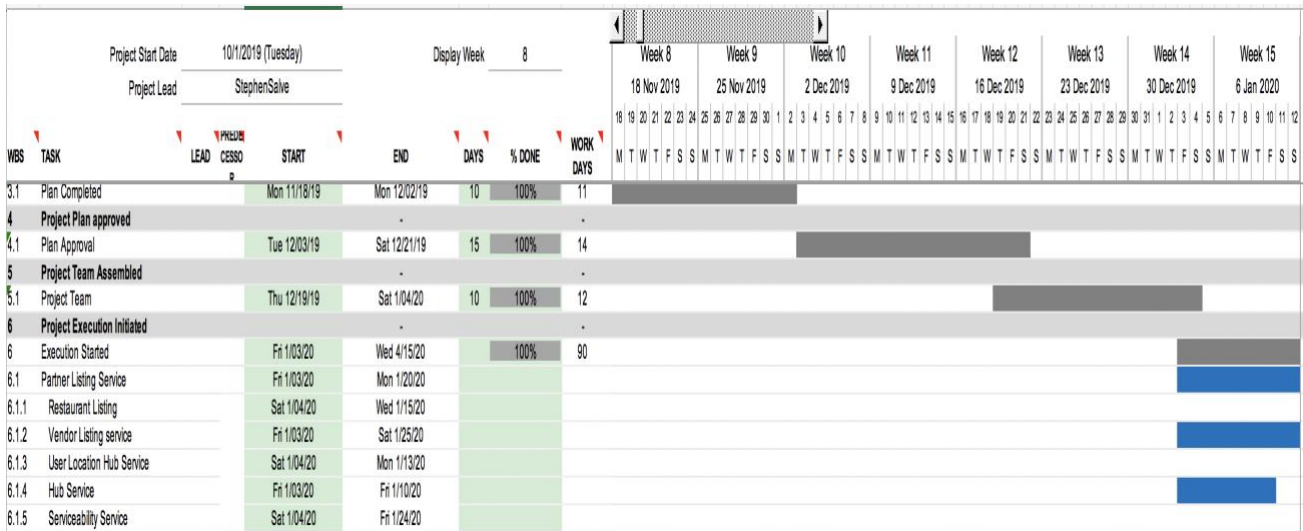
Risk Identification		Qualitative Rating				Risk Response		Implication of Risk		
RISK	Risk Category	Probability	Impact	Risk Score	Risk Response	Risk Action Plan	Risk Owner	SCHEDULE	Cost	SCOPE
EXTERNAL	Vendors feeling footfall or foodhall to affect	2	3	2.5	Transfer	1.Real time update for all the Various Camp on app. 2.Variou Promotion to be carried out to promote Vendor	Project Manager	HIGH	MEDIUM	HIGH
	Riders not turning because of PDP Module	2	3	2.5	Avoid	1.Using Targets to keep the Riders focus and incentive attached to it. 2. Fixed hr format to Overseed this Risk as well	Project Manager	HIGH	HIGH	MEDIUM
	Political risk - change in government	1	2	1.5	Avoid	1.Plan all the activities within timeframe, so that none of the items/activity missed out in schedule.	Project Manager	HIGH	HIGH	HIGH

						2.Keep all correspondence/communication in a proper documentation.				
INTERNAL	Process failure due to operational efficiencies and Technology	3	2	2.5	Avoid	1. Prepare and get approve all method statements by third party consultants before execution. 2. Make clear SOP for all the scope of works	Construction/Facility Manager	LOW	HIGH	MEDIUM
	Inequitable hiring practices - skilled labor	2	3	2.5	Avoid	1. Identify proper team for resources mobilisation. 2. Utilise the tool box talk & induction to ensure skill level of all resources.	HR	HIGH	MEDIUM	MEDIUM
	Control on data integrity	3	3	3	Mitigate	1. Ensure to store all the data's of project in a safer way, with controlled copies 2. Re-check the site data's & information twice before approving the same.	Project Manager	LOW	HIGH	HIGH
TECHNICAL	Deploying of the Imported technology (CV technology)	3	3	3	Mitigate	1. Plan long lead procurement items within project schdule. 2. Make sure the specification & details are properly vetted before placing order.	Project Manager	HIGH	HIGH	MEDIUM
	Consistency in arriving water & soil quality during testing	3	3	3	Mitigate	1. Project Quality plan shall be detailed with frequency & method of testing. 2. Interim process check list with assurance & control, to achieve quality.	Construction Manager	HIGH	HIGH	MEDIUM
	Rider Application not fuctional due to Network or GPS	4	4	4	Mitigate	1. Various Alert To be triggered to rider to manually update the back office in such case	Project/Construction Manager	HIGH	HIGH	HIGH
FINANCES	No proper specification leads to increase in budget	3	4	3.5	Mitigate	1. Conduct brainstorming session with tender team to make sure the detail specification are understood and budget provision is done.	Project/Fi nance Manager	MEDIUM	HIGH	HIGH
	Currency rate for imported technology	4	4	4	Mitigate	1. Allocation of budget shall be done inline with the provision of currency fluctation.	Project/Fi nance Manager	LOW	HIGH	HIGH
	Cashflow consistency - can't deliver on time (revenue loss)	3	3	3	Mitigate	1.Understand cash flow of the project from the day one of the project. 2.Make sure project is not affected due to shortfall in cash flow.	Account Manager	HIGH	HIGH	MEDIUM
UNFORE	Risk of Health Worker	3	4	3.5	Mitigate	1.Maintain good healthy & hygenic condtion in all areas of the project. 2. Frequent visits shall be done to implement healthy condtion of the workers	Project Manager	HIGH	HIGH	MEDIUM

SEEABLE	Climatic impact - Heavy rainfall	1	4	2.5	Avoid	1. Understand the climatic condition with statistical data to pre-plan the activities during monsoon. 2. Check for alternate method for execution during monsoon season.	Project Team	HIGH	HIGH	MEDIUM
	Panademic - Covid-19	1	4	2.5	Avoid	1. Always check, to understand any panademic situatoin across globe and make readiness to control the same.	Government	HIGH	MEDIUM	MEDIUM
			Likelihood							
		1	2	3	4	5				
IMPACT	5	Medium	Medium	High	High	High				
	4	Low	Medium	Medium	High	High				
	3	Low	Medium	Medium	Medium	High				
	2	Low	Medium	Medium	Medium	Medium				
	1	Low	Low	Low	Low	Low				

Project Schedule





Project Cash Flow

Date	Activity List	Amount	Amount Spend	Balance
1st Oct	Project Charter Approved	20,00,000	10,00,000	10,00,000
19th Oct	Project Stakeholders Approved The Project			
18th Nov	Project Plan Completed			
1st Dec	Project Plan Approved			
21st Dec	Project Team Assembled			
4th Jan	Project Execution Initiated	40,00,000	30,00,000	20,00,000
4th Apr	The Restaurant Listing and Delivery Time Promised should be 95% accurate. 90 Day			
4th Mar	Estimating Last Mile Time should cover the parking time to customers location. 60 Day	30,00,000	30,00,000	20,00,000
20th Mar	Estimating Preparation Time should consider food item and its quality as well. 20 Days	30,00,000	10,00,000	40,00,000
15th Apr	Just In Time Assignment (JIT) that helps customer place orders for any the vendors shown to him. 35 days	50,00,000	60,00,000	30,00,000
26th Apr	Project Execution Completed	-	10,00,000	20,00,000
28th Apr	Project Acceptance	-	10,00,000	10,00,000
29th Apr	Project Closed Out	-	10,00,000	Nil

Closing Remarks

The organization is glad to inform everyone that the recent project was a huge success. Thank you so much for providing the much-needed assistance that we needed during that hectic period. Without your proper guidance, we might have lost track of our work and would not have able to complete the project in the desired time. We appreciate the moral support which helped us maintain our enthusiasm. Thanks to everyone and the management appreciates each one of you. Keep up the good work.

Special Thanks to **Group 7 - Atinder Sodhi, Gaurav Aggarwal and Gopala Krishnan P** for their constant support. And as a gift, there is a little surprise for everyone in the coming month!