**GROUP ORGANIZATION**

Admin roles

* Group leader - Wame Rasegakwana
* Vice-group leader - Olorato Charles
* Editor - Neo Beth Monyere
* Vice Editor - Gloria Hengari
* Secretary - Nomsa Motlhobogwa
* Vice Secretary - Tshegofatso Puskas

**AGREED MEETING DAYS**

* Mondays - 0900hrs
* Wednesday – 1030hrs
* Thursdays – 1230hrs
* Fridays –

**MONITORING AND CONTROLLING**

We have a central platform where we store our documents and each group member has access to.to collect necessary evidence, project manager will control the team ‘s effort and present progress results at weekly meeting.

**CONTRACT OF WORK**

**BACKGROUND**

The project is put in place for E-solutions retail company, the reason for this project is to manage the company’s move into a new warehouse to enable the launch of the company’s E-commerce department.

**GOALS**

* To completely move into a new warehouse in 23 weeks.
* To order all material needed for the project well in time for delivery.
* To hire the relevant contractors well in time before their task start date.

**SCOPE**

Inclusions in this project is to have an E-commerce department moved into a new house in 23 weeks. This will be done by designing the layout of the project, supplying all necessary material to contractors for installation of a telecommunications system, fixture and fittings, data capture points and an integrated suite of hardware and software.

**KEY STAKEHOLDERS**

* Project Manager – changes after each project phase
* Client – E-Solutions
* Sponsor – E-Solutions
* Team members

**PROJECT MILESTONE**

Start date - 04 June 2018

End date - 09 November 2018

**PROJECT ROLES**

* Wame Rasegakwana - IT specialist
* Tshegofatso Puskas - Risk Manager
* Neo Beth Monyere - Quality controller
* Gloria Hengari - Finance manager
* Olorato Charles - Project Manager
* Nomsa Motlhobogwa - Developer

**PROJECT BUDGET**

The target budget for the project is ***£123,500***

|  |  |
| --- | --- |
| ***Description*** | ***Estimated Cost £*** |
| **CLIENT WORK:** |  |
| Agreement of plan  Cost/Schedule Control,  etc. (100 hours at £20/hour) | 2000 |
| **Sub‑Total Head Office** | **2000** |
|  |  |
| **MATERIALS:** |  |
| Network server | 10000 |
| 20 PCs for the system including data capture points | 12000 |
| Telecommunications system | 8000 |
| Integrated Software | 8000 |
| Fixtures and fittings | 11500 |
| **Sub‑Total Materials** | **49500** |
|  |  |
| **CONTRACTORS:** |  |
| Fixtures and fittings | 20000 |
| Telecommunications system | 20000 |
| Network engineers | 20000 |
| PCs and data capture points | 10000 |
| Software | 2000 |
| **Sub-Total Contracts** | **72000** |

**CONSTRAINTS**

* Material delivery delays.
* Exceeding budget.
* Contractors not coming in on time.
* Faulty material/equipment.

**ASSUMPTIONS**

* Planning phase already established.
* Agreement of plan has been done.
* Risk assessment has been put into place.
* Monitoring and controlling is being done in every phase of the project.
* The warehouse has already been wired.
* Materials already have a storage.

**RISKS**

* Tigh**t** time frame.
* Security

**DEPENDENCIES**

* Current accounting system to link with the new secure payment system and an order tracking and processing system.

**INITIAL PROJECT PLAN**