

# Complete Guidelines

## Oll Assignment 2023-24 Tri 2

### 1.0 Introduction

- Define Project mgt

Success criteria for a project.  $\frac{A^S}{C}$

150 words

- Outline the purpose of the Report

- Reflection on Pm Knowledge + skills

- Pm processes @ Haklo

- Application of Pm Processes to a Mini Project (Chosen).

### Task 1.

1.1 Knowledge and skills needed to be a Successful Project mgt

- Introduction → importance of Pm skills.

→ there are many skills

→ id the core categories.

Skills	Discussion
-	-
-	-
-	-
Knowledge	
-	
-	
-	

← Debate on the range of skills.

↳ use at least 2 sources for each skill being discussed.

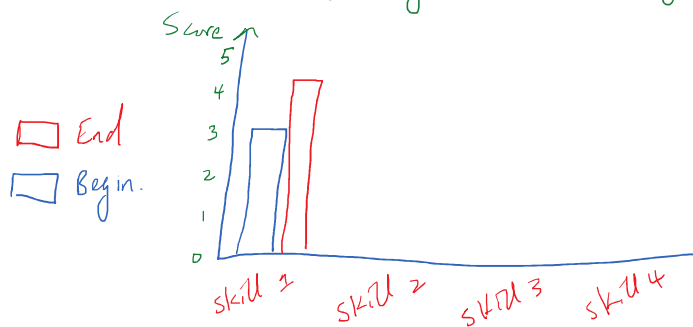
neg, Decision making, Problem Solv, Com, ... Stakeholder mgt, Time mgt etc.

- Conclusion → Summary list of key skills + Knowledge (8-10).

→ should use a Table

## 1.2 Reflection of Knowledge and Skills.

- Write a review comparing your skills + knowledge at beginning vs the end of semester. (Use Scores).

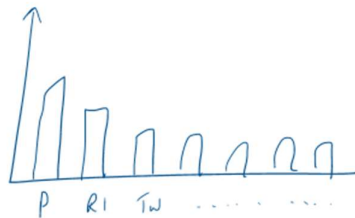


Build chart in Excel using Scores from

- Include Completed Reflection Table as Images

## 1.3 Reflection of Team Work and Roles.

- Using the Scores from Belbin's Team Role Questionnaire, Build a Chart in Excel



- Discuss Your Preferred Roles i.e. Primary and Secondary

Strengths

- How it can help you manage a project and work in a team

- Discuss Your weaker Roles  
i.e. Allowable weaknesses

- How these weaknesses may affect the team
- Did these improve during the module?

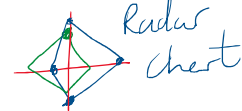
- Reflect on feedback from team members based on Group Activities in class.

Scores:

- Engaged
- Communicate
- Respect
- Contribution

- use Report from Buddycheck

- Use informal feedback
- Use results from Study Buddies on Canvas



#### 1.4 Conclusion

You'll do this at the end of the module!

- Summarize what skills and knowledge you learnt/improved including working in teams.

## Task 2

### 2.1 New Project Mgt Processes at Yakoko

Brief Background to Yakoko Bus Ops

Overview of their Project Mgt Issues

- Include a Fishbone Diagram

Signpost - What will be discussed next.

#### 2.1.1 Project Planning

- Define Project Mgt. Planning
- Discuss the process PM Planning - See lecture 4
- Discuss the benefits of project planning
- Discuss the tools and techniques used for planning. could apply to Yakoko

Process	Tools
Time	WBS, Gantt
Scope	PBS
	...

#### 2.1.2 Stakeholder Mgt

- Define Stakeholder, Give Examples of stakeholder from Yakoko
- Importance of managing stakeholders
- stakeholder Analysis for Yakoko
- Explain steps, Use literature

Stakeholder Register.

ID	Stakeholder	For/Ag	Power	Interest	Strategy
A	Mkt Dir	For	H	H	Mgt Class
B	F. Dir				
C	Desg.				

- Develop stakeholder Register for Yakoko
- use Power Interest matrix
- Plot

A	B
D	E

- Explain the strategies to manage stakeholders. Use a table.

### 2.1.3 Risk Management

- Define Project Risk, Give examples of Internal Risks, External for Yukoke Project
- Importance of Risk Mgt (Why).
- Discuss the Risk Mgt Process (Include Diagram)

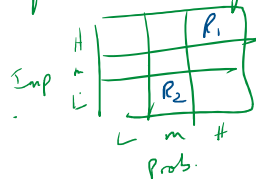
make Rec:  
"should do"

- Risk Identification
- Risk Analysis
- Risk Response

Explain and Apply to Yukoke

- Develop a Risk Register for Yukoke Project

- Use template
- Paste as Image.



### 2.2 Project Planning and Gantt Report.

- Write up the Benefits of using AI for Project Planning
- Write up the key features of the SW Tool (ProjectLibre)

- What the SW can do? - Enter tasks, duration
- How it aids planning? - SW schedules dates - start + finish
- Determines critical tasks.
- Assign resources
- Estimate cost → Budgets

- Write up a Narrative for Yukoke Project

- Start Date, Finish Date of Project
- Milestones + Milestone Dates
- Critical Task / Path.
- Assumption eg: Holidays

- screenshots of Gantt chart from Project Libre.

make Sure all columns + Rows are visible

## 2.3 Project Budget Creation

- Give an overview of Budgeting Techniques: i.e. Top Down and Bottom Up.
  - State that the SW supports the Bottom Up Approach.
  - Write up Assumptions  
eg: rates, resources used etc.
  - Write up the Total Cost (Screenshot 1)
  - Write up a Breakdown of Total Cost
    - Cost per Resource (Screenshot 2)
    - Cost per Task (Screenshot 3)
- Refer to Screenshots
1. Project Information Statistics Dialog Box
  2. Cost per Resource
  3. Cost per Task

100 words

## Task 3

### 3.1. Project Charter.

- Overview of what is a Project Charter
- Give Brief Overview of the various sections of the charter (Summary)
- Completed Template for chosen project (Mini). Screenshot/ images.

### 3.2. Project Planning with Resources.

- Write up a narrative for
  - start date, Finish Date of Project
  - Milestones + Milestone Date
  - Critical Tasks.
- Assumption eg: Holidays etc.
- Resources used.
- Total cost.

- screenshot of Gantt chart from Project Libra. } make sure all columns + bars are visible

### 3.3. Progress Mgt Response

#### 3.3.1 Issue 1

- Use literature to support your points
- Discuss the Impact of Issue to project [Control Action]
  - Discuss your Response  
↳ Mitigate -

#### 3.3.2 Issue 2

- Same as above

#### 3.3.3 Update Gantt Chart

- Using the control actions recommended above, make adjustments to your Gantt chart from 3.1b.
- Include screenshot of New Gantt Chart