PM&I 011 Assign Guide 2026.

Title Page

TOC

1.0 Introduction [200 words]

- Define Project Mgt and Project Success
- Briefly introduce Aruga Organics.
- Outline Purpose of the report
  - Reflection of knowledge + skills of PM
  - Proposal to manage Projects at Aruga
  - Plan and Implement a Corporate Event project for Aruga.

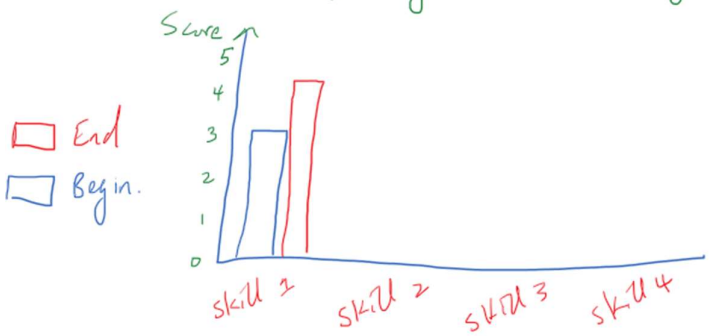
## 1.1 Knowledge and Skills Needed to be a Successful Project Mgr

- Introduction → importance of PM skills.
  - → there are many skills
  - → id the core categories. (Human, Tech, Conceptual)
- Provide a brief debate on the range of skills. (5-7)

  Power Skills:
  Problem Solv, Com, Leadership, Planning ...
  *AI Skills*
- Conclusion → Summary/List of Key skills + Knowledge
  - → Should use a Table

## 1.2 Reflection of Knowledge and Skills.

- Write a review comparing your skills + knowledge [same 5-7 from 1.1] at beginning vs the end of semester. (Use Scores).

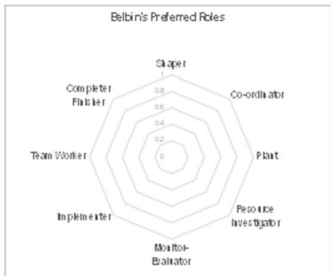



Build chart in Excel using Scores from

- Include completed Reflection Table as Images in the Appendix

1.3 Reflection of Team Work and Roles.

- Using the Scores from Belbin's Team Role Questionnaire, Copy Chart from Excel




- Discuss Your Preferred Roles i.e Primary and Secondary

Strengths

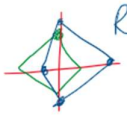
- How it can help you manage a project and work in a team

- Discuss Your weaker Roles i.e. Allowable weaknesses

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

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

Scores:
- Engagement
- Communication
- Respect
- Contribution



Radar Chart

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

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

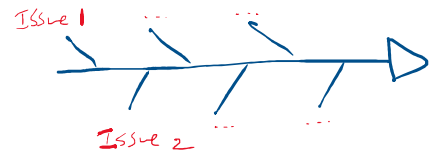
Task 2

## 2.1 Proposal for Managing Events

Brief Background to Aruga

Overview of their Project Mgt Issues

- Include Fishbone diagram




### 2.1.1 Managing Events as Projects

Start with a definition of a project

Use a combination of Sources.

Apply definition to Aruga Events:

- Events are temporary [SD, FD]
- Events deliver a Unique Outcome
  - Theme, Entertainment
  - layout, Catering etc.
- Events have clear Objectives
- .....

### 2.1.2 Project Methodology

- Define Project Methodology
- Make a recommendation that Aruga should adopt Prince2
- Explain Why: (Justify)
  - Use case study context i.e the main issues faced by Aruga
  - Use Benefits of Prince 2
- Briefly Explain Prince 2 Processes
  - Include diagram showing processes
- Discuss the key roles [people] who will comprise the Project Mgt team. Draw PMO structure.

- Theory
- Recommendation
- Apply to Aruga

Must use citations

## 2.1.3 Stakeholder Management

- Define Stakeholder, Give Examples of Stakeholders from Aruga
- Discuss Importance of Managing stakeholders
- Discuss Stakeholder Analysis:
  - Explain steps, Use literature
  - Develop stakeholder Register for Jackson Corp Event

Stakeholder Register.

| ID | Stakeholder | For/Ag | Power | Interest | Strategy |
|---|---|---|---|---|---|
| A | | For | H | H | Mg Closs. |
| B | | | | | |
| C | | | | | |

- Use Power Interest Matrix
- Plot →

| | |
|---|---|
| A, F | B |
| D | E |

- Explain the Strategies to Manage stakeholders. Use a table.

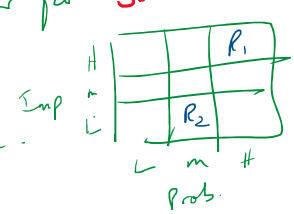
## 2.1.4 Risk Management

- Define Project Risk, Give examples of Internal Risks, External for Jackson Corp Event
- Discuss Importance of Risk Mgt (Why)
- Discuss the Risk Mgt Process (Include Diagram)
  - Risk Identification
  - Risk Analysis
  - Risk Response

  Explain and Apply to Aruga

make Rec: "Should do"

- Develop a Risk Register for Jackson Corp Event
  - Use template
  - Paste as Image.



2.2 Project charter for Jackson Corp Event

- Overview of what is a Project charter
- Use template and details from case Study pg. 12 Complete charter.
  - use Screenshots to insert into your final report

Task 3

3.1 Project Planning Gantt chart Report.

- Write up the Benefits of using AI for Project Planning
- Write up the key features of the S/W Tool (Project Libre)

What the S/W can do? / How it aids planning?

- Enter tasks, duration
- S/W schedules dates - start + finish
- Determines critical tasks.
- Assign resources
- Estimate Cost -> Budgets

- Write up a Narrative for Jackson Corp Event
  - Start Date, Finish Date of Project
  - Milestones + milestone Dates
  - Critical Task / Path.
- Screenshots of Gantt chart from Project Libre. ] make Sure all Columns + Bars are visible
- use multiple

## 3.2 Project Budget Creation

- Give an overview of Budgeting techniques. i.e Top Down and Bottom Up.
- State that the S/W 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

Screenshots to include from Project Libre within write up:

1. Project Information Statistics Dialog Box
2. Cost per Resource – RBS
3. Cost per Task – WBS

- Finally, create a Budget Report
  Use Budget Template

Task 4

## 4.0 Managing Implementation

### 4.1 Issue 1

Use literature to support your points

- Discuss the Impact of Issue to project
- Discuss your Response [Control Action] to mitigate.

### 4.2 Issue 2

- Same as above

### 4.3 Updated Gantt Chart

- Using the control actions recommended above, make adjustments to the Gantt chart from Task 3.1
- Include screenshots of New Gantt Chart

- Reference List