

UNIVERSITY OF WALES TRINITY SAINT DAVID

EMPL 4009 Project Planning

Relocation and Expansion of a charity shop

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The goal, aims and objectives

- Relocate a charity shop to Kennington
- Expansion of the charity shop

To

Increase the income by 10% after one year

S.M.A.R.T is a subject among managers which declares that objectives should be

S M A R T

SPECIFIC

MEASUREABLE

ACHIEVABLE

REALISTIC

TIME-BOUND

Smart objectives

- our aims are **specifically** shows that we need to achieve 10% more income by 12 months.
- It is **measurable** because the amount of income is calculable now and at the specified time.
- Our goal is **achievable** by planning an accurate time scheduled project and accurate implementation of the plan.
- The relocation process is **real** and calculable and we do not go through imaginative aspects.
- Every single step has an assigned **time**.

The phases of the project

1. Planning the goals and objectives
2. Researching and analysing the new area, the cost , the budget
3. Finding the best place
4. Advertisement about the new shop and set an event date
5. Design , decoration and preparation of the shop
6. Opening the shop , event date
7. Running the shop for the period of 6 months
8. Calculate the amount of income and compare it to the same period in the year before

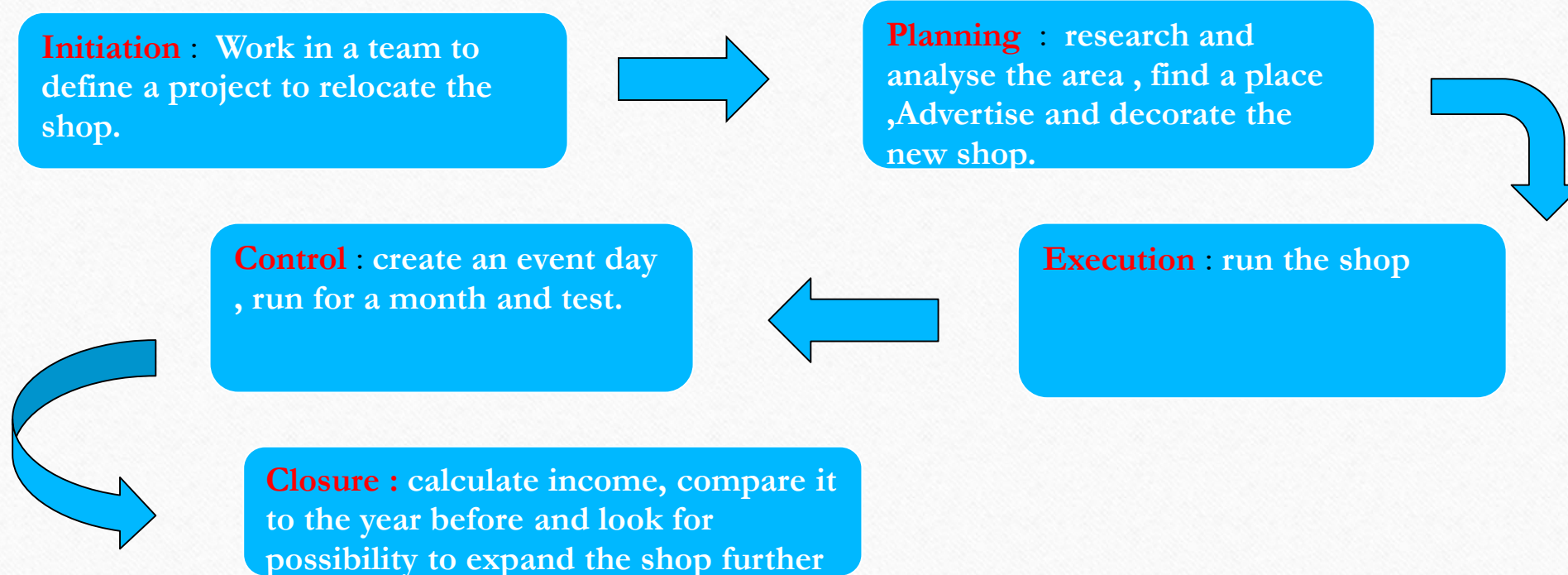
Time schedule

- Planning the whole project for 1 month.
- Researching and analysing the area for 2 months.
- Finding the best place based on our researches during a month.
- Designation and decorating the new shop for about a month.
- Advertisement meanwhile
- Find and employ new staff for a month meanwhile with the decorating procedure .
- Create an event day , run and test for a month.
- Achieve 10% more customers who donate at the end of a period of 6 months.
- Calculate the amount of income for 1 month.

Gantt chart

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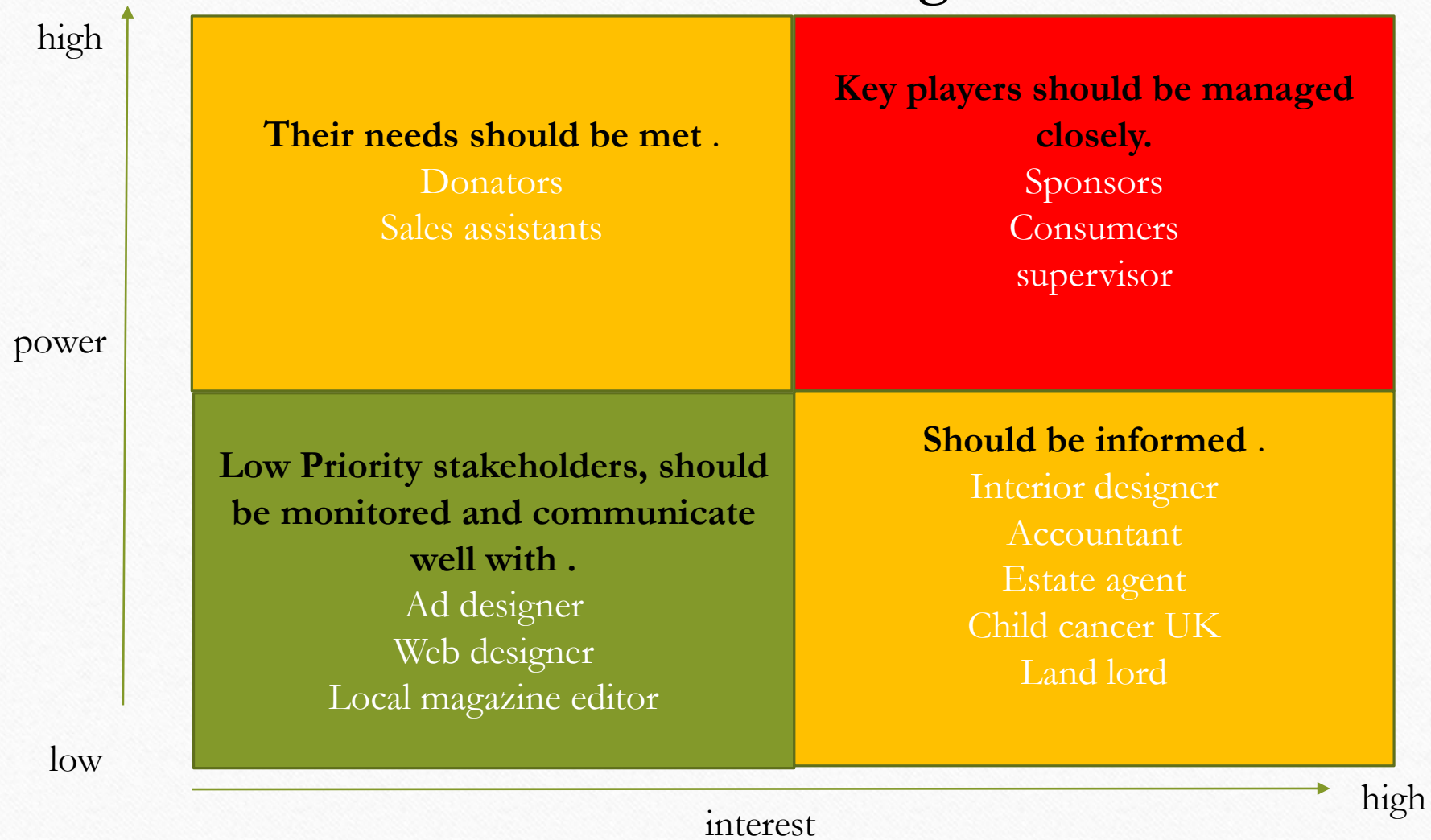
Prince 2 Methodology



Stakeholders

Stages	Stakeholders				
Plan	Child care association manager			Sponsor	
Research	Estate agent	Landlord			
Place	Estate agent	Landlord			
Advertise	Web designer	Magazine editor		Ad designer	interviewer
Decorate	Interior designer		Decoration team		
Open	Sales assistants	Supervisor	Consumers	Donators	
Run	All staff	Consumers	Donators		
Calculate	Accountant				

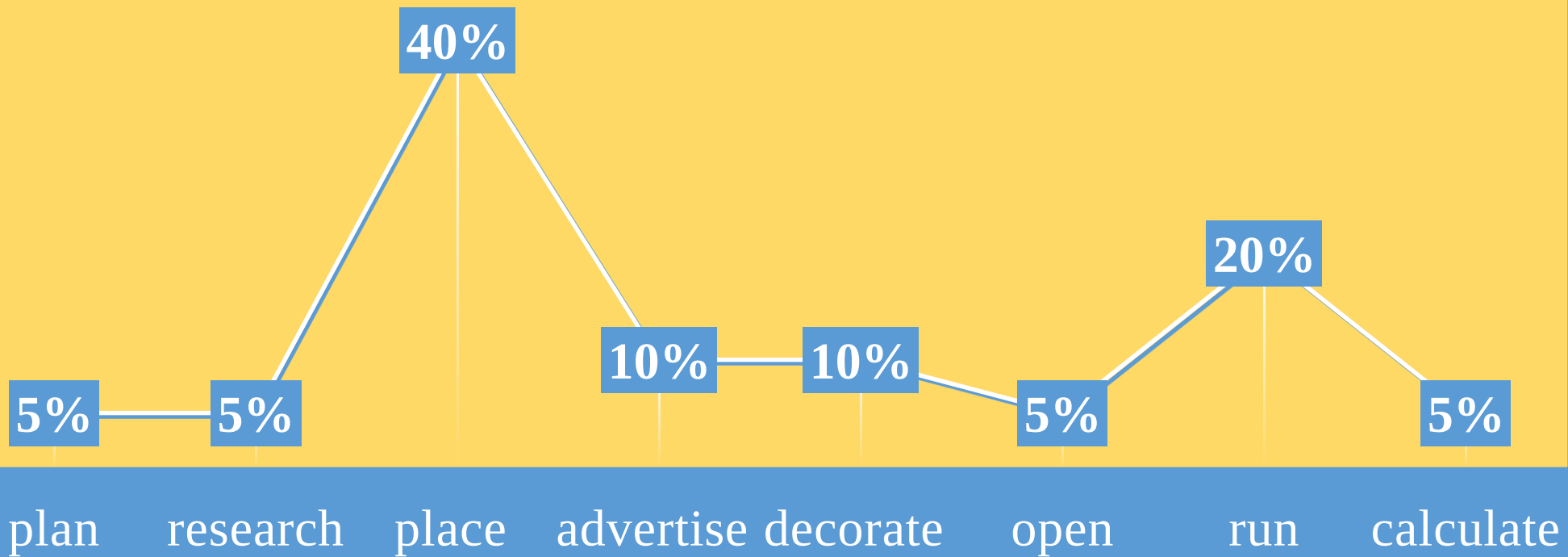
Stakeholder management



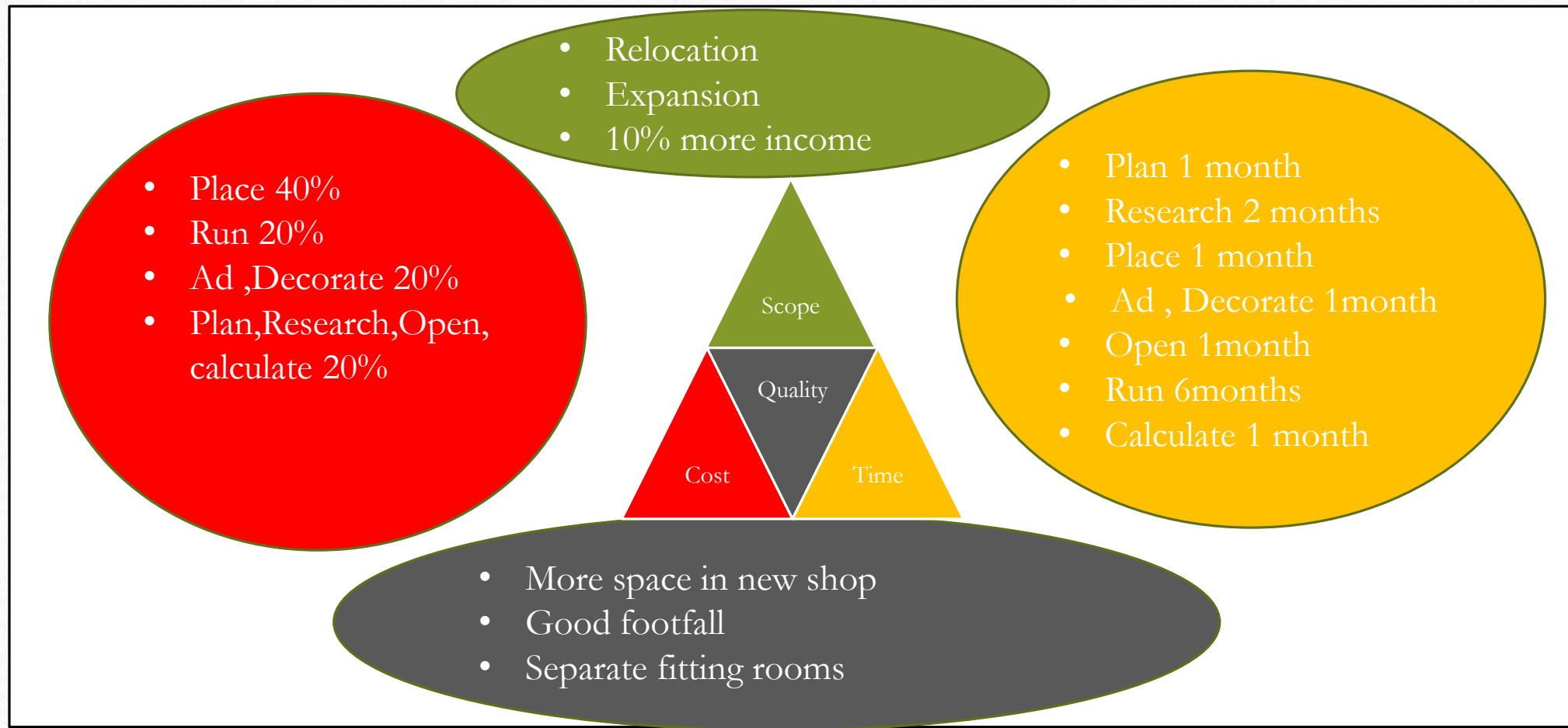
Life cycle

- Assigned **40%** of the budget to Find and rent or buy a new shop in Kennington. **costs the most in the project.**
- Assigned **20%** of the budget to run the shop.
- Assigned **10%** of the budget to advertise and decorate each.(20%)
- Assigned **5 %** of the budget to plan, research, open , run and calculate each.(20%)

LIFE CYCLE



Project management triangle



Risk Management

RISK	MANAGEMENT
Shop is not located in mixed income area	Consider in planning, Advertise in wider area
Shop is not safe and secured enough	Hire CCTV, Hire security guards
The volunteers and staff do not perform well	Have more training for them
Shop is not located in an area with a car parking	Consider in planning stage
Shop does not have a good footfall	Consider in planning stage
The neighbours are not interested to donate goods to the shop	Advertise more
There are not enough customer who are interested to buy goods in the shop	Have reduction in our prices

Main reasons for project failure and actions to prevent

Project Failure Reasons	Action to Prevent
Poor preparation	Accurate planning and preparation of the project
Inadequate documentation	Break down the activities, record all of the tasks and add them to documents
Lack of professional leadership	All members of the team should take responsibility in their jobs
Inaccurate cost estimation	Estimate the cost in planning phase and consider some extra cost
Inaccurate time estimation	Estimate the time accurately in planning phase
Lack of good communication	Communicate with all stakeholders

sustainability

- **Social** : Raise the hope for families and Spread love and kindness in the environment .
- **Economy** : A good way for poor people to buy goods with a reasonable price
- **Environment** : Recycle the non-used goods

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