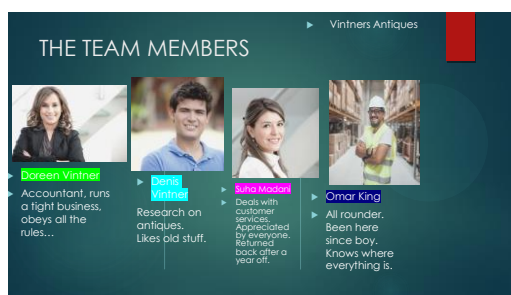


Slide 1



Slide 2



Roles of the team members.

Doreen Vintner, is an accountant, where she keeps up with accounts up to date, her role would be as well as verifying the data and analysing it, she is a good team player and obeys all the rules, by running a tight business, she has the ability to work under pressure and meet deadlines. She will be handling the budget, looking at the costs of each work being done, paying of the contractors, she will be monitoring the progress as well as approving outgoing inclusive of expenses. Also keeps on top of the rest of the team's accounts.

Dennis Vintner, searches for antiques for the business, he likes old stuff as it is his passion, he constantly be searching for new items as he has special interest in antiques, he will be travelling places for antiques, such as antiques markets. He will make an investment to the items he likes and look in to placing insurance on the items and setting the price for sales.

Suha Madani, deals with customer service, has been away for a while,

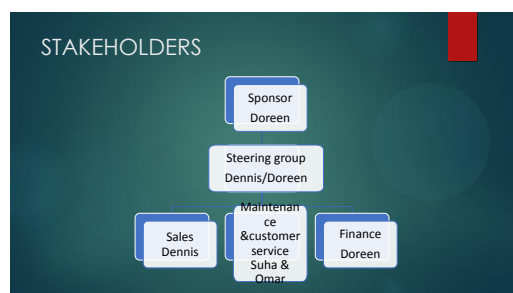
she identifies and anticipate needs, builds up good relationships, that's why she is liked by everyone, she can deal with enquiries in the business which needs attention and give out information on items.

Omar King, knows where everything is, been working here since boyhood, identifies where the items are, this leads him to act fast in getting the item when someone ask for it, has knowledge on all items on stock, he will check the stock when transferring to the new place and putting the stock the stock in order at the new place.

Slide 3



Slide 4

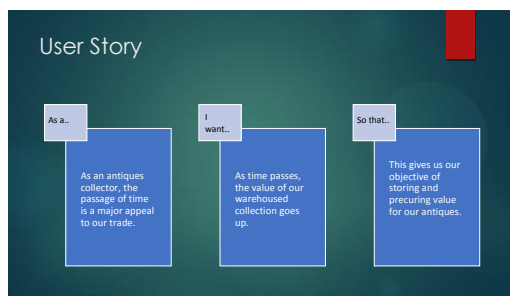


Stakeholders are the investors in the business, they can make decision on the outcome of the business, also on a project stakeholder can affect the project's success and stakeholders have an interest on the business. An individual or group who can affect the achievement of an organisation's or who is affected by the achievement of an organisation's objectives, (Freeman & Reed 1983). Sponsors are who supporting the business financially and through promoting the business , they will

provide funds to the business to carry out a project and this goes well with the project manager as the sponsor will be looking to promoting the project to keep it going in a higher standard, they also will look to keep the resources are in place and make changes that are needed and Doreen will be the sponsor. Steering groups are experts who provide advice and ensure the delivery of a project. At vintners Dennis and Doreen make up the steering group, they have duty of managing the project and the teams progress, this is important when it comes to meeting deadlines and achieving the goals of the project. A project steering group is accountable for the true success of the project. It is responsible for making sure that the expectations set in the business case for the project are met, (Roberts, n.d.). Finance will be controlled by Doreen, where she will be keeping an eye on the budget and maintaining the budget, she will provide the guidance to the project and making decision on investments and applying accounting procedures. Sales will be on dennis as he likes buying antiques and putting the price on for each antique bought, dennis will be looking to obtaining orders, establishing new accounts in the new place and organizing. Suha and Omar will be in Maintenance and customer service of the new place, Suha will be at heart of customer service at the new place, placing requirements, dealing with card payments and setting online services. Omar will look at the layout of the new place, putting in the shelves, deciding or the stock

will go, sorting out the shelving, racks and the storage.
The first rule of project management is that the people who must do the work should help plan it, (Heagney 2016).

Slide 5



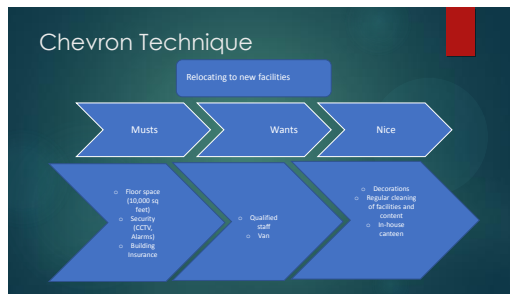
User story is a tool that describes the type of user, what they want and why, it can start a conversation that has a real meaning to a product requirement.

As a project manager I want to address the problems that are in the new place.

I must have the team members filling the task that's needs to be done on required days and products moved in timely manner, keeping up with everything.

I want time management to be efficient and not cause any delays, so that it can give us clear indication in where we are at the new place and the resources that were needed. Problems with dependencies can be solved by dividing stories differently or turning small stories in to big, (What is a user story? 2020).

Slide 6



Chevron model is a technique used to manage projects; this can be used by project manager in showing with diagrams in what is important needed to be done.

In this project we put down in relocating to new facilities, we put down on musts, lots of floor space is needed to store inventory. Security is important for the safety of the goods, as there are items that are valuable, and this will keep the buglers away and also monitor everyone working around the facilities. Building insurance is important to cover for any unforeseen circumstances.

Looking at wants, staff experience is very important in getting the job and meeting the deadlines, also recognising the different between valuable items and junk. Having a removable van is more important in taking the items to the new place in a safe way as we have items that are precious.

Nice to have decorations that are going to go with the theme of the new place. Cleaning regularly will be good for hygienic purposes and for health and safety. It will be great to have an in-house canteen that will be easily accessible for our staff.

Slide 7

Product project technique, Estimates

Size	Complexity	Low	Medium	High
Small		1	4	6
Medium		5	8	13
High		8	14	22

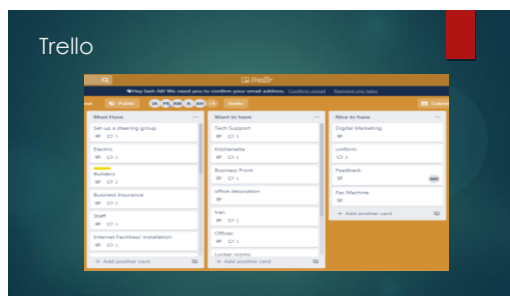
Product project technique is a description used to gain agreement from the user on the projects scope and requirements, (Grey Campus 2020).

We looked at our user stories to work out the estimate and looked at how big each story was and how small and medium complexity we had and how long this is going to take.

Having Roberts product project technique would be more better as it is easily understood but we linked this with Delphi forum where we had discussions to find out the

complexity of the task, we spoken to a lot of people to get an estimates, like speaking to larger crowds, wisdom of crowds, estimates are critical part of a project as it helps in identifying risks on projects and if new things are added it's an alternative.

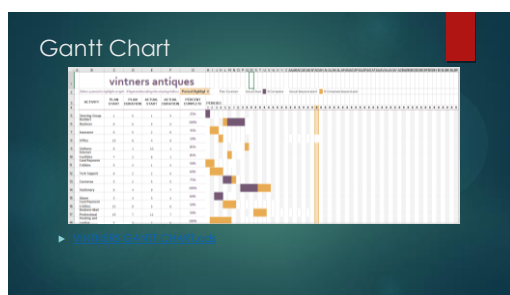
Slide 8



Trello is a tool that organizes our projects into a board, this shows what is going to be done, who is working on the particular task and also it shows if there is a task that are pending.

We made our tasks on Trello using the technology, this is where we collected a lot of information and the important ones are must have as this things are important in setting up the new place, then we had want to have on the board as we need this as well, we put down nice to have, where we think it is a good items to have in the business. After collecting the information, we then put all the user stories together to make our board of tasks that are needed, this tool has made us manage our projects task and help to organize our self in getting the task running. With Trello you can have a choice in moving cards around from a list to a another, as we did with Trello tool we discussed the story and looked in to lists of things to do, which we then attached to the Trello card. The popularity of Trello is that it is easy to function and a great tool that gives people to get themselves organized and work effectively, (Finnegan 2018).

Slide 9



Gantt charts are used in project management for planning and scheduling projects that are in different sizes and it helps to see how long the project will take and the resources needed, it can be also be effective on the order of tasks being completed, this tool can also be ideal in working out how many people are needed.

My Gantt chart shows the start date of the project and how long it is going to take, the tasks that are shown on the chart will show the breakdown of activities and show what it is about.

By looking at the chart we can assess where the resources are needed to be done and allocated. We can keep the project costs within our budget by following the chart.

The activities are shown by a bar, where the start date of the tasks is shown and the duration and then you have the end date of the task.

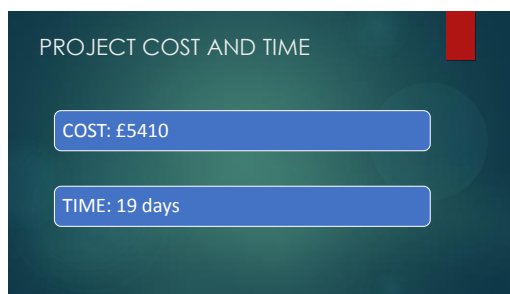
This chart allows us to identify the critical path of the project as in an example a delay occurs, it can influence the project duration.

The Gantt chart tasks are dependent on others, just like we have to install c.c.tv and alarm fitted, we will need electricity first supplied to get the

security up and running and like having internet access will require electricity as without it, it won't work. Also moving stock from the old place to the new place, we need a van removal first as without it we won't be able to move the stock, this indicates when the task will begin and end as the first task finishes then the next task can start, this is like a relationship, where a task relies on other task.

They provide a quick and easily understood means for describing project activities, (Levine, 1986). There is a link on the page to view the full Gann chart as I've done it on excel.

Slide 10



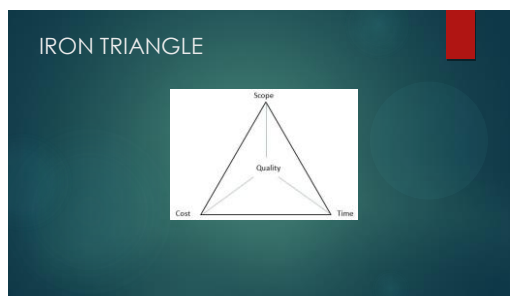
As we are moving from Shirley to Sparkhill to our new warehouse, we are now going to talk about the cost and time, we looked at total of three costs estimate, at first we looked at £6,140 second cost was £5,410 and third cost £7,500.

We have used wisdom of crowd to work out our estimate as we didn't want to combine our own estimate and think others will assess the estimate more positively, so we argued with several people to get the estimate with opinions and suggestions and this led to our overall best decision to have the cost at £5,410 which is lower than the other two and good for our budget and time.

Under the right circumstances, groups are remarkably intelligent, and are often smarter than the smartest people in them, (Surowicki 2004).

We put down 19 days, this is the estimate time we have on our hands.

Slide 11



Iron triangle is a model of the constraints of project management, the quality of work that are done are constraints by budget, deadlines and scope.

The iron triangle is a representation of the most basic criteria by which project success is measured, (pinto 2010).

At vintners we want to keep the project scope steady so that we can reduce the risk, and this can lead us to keep our user stories in order so that we can priorities them, the Important tasks will be within the scope to resolve, we used card communication to sort out the user stories on Trello, this shows the important task that we are prioritizing and how we are sorting the cards of user stories out to start the activities.

Project scope determines the number and amount of work needed and important for the success implementation of project.

Executing the scope management phase of your project will allow you to create and maintain the scope statement that outlines the deliverables you need to produce by the end of your project, (Stronge 2008).

There's factors on the iron triangle that constrain each other, in an example if we increase the scope on the project, the time will increase making it longer, or it can increase the cost or it can even affect both, it's a triangle and if one angle is shorten it will affect the other angles, so if the scope increased and there is not enough resources and time is little than the quality will suffer.

Scope and Quality isn't always the same, a scope that's limited can still have high quality, some alternatives in the triple constraint do distinguish between scope and quality, (PRINCE2.com 2019).

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