

Proposal of Project Management Plan

Student: Giuseppe Mannino (2023961)

Managing Project in the Organisation (BMSW5104)

Lecturer's name: Charles Nwaogwugwu

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Presentation Focus



Photo: Big Ferro, 2022



Project Manager



Company: Big Ferro LTD



New plan to meet
customers & supplies

Introducing online meetings during and after Covid-19

PURPOSE (AIMS/OBJECTIVES)

To meet the customers
To avoid face to face during COVID-19
To increase sales and reduce Covid spread in the workplace

CUSTOMERS (STAKEHOLDERS)

Big Ferro Company
Customers
Big Ferro's Owner
Big Ferro's Employees
Suppliers

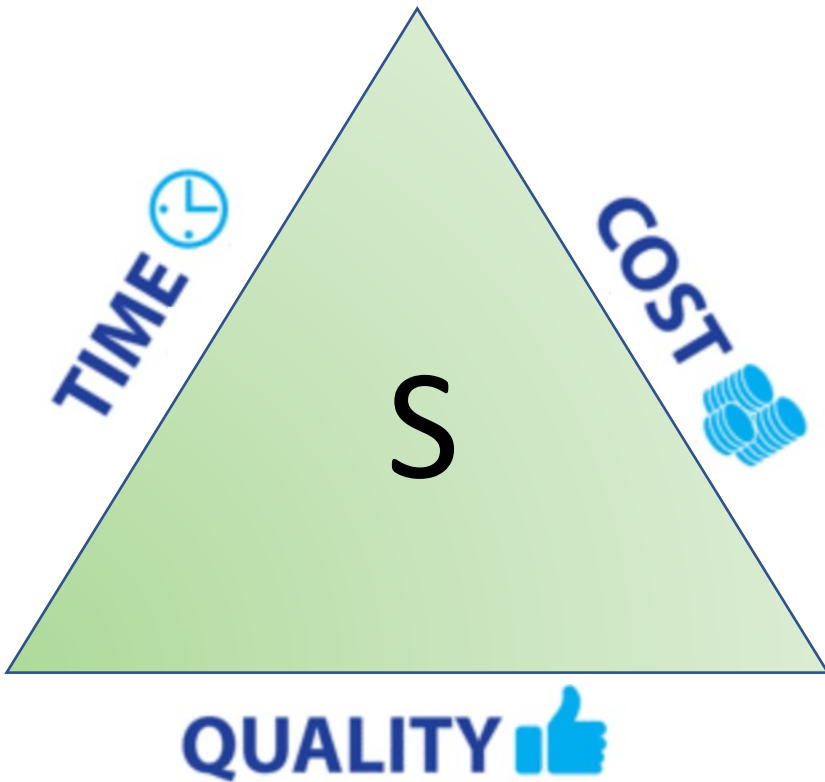
DESIRED END RESULT (CRITICAL SUCCESS FACTORS)

To have safe meetings and increase sales
To move into online meetings thanks to the technology growth

MEASURES OF SUCCESS (STANDARDS / CRITERIA)

When the online system will be completed and ready to run.
Increased meetings
Trough the conversions rate

Project & Scope



SCOPE: Avoid face to face and introducing online meeting to increase sales and meet suppliers

TIME: Project must be completed within 2 months time in order introduce the new procedures as soon as we can

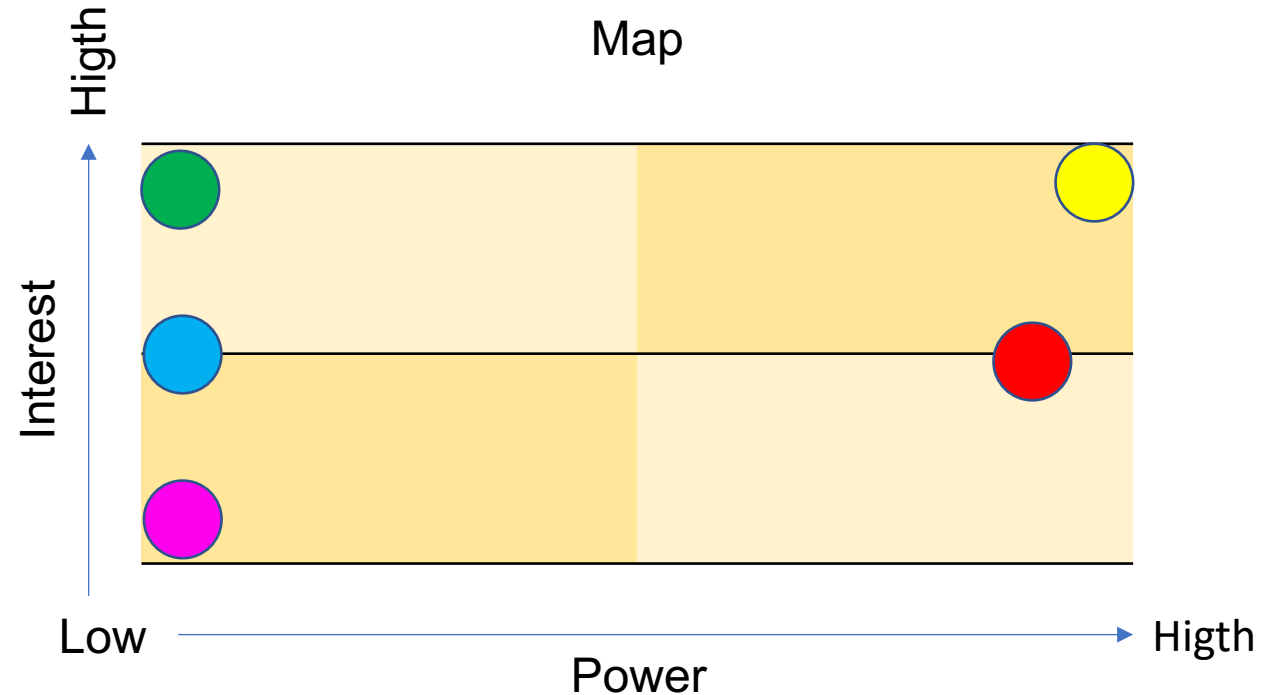
QUALITY PERFORMANCE: Training the company employees with the aim to meet the standards with the new online meetings

COST: The project must be cost friendly and do not exceed budget. Zoom Professional account will cost £159 per year per employee

Jenkins, N., 2022

Identify Stakeholders & Mapping

	Stakeholders
1	Big Ferro's Owner
2	Suppliers
3	Customers
4	Big Ferro's Employees
5	Big Ferro's Menagement



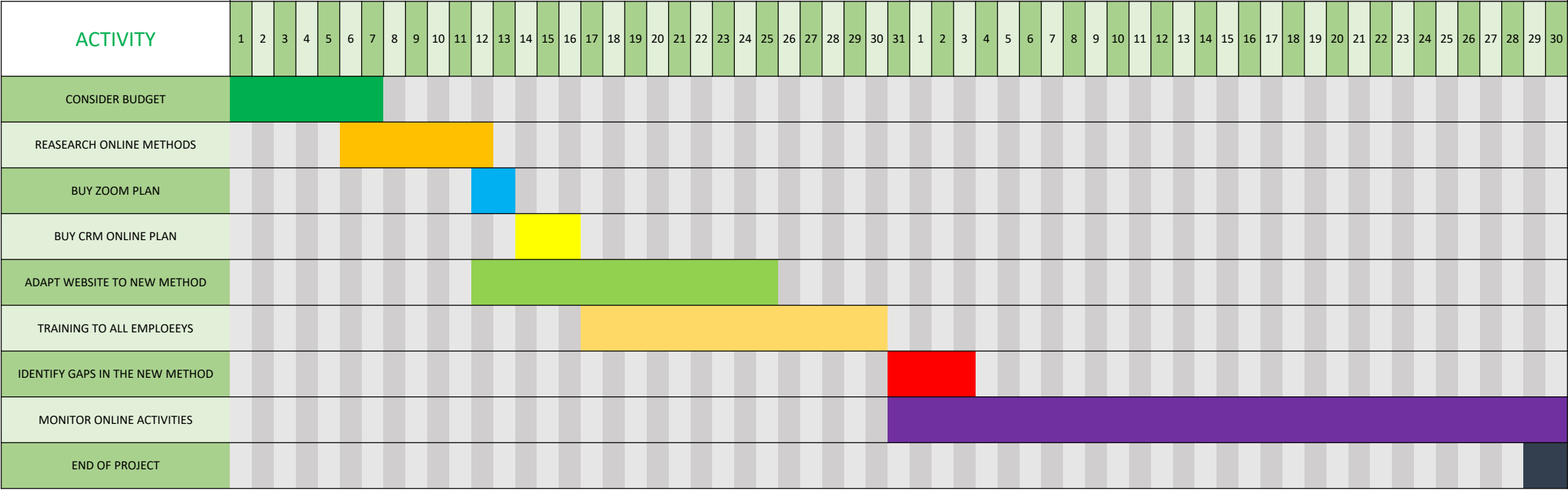
emilyluijbregts, 2018

Project WBS List			
Breakdown	Description	WBS	Code
Introducing online meetings during and after Covid-19			1.0
CONSIDER BUDGET	Consider the maximum budget for the whole project	1.1.1	
REASEARCH ONLINE METHODS	Research method of online methos available in the market	1.1.2	
BUY ZOOM PLAN	Compare and buy zoom plan and follow up email to managment	1.1.2.1	
BUY CRM ONLINE PLAN	Compare and buy CRM plan and follow up email to managment	1.1.2.1	
ADAPT WEBSITE TO NEW METHOD	Adapt the current website to the new online method with website developer	1.1.3	
TRAINING TO ALL EMPLOEEYS	Management will training the employees and follow-up meetings	1.1.4	
IDENTIFY GAPS IN THE NEW METHOD	Try the new method and identify gaps before the end of the project	1.1.5	
MONITOR ONLINE ACTIVITIES	Monitor activities of the new online method to avoid mistakes	1.1.5.1	
END OF PROJECT	End of the project	1.1.6	

Gantt Chart

DECEMBER 2022

JANUARY 2023



MEARDON, E., 2022

Risk Register

Risk Description			Dates			Analysis		
Risk	If	Then	Open	Trigger	Closed	Likelihood	Impact	Severity
1	Employees will have lack of confident on the new method and IT skills	An extra training plan will take place in order to help employees to learn more about the new method and avoid mistakes				4	5	20 (High)
2	During the meeting there are misunderstanding between your employees and customers or suppliers	An email will be sent ad recap of the meeting, with a summary with key points discussed previously in order to avoid any misunderstanding				2	3	6 (Medium)
3	Some of the equipment such as connection issues and pc issues will take place in a daily basis	Monitor activity and IT issues will take higher budget allocation in order to have a professional person to support and control the equipment issues				2	5	10 (High)
4	Method of online meetings will have time slots late process due to technical issues or late customers	It will be analysed the average of meeting and how long will take the company to start the conversation to customers or suppliers and arrange and modify the future meeting				1	2	2 (Low)
5	Old age customers will have issues to meet the company through online method	A face to face meeting will be provided to those customers who have issues to log in into online meeting or will prefer to meet us personally, with the goal to keep our conversion rate high				1	3	3 (Low)

Risk Matrix						
Impact	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
X	Probability					

Stakeholders Communication Plan

Stakeholders name	Engagement actions	Key issue/interest	Owner	Communication channel	Frequency
Big Ferro's owner	manage closely	Keep sales increased	Project Manager	Email, meetings	weekly
Suppliers	Keep Informed	Misunderstanding during purchase	Project Manager	Meetings, email, phone call	weekly
Customers	Keep Informed	Lack of trust, misunderstanding during meetings	Project Manager	meetings	monthly
Big Ferro's employees	Monitor	Confidance and IT skills	Project Manager	Email, meeting and briefings	daily
Big Ferro's management	Keep satisfied	Multiple PC system and training all employees	Project Manager	Email, meeting and briefings	daily

		Project Budget					
Activities	Sub-Activities	Cost per Unit	Quantity	Total Cost			
Reserch Management	Reserches and Plan	200 £	1	200 £			
	Meeting Follow-up	30 £	1	30 £			
Sub Total				230 £			
IT Management	Recruitment	1,000 £	1	1,000 £			
	Laptops	1,300 £	3	3,900 £			
	Yearly Zoom Meeting Plan	200 £	1	200 £			
	Yearly CRM Plan	500 £	1	500 £			
	Online Calendar	150 £	1	150 £			
	Professional Email for 5 Staff Member	50 £	5	250 £			
Sub Total				6,000 £			
Website Developer	Recruitment	1,000 £	1	1,000 £			
	Adapt the Website to New Method	3000	1	3,000 £			
	Montly Website Monitor activities	300	1	300 £			
Sub Total				4,300 £			
Employeeers Training	Manager on Duty for 14 Days	100 £	14	1,400 £			
	Stationery	2,000 £	1	2,000 £			
Sub Total				3,400 £			
Project Manager	IT Software to Monitor Activities	4,000 £	1	4,000 £			
	Meeting with Owner	50 £	1	50 £			
Sub Total				4,050 £			
						Total Cost	17,980 £



Thank you for listen to me!

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