

Project Management Plan

Assignment 1

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Introduction

Management of project can be described as the practice of work that drives a team to attain its goal and encounter the particular benchmark in a specific time by implementing a set of knowledge, skills, tools, and techniques to activities of project that aid to meet certain needs of the development of project. The current study elucidates the plan of project management concept and insight into the topic Tesco Company is selected. The firm wants to examine the integration of the robotic system in the firm to deliver the grocery items. This is the testing project of the company in which it does the test for a specific area and at the minimum level to test the success of the robotic system. The report presents the project management plan for the same and all the related activities are studied. PRINCE 2 project methodology is used to develop the project because it is a procedure-oriented technique.

Project Objective

The project objective is to test the robotic system for home delivery of grocery items.

Project Purpose and Brief

The project development is the integration of the technology of robotic for delivering the grocery items. The major objective behind the development of such project is to minimize the cost of production and enhance the productivity and profitability. This also lowers the workforce efforts in the workplace. It helps to keep them motivated and collaborative with each other.

Project Requirements

Tesco needs to set the standard in the retail industry as contrast to other supermarket and retail stores. The project is integration of robotics system for home delivery for testing purpose. This requires different resources like funds, technology and time limit for meeting the desired criteria. The project manager, team leader, technical team and project team help to accomplish the project on time.

Project characteristics

Project management helps to develop a system within specific fund and time that is enable to fulfill the requirement of the client (Wang et al., 2017). It provides description of the project scope; realistic planning, quality control, deliverables, quality, cost, risk management, stakeholders' analysis, resources, continuous monitoring, and constraints emerged in the project.

Project Management Plan

Initial project plan

As per stated project, integrating the robotic system for delivering the grocery items, in this robots deliver the products to the customers. The latest technology of robotics and artificial intelligence will be installed to manage the tasks. This helps the employees to work more effectively and also the robots can work without collision.

Project Management Methodology

PRINCE 2 Methodology

PRINCE2 methodology of project management is the full stack of waterfall project development technique which involves themes, processes, principles developed by the government of the UK in 1996 for the projects under IT. PRINCE 2 refers to **PR**ojects **IN** **C**ontrolled **E**nvironments. According to this methodology, the project can be partitioned into different phases, and each one level has its plan, and process to be followed and it is a process-oriented approach (Vaníčková, 2017). It helps in identifying the inputs and outcomes for every phase of the project, so there is nothing left to chance.

PRINCE 2 processes-

Beginning a project- initiate or create a project which involves a brief description of achievable objectives and project significance.

Directing the project- in this stage, project brief is expanded by the project board and they identify the required resources and allocate it to the manager of the project.

Initiating the project- in this process, the plan is developed by the manager of project and the setting of the timeline for it. It involves checkpoints such as cost, time, risks, benefits, and quality.

Controlling the project- in this stage, the tasks are divided into smaller partitions and assign to the project team and team manager. The progress is monitored by the project manager and it also makes changes according to the necessity.

Managing Delivery of product- project progress can be compared with the original brief of the project. Review the tasks which have been completed.

Managing the boundaries of phases- the project board members and manager of project review each phase of the project for adherence and quality to the plan (Siegelaub, 2017). It helps in decision making for the next move or pauses in the project.

Project termination- the project board gives the last and final approval if the deliverables are met. Then the remaining reporting and documentation are completed by the project manager.

PRINCE2 Process Model

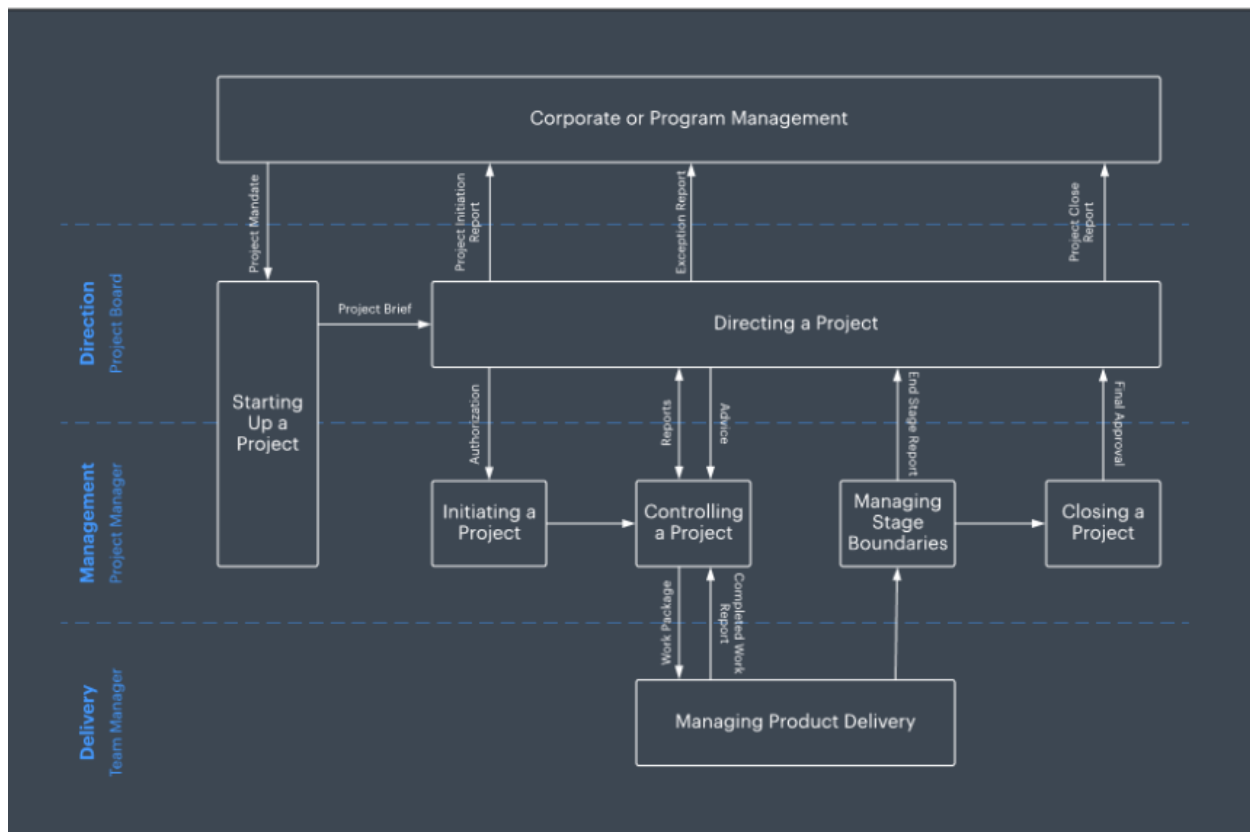


Figure 1 PRINCE 2 Methodology

This includes-

- Risk register
- Business case
- Daily log
- Lessons log
- Issues register
- Quality register

Scope of the project

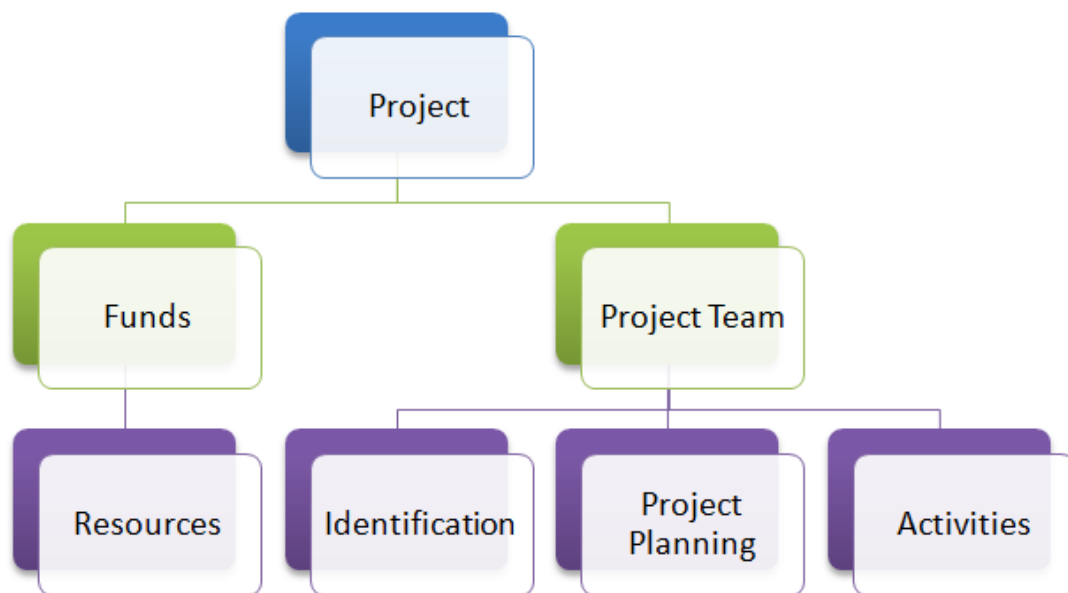
The project scope refers to integral of planning in the drafting of the project which involves important aspects such as functions, activities, features, funds and deliverables. It evaluates the necessary work to be done in order to achieve success.

Dimension of Scope

Flow of Information

To analyse each field of development of the project is necessary. Firstly, conducting the research to evaluate the required resources and cost of the project is impotent (Kerzner, 2019). Then appointing the project team which do the project analysis set the activities and many more needful.

Scoping Diagram



In Scope

- Funds necessity for testing and integration of robotic system.
- Selection of project team.

Out of Scope

- Insufficient resources

- Ineffective planning
- Staff members may not be in support

Project Details

According to the increment in the competition in the marketplace, all the business players want to take a competitive advantage, so it is observed that transformation is necessary for the criteria of the working manner and integration of technology speed up the tasks and lower the working efforts of the workers.

On the other hand, the productivity of the group increases and achieves higher profitability. The sales of the products also increase and also the market share as well.

Business Case

Initial Benefits

The integration of the robotics system is beneficial for the company. This directly reflects on productivity and profitability. It allows the cost-cutting of manpower and improvised sales (Portny, 2017). This enables to save delivery time and provide faster delivery to the customers. This also helps to deliver delicate products. There are some points which are considered for the beginning benefits in the business:

Benefits of project

Serial No.	Benefits	Euros (in millions)
1	Increases the mass production	20
2	Enhance the quality of delivery	30
3	Reduction in man power	15
4	enhance productivity	10
5	Improvement in sales	20

Cost/Benefit Assessment

According to the analysis of benefit-cost, it can be considered as structured approach to measure the benefits and cost of development of project.

Cost

Building budget	Budget of project	40000 Euros
Operating budget	Decrement in lost customer Minimization in turnover	6000 Euros 4000 Euros
Total Cost		50000 Euros

Benefits

	Training facility	2000 Euros
	Project team	5000 Euros
	Annual operating fund	20000 Euros
	Annual maintenance fund	15000 Euros
Total Benefits		42000 Euros

Initial needs in the development of project

Here is the summary list for needs at initial level in the project and provide the assistance towards scope of project. These requirements are elaborated in the next phases of the project development.

Sr. no.	List of necessary things
1	Funds
2	Team for project
3	Necessary Resources
4	Evaluation of the scope of project
5	Plan for the development of project

Training Necessity

Team members in the project needed initial training and proper knowledge for the execution and managing the project that requires different resources such as funds,

proper instructions, clear vision, technology, and many more from project leader and project manager.

Constraints

- Outcome of the project required in 6 months.
- The project cost is 50000 Euros.

Deliverables

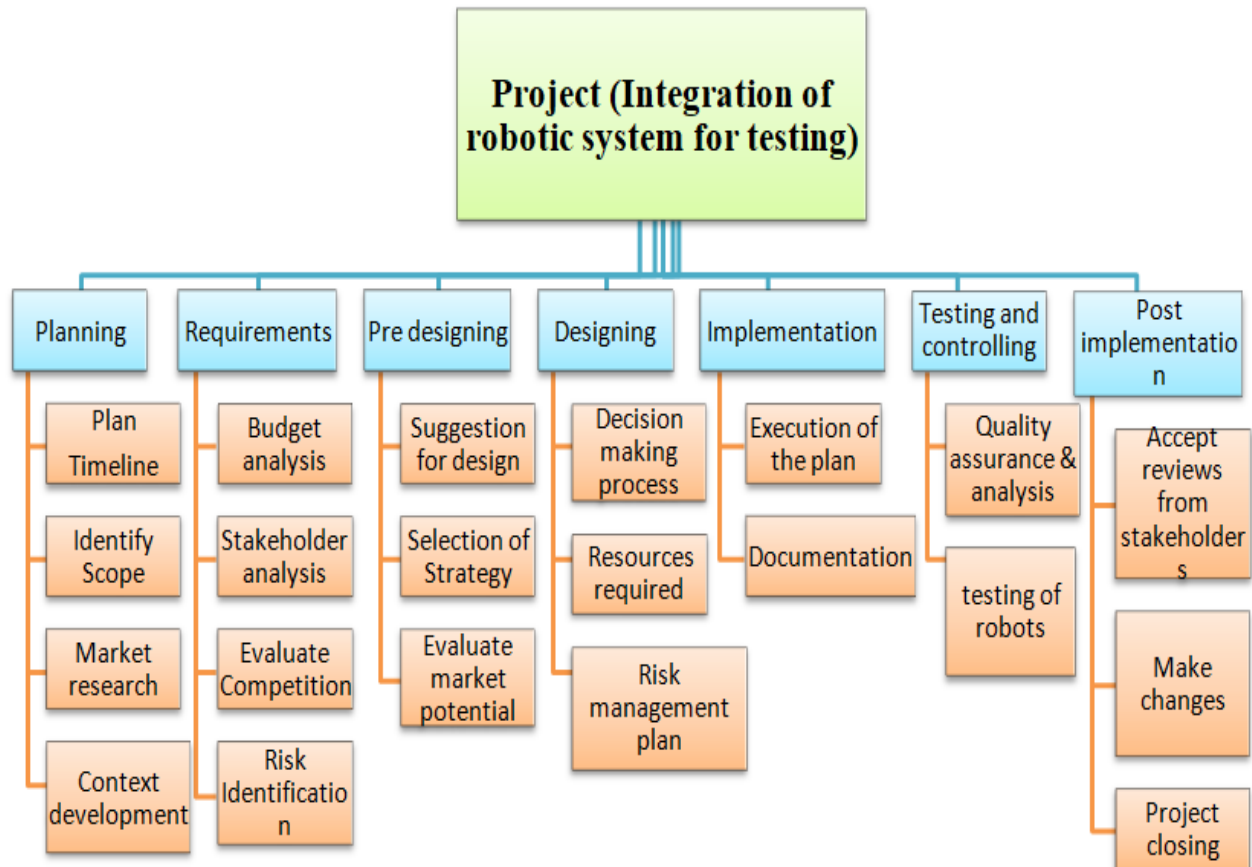
Fund Breakdown Structure

S. No.	Activities	Cost estimation
1	Resources management	£16k
2	Hiring project team	£4k
4	Documentation	£2k
5	Implementation of system and, testing and controlling procedures	£8k
7	Technical resource management	£15k
8	Project completion	£5k
	Sum	£50K

Project Timeline

Activities in development of project	Timeline (1 st August 2020-31 st January 2021)
Initiation of project	1 st Aug – 15 th Aug
Funding	16 th Aug – 25 th Aug
Hiring project team	26 th Aug – 10 th Sept
Planning of project	11 th Sept – 16 th Sept
Analysis of the scope of project	17 th Sept – 25 th Sept
Timetable the processes in the project	26 th Sept – 5 th Oct
Execution of planning	6 th Oct - 30 th Dec
Track progress and make changes	31 st Dec- 15 th Jan
Project closure	16 th Jan – 25 th Jan

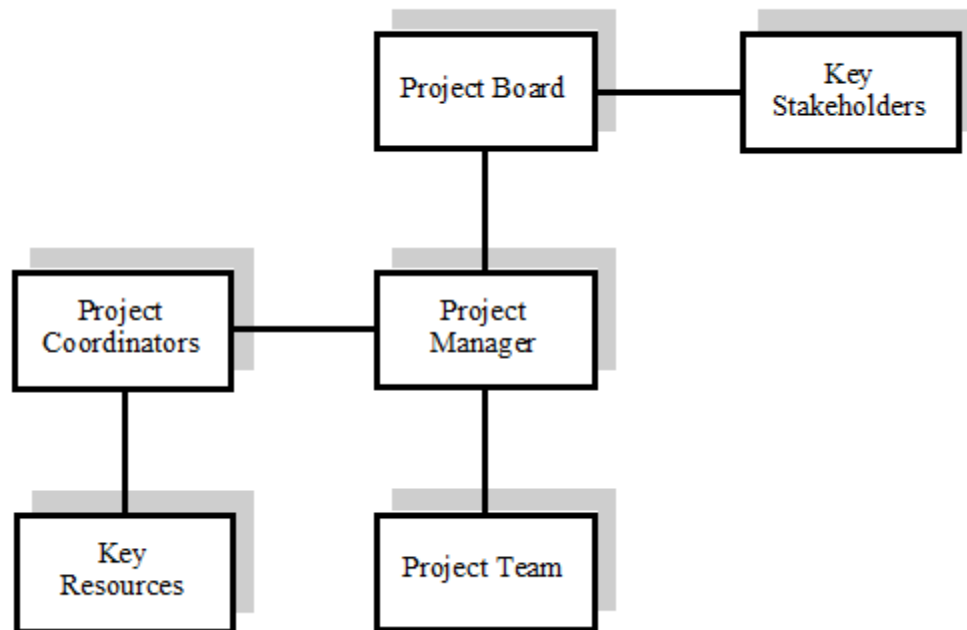
Work Breakdown Structure



Project organisation

The organization of the project is an effective structure that facilitates the coordination and application of different activities of the project. It facilitates increment in the interaction between the project board and manager of project, project leader and its team members and minimise the chance of issues and disruption in the project (Foster et al., 2016).

Project Organization flow chart for the project-



The board of project communicates with the coordinators of project and manager of the project and main stakeholders according to the power and authority. This helps to know the project scope and vision behind this. In this scenario, the project board interacts with the project manager to evaluate the scope of the robotic system integration for the distribution of the products. The manager of project then plans according to their requirements and update its team members about the project details. It assigns the tasks to the group and takes the progress report. The project coordinator handles the resources which are needed in the project development. The project board concerns the stakeholders' requirements and expectations. So they initiate the project by analyzing their expectations and the project should meet it.

Risk Management

Risk Analysis

Analysis of risk is an important stage in the management of the project because it provides a necessary idea about potential risks. The risk assessment helps to handle the risks which can occur during the development of the project. It provides potential solutions for the risks prior. It aids to reduce the risk factor and lower its impacts.

Risk Identification

Risk identification gives the idea about what kind of risks may occur during the project execution and how to reduce its impact and solutions to mitigate these things.

There are some potential risks discussed below:

Management of Risks

Risks	Consequences	Origin of Risk	Proposal for mitigation	Observation and outcome
Operational risks	Higher	Project team and technical team	• Coordinate with the team members properly • Prepare back plans	• See the working of the team members and compare the results with the plan (Papke-Shields et al.,

				2017)
Cost Issues	Medium	Top Level Managers	Evaluate the requirement of the cost for project development Develop fund plans Contingency needs	It allows to use the cost according to the plan
Prestige risk	Lower	Employees and project team	Quality assurance	The testing of robotics system helps o improve the brand value in the market
Unrealistic timeline	Medium	Project manager and team leader	Prepare work schedules Prioritize the activities	Monitor the task complete on time and meet the planning
Technical issues	Higher	Project manager and team members	If any machinery get failed then there must be a back up and keep prepare the technical team	It helps to keep running the programs and will not interrupt in the testing
Hiring issues in project team	Low	Project leader and HR	Handle the hiring process effectively HR must do it on the basis of team members skills, expertise and qualifications	Team members do their tasks efficiently and with more efforts
Insufficient resources	Medium	Supplier, project manager and Resource manager	Communicate with the suppliers, project manager and suppliers on time to acquire resources	Availability of resources aid in continuation of work and provide results timely.

Important risks with proposed counter measures:

Important Risks	Counter Measures
Technical failure	• Keep the technical team ready to handle any issue • Keep coordinated with the software engineer to know the progress of the systems • Keep an eye on maintenance of machinery
Suppliers risk	• Communicate with the suppliers to know the situation of raw materials • Keep the deal on papers to eliminate irrelevant issues (Keshk et al., 2018)
Funding problems	• Evaluate the required funds and talk with the top level managers

The risk management plan and its evaluation assist the project team to handle the risks and conflicts at the time of the project execution. It also prevent from the huge loss and save the timing (Van Rijn, 2016).

Stakeholders Identification

Stakeholders	Influence on benefits	Significance	Duties	Strategies
Team of project management	Higher	Handling the project activities.	• They provide instructions to the workers • They synchronize with manager of project to receive the orders. • Monitor the progression of work. • Report about the tasks to the manager.	• Develop the daily activities schedule. • Maintain the communication. • Handle the resources and operations properly.
Project Manager	Higher	Manager of project prepare the project plan and handle overall project.	• Assign the tasks according to the skills and expertise of the team members. • Monitor the project	• Prepare the guideline and schedule the meetings and take feedbacks from team members.

			activities.	
Employees	Medium	Cooperate with team members and evaluate the alternative working practice during testing of robots.	• Provide essential assistance to the project team to work. • Do the work with alternative work practices. So the other operational tasks may not be affected.	• Communicate with team leader and project team.
Software engineer and technical team	Higher	They handle all the IT work and understand the working of the robots (Elias, 2016).	• They manage the programming of the robots. • Provide necessary information about the system to the group members.	• Synchronise with team and manager of the project to provide the details.
Project board	Lower	They are decision	• Initiates the budget to	• Harmonize with the manager to

		makers and provide the vision to the project manager to prepare plan accordingly.	work on the project. • Decision making.	know the progression related to project and conduct meeting on regular basis.
Suppliers	Lower	Provide raw materials and technological infrastructure	• Give technological infrastructure and machinery.	• Assure the quality of the products. • Compare the prices with other suppliers.
Consumers	Higher	Use the services. Take the home delivery by the robots.	• They place the order of the grocery items. • They take the orders.	• Take the reviews and opinions about the new project of home delivery by robots (Yoo, 2018).

Conclusion

According to the analysis on the management plan of project, it provides the detail knowledge associated with the project development. Here the project is about Tesco organisation's initiative of the integration of the robotic system for the home delivery of the grocery items for testing purposes. The report illustrated the project time, cost, risk management, stakeholder analysis, and required resources for executing the planning of the project. There is PRINCE2 methodology is utilized for the project development.

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