

Project Management

(LCBB5005)

The Trip

Assignment 1

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Introduction

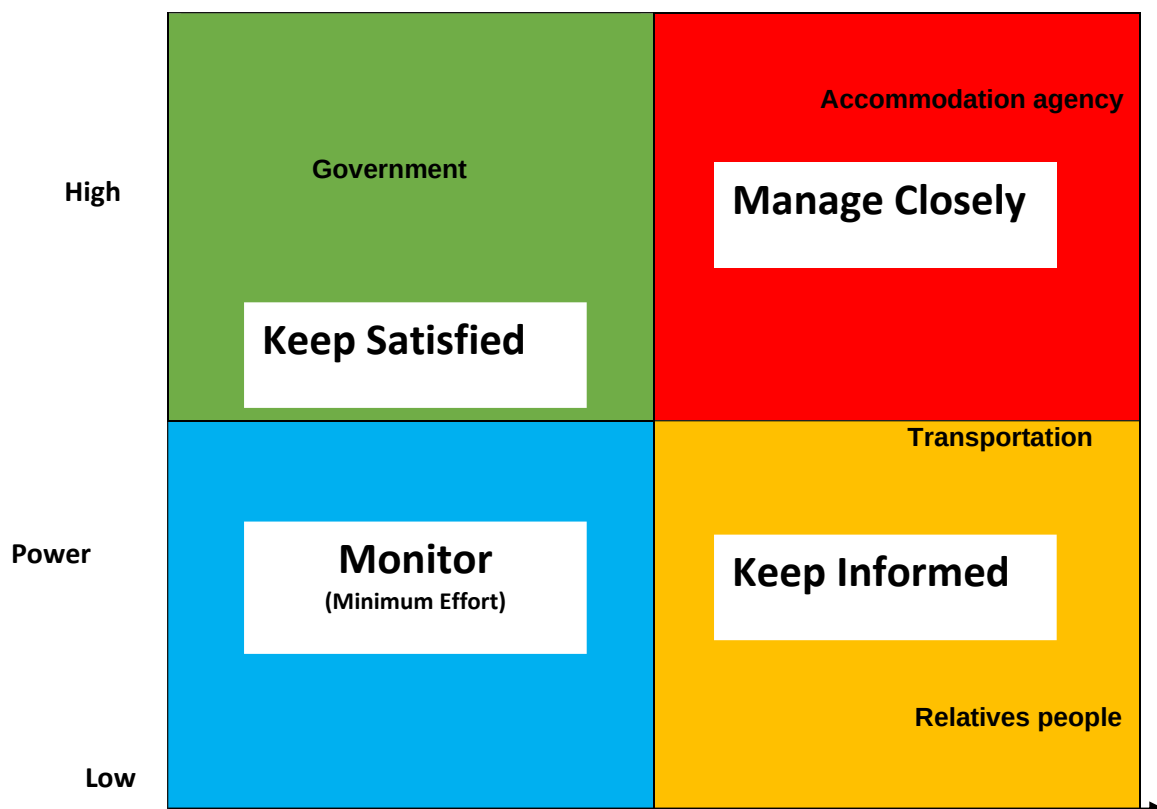
The project is clearly physical with geographic elements. It is about six months trips in different countries around the world where the budget is 50,000 British pounds. With right information and project plan, it is very possible to be explored on maximum the local atmosphere in the specific locations. Great benefit is how could be gain plenty of experience knowledge and connection in geographically, historical and social aspect and eventually save money or even make money with so many ideas for example, pictures, videos, blog stories, YouTube channel and so on. The main point here is the enjoyment and the trip would ne be done with the idea of making money, as this is something after all extra and the project is not based on this. The trip will cover 18 places in 17 countries and will be based on real prices for flights (Skyscanner), real prices for accommodation (Airbnb) and thanks to the website NUMBEO could make a proper research of the cost living in each of the places, so based on this any of the 18 places have specific budget.

In this project the following project management tools will be used:

- Stakeholders Analyze
- WBS & Activity list
- Risk Analyze
- Gannt Chart
- Cashflow – where will be explain and described the budget and its categories.

Stakeholders

In this physical project plan for traveling for 6 months in different locations across the globe to explore places and cultures, people and organizations/institutions who have specific connection with the project are identify in to four main groups:



1. Government - The basic knowledge of laws and rules in different countries are with strong power in this project and must be **keep satisfied**
2. Transportation - No matter if traveling with airplane or traveling in a city or/and country side with rent a car or local transport we need to be **informed** for any

times, and changes as well as prices so to be **manage closely**

3. 3. Accommodation agency - Are probably the most powerful aspect in this project. It must be a flat with all necessary living items in, so to make it feel at home in this case the finances are going to be kept low as we are going to live as citizen of this place but not as tourist where sleeping at hotels and eating in restaurants, so in order to provide a good located and satisfied flat on a low price we need the things to be **manage closely**.
4. Relatives people - They basically do not have any specific power to our project but they are strongly interested for our wellbeing so need to **keep them informed** on a high level.

WBS and Activity list

The structure Work Breakdown and activity list describe briefly the project before and during the trip



Activity List

18.01.2021

WBS Activity Number	WBS Activity Name	Description of work	Responsibility – Due Date
1.0	Luggage	Create a list of the necessary items	16 th April to 16 th May 2021
1.1	Cloths to Pack	This is a subgroup of Luggage and it is concentrating to things like underwear, socks, pants, shirts, etc....	See 1.0
1.2	Toiletries to pack	The second subgroup and items like toothbrush, hand sanitizer, first-aid kit, some medications are others must be considered	See 1.0
1.3	Miscellaneous items	Laptops, cell phones, charges, adapters are some of the main things in this subcategory	See 1.0
1.4	Carry-on Bag	A separate bag that must be keep close with you where the all	See 1.0

		documentation must be inside like passports, cards, also other important things like some cash, snack and water.	
2.0	Location	It owns two subcategories. Look below	Depends, see below
2.1	Transportation	See 2.1 and 2.2	See 2.1 and 2.2
2.2	Airplane	The only transport to be used between the destinations.	Must be done by end of January or beginning of February as to keep budget in order, so 18-Jan to 01-Feb.
2.3	Local transport	This kind of transport will be used at the destinations where travel locally in the cities or the surrounding areas countryside. Will he depend on researches like for the specific transport system	Definitely must be done by 16th May. Need time to be done with a clear and good information so the period will be from 24-Jan to 16-May 2021.
2.4	Accommodation	The accommodations	Must be done by the end of

		are chosen by nice and comfort places. Not too cheap and too expensive.	January in order not to affect the budget or beginning of February. 18-Jan to 01-Feb
2.5	Airbnb	This is the best agency from the researched ones, where the need of the specific type of accommodation meets the prices and choices	See 2.4
2.6	18 places; 17 countries	The places are exotic, choose carefully where they are not from the most dangerous ones and meanwhile with lower standard of living. Thanks to that our budget can provide a great experience without much of limitation	See 2.4
3.0	Shopping	Shopping during the trip is separated under two groups the one is vital, the	Depends of the location it will start at 1 st June and finished and 1 st

		other one non-vital	December. Assignment 2
3.1	Food & Drinks	Vital shopping, it also has two subgroups	-
3.2	Markets	This is the first subgroup of vital shopping. It has specific category in the budget and it is most economical way of shopping compared to the next one	-
3.3	Restaurants & Pubs	Second subgroup. Also has category in budget and it is the more luxury than the first one.	-
3.4	Non-food items	Not from vital shopping, but can bring a lot of pleasure. It also has separate category in the budget system.	-
4.0	Documents	-	-
4.1	Passport	Is the first and very necessary document. It has one subgroup	-
4.2	Visas and other entering documents	The necessary documents to enter in a	Must be done after 2.2 and 2.4. So from

		country in our list of countries doesn't have visa requirements but only entering documents. It is easy and fast to get them.	16-Feb to 18-March
4.3	Insurance	Such a trip must be insured. It is one off thing and has a category in the budget.	25-Feb 2021
4.4	Other documents	To keep in mind other possible documentation, like a medicine one.	-
5.0	Other	It is a group that involved categories that cannot be fit in the other groups	-
5.1	Telecommunication	The cell phone of my mobile company with researched prices according the countries	9-March to 23-April
5.2	Shipping	In case of over-load luggage while shopping across the world or a need of changing the luggage the	To be check in the specific country if necessary

		shipping method depend of the country must be researched	
5.3	Potential problems	Everything that cannot be predicted or identify or it is with a small chance to be happen it is in the last subgroup. It has a special category in the budget – unexpected/ emergency money and it is depending of the location they vary.	

Risk Analyze

The graph below describes the risk situation that may happen **during** the trip. Usually, they are thousands of

potential risks that are tried to be sorted in six main groups that you can see under this sentence.



R1- Transport Issues – We are traveling in 6 months 17 countries, the probability of flight to be missed, canceled or changed is medium level, however the impact is low, because the stay in the locations is usually quiet long time which would affect the trip at all that much even if some of the mentioned risks happen and we lose couple of days because of this

R2 – Accommodation issue – Here we can see much serious situation, we are paying a lot to stay usually long times in specific location, the booked stays are with high number too – 18, it is possible something to get wrong and the impact would be high as we need to find brand new places to stay and meanwhile dealing with the

problems to get the money back from the already booked one.

R3 – Health issue – The visiting of exotic countries put eventual health problems in the risk sector, however the countries are pretty much developed and they have a lot of experience with foreigner tourists, with a bit more care for ourself we can avoid it, and that is why the probability is low, but eventually if it is happen the impact would be most likely high

R4 – Robbery – It is almost impossible to find a completely save place on the planet, no matter how developed or how poor is an exact country. Being a different looking human especially in an exotic

country can be a problem, even to try to avoid night time or dangerous looking places, still there is medium chance to get robed and the impact could vary between medium and high.

R5 – Animals or insect's issues – This risk is quite similar to R3 these are exotic countries where are much different in flora and fauna than Europe, the possibility to meet unusual animal or insect in the open world is quite high, however to become is eventual problem is with possibility low and impact medium, or at least is with lower impact than a potential health issue.

R6 – Accidents of any kind could happen everywhere and every time the possibility and the impact can vary from low to high so that is why is marked here with the medium

Gantt Chart

The Chart below is using information from WBS and Activity list and it is based on the actions that must be done **before** the trip which start on 01-June-2021.

However, the Gantt Chart below describes 7 main tasks the must be complete in specific time in order The Trip to become reality. We can see that Task2 and 4 must be done by 2 weeks' time as they are actually the most important and most expensive actives. In order the project to continue smoothly there is enough time for other activities, example number 1 gave a no pressure time to pack the luggage within a month time. We can also notice that task number 3 it takes 112 days to research the local transport in the locations that we are going to visit. Even they are 17 countries 112 days should be a great period to make good researches. Number 5 also gave as plenty of times to get the necessary documentation that we need to enter some of the countries as there is no VISAS but need quick forms to be filled. Task 6 insurance can be done in just one day when we have already done the most important tasks, and the last action is to find a real good telecommunication plan, otherwise we can use our current one with a very high probability of over 1500 pounds in the worse case that is described in the cash flow.

WBS ID	Task Name	Start Date	End Date	Duration (In Days)	18/01/2021	1 WEEK	2 WEEK	3 WEEK	4 WEEK	16/02/2021	5 WEEK	6 WEEK	7 WEEK	8 WEEK	18/03/202	9 WEEK	10 WEEK	11 WEEK	12 WEEK	16/04/2021	13 WEEK	14 WEEK	15 WEEK	16 WEEK	16/05/2021
W1.0	Luggage	16/04/2021	16/05/2021	30																					
W2.2	Airplane	18/01/2021	01/02/2021	14																					
W2.3	Local transport	24/01/2021	16/05/2021	112																					
W2.4	Accommodation	18/01/2021	01/022021	14																					
W4.2	Visas and other entering documents	16/02/2021	18/03/2021	30																					
W4.3	Insurance	25/02/2021	25/02/2021	1																					
W5.1	Telecommunication	09/03/2021	23.04/2021	45																					

Cash Flow

Description	Money IN British pounds	Money OUT British pounds
Budget	50.000	
Preparation		678
Airplanes		5482
Accommodation		7301
Local Transport		2531
Shopping – Market		2550
Shopping – Restaurants		2030
Culture		2370
Other		3690
Insurance		483.04
Mobile		1623
Unexpected/Emergency		4400
Total		33138
	16862	

In the Cash low above we can see clearly the whole finances categories that are going to be used in this project. They are separated by 3 groups:

1. Fixed money – Money to absolute accuracy, not to be expected any more or less in this group are the categories – Airplanes, Accommodation, Insurance.
2. Not fixed money – Money that are usually more than expected, in case there is a difference it will not be necessary to be supported with additional money, but it will remain extra of the announced budget - Preparation, Local Transport, Both shoppings, Culture, other and mobile.

3. Emergency money – most likely they are not going to be used, or will be used just a small amount of them

Conclusion

The Assignment 1 was about the project of a trip across the planet, in this work the concentration of activity was mainly for the time before the trip, however in a briefly described way some of project management tools was described here, but in the next one we are going to have a look at some other ones that was not shown here, like SMART objectives. Also, a Gantt chart would show the activity during the trip and will explain the reality of the finances used here in more detailed way. We will also have a look of what was good and bad during the project plan.

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