

Project Management Plan

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Introduction

The following project management plan is being conducted by SGS, a training service provider to train employees to improve their soft skills. Hence, the plan will include the objectives, rationale, scope, deliverables, time frame, budget, monitoring mechanisms, and the key stakeholders of the project plan.



Project plan summary

The said project by SGS is being conducted to train employees for the development of soft skills within them, which will include communication skills, problem-solving ability, teamwork, time management skills, stress management, and decision-making among a few. Hence, soft skills are being developed in the employees so that they have the ability to perform better in the workplace.



Objectives of the project

The objective of the project is to improve the soft skills of the employees of an organisation. The project will train the employees to develop their communication skills, teamwork abilities, and time management. In addition, the training programme also aims to teach the ways stress can be handled in the workplace by the employees.



Scope of the project

The scope of the project is defined by the part of planning the project that concerns specifying and registering a list of specific project goals, deliverables, tasks, costs and deadlines (Tariq *et al.*, 2020).



The rationale of the project

The purpose of this project is to improve the soft skills of employees in the organization. This project trains employees to develop communication skills, teamwork and time management. The training also aims to teach employees how to deal with stress in the workplace.



Project deliverables

The key project deliverables that can be determined in this project are management of the trainees and the trainers, software that will be utilised for the training programme, and the stakeholders with whom the project is associated.



The time frame of the project

Tasks related to the project	Time Period
Initiation of the project	02 Aug 2022
Creation of manuals and schedule of the training project	03 Aug 2022 - 05 Aug 2022
Selection of the trainers	06 Aug 2022
Commencement of the training of the employees	07 Aug 2022 - 01 Oct 2022
Evaluation of the skills of the employees/trainees	02 Oct 2022 - 01 Nov 2022
End of the project	02 Nov 2022

Budget of the project

Project objectives	Budget required
Creation of manuals regarding soft skill development	£ 2000
Recruitment of trainers for the training project	£ 5000
Types of equipment for the training	£ 8000
Creation of testing manuals for evaluating the skill sets of the trainees	£2000
Overall cost of the training project	£ 17,000

Monitoring and evaluation of the project

Monitoring by trainers and facilitators affects observing them as the learning process takes place which occurs during a training agenda. This compliance can also focus on a specific one. Making sure individuals or subgroups are actively participating in the learning process. In addition, the project will also be evaluated and monitored on a daily basis so that the trainers of the programme can swiftly recognise the issues and mitigate the concerns at an early stage.



Key stakeholders of the project

- The senior management of the client organisation
- The investors of the project
- The project manager
- The soft skill trainers
- The technical team of the project
- Employees of the client organization
- Suppliers of the training types of equipment
- The employees of SGS



Conclusion

The above project management plan has been conducted by SGS, a training service provider to train employees to improve their soft skills. Hence, the plan has included the objectives, rationale, scope, deliverables, time frame, budget, monitoring mechanisms, and the key stakeholders of the project plan.



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Thank You!

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