

Stages of Project Plan

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CONCEPTION AND INITIATION

- Deciding the nature of business and industry where the small business is operating
- Identifying the significance of the relocation and expansion of the business
- Exploring the benefits and challenges involved in the relocation to Kennington

PLANNING

- Deciding the team leader
- Determining the tasks to be carried out for completing the project successfully
- Analysing the strengths and weaknesses of the team members
- Deciding the roles and responsibilities for the team members based on the competencies of the team members (Roberts, 2011)
- Setting the deadline for each task to avoid delay in completing the group work
- Determining the resources required for undertaking the work

EXECUTION

- Designing the structure of the work with necessary sections and sub-sections
- Collecting the required information for the work
- Segregating the collected information under each section and sub-section
- Brainstorming for developing more ideas and strategies for enhancing the effectiveness of the group work (Lewis & James, 2001)

CONTROL AND MONITORING

- Monitor the progress of the work
- Identify if every task is being completed within the scheduled time and in the planned way
- Conduct group discussion before and after completion of each task
- Adjusting the schedule based on the progress of the work (Tomczyk, 2006)

CLOSURE

- Identifying the key success areas of the project
- Developing the questions that might arise in relation to the project from the perspective of the professor
- Analysing the contribution of the team members
- Exploring the areas to improve
- Identifying the ways to improve

REFERENCES

- Lewis & James, 2001. *Project Planning Scheduling And Control*. India: Tata McGraw-Hill Education.
- Roberts, P., 2011. *Effective Project Management: Identify and Manage Risks Plan and Budget Keep Projects Under Control*. London: Kogan Page Publishers.
- Tomczyk, C.A., 2006. *Project Manager's Spotlight on Planning*. USA: John Wiley & Sons.