# Assignment II

**Project Plan**

Congratulations: You have a project team, a company that is eager to meet you next week and you have distributed roles within your team. You’re almost all set to get started, but before you do you should make a plan that helps you to successfully complete your project.

This course involves a number of parallel work streams and deadlines. Throughout the next months, you need to hand in various assignments, prepare a mid-term presentation for your company, do some research for an international partner team that you will assist, compile questions and information on your company for the international partner team that will support you, prepare a project pitch and a final report/presentation. Sounds like a lot of work? Yes and no; it depends on you and how you manage these tasks. First, your team has five or six members, so you can distribute tasks. Second, you have completed a course on project management and know how to plan, manage and implement complex projects. With a realistic project plan that defines your tasks and the responsibilities within your team and helps you to keep track of your deadlines and the different stakeholders in the project, you have nothing to fear of.

* **Self-study time:**
* **Assignment deadline:**

**Assignment:**

**Group Task:**

🡪 Go through the template and instructions below. Together with your fellow group members, prepare a project plan using the template below.

**Tip:** Lost track of your tasks and deadlines? Check the course outline and the introductory presentation in the moodle folder of the first session.

**Handing in your Assignment:**

Make sure to upload your interview outline by **xxx** using the moodle assignment tool.

**Further Infos:**

* Please indicate your names on the assignment.
* Make sure to check the grammar and spelling of your assignment.

1. **Definitions** (ca. 1 page)

## 1.1 Project Description

Provide a short project description that includes information on the background and context of the project as well as its contents. (What is the project about?)

## 1.2 Main Objectives

Define the main objectives of the project.

## 1.3 Scope

Define the scope of the project. (What does the project include and what does it not include?)

1. **Organisation** (ca. 2 pages)

## 2.1 Project team

Provide the names and contacts (e-mail address) of all team members and indicate their team roles and one or two core responsibilities linked to the respective team roles. An example:

**Student X:** e-mail address  
**Role:** Teamworker  
**Core responsibilities:**

* Ensures a smooth workflow within the team and mediates in case of cooperation problems within the team
* Sets up channels for communication and exchange of information and ensures a good flow of communication within the team

## 2.2 Stakeholder Map

The purpose of project stakeholder management is to identify all people or organisations affected by a project, to analyse stakeholder expectations, and to effectively engage stakeholders. Project stakeholders are all individuals or groups who have a stake in the project and can potentially impact, either positively or negatively, its development.

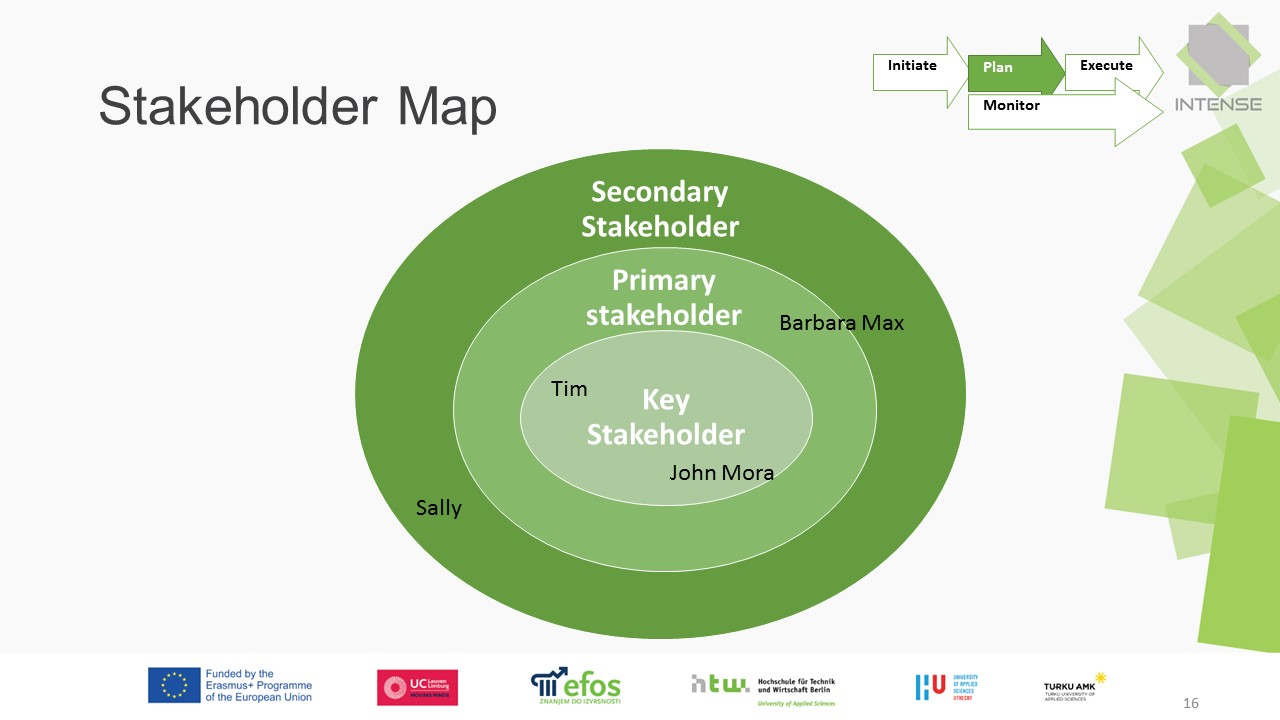
**Step 1:** Identify the internal and external stakeholders of your project and create a stakeholder register (s. example below). **Internal project stakeholders** generally include the project sponsor, project team, support staff, and internal customers for the project. Other internal stakeholders include top management, other functional managers, and other project managers. **External project stakeholders** include the project’s clients (if they are external to the organisation), competitors, suppliers, and other external groups that are potentially involved in the project or affected by it, such as external project partners.

**Example: Stakeholder Register:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Position | Internal/  External | Role | Contact |
| Tim | CFO | Internal | Senior Manager/provides funds | Tim@ourcompany.com |
| Sally | IT Specialist | Internal | Team member | Sylle@ourcompany.com |
| Barbara Max | Consultant | External | Supplier/Advisor | Barbara@Max.de |
| John Mora | Leader NGO X | External | Advisor/Multiplier | John@NGO-x.com |

**Step 2:** Once you have created the stakeholder register, prioritise your stakeholders and create a stakeholder map (s. example below). There are three groups of stakeholders: 1) **Key stakeholders** have significant influence on the project due to their knowledge and position. You need their support to in order to complete the project (veto players). 2) **Primary stakeholders** have a direct stake in the project and are directly affected by the project, e.g. as beneficiaries. 3) **Secondary stakeholders** have some influence on the project but do not have a direct stake in the project.

**Example: Stakeholder Map (using the stakeholders of the example stakeholder register above)**



1. **Implementation: Work Breakdown Structure (WBS) & Risk Management**(ca. 2 pages)

**3.1 Work Breakdown Structure**

Develop a work breakdown structure for your project that includes all deliverables and sub-deliverables or work packages, deadlines and responsibilities (Who in the team is responsible for which task?). Before you get started, please review how to create a WBS. You can choose which type and format of WBS you want to use for your work breakdown structure.

**3.2 Timeline**

Please make sure that your WBS is the basis for your time planning. Please review project scheduling approaches and choose a tool. Make sure you define the order of your activities (predecessors and successors) clearly and set deadlines for your activities. Please do not forget to account for time buffers and also agree with your team on working days /non-working days.

## 3.3 Risk management

Identify potential risks that might occur in the course of the project. Risks can be related to communication and cooperation problems, time management, lacking skills, unforeseen change of tasks, among others.

**Step 1:** List three to five risks that are most likely to occur and have the highest consequences for your project. You can use a risk impact matrix (s. example below) to structure your risks.

**Step 2:** Indicate at least one risk mitigation strategy per risk.

**Example: Risk Impact Matrix**

|  |  |  |
| --- | --- | --- |
| **Likelihood**  Low High | **Consequences**  Low High | |
|  |  |
|  |  |