

# Project planning templates essay sample



**ASSIGN  
BUSTER**

Max Lionel realty (MLR), in order to build customer good will and satisfy its legal and ethical obligations, has decided to implement a program to: Inform agent of legal and ethical obligations ( particularly with respect to WHS and anti-discrimination legislation) and any standards or codes of conduct followed by the organization Promote high standards in professional conduct ( see Real Estate Institute of Victoria (REIV) codes of conduct and relevant legislation) Inform clients, tenants and potential tenants of MLR's commitments Achieve employee and client buy-in for initiative.

#### Background and strategic context

Max Lionel Realty (MLR) use Agents, Clients and tenants as a key strategy plans to do a project. Agents: work as middlemen between vendors and buyers. These individuals find employment in myriad industries for large and small businesses, depending on their area of specialization. Agents work in countries throughout the world and may seek work from a number of employers simultaneously if their field of specialization provides the opportunity to do so. These expert purchasers and vendors provide a valuable service to their clients. Clients: the customer who needs more information with the products that they wish to know before they offer wanted. They need Agents who can do and give the detail for them to be more comfortable such as fill up information detail and address, delivery, responsible the product quality and also promise of warranty of their products. Tenants: a person or organization that uses a building or land and pays rent to its owner. In order, it needs agent supports and advertising for the customer who looking the property or rent. In these three key strategy

plans are circling between Agents, Clients and Tenants that make the project successful in currency and in the future. Priority:

Not Applicable

Related Projects:

Not Applicable

Project client/ owner:

Max Lionel

Projects sponsor:

Erwan TjanProjects manager:

Vouch Leng LAY

Projects status:

Max is responsible for working with the Board of Directors to oversee the business, set overall strategic directions, manage risk and authorize large financial transaction. Six to eight team members (two to four candidates plus four virtual team members) who must be utilized and budgeted for.

Operation General Manager (the assessor) will determine Composition of project team. The structure of the work should include roles for project sponsor, technical experts, quality assurance of deliverables, project manager (yourself initially and, after provisional approval, as negotiated with your team), and roles and responsibilities for each team member to achieve the deliverables according to standards, etc. All reasonable resources (e. g. access to a room, computers, software and templates) will be provided.

Paper and telecommunications costs, for example, to be covered by candidates. All resources must be cost and included in your budget. Budget: \$15, 000.

Your Operation General Manager (the assessor) will suggest project deliverables, for example, presentations, information sessions, posters, promotional materials, etc. You may determine your own specific deliverables so long as they are agreed to with stakeholders, meet project objectives, and adhere to budgetary constraints. Project timeframe to be determined by Operations General Manager (the assessor as project sponsor). Projects should include design, development, implementation and evaluation stages (with periodic quality review). Projects status reports are due at 25%, 50% and 75% of allotted timeframe. Project must be coordinated with other organizational projects, operation, etc. Special Provisions:

Procurements policy and procedures

Work Health and Safety (WHS) Policy

Anti-discrimination policy

Project approvals Add any signatures that are required for approval to proceed to the next phase. VOUCH LENG LAY ERWAN TJAN

Project Manager Project Sponsor MAX LIONEL

Project Client/OwnerOther

Project Title: Max Lionel realty Project Client: Max Lionel Date: 31st

DecemberVersion: 1. 0. 1 Project Sponsor: Erwan TjanProject Manager:

Vouch Leng LAY File Name: Max Lionel realty Project Page 5 of 40 Project

scope document This template is a tool that can be used with key

stakeholders to clearly define the logical boundaries of the project. Ensure

that you note any requirements that are out of scope to achieve absolute

clarity about what is and is not covered by this project, and to avoid the potential for problems later on. In Scope Out of scope (exclusions)

Assumptions Constraints

These are items that you are definitely going to deliver/manage. Inform agent of legal and ethical obligations ( particularly with respect to WHS and anti-discrimination legislation) and any standards or codes of conduct followed by the organization Promote high standards in professional conduct ( see Real Estate Institute of Victoria (REIV) codes of conduct and relevant legislation) Inform clients, tenants and potential tenants of MLR's commitments Achieve employee and client buy-in for initiative. No training Over/less out from profits (tip, bonus, etc.)

Tax invoice These are items that you are not responsible for – the assumption is that someone else will do them. Exclusions are things that don't form part of your project, but could influence whether or not you can successfully achieve your objective. Six to eight team member Full equipment such as computer, printer, fax, telephone and internet. Deadline finish a project

Play the role

Knowledge about the project that is taken as being true or correct for the purposes of project planning. Assumptions are circumstances and events that need to occur for the project to be successful but are outside the total control of the project team. Working standard per day/8hr \$15, 000. 00

Human resource

Limited 3 months for this project

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Limit time finish project 25% per week or two weeks. These could include any restrictions to the start/finish date, time, deliverable or milestone dates, budget limitations, resourcing limits, vendor restraints, etc. Project Title: Max Lionel Realty Project Client: Max Lionel Date: 31st December Version: 1. 0. 1 Project Sponsor: Erwan Tjan Project Manager:

Vouch Leng LAY File Name: Max Lionel realty Project Page 7 of 40

Stakeholder analysis Use this template to identify areas, groups or individuals who may participate in, or are affected by, the project. Include everyone who has a vested interest. A useful question to ask is: 'What will make this project a success for you?' Name Work area Stakeholder type (client, end-user) Impact on/by project, requirements, success criteria Riz Mehra Chief Financial Officer Clients Make him easier in viewing budget variation of financial. And make company faster collect date budget. Riz Mehra Chief Financial Officer Clients Make him easier in viewing budget variation of financial. And make company faster collect date budget. Kim Sweeney Operation General Manager Clients Give her more idea to company and customer which can find a good solution in any situation. Les Goodale Human Resources Manager Clients Feel confident to connect Operation General Manager to give a good warranty of product. Sam Lee Manager Residential Realty Clients Make his ability more high and feel confident after guild the client with their property in good.

Pat Misfud Manager Commercial Realty Clients Give his a good idea logical with good advertising on TV or website which can lead the rate more high and famous. Peter Michell Manager Investments Clients A good spy, can keep do research easily and bring a lot of profit which know when they going to <https://assignbuster.com/project-planning-templates-essay-sample/>

cut down useless product budget. LengProjects manager end-user Will have a good time for relax and organize the strategy plan for new product and increase high success. Erwan TjanProjects sponsor end-user Give him more time enjoy work which Good providing the fund and has the ultimate authority over the project. Max Lionel Position end-user Have more people trust and income increase. Project Title: Max Lionel Realty Project Client: Max Lionel Date: 31st DecemberVersion: 1. 0. 1 Project Sponsor: Erwan TjanProject Manager:

Vouch Leng LAY File Name: Max Lionel realty Project Page 9 of 40

Communication plan (example)What Who Purpose When/frequency

Type/methods Initiation meeting Riz MehraKim Sweeney

Les GoodaleSam Lee

Pat MisfudPeter MichellLengErwan TjanGather information for initiation plan.

29th November. Meeting Distribute project initiation plan Riz MehraKim

Sweeney

Les GoodaleSam Lee

Pat MisfudPeter MichellLengErwan TjanDistribute plan to alert stakeholders

of project scope and to gain buy in. 29th November 30th NoverberProject

snapshot distributed via hardcopy or electronically. May be posted on project website.

Project kick-off Riz MehraKim Sweeney

Les GoodaleSam Lee

Pat MisfudPeter MichellLengErwan TjanCommunicate plan and stakeholder

roles/responsibilities. Encourage communication among stakeholder. 1st

October to 31st December meeting Status report Riz MehraKim Sweeney

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Les Goodale Sam Lee

Pat Misfud Peter Michell Leng Erwan Tjan Update stakeholder on progress of the project. Every two week one time On Wednesday Afternoon 3: 00pm-4: 00pm

Distribute status report electronically and post via website. Team meeting Six to eight member in big meeting

Two to four member in individual meeting To review detailed plans (tasks, assignments, and action items). One time per week, on Monday morning 10: 00am-11: 00am Two times per week on Tuesday and Friday 1: 00pm-1: 30pm Meeting; detailed plan. Sponsor meeting Leng Erwan Tjan Update sponsor/s on status and discuss critical issues. Seek approval for changes to project plan. Every 15th of the month, two hours meeting (1: 00pm-3: 00pm) meeting Project Title: Max Lionel Realty Project Client: Max Lionel Date: 31st December Version: 1. 0. 1 Project Sponsor:

Erwan Tjan Project Manager: Vouch Leng LAY

File Name: Max Lionel realty Project Page 13 of 40

Roles and responsibilities It is important to identify who the major players are on the project. List the major project roles, responsibilities and the actual people involved. Add in any additional roles as required. Role Name/s Responsibilities Signature/s (if required)

Project client/owner

The person who requires the project to be undertaken. Max Lionel responsible for working with the Board of Directors to oversee the business, set overall strategic directions, manage risk and authorize large financial



transaction Project client/owner The person who requires the project to be undertaken.

Project sponsor/project director/ project board

Senior management of the project. Accountable for the success of the project. Has the authority to commit resources Erwan Tjanproviding the fund and has the ultimate authority over the project. Project sponsor/project director/ project board Senior management of the project. Accountable for the success of the project. Has the authority to commit resources Project manager

Person responsible for running the project on a day-to-day basis within defined authorities for cost and schedule as agreed with the project sponsor/board. Vouch Leng LAY organize the strategy plan for new product and increase high success Project manager Person responsible for running the project on a day-to-day basis within defined authorities for cost and schedule as agreed with the project sponsor/board. Manager of the project manager

The operational/line manager who the project manager reports to on a day-to-day basis. Erwan Tjanorganize the strategy plan for new product and increase high success Manager of the project manager The operational/line manager who the project manager reports to on a day-to-day basis.

Project team members

Staff who will be working on the project JasmitRoberJonhtang Provide to work as teams in this project as the project manager give. Need meeting and

discuss the detail when the project running. Project team members Staff who will be working on the project

Steering committee/ working party

To provide advice and recommendations. Riz MehraKim Sweeney

Les GoodaleSam Lee

Pat MisfudPeter MichellLengErwan TjanTo responsibilities all problem and solution from company and staff. Recognize all project make sure that will be success in future. Steering committee/ working party To provide advice and recommendations.

Project Title: Max Lionel Realty Project Client: Max Lionel Date: 31st

DecemberVersion: 1. 0. 1 Project Sponsor:

Erwan TjanProject Manager:

Vouch Leng LAY

File Name: Max Lionel realty Project Page 16 of 40

Project snapshot The project snapshot summarises the purpose, deliverables, stakeholders, resources, risks, interdependencies and success criteria of the project. Project snapshot

Name of project: Max Lionel

Project purpose: finish the project in 3 months to success in the future.

Deliverables with timeframes

1st October ( \$2, 500. 00)

1st November (\$10, 000. 00)

1st December (\$2, 500. 00) Stakeholders

Riz MehraKim Sweeney

Les GoodaleSam Lee

Pat Misfud Peter Michell Leng Erwan Tjan Resources

Max is responsible for working with the Board of Directors to oversee the business, set overall strategic directions, manage risk and authorize large financial transaction Risks Working standard per day/8hr might be over extra work

Since start the project due to 3 months to the risks might be delay. All team members will meeting in which every schedule put on the board might one of membered sick. The project maximum is \$15, 000. 00 as planning for the budget might over budget. Interdependencies

Not Applicable

Success Criteria

Inform agent of legal and ethical obligations ( particularly with respect to WHS and anti-discrimination legislation) and any standards or codes of conduct followed by the organization Promote high standards in professional conduct ( see Real Estate Institute of Victoria (REIV) codes of conduct and relevant legislation) Inform clients, tenants and potential tenants of MLR's commitments Achieve employee and client buy-in for initiative.

Project Title: Max Lionel Realty Project Client: Max Lionel Date: 31st

December Version: 1. 0. 1 Project Sponsor:

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File Name: Max Lionel realty Project Page 18 of 40

1. 2 - Planning Work breakdown structure A work breakdown structure (WBS) in project management is a tool used to define and group the project's

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discrete work elements (or tasks) in a way that helps organise and define the total work scope of the project. The WBS is a dynamic tool and can be revised and updated as needed by the project manager. Level 1 Level 2

Level 3

Inform agent of legal and ethical obligations

agent of legal

ethical obligations

extra a new plan

give new idea for team

Promote high standards in professional conduct marketing investment

advertising new products

Spy the promotion and population use.

Discover customer wanted

Inform clients, tenants and potential tenants of MLR's commitments. High standard warranty Prevent clients private information Find out quality and guaranty in long period activity. Record customer request if they want keep in private.

Achieve employee and client buy-in for initiative Give the deadline promise.

Responsible for client as fast as possible. Team work running for customer before time running out. Give client more trust with company and give them fast service. Project Title: Max Lionel Realty Project Client: Max Lionel Date: 31st December Version: 1. 0. 1 Project Sponsor:

Erwan Tjan Project Manager:

Vouch Leng LAY

File Name: Max Lionel realty Project Page 20 of 40

Project planthe project plan is the basis for monitoring and controlling the project. All project information is consolidated to date, forming the basis for monitoring and controlling once implementation of the project commences.

Project title: Max Lionel realty

Project purposeMax Lionel realty (MLR), in order to build customer good will and satisfy its legal and ethical obligations , has decided to implement a program to: Inform agent of legal and ethical obligations ( particularly with respect to WHS and anti-discrimination legislation) and any standards or codes of conduct followed by the organization Promote high standards in professional conduct ( see Real Estate Institute of Victoria (REIV) codes of conduct and relevant legislation) Inform clients, tenants and potential tenants of MLR's commitments Achieve employee and client buy-in for initiative.

Background and strategic contextMax Lionel Realty (MLR) use Agents, Clients and tenants as a key strategy plans to do a project. Agents: work as middlemen between vendors and buyers. These individuals find employment in myriad industries for large and small businesses, depending on their area of specialization. Agents work in countries throughout the world and may seek work from a number of employers simultaneously if their field of specialization provides the opportunity to do so. These expert purchasers and vendors provide a valuable service to their clients. Clients: the customer who needs more information with the products that they wish to know before they offer wanted. They need Agents who can do and give the detail for them to be more comfortable such as fill up information detail and address,  
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delivery, responsible the product quality and also promise of warranty of their products. Tenants: a person or organization that uses a building or land and pays rent to its owner. In order, it needs agent supports and advertising for the customer who looking the property or rent. In these three key strategy plans are circling between Agents, Clients and Tenants that make the project successful in currency and in the future. Other related projects

Not Applicable

Project objective

Clearly communicate legal obligations and REIV obligations

Contain as content or support company strategic directions

No grammar or spelling errors

Professional but friendly language

Fair and flexible delivery for intended audience

Meet audience requirements and sensitive to information needs, cultural diversity. Scope including key deliverables

In scope

Inform agent of legal and ethical obligations ( particularly with respect to WHS and anti-discrimination legislation) and any standards or codes of conduct followed by the organization Promote high standards in professional conduct ( see Real Estate Institute of Victoria (REIV) codes of conduct and relevant legislation) Inform clients, tenants and potential tenants of MLR's commitments Achieve employee and client buy-in for initiative.

Out of scope

No training

Over/less out from profits (tip, bonus, etc.)

Tax invoice

Assumptions

Six to eight team member

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Full equipment such as computer, printer, fax, telephone and internet.

Deadline finish a project

Play the role

Constraints Working standard per day/8hr

\$15, 000. 00

Human resource

Limited 3 months for this project

Limit time finish project 25% per week or two weeks

Deliverables \$15, 000. 00

Governance

Project client/owner Max Lionel

Project sponsor Erwan Tjan Project Manager Vouch Leng LAY

Manager of the project manager Erwan Tjan Project team

members Jasmit Rober Jonhtang Key stakeholders From project proposal –

update if required. Include a more detailed stakeholder analysis in the

Appendices, if required. Schedule Using the information you generated in the

work breakdown structure, update the schedule. Include a Gantt chart or

additional planning information in the Appendices. Item Milestone date

Responsibility

extra new plan

Give new idea for team Every the end of month Project Manager Stakeholder

Spy the promotion and population use.

Discover customer wanted Every 15th of month Manager Investments Peter

Michell Find out quality and guaranty in long period activity. Record customer

request if they want keep in private. Every the end of month Sam Lee  
Manager Residential Realty

Les Goodale Human Resources Manager

Team work running for customer before time running out.

Give client more trust with company and give them fast service. Before  
deadline 24h Project team member Jasmit Rober Jonh Tang

Resource and cost plan Resource planning is where you determine what  
resources (people, equipment and materials) and what quantities of each  
should be used to perform activities. Once the resources have been  
determined, estimate the project costs. Include a more detailed resource and  
cost plan in the appendices if required. Deliverable/milestone/phase  
Resource Cost extra new plan

Give new idea for team More detail and material sample before running  
project \$2, 500. 00 Spy the promotion and population use.

Discover customer wanted Extra free valuable products \$5, 000. 00 Find out  
quality and guaranty in long period activity.

Record customer request if they want keep in private. Import material for  
warranty \$2, 500. 00 Team work running for customer before time running  
out.

Give client more trust with company and give them fast service. Extra bonus  
for service customer success \$25, 000. 00 Project risk assessment From  
project proposal - update if required. Include a more detailed risk  
management plan in the appendices. Risk Level (high/medium/low)  
Management strategy



Working standard per day/8hr might be over extra work Medium Recognize plan well before run project that may be able to cut down the level of extra work. Since start the project due to 3 months to the risks might be delay. Low Rarely late if the project not change in the half way. All team members will meeting in which every schedule put on the board might one of membered sick. medium Give more time for relaxing and do body health care activity. The project maximum is \$15, 000. 00 as planning for the budget might over budget. high Cut down buy the material which not really useful, reuse for green energy if possible. The machine might be broke down ( PC, printer, telephone) high Might do have protect virus from PC, and care with other machine after use. Electric power shut down low Cut down electric power where have enough lighting. Quality management plan Include a high level quality management plan here. Include a more detailed quality management plan in the appendices if required. Item from WBS Agreed quality standard Recovery procedure

Communications and reporting Include a high level communications plan here. Include a more detailed communications management plan in the appendices if required. Stakeholder Information required When required Format

Controls Outline how you are going to track, monitor and report on the project. For example: status reports

Effective project tracking starts with the definition of the tasks in the work breakdown structure. Each task must be defined as a deliverable with a measurable end result. If the tasks are defined vaguely and we have to make subjective judgments about progress and completion, tracking will be

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ineffective. For each task, the project team members estimate the number of work hours that are required to complete work on the deliverable. Only with an estimate of hours can we accurately track progress. The project manager sets up a tracking procedure where each team member reports how much work they have completed on each task and more importantly, how much work remains to finish the task and complete the deliverable. The project manager also establishes a frequency of status reporting and weekly is best.

Team members report their progress on the task assignments on a weekly basis with particular emphasis on estimating the number of hours of work to complete their task. The project manager gathers the team member status reports and enters them into the project management scheduling system, which automatically compares the progress to date with the planned progress to that date. The project manager assesses all of the variances between plan and actual results. The project manager communicates with each team member who has variances on their tasks to discuss the causes and what they can collectively do to correct adverse variances. The project manager reports on variances and provides alternatives for corrective action to bring actual performance into line with the baseline schedule and budget.

exception reports

Use the Exception Reporter class to implement automatic uncaught exception measurement if you're not using Easy Tracker. This is the same class that Easy Tracker implements to handle its automatic exception reporting. Exception Reporter can serve as the default uncaught exception handler for either a specific thread or all threads in your app. After sending an exception to Google Analytics, the Exception Reporter class can optionally

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pass the exception on to an uncaught exception handler you provide.

issues/risk log

Tracking project issues and risks can be done in a variety of methods.

They can be tracked on paper, or using a spreadsheet, or using more sophisticated project management software. Our product, Cobalt Project Manager provides the ability to track Issues and Risks and generate reports including Issue Logs and Risk Logs. By using online project management software to track project risks and issues, your entire project team can be provided with visibility into the project risks and issues at any time. variance requests.

Integrating variance tracking into your project management is fairly straightforward, but it requires a systematic approach. After you have your project assignment, work with your sponsor to establish the scope, budget, and schedule. Then work with your team to create a robust change management plan, which identifies variance thresholds and describes how to deal with variances if they exceed threshold values. After you develop the WBS and define the detailed project schedule, you can establish the project schedule and budget. After all the components are in place, you're ready to start tracking variances and put your change management plans into practice. Appendices stakeholder needs analysis

work breakdown structure

Gantt chart

activities schedule

budget/cash flow

human resource planning schedule

roles and responsibilities

procurement schedule

combined resources and cost schedule

risk management plan

quality management plan

Communications management plan.

Future related projects Not Applicable

Project approvals Add any signatures that are required for approval to

precede to the next phase. Vouch Leng LAY Erwan Tjan Project

Manager Project Sponsor

Max Lionel

Project Client/Owner Other

Project Title: Max Lionel Realty Project Client: Max Lionel Date: 31st

December Version: 1. 0. 1 Project Sponsor:

Erwan Tjan Project Manager:

Vouch Leng LAY File Name: Max Lionel realty Project Page 30 of 40 Gantt

chart To use a Gantt chart, list the activities and tasks in column A, select an

appropriate time interval (days, weeks or months), allocate the dates to

columns B onwards and plot the expected time duration (total time from

start to completion) under the appropriate column by selecting shading from

the cells. When you wish to provide a status report, simply colour or shade in

black those items that are completed or estimate the percentage complete.

This will give you an immediate visual representation as to whether or not

you are on schedule. You can add extra columns for assignment of

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responsibilities, etc. For small projects, a Gantt chart can be created as a spread sheet.

### Project Manager

Stakeholder \$1, 500. 00 40hrs 15th October 30th October 1st November

Might be change the budget Give new idea for team Project Manager

Stakeholder \$1, 000. 00 60hrs 2nd October 20th November 15th December

Could be renew the old plan Spy the promotion and population use.

Stakeholder \$2, 500. 00 30hrs 1st October 20th December 25th December

The budget might change many time Discover customer wanted Team member

Stakeholder \$2, 500. 00 30hrs 15th October 25th December 29th December

Might be receive complaining Find out quality and guaranty in long period

activity. Team member \$2, 000. 00 50hrs 1st October 23th December 29th

December The budget might risk Record customer request if they want keep

in private. Team member Stakeholder \$500. 00 20hrs 10th October 28th

December 29th December Solution might more difficult Team work for

customer before time running out. Team member

Stakeholder \$1, 500. 00 10hrs 15th November 30th November 15th

December Might not enough detail data to do fast Give client more trust with company and give them fast service. Project Manager Stakeholder

### Team member

\$1, 000. 00 30hrs 15th October 15th December 20th December Might risk

the time working Project Title: v Project Client: Max Lionel Date: 31st

December Version: 1. 0. 1 Project Sponsor: Erwan Tjan Project Manager:

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Vouch Leng LAY File Name: Max Lionel realty Project Page 34 of 40 Budget

The project budget is a prediction of the costs associated with a particular project. These costs include labour, materials, and other resources required to complete the project. Project Name: Max Lionel

Income Inc. GST Ex. GST

\$15,000.00 \$15,000.00 Total income Expense Inc. GST Ex. GST

PC damage \$1,000.00 Electric and internet \$1,250.00 Material paper, ink, etc. \$250.00 Over time working \$2,500.00 Promotion \$3,500.00 TV advertising \$2,500.00 Board advertising \$2,500.00 Subtotal \$13,500.00

Contingency (+10%) \$1,500.00 TOTAL \$15,000.00 Project Title: Max

Lionel Realty Project Client: Max Lionel Date: 31st December Version: 1.0.1

Project Sponsor:

Erwan Tjan Project Manager:

Vouch Leng LAY

File Name: Max Lionel realty Project Page 36 of 40

Risk register This template is used to record identified risks associated with your project, analyse the impact and determine resultant action to be taken.

Risk Likelihood(H/M/L) Impact(H/M/L) Risk response (contingency strategies)

Responsible Working standard per day/8hr might be over extra work H H Cut down extra over late working Sponsor Manager Since start the project due to 3 months to the risks might be delay. M H Extra more detail and research clearly to do this project Stakeholder team member

All team members will meeting in which every schedule put on the board might one of membered sick. M L Cut down time meeting if the detail not

important Sponsor manager Stakeholder

Team member

The project maximum is \$15, 000. 00 as planning for the budget might over budget. H H Deducted the spending budget which not helpful for the project

Sponsor manager Stakeholder

Team member

The machine might be broke down ( PC, printer, telephone) H L Look and turn off after finish use Sponsor manager Stakeholder

Team member

Electric power shut down M M Turn off if not necessary. Sponsor manager Stakeholder

Team member

Project Title: Max Lionel Realty Project Client: Max Lionel Date: 31st

December Version: 1. 0. 1 Project Sponsor:

Erwan Tjan Project Manager:

Vouch Leng LAY

File Name: Max Lionel realty Project Page 38 of 40

Risk assessment form Identified risks are logged on a risk form and a copy is forwarded to the project manager. Project details

Project Name: Project NameMax Lionel

Project Manager: Vouch leng LAY

Risk details

Risk ID: Number 4

Raised by: Team member

Date raised: 21st November

Description of risk: the risk of budget is the part of serious issues when

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running the project. It could be give back negative profit and close down if the project is fail. Likelihood of risk: the risk might be high for over budget which spend for any situation might happen in the middle of the project running. Impact of risk: the impact will be high as likelihood, the profit will be low. Cut down the budget spending which not helpful from this project. Risk mitigation

Preventative actions recommended: reduce using any material which can cut down expend over budget and over working time. Contingency actions recommended: the sponsor manager and stakeholder might find solution about the project which can reduce some part not important to cut down expend the budget.