Comprehensive Project Plan

Assignment 4: Project Motorcycles

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1. Project Scope & Project Management Plan

Defining the project scope is very important in determining whether or not the project will be viable. If the project scope definition is incomplete, there will be very many difficulties regarding the project, especially in the early stages of the project (Turner, 2008). The project that the department will be undertaking will be to develop and manufacture larger touring class motorcycles. The department that will be in charge of implementing this project will be semi-autonomous. It will have the ability to make small purchases and payments as well as produce its own reports, separate from the parent company. The department will have its own staff and administration separate from that of the parent company.

The work breakdown will be as follows:

- Determine the type of engine and the engine requirements.
- Determine the target market
- Determine the availability of materials that are required to manufacture the motorcycles
- Determine the level of expertise required to complete the project satisfactorily.
- Determine the time framework for the completion of the various levels of the project.
- Estimate the cost of the entire project as well as the cost of each individual step in the project.

We will also come up with a quality assessment mechanism. The quality of the development and manufacturing procedure will be checked at each stage. The team to carry out the project will be selected both from the company as well as outside. Preferences will be given

to the current employees of the company. However, if technical expertise beyond that of the current staff is required, such expertise will be outsourced. This system will save money that would have been spent in hiring workers from outside the company (Turner, 2008).

The organizational structure in the department will be the flat organization structure. There will be close association between the managers and the entire staff from top to bottom. Any member in the department will be able to approach the head of the department directly. This will ensure quick bottom-up communication as well as top-down communication. A risk assessment of the project will be carried out before the commencement of the project. Risk mitigation strategies such as risk acceptance, risk avoidance and risk limitation will be put in place to deal with these risks. The department will also plan for contingencies in the course of the project to avoid paralyzing the project.

Procurement procedures will include authorization on three different levels: the technician, the supervisor and the head of the department. Phase exit reviews will be conducted at various stages of the project to determine whether the project should proceed to the next stage.

Progress information will also be gathered at every step of the project to assess the gains and drawbacks of the project. Finally, the approach of closure approach will be identified once the product has been tested and found to be satisfactory. The closure approach will involve both financial closure as well as archiving project materials. Proper documentation of the project will also be done for future reference (Turner, 2008).

2. Staffing Requirement for Manufacturing Larger Motor Motorcycles

One of the most important attributes that the staff should have in the project is knowledge. They should be experts in their respective fields so that the project becomes a

success. They should be up-to-date with the most current trends in their respective fields so as to give the company an upper edge over the other players in the market. For example, the designers should be conversant with the latest design and modelling software's. They should do this to avoid coming up with designs that are out of touch with the current trends (Duncan, 2009).

The staff should also have considerable experience. Experience will help them know the procedures to take and those to avoid. They will be able to perform certain tasks faster and more accurate than those without experience. The staff should also be creative. Since the aim of the project is to develop larger motorcycles, the staff should be very creative in coming up with designs as well as putting the designs into practice. The project manager should encourage creativity by creating a platform where each member of staff is able to give his or her ideas on the project.

The staff should be dedicated and hard working. Hard work is required to ensure high standards of discipline and work are kept throughout the project. The staff should also be cooperative. They should follow instructions from the project manager as well as the supervisors to ensure smooth flow of the project. They should be open to new ideas in order to come up with a new product that is different from that of any of the competitors (Duncan, 2009).

3. Team-Building Strategies & Their Effects of Productivity

One of the most important team building strategies for the project manager will be selecting the team members. In selecting the team for the project, the project manager should ensure that the employees he selects from the company are paired with peers with whom they work well with. If they are placed with colleagues with whom they do not cooperate well with,

the project will not proceed smoothly. The team should also have the required professional requirements for the project to ensure the success of the project (Cleland & Ireland, 2012).

Objective identification in a team is also very important. The team needs to know why exactly they are working together. The project manager should engage the members of the team in coming up with the objectives of the project. By engaging the team in coming up with the objectives of the project, the team owns the project. As such, they will work hard to ensure that the project is a success. If, on the other hand, objectives are handed down to them from the project manager, the team will feel that they do not own the project. They will not be as passionate about the project as compared to if they had come up with the objectives.

Throughout the duration of the project, there should be clear communication channels. Communication in the team should be open. Any member of the team should be free to approach the project manager and air his views and opinions about the project. Communication is a very important component in the success of any team. Both vertical and horizontal communication should be encouraged. The advantage of effective communication in a team is that the project will run efficiently and the objectives of the project will be achieved in a shorter duration. Lack of proper communication within a team will lead to slow progress of the project as well as wastage of a lot of resources (Duncan, 2009).

The project manager should promote trust among the members of the team. This will promote cohesion among the team members and lead to increased productivity. The project manager can build the trust of the team by holding trust-building events. He can also encourage the team members to form good relationships outside the workplace. This will help the team members to trust each other more.

4. Project Manager's Role &Characteristics

The project manager that this project would require would be one who is in touch with the members of his team. He should exhibit the following traits:

He should be open to the views of his team members. He should listen to the ideas of all the members of the team before making any decision on a matter. This will help to bond the team as well as get the best way of carrying out a task or solving a problem. He has good communication avenues to make sure every member of the team can access him and air his or her opinions of the task or problem. He should also listen to his advisors as well as the directors of the parent company. In coming up with the designs of the motorcycle, he should also listen to the opinions of the public. Listening to the opinions of all the stakeholders will create a good rapport and will eventually lead to the success of the product in the market (Gray et.al, 2011).

The project manager should also be goal driven. He should work towards completing the project in time and successfully. He should encourage his team to focus on the end product and not on the success of activities in the production process. He should encourage his team not to veer off. He should come up with charts to show the progress of the project up to its successful completion (Cleland & Ireland, 2012).

The project manager should lead by example. He should always be on time and participate in the activities of his team. He should not tell the members of his team to do a task that he cannot personally do. He should exhibit high levels of self-discipline throughout the duration of the project. This will serve as an example to his team of what is expected of them. Lastly, he should be ready to sacrifice for the sake of his team. If it means working late, he should work late together with his team so as to eventually complete the project on time (Gray et.al, 2011).

5. Significance of Critical Path & resource Allocation

The critical path in projects is important because it identifies the shortest sequence of activities to take to complete the project in the fastest time possible. The critical path method enables the project manager to diagrammatically represent the different activities in a project. This helps him to have an in-depth understanding of the project. All the activities in the critical path should be completed on time.

Using the critical path, the project manager is also able to predict the time it will take to complete a given activity hence able to give the client a timescale for completion of the project. The critical path also emphasizes the importance of each section and activity is to the whole success of the project. From the critical path, the project manager is able to assign the individual tasks to the capable members of his team (Van Der Merwe, 2012).

6. Costing, Pricing & Work Breakdown Structure

The work breakdown structure is composed of the following elements:

i. **Design of the Motorcycle:** Under this, the design team will come up with various proposed designs for the motorcycle. The whole team will then participate in choosing the best design for the motorcycle.

ii. **Cost Assessment:** This entails cost assessment of the entire project with the chosen design. Factors like time cost of raw materials and labour will be taken into consideration. The data obtained in this cost assessment is important in determining the funding for the project as well as the pricing of the final product.

iii. **Prototype Production:** The manufacturing section will take the designs and come up with prototypes. These prototypes will be assessed for suitability and whether they meet the required standards.

iv. **Pricing Strategy:** Once a suitable prototype is produced, the management team has to decide the suitable price for the product. They consider the materials used in the production, the labour per unit, other resources that have been used in the manufacture and the pricing of similar products in the market.

v. **Closure:** Having finished the steps above, proper documentation of the project is done and the project is closed (Cleland & Ireland, 2012).

References

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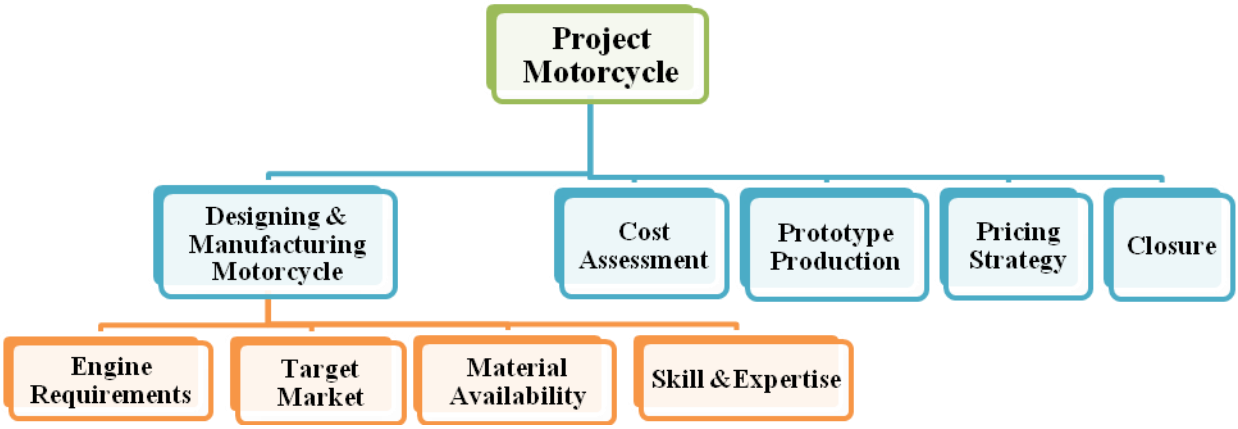
Appendix

7. Work Breakdown Structure



8. Assigned Resources

Crucial Resources Required To Inherit This Project	Basic Parts Required For The Manufacturing Of The Motorcycle
▪ Labor ▪ Electricity ▪ Machinery ▪ Water ▪ Raw Material ▪ Repairs & Maintenance ▪ Painting Machineries ▪ Related Personnel	▪ Fuel Tank ▪ Handle Cover ▪ Clutch Plate Main Stand ▪ Battery Stand ▪ Meter Bracket ▪ Step Bar

9. Gantt Chart

Tasks	Weeks															
	1	3	5	7	9	11	13	15	17	19	21	23	25	27	29	31
Project Planning																
Staffing & Team Building																
Cost Assessment																
Resource Allocation																
Designing Prototype																
Prototype Production																
Costing & Pricing																
Documentation																