Project Plan

Student's Name

Institutional Affiliation:

**Project communication documents**

**Project communication table**

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| **Document** | **Recipients** | **Responsibilities** | **Update frequency** |
| Executive status report | The substantial recipients of the report are the managers, executive officers, the stakeholders, members affected by the project that is the community and the beneficiaries. | The responsibility of the executive officers is to give directives to the junior managing staffs.  The role of the managers is to oversee the employees and the project coordinators.  The stakeholders’ roles are to advice the project team members and the management at all in their legal step up. | The update for frequency should take a period of three months.  The regular frequency of update helps to keep the information and progress of the project being to date and accurate. |
| Risk management document | The recipients of the Risk management document are the technical team, the recovery and rapid response unit, the implementation and reinforcement team. | The responsibilities of the technical team are to do the risk assessment for relevant hazard occurrence.  The responsibility of the recovery and rapid response unit is to act on occurrence of the hazards and helping in managing scenes at the point of occurrence of the hazard.  The implementation team is to reinforce the policy regarding hazard control and prevention | There should be action plans that should be drafted and updated after every 5 years for effective management and risk management. |
| Issue management document | The recipients of the issue of the management document are the senior management team, the government unit responsible and the relevant stakeholders recognized by the organization project scheme of participants. | The responsibility of the senior management is to make internal decisions about the issues.  The government unit is to provide the relevant technical advice and support to the issue for example ministry of environment acting on measures to mitigate climate change effects.  The responsibilities of the stakeholders are to provide legal, formal, technical and financial support for the project and the issue under investigation at large. | The issue management document should be updated frequently as for like a period of 3 years.  The update should take a short time as possible to help incorporate new ideas. |
| Change control document | The change control document should be recipients to the technical manager, the technical support team and the relevant stakeholders for technical analysis. | The responsibilities for the technical managers is to check on the need of the changing technology and need to adopt new techniques.  The technical support team should give technical advice on the impact and necessity of the new technologies to be adopted or implemented  The stakeholders are there to check on the need for the change and the impact to the general public. | The update frequency based on the needs to change on technological issues. Usually after 10 years or more. |
| Project schedule | The recipients for the project schedule are the junior managers, supervisors, the quality control team and the project implementation team | The responsibility of the junior management team is to coordinate responsibilities from the senior managers to the junior staffs like the supervisors.  The responsibility of the supervisor is to oversee the project implementation team.  The implementation team is there to give the real actions to the project down the line in the grassroots. | The update should be done immediately after the intended objectives are implemented. |

Team structure

**project team**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of team** | **Team goals** | **Team leads** | **Team roles** |
| Data collection team | To find out the real data from the field.  To organize data in required format  To interact with the public in order to find views | Supervisor and Quality control persons, Coordinators. | Collecting data  Keeping data collection tools safely.  Ensuring for quality data collection. |
| Editing and Coding team | To key in information collected, edited to the system  To manage the data clarity.  To control error in editing and coding before the key to the system. | ICT manager, general editor, and technical officer. | To increase the level of clarity and accuracy.  To manage high-quality data coding. |

**Team roles and responsibilities**

The roles and responsibilities of the leader or facilitator and the individual members working within the group or team are examined. the word 'role' refers to how a person will behave and what function they will perform within the group as a whole.

**Risks and issues management**

Risk and Issue logs should be living, breathing documents that are tracked, updated, and discussed throughout the project. Effectively managing risks and issues is crucial to your career as a project manager.

**Potential exceptions and problems**

Exceptionhandling is the process of responding to the occurrence, during computation, However, this is sometimes complicated by the semi-predicate problem*,* in which users of the routine need to write superclass of all potentially thrown exceptions.

**Appropriate corrective measures**

Disciplinary measures should be proportional to the seriousness of the offense. The measures taken do not have to be those that the employee requests, as long as they are effective.  Remedial measures should not adversely affect the complainant, and should be designed to put the complainant in the position he or she would have been in had the misconduct not occurred.  The employer should follow up to ensure that the remedial measures were effective.

References

Bangemann, T. O. (2007). *Shared services in finance and accounting*. Aldershot [u.a.: Gower.

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Taylor, B., & Dow, W. (2013). *Project management communications bible*. Hoboken, N.J: Wiley.