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| Course exercise instructions: Project Management and Consulting Practice (37E01500), Fall 2023 |

**The final report consists of the following four parts:**

1. Project charter

2. Project plan

3. Follow up of the project plan and your reflections on the project

4. Consulting proposal for PEFund

Use a word processor, such as MS Word for Parts 1 – 3 and presentation software, such as PowerPoint for Part 4. If needed, you can use text appendixes for the presentation in point 4.

**Length of the report:**

There are no page limits for the report.

Below some approximations for lengths:

Parts 1-3:

* Estimated around 8 - 12 pages

Part 4:

* The consulting proposal should not be less than 8 slides

**Detailed description of the contents**:

1. **Project charter**

Using a text editor such as MS Word, write a brief charter (proposal) for the project you have

chosen. The project charter should include the following parts:

- Project name

- Contact person or project manager and team

- Objectives

* Summarize the project’s objectives (what)

- Problem description

* Motivation for why it is important to set up the project (current problems,

opportunities etc.)

* Information how the project is related to an organization and its environment
* What is aimed to be achieved with the project (on a general level)?

- Approach

* How the project is meant to be conducted: *how* will it achieve its objectives?
* Methods, technical solutions, a progress plan, partners and key stakeholders

- Key results

* The results of the project: product, service, knowledge, know-how, etc.

- The roles and responsibilities of the project workforce

1. **Project plan**

- Describe the overall timetable with the summary tasks either using a Gantt chart or a

network diagram

- Describe the work modules

- Depict the most important tasks and milestones

- Allocate the resources (including yourself as the project manager or staff) to the tasks

1. **Follow up of the project plan and your reflections on the project**

- Report how the project plan was fulfilled

* Time and resources used
* Deviations and their reasons

- The group reflections on the overall project work

1. **Case recommendations**

What are your key insights about the case in a presentation that can be given in 15 minutes? The analysis should include at least (but is not limited to) the following:

* Basic information: team and assignment
* Analysis of the current state of target company market from your point of view
	+ Data sources used
	+ Other material/ findings
	+ Key findings about the markets
* Your rationale for choices presented
* Your recommendations
* Conclusion/ summary
* See EY Parthenon slides for further information!
* Use your imagination in presenting!

Think about this as a 15-minute presentation to management and the supporting materials as things that would be available for those not in your presentation and thus in appendix document, but which provide rationale for your choices.

**INSTRUCTIONS FOR RETURNING THE EXERCISE**

Return the presentation for evaluation and selection for presentation on **Monday 27.11.2023 at 23:39 to the assignment box in MyCourses**.

Return all documents specified in this exercise as one PDF -document and one Presentation at the latest on **Friday** **1.12.2023 at 23:59 to the assignment box** in MyCourses.