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| Course exercise: Project Management and Consulting Practice (37E01500), Spring 2017 |

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

1. Project charter

2. Work Breakdown Structure (WBS) for the project

3. Scheduling and Costs of the project

4. Consulting proposal for **Palvelukeskus Helsinki**

Use Microsoft Project 2016 to complete the report. Resource planning, WBS and costs can be exported from Project in Excel or PDF –format.

**Length of the report:**

There are no page limits for the report.

Below some approximations for lengths:

Parts 1-3:

* Depends on the amount of pages you export from MS Project and the amount of explaining you want to include within and between the exported documents (estimated around 10 pages)

Part 4:

* The consulting proposal should not be less than 5 pages (estimated at approximately 10 pages)

The overall length of the report will most likely be 20 +/-5 pages

**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. **Work Breakdown Structure (WBS) for the project**

- Plan the summary tasks and the most important milestones for the project

- Obey the following instructions for WBS planning:

* Each task should form a distinct output towards accomplishing the project’s objectives
* Lowest level tasks should not exceed ten (10) working days or two (2) calendar

weeks

1. **Project scheduling and resource planning**

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

network diagram

* Describe at least the first phase of the project so that it is divided into detailed work packages

- Depict the most important dependencies between tasks and milestones

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

- Obey the following rule for scheduling and resource planning:

* No task should exceed over 50% of any person’s capacity (= workload max 50% of

calendar time)

- Find the critical path (using ‘Tracking Gantt’) for your project.

**Cost management of the project**

- Define the resource type for each project resource. Use different types (work, material,

cost)

- Define fixed costs at least for one task of the project

- Define personnel costs for the resources you have described earlier. Define both the base

salary and costs for overtime work

* Print the budget for your project
* Based on the budget make a proposal for total cost of your consulting project

- Print the Earned Value report (and Earned Value Over Time report) you did during the MS project exercises. See further details from this document <https://mycourses.aalto.fi/pluginfile.php/153169/mod_resource/content/4/Assignment%20instructions.pdf> )

1. **Case**

Based on the material you got from the Palvelukeskus Helsinki, what are your key insights about them? The analysis should include at least (but is not limited to) the following:

* Analysis of the current state of **Palvelukeskus Helsinki** from your point of view on digitalization
	+ Web site
	+ Other material/ findings
* Ideas about how to develop their digital strategy
* Your recommendations for Palvelukeskus Helsinki
* Conclusion/ summary

**Reflection**

Your comments on the course and the exercise (if you have not included these in your final learning diary).

**INSTRUCTIONS FOR RETURNING THE EXERCISE**

Return all documents specified in this exercise as one PDF -document at the latest on Monday **10.6.2019 at 12 o’clock to the assignment box in** MyCourses.