

Project Structure

Point 2.1. – 2.4 of the project template



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Project Management

Seminar Outline



- The seminar will be delivered through MS Team - sharing all tutor's material for the seminar
 - Main communication with remote students will be through MS Teams
 - Using whiteboard for working as a class together
 - Using MS Teams breakout rooms and whiteboard for team work on projects. The tutor will visit each breakout room for check up and for feedback during the group work
 - Using Vevox for recap
 - Any questions and discussions will also be carried out through MS Teams
-

Content



1. **PART** (30 min.)

- Feedback on section 1.6 Logical Framework Matrix, check if the group completed the section from previous seminar (10mins according to the size of the class)
- Working in project teams on section 2.1 and 2.2. (20mins)

2. **PART** (55 min.)

- Working together with the tutor - Decision making process (15mins)
- Working in project teams on section 2.3 Variants (solution options) - 2.3.1. Do nothing - the current situation, 2.3.2. Doing a minimum - minimal change, 2.3.3. Do something (30mins)
- Working in project teams on section 2.4 Expected disadvantages (10mins)

• **3. PART** (5 min.)

- Vevox quiz (5mins)
 - There will be feedback as needed during the time of the groups working on each section of their project and according to the needs of each group/students)
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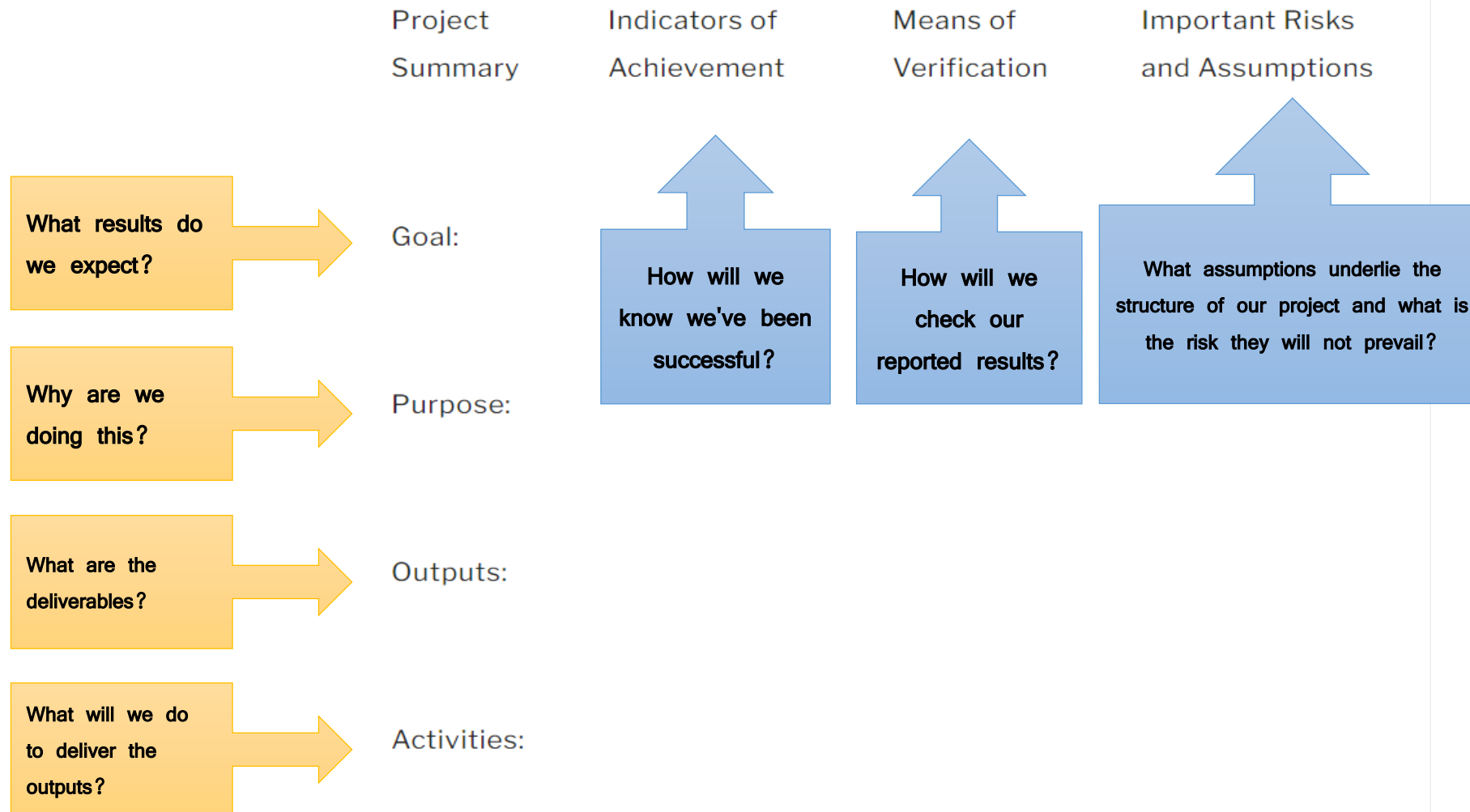
Learning and practice objectives



On the end of this seminar, you should be able to:

- highlight the benefits and ROI of your project,
 - what are the reasons to implement the project,
 - identify options of your project and justify why doing your project will bring incremental change,
 - explain what are the disadvantages of the chosen option.
-

Feedback, answering any questions, and discussion on section 1.6. LFM



Working in project groups Project Structure – Section 2.1-2.2



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2. Project structure (Business Case)

- 2.1. Managerial Summary - Highlights key points that should include important benefits and return on investment
 - 2.2. Reasons for the project - explains the reasons for the implementation of the project, and how the project can achieve business strategies and goals
-

Working together with the tutor Decision-making process



Step 1: Identify the decision

- You realize that you need to make a decision.
- Try to clearly define the nature of the decision you must make.
- This first step is very important.

Step 2: Gather relevant information

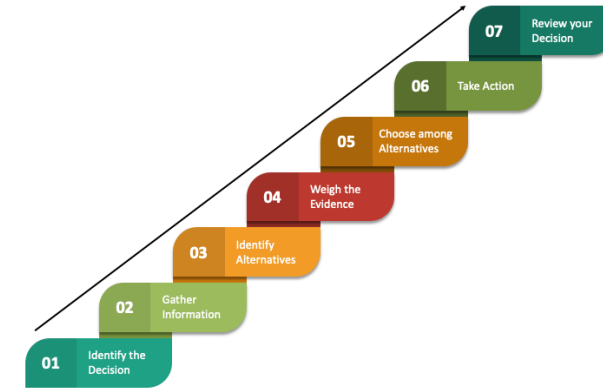
- Collect some pertinent information before you make your decision: what information is needed, the best sources of information, and how to get it. This step involves both internal and external “work.” Some information is internal: you’ll seek it through a process of self-assessment. Other information is external: you’ll find it online, in books, from other people, and from other sources.

Step 3: Identify the alternatives

- As you collect information, you will probably identify several possible paths of action, or alternatives. You can also use your imagination and additional information to construct new alternatives. In this step, you will list all possible and desirable alternatives.

EFFECTIVE DECISION MAKING

7 Steps to Effective Decision making

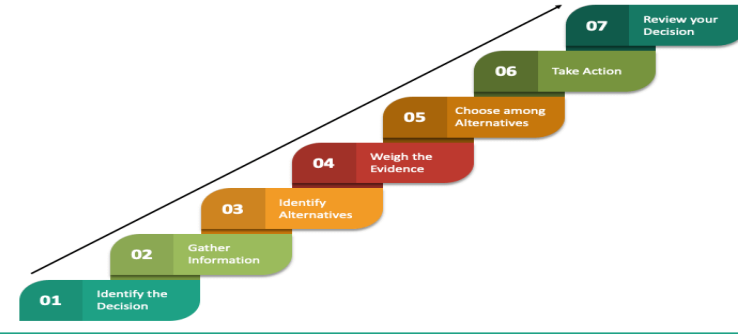


Working together with the tutor Decision-making process



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EFFECTIVE DECISION MAKING 7 Steps to Effective Decision making



Step 4: Weigh the evidence

Draw on your information and emotions to imagine what it would be like if you carried out each of the alternatives to the end. Evaluate whether the need identified in Step 1 would be met or resolved through the use of each alternative. As you go through this difficult internal process, you'll begin to favor certain alternatives: those that seem to have a higher potential for reaching your goal. Finally, place the alternatives in a priority order, based upon your own value system.

Example of the evaluation criteria (basic PROS and CONS with values on the scale can be used) or financial indicators - ROA, ROE, ROS; payback period, CBA analysis, etc.)

Step 5: Choose among alternatives

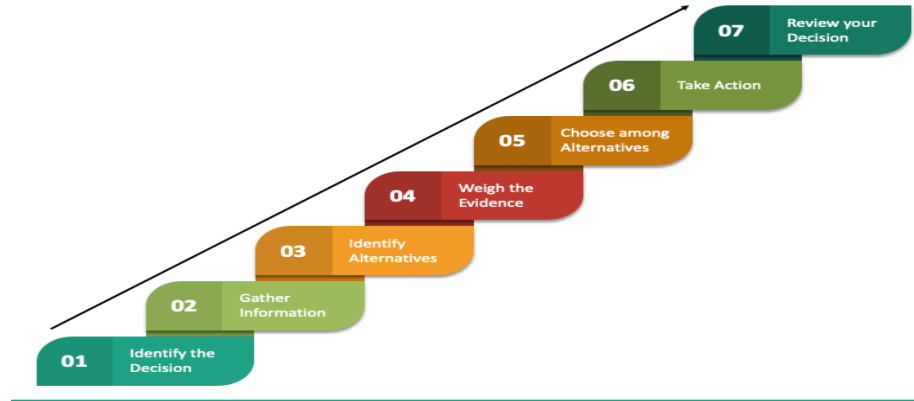
Once you have weighed all the evidence, you are ready to select the alternative that seems to be best one for you. You may even choose a combination of alternatives. Your choice in Step 5 may very likely be the same or similar to the alternative you placed at the top of your list at the end of Step 4.

Working together with the tutor Decision-making process



EFFECTIVE DECISION MAKING

7 Steps to Effective Decision making



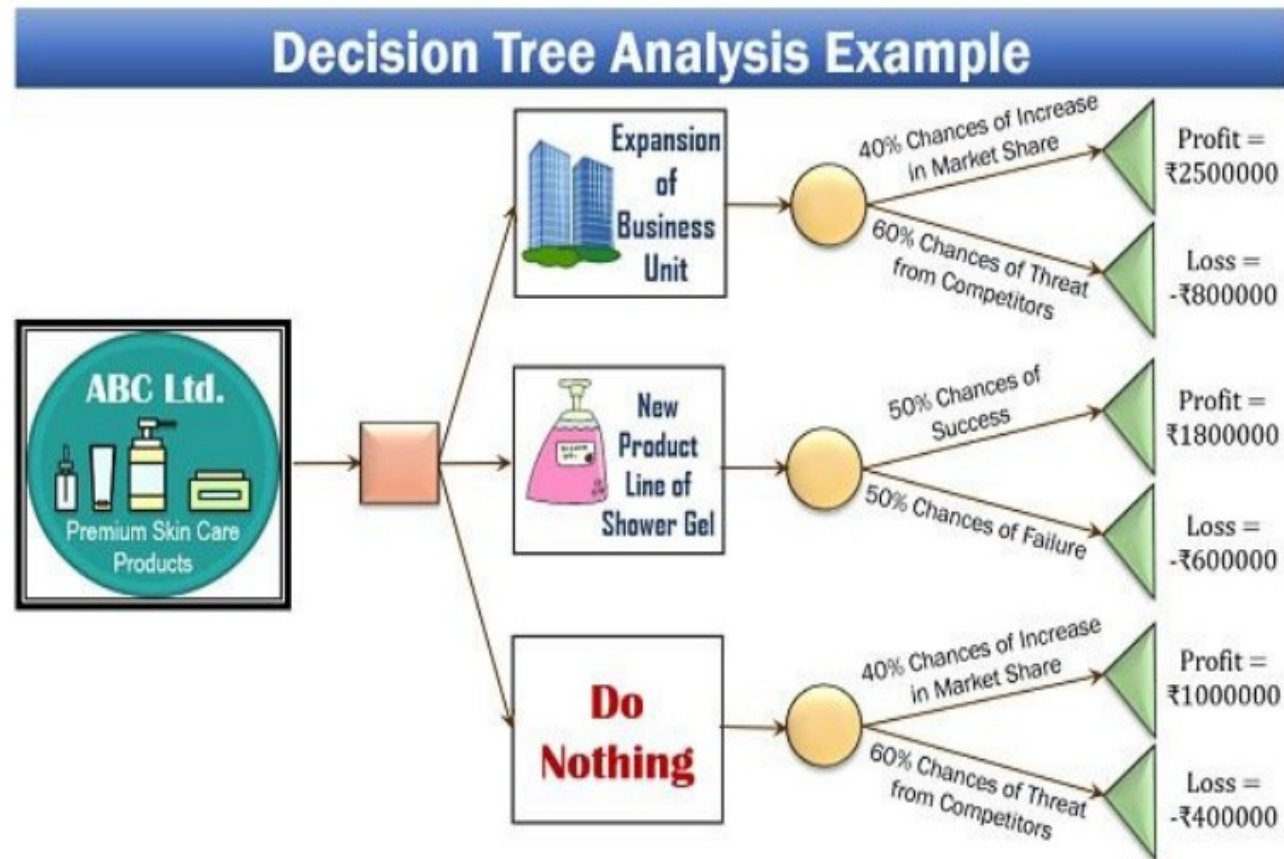
Step 6: Take action

You're now ready to take some positive action by beginning to implement the alternative you chose in Step 5.

Step 7: Review your decision & its consequences

In this final step, consider the results of your decision and evaluate whether or not it has resolved the need you identified in Step 1. If the decision has not met the identified need, you may want to repeat certain steps of the process to make a new decision. For example, you might want to gather more detailed or somewhat different information or explore additional alternatives.

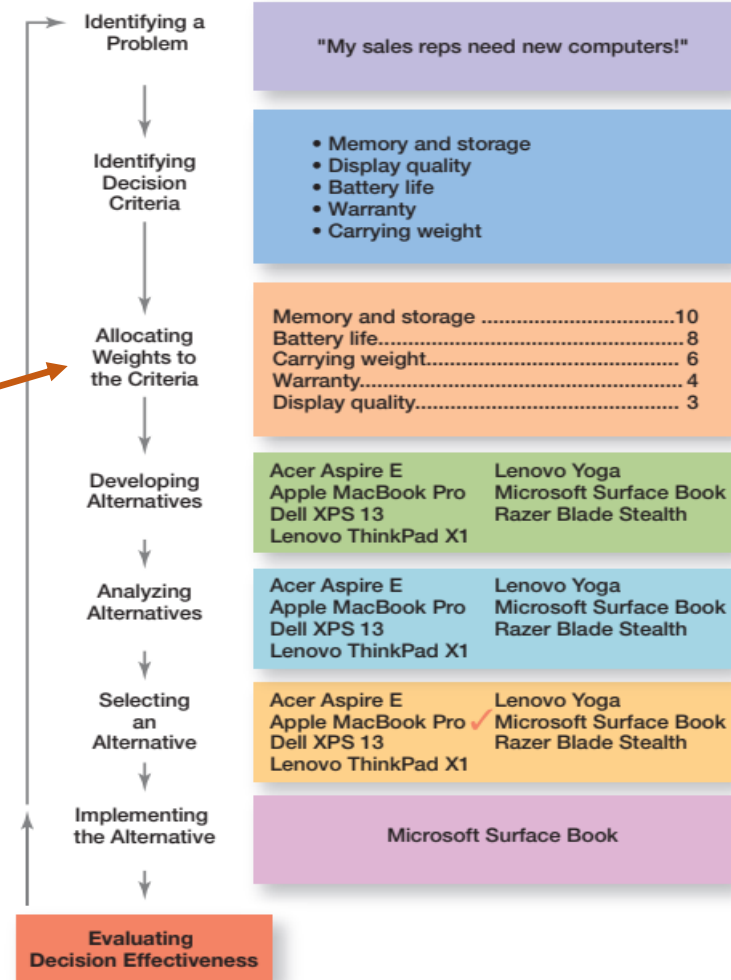
Working together with the tutor Decision-making tree



Working together with the tutor Decision-making matrix



Weight assigned according to importance of the decision criteria



Working together with the tutor Decision-making matrix



Giving points to each criteria according to what do you think is better quality/performance/etc. for each alternative

Alternatives	Criteria				
	Memory and Storage	Battery Life	Carrying Weight	Warranty	Display Quality
Acer Aspire E	10	3	10	8	5
Apple MacBook Pro	8	5	7	10	10
Dell XPS 13	8	7	7	8	7
Lenovo ThinkPad	7	8	7	8	7
Lenovo Yoga	8	3	6	10	8
Microsoft Surface Book	10	7	8	6	7
Razer Blade Stealth	4	10	4	8	10

Working together with the tutor Decision-making matrix



	Memory and Storage	Battery Life	Carrying Weight	Warranty	Display Quality	Total
Acer Aspire E	100	24	60	32	15	231
Apple MacBook Pro	80	40	42	40	30	232
Dell XPS 13	80	56	42	32	21	231
Lenovo ThinkPad	70	64	42	32	21	229
Lenovo Yoga	80	24	36	40	24	204
Microsoft Surface Book	100	56	48	24	21	249
Razer Blade Stealth	40	80	24	32	30	206

Total = points from previous table x assigned weight according to importance
The highest score in the total column is the most favourable option.

Working in project groups - Project Structure – Section 2.3



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- 2.3. Variants (solution options) - listing options such as doing nothing / doing a minimum / doing something. State the rationale and implications of each option.
 - 2.3.1. Do nothing - the current situation
 - 2.3.2. Doing a minimum - minimal change
 - 2.3.3. Do something - a fundamental change that will be addressed by the project
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2.4. Expected disadvantages - characteristics / results that one or more stakeholders perceive as negative. These are not risks, but negative characteristics associated with the option / variant.




Vevox questions

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148-602-916



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WHAT ARE THE REASONS TO IMPLEMENT YOUR... 1/3

RE-OPEN