QUAL11021
Projects in Practice

Coursework Assignment - Part B

Advice from the Experts: Hints and Tips for the Entrepreneurial Student

Word Count

Final Report: 989
Technology Report: 198

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1. Gantt Charts Project Monitoring and Control

1.1 Baseline Gantt Chart, Network Diagram and Comments

	Tas Mc	Task Name	Type	Duration	Work	Start	Finish	Pr	Resource Names	Cost
1		**Project - Video Information Document**	**Fixed Duration**	**45 days**	**128.9 hrs**	**Mon 19/10/20**	**Fri 18/12/20**			**£2,434.00**
2		**Initiation**	**Fixed Durati**	**21 days**	**22.4 hrs**	**Mon 19/10/:**	**Mon 16/11/2(**			**£589.00**
3		Meeting	Fixed Durati	0 days	0 hrs	Mon 19/10/2	Mon 19/10/2(		Project team	£0.00
4		Project proposal	Fixed Durati	4 days	8 hrs	Mon 19/10/2	Thu 22/10/20	3	Project team	£240.00
5		**Approval preparation**	**Fixed Durati**	**17 days**	**14.4 hrs**	**Fri 23/10/20**	**Mon 16/11/2(**			**£349.00**
6		Write Plain Language Statement and Consent Form	Fixed Duration	1 day	8 hrs	Fri 23/10/20	Fri 23/10/20	4	Project team	£240.00
7		Write questions	Fixed Durati	1 day	2 hrs	Mon 26/10/2	Mon 26/10/2(	6	Project team	£60.00
8		Meet supervisor for project approval	Fixed Duration	1 day	1 hr	Tue 27/10/20	Tue 27/10/20	7	Project team, Stakeholder	£15.00
9		Send Plain Language Statement and Consent Form to Ethics Committee for Approval	Fixed Duration	6 days	2.4 hrs	Wed 28/10/20	Wed 04/11/20	8	Faizan[5%]	£24.00
10		Receive go ahead from committee	Fixed Duration	8 days	1 hr	Thu 05/11/20	Mon 16/11/20	9	Faizan	£10.00
11		**Execution**	**Fixed Durati**	**37 days**	**106 hrs**	**Wed 28/10/:**	**Thu 17/12/20**			**£1,830.00**
12		**Client**	**Fixed Durati**	**2 days**	**1 hr**	**Wed 28/10/:**	**Thu 29/10/20**			**£10.00**
13		Email contact to discuss project	Fixed Duration	2 days	1 hr	Wed 28/10/20	Thu 29/10/20	8	Sarah	£10.00
14		Meet client	Fixed Durati	0 days	0 hrs	Thu 29/10/2(	Thu 29/10/20	13	Sarah	£0.00
15		**Participants**	**Fixed Durati**	**23 days**	**17 hrs**	**Wed 28/10/:**	**Fri 27/11/20**			**£630.00**
16		Collate database of potential participants	Fixed Duration	3 days	8 hrs	Wed 28/10/20	Fri 30/10/20	8	Project team[50%]	£240.00
17		Contact potential participants and secure	Fixed Duration	10 days	6 hrs	Mon 02/11/20	Fri 13/11/20	16	Faizan[23%], Louise[23%], Sarah [23%]	£60.00
18		Send Plain Language Statement and Consent Form	Fixed Duration	0 days	0 hrs	Mon 16/11/20	Mon 16/11/20	17,1	Faizan	£0.00
19		Send questions	Fixed Durati	1 day	0 hrs	Mon 16/11/2	Tue 17/11/20	18	Project team	£0.00
20		Receive permission forms, text and videos	Fixed Duration	8 days	0 hrs	Tue 17/11/20	Fri 27/11/20	18,1	Faizan	£0.00
21		Liaise with and support participants	Fixed Duration	7 days	3 hrs	Wed 18/11/20	Thu 26/11/20	18,1	Faizan[5%], Louise[5%],Sa	£30.00
22		Pay participants	Fixed Units	0 days	0 hrs	Fri 27/11/20	Fri 27/11/20	20,2	Participant 1,P	£300.00
23		**Document**	**Fixed Durati**	**13 days**	**70 hrs**	**Wed 18/11/:**	**Fri 04/12/20**			**£980.00**
24		Collate extra sources of business start-up information	Fixed Duration	5 days	10 hrs	Wed 18/11/20	Tue 24/11/20	19	Project team	£300.00
25		Edit videos	Fixed Durati	3 days	24 hrs	Mon 30/11/2	Wed 02/12/2(	20	Sarah	£240.00
26		Design the document	Fixed Durati	3 days	24 hrs	Mon 30/11/2	Wed 02/12/2(	20	Faizan	£240.00
27		Import text and videos to document	Fixed Duration	1 day	8 hrs	Thu 03/12/20	Thu 03/12/20	26,2	Sarah ,Faizan	£80.00
28		Proof-read document and edit changes	Fixed Duration	1 day	4 hrs	Fri 04/12/20	Fri 04/12/20	27	Project team	£120.00
29		Save in format	Fixed Durati	0 days	0 hrs	Fri 04/12/20	Fri 04/12/20	28	Faizan	£0.00
30		**Release**	**Fixed Durati**	**1 day**	**8 hrs**	**Fri 04/12/20**	**Mon 07/12/2(**			**£0.00**
31		Document handover meeting	Fixed Duration	0 days	0 hrs	Fri 04/12/20	Fri 04/12/20	29	Sarah	£0.00
32		Upload to Website	Fixed Durati	1 day	8 hrs	Mon 07/12/2	Mon 07/12/2(	31	Client	£0.00
33		**Marketing**	**Fixed Durati**	**8 days**	**10 hrs**	**Tue 08/12/2(**	**Thu 17/12/20**			**£210.00**
34		Post link on social media	Fixed Duration	7 days	3 hrs	Tue 08/12/20	Wed 16/12/20	32	Project team	£90.00
35		Post release on UWS website	Fixed Duration	7 days	1 hr	Tue 08/12/20	Wed 16/12/20	32	Client	£0.00
36		Contact other website outlets	Fixed Duration	7 days	3 hrs	Tue 08/12/20	Wed 16/12/20	32	Louise	£30.00
37		Collect data	Fixed Durati	1 day	3 hrs	Thu 17/12/2(	Thu 17/12/20	36,3	Project team	£90.00
38		**Project finish**	**Fixed Durati**	**1 day**	**0.5 hrs**	**Fri 18/12/20**	**Fri 18/12/20**			**£15.00**
39		Send thank you email to participants	Fixed Duration	1 day	0.5 hrs	Fri 18/12/20	Fri 18/12/20	37,2	Project team	£15.00
40		Closure meeting	Fixed Units	0 days	0 hrs	Fri 18/12/20	Fri 18/12/20	39	Project team	£0.00

Gantt Chart Baseline

	Tas Mc	Task Name	Duration	Work	Start	Finish	Pr
1		**Project - Video Information Document**	**45 days**	**128.9 hrs**	**Mon 19/10/20**	**Fri 18/12/20**	
2		**Initiation**	**21 days**	**22.4 hrs**	**Mon 19/10/2**	**Mon 16/11/2(**	
3		Meeting	0 days	0 hrs	Mon 19/10/2	Mon 19/10/2(	
4		Project proposal	4 days	8 hrs	Mon 19/10/2	Thu 22/10/20	3
5		**Approval preparation**	**17 days**	**14.4 hrs**	**Fri 23/10/20**	**Mon 16/11/2(**	
6		Write Plain Language Statement and Consent Form	1 day	8 hrs	Fri 23/10/20	Fri 23/10/20	4
7		Write questions	1 day	2 hrs	Mon 26/10/2	Mon 26/10/2(	6
8		Meet supervisor for project approval	1 day	1 hr	Tue 27/10/20	Tue 27/10/20	7
9		Send Plain Language Statement and Consent Form to Ethics Committee for Approval	6 days	2.4 hrs	Wed 28/10/20	Wed 04/11/20	8
10		Receive go ahead from committee	8 days	1 hr	Thu 05/11/20	Mon 16/11/20	9
11		**Execution**	**37 days**	**106 hrs**	**Wed 28/10/.**	**Thu 17/12/20**	
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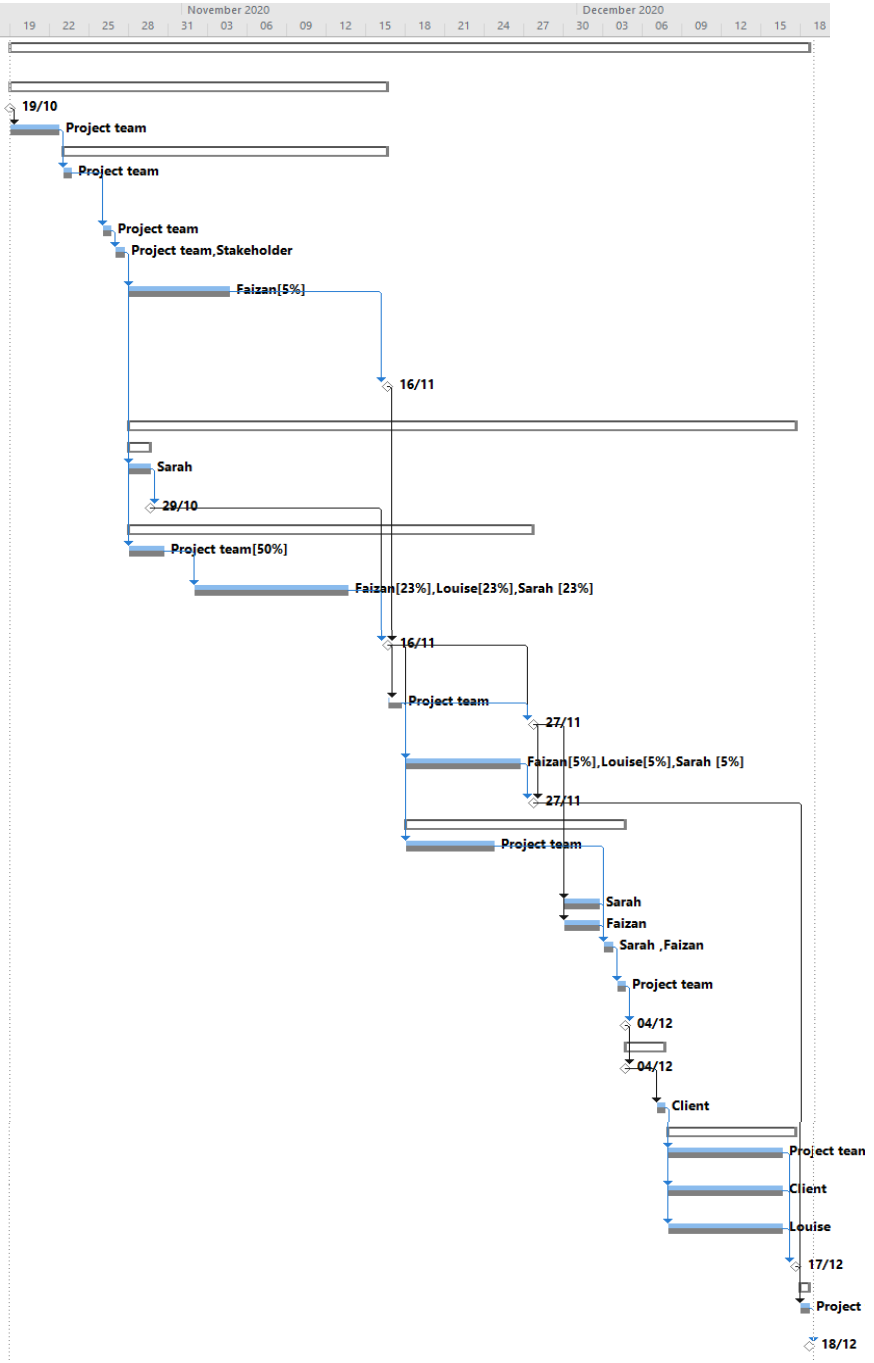
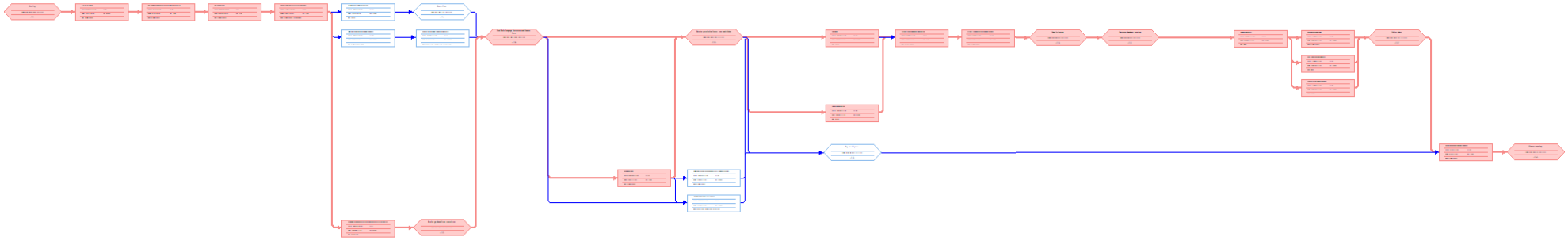
13		Email contact to discuss project	2 days	1 hr	Wed 28/10/20	Thu 29/10/20	8
14		Meet client	0 days	0 hrs	Thu 29/10/2(	Thu 29/10/20	13
15		**Participants**	**23 days**	**17 hrs**	**Wed 28/10/.**	**Fri 27/11/20**	
16		Collate database of potential participants	3 days	8 hrs	Wed 28/10/20	Fri 30/10/20	8
17		Contact potential participants and secure	10 days	6 hrs	Mon 02/11/20	Fri 13/11/20	16
18		Send Plain Language Statement and Consent Form	0 days	0 hrs	Mon 16/11/20	Mon 16/11/20	17,1
19		Send questions	1 day	0 hrs	Mon 16/11/2	Tue 17/11/20	18
20		Receive permission forms, text and videos	8 days	0 hrs	Tue 17/11/20	Fri 27/11/20	18,1
21		Liaise with and support participants	7 days	3 hrs	Wed 18/11/20	Thu 26/11/20	18,1
22		Pay participants	0 days	0 hrs	Fri 27/11/20	Fri 27/11/20	20,2
23		**Document**	**13 days**	**70 hrs**	**Wed 18/11/.**	**Fri 04/12/20**	
24		Collate extra sources of business start-up information	5 days	10 hrs	Wed 18/11/20	Tue 24/11/20	19
25		Edit videos	3 days	24 hrs	Mon 30/11/2	Wed 02/12/2(	20
26		Design the document	3 days	24 hrs	Mon 30/11/2	Wed 02/12/2(	20
27		Import text and videos to document	1 day	8 hrs	Thu 03/12/20	Thu 03/12/20	26,2
28		Proof-read document and edit changes	1 day	4 hrs	Fri 04/12/20	Fri 04/12/20	27
29		Save in format	0 days	0 hrs	Fri 04/12/20	Fri 04/12/20	28
30		**Release**	**1 day**	**8 hrs**	**Fri 04/12/20**	**Mon 07/12/2(**	
31		Document handover meeting	0 days	0 hrs	Fri 04/12/20	Fri 04/12/20	29
32		Upload to Website	1 day	8 hrs	Mon 07/12/2	Mon 07/12/2(	31
33		**Marketing**	**8 days**	**10 hrs**	**Tue 08/12/2(**	**Thu 17/12/20**	
34		Post link on social media	7 days	3 hrs	Tue 08/12/20	Wed 16/12/20	32
35		Post release on UWS website	7 days	1 hr	Tue 08/12/20	Wed 16/12/20	32
36		Contact other website outlets	7 days	3 hrs	Tue 08/12/20	Wed 16/12/20	32
37		Collect data	1 day	3 hrs	Thu 17/12/2(	Thu 17/12/20	36,3
38		**Project finish**	**1 day**	**0.5 hrs**	**Fri 18/12/20**	**Fri 18/12/20**	
39		Send thank you email to participants	1 day	0.5 hrs	Fri 18/12/20	Fri 18/12/20	37,2
40		Closure meeting	0 days	0 hrs	Fri 18/12/20	Fri 18/12/20	39



Gantt Chart Baseline Network Diagram



Comments

The baseline Gantt chart schedule was set to a default start time of 09:00 and default end time of 18:00, 8 working hours per day and 1 hour break, 40 hours per week and a week start date of Monday. After learning more about network diagrams in lectures, the predecessors from the Gantt chart in Assignment Part A were updated to allow the network diagram to have one start point and one end point and highlighting a critical path in the network diagram.

1.2 Update 1 - Gantt Chart, Network Diagram and Comments

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4	✓		Project proposal	Fixed Durati	4 days	8 hrs	Mon 19/10/2	Thu 22/10/20	3		£240.00
5	✓		**Approval preparation**	**Fixed Durati**	**17 days**	**14.4 hrs**	**Fri 23/10/20**	**Mon 16/11/2(**			**£349.00**
6	✓		Write Plain Language Statement and Consent Form	Fixed Duration	1 day	8 hrs	Fri 23/10/20	Fri 23/10/20	4		£240.00
7	✓		Write questions	Fixed Durati	1 day	2 hrs	Mon 26/10/2	Mon 26/10/2(	6		£60.00
8	✓		Meet supervisor for project approval	Fixed Duration	1 day	1 hr	Tue 27/10/20	Tue 27/10/20	7		£15.00
9	✓		Send Plain Language Statement and Consent Form to Ethics Committee for Approval	Fixed Duration	6 days	2.4 hrs	Wed 28/10/20	Wed 04/11/20	8		£24.00
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15			**Participants**	**Fixed Durati**	**23 days**	**17 hrs**	**Wed 28/10/:**	**Fri 27/11/20**			**£630.00**
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17	✓		Contact potential participants and secure	Fixed Duration	10 days	4 hrs	Mon 02/11/20	Fri 13/11/20	16		£40.00
18	✓		Send Plain Language Statement and Consent Form	Fixed Duration	0 days	0 hrs	Mon 16/11/20	Mon 16/11/20	17,1		£0.00
19	✓		Send questions	Fixed Durati	1 day	0 hrs	Mon 16/11/2	Tue 17/11/20	18		£0.00
20			Find new participant	Fixed Units	1 day	2 hrs	Thu 26/11/2(	Fri 27/11/20	19		£20.00
21			Receive permission forms, text and videos	Fixed Duration	8 days	0 hrs	Tue 17/11/20	Fri 27/11/20	18,1		£0.00
22			Liaise with and support participants	Fixed Duration	7 days	3 hrs	Wed 18/11/20	Thu 26/11/20	18,1		£30.00
23			Pay participants	Fixed Units	0 days	0 hrs	Fri 27/11/20	Fri 27/11/20	21,2		£300.00
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39			**Project finish**	**Fixed Durati**	**1 day**	**0.5 hrs**	**Fri 18/12/20**	**Fri 18/12/20**			**£15.00**
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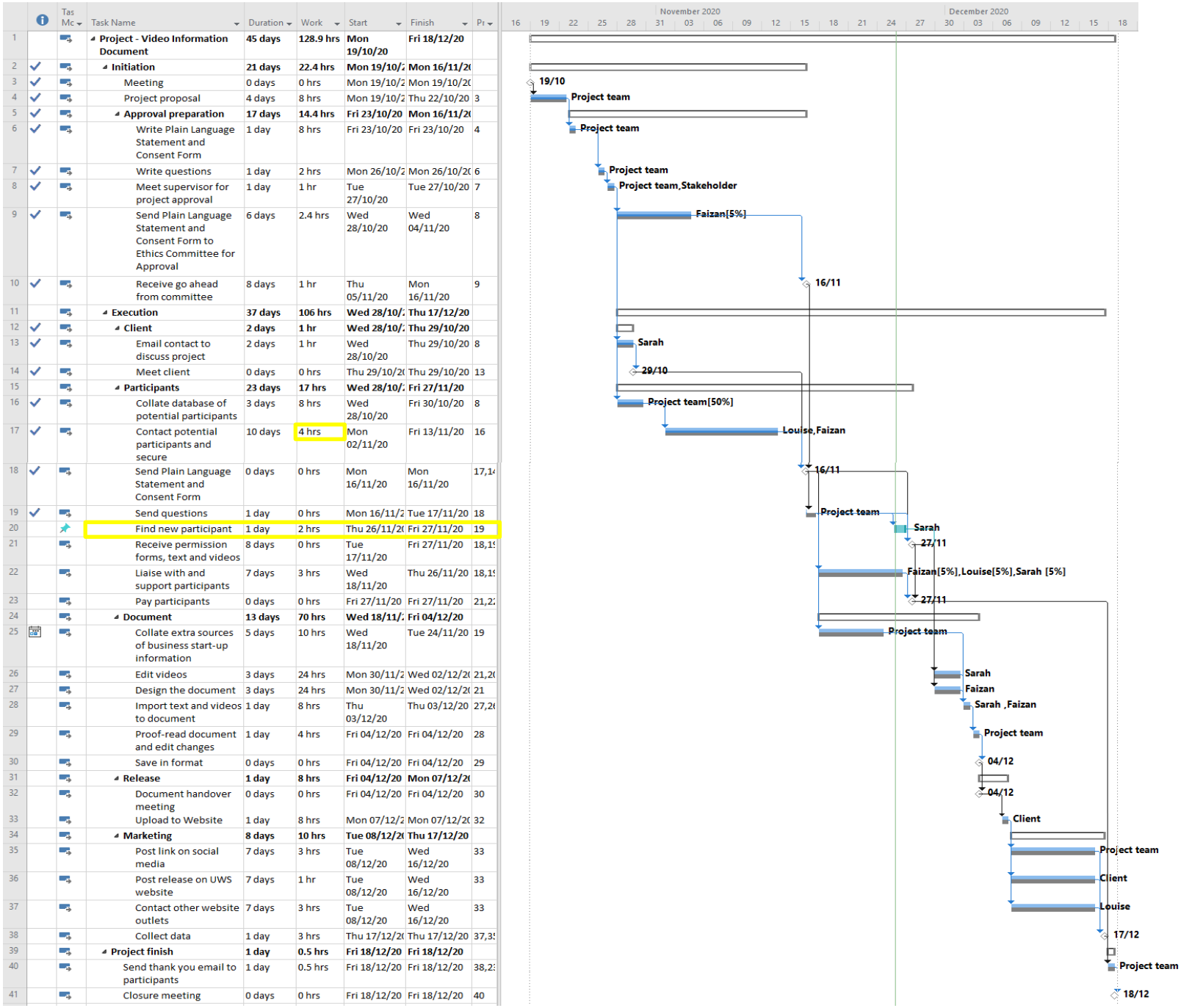
41			Closure meeting	Fixed Units	0 days	0 hrs	Fri 18/12/20	Fri 18/12/20	40		£0.00

Gantt Chart Update 1

Green vertical line on Gantt chart indicates current project date.

Yellow boxes indicate new changes to the Gantt chart from the previous Gantt chart update during the project execution.



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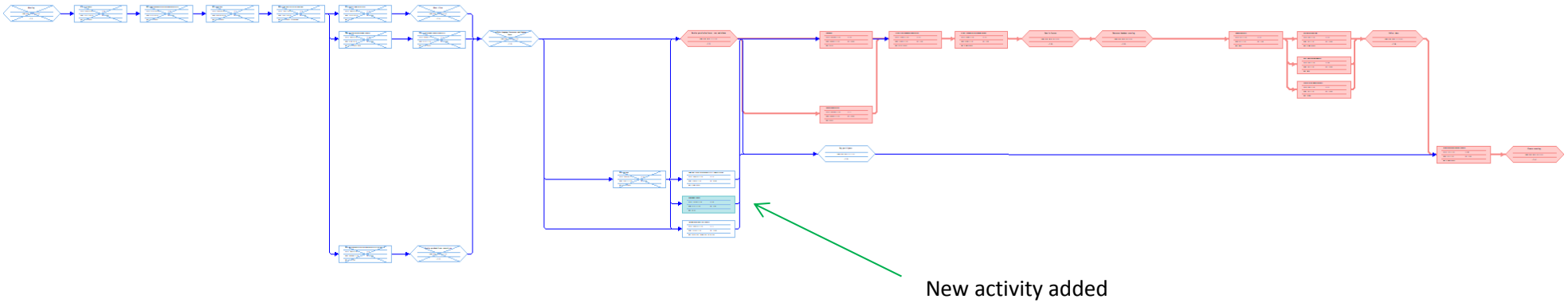
41		Closure meeting	0 days	0 hrs	Fri 18/12/20	Fri 18/12/20	40

Gantt Chart Update 1 Network Diagram



Comments

ID 17 – Contacting and securing participants took 4 hours instead of the scheduled 6 hours, resulting in a deduction of 2 hours in the schedule and a saving of £20.

ID 20 – New activity added – "Find New Participant" – A participant dropped out a day before video submissions were due. This additional activity took 2 hours over a day resulting in a £20 increase. This cancelled out the saving from ID17 above. The additional activity did not impact the schedule as the other videos can be edited while waiting on the submission of the new participant's video. New activity appeared in the network diagram and there are no hanging tasks and critical path is still intact.

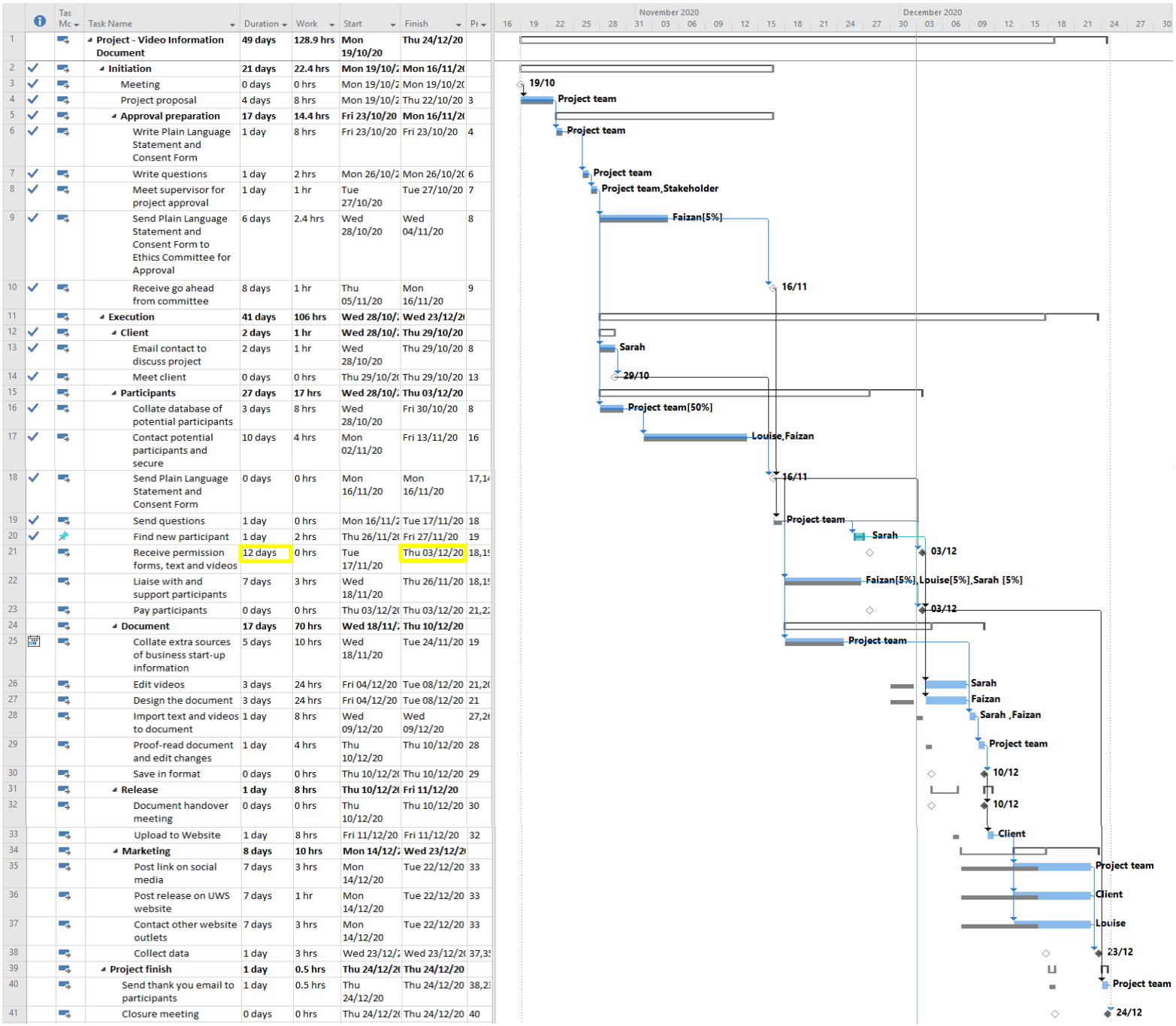
1.3 Update 2 - Gantt Chart, Network Diagram and Comments

		Tas Mc	Task Name	Type	Duration	Work	Start	Finish	Pr	Resource Names	Cost
1			**Project - Video Information Document**	**Fixed Duration**	**49 days**	**128.9 hrs**	**Mon 19/10/20**	**Thu 24/12/20**			**£2,434.00**
2	✓		**Initiation**	**Fixed Durati**	**21 days**	**22.4 hrs**	**Mon 19/10/2**	**Mon 16/11/2(**			**£589.00**
3	✓		Meeting	Fixed Durati	0 days	0 hrs	Mon 19/10/2	Mon 19/10/2(			£0.00
4	✓		Project proposal	Fixed Durati	4 days	8 hrs	Mon 19/10/2	Thu 22/10/20	3		£240.00
5	✓		**Approval preparation**	**Fixed Durati**	**17 days**	**14.4 hrs**	**Fri 23/10/20**	**Mon 16/11/2(**			**£349.00**
6	✓		Write Plain Language Statement and Consent Form	Fixed Duration	1 day	8 hrs	Fri 23/10/20	Fri 23/10/20	4		£240.00
7	✓		Write questions	Fixed Durati	1 day	2 hrs	Mon 26/10/2	Mon 26/10/2(	6		£60.00
8	✓		Meet supervisor for project approval	Fixed Duration	1 day	1 hr	Tue 27/10/20	Tue 27/10/20	7		£15.00
9	✓		Send Plain Language Statement and Consent Form to Ethics Committee for Approval	Fixed Duration	6 days	2.4 hrs	Wed 28/10/20	Wed 04/11/20	8		£24.00
10	✓		Receive go ahead from committee	Fixed Duration	8 days	1 hr	Thu 05/11/20	Mon 16/11/20	9		£10.00
11			**Execution**	**Fixed Durati**	**41 days**	**106 hrs**	**Wed 28/10/2**	**Wed 23/12/2(**			**£1,830.00**
12	✓		**Client**	**Fixed Durati**	**2 days**	**1 hr**	**Wed 28/10/2**	**Thu 29/10/20**			**£10.00**
13	✓		Email contact to discuss project	Fixed Duration	2 days	1 hr	Wed 28/10/20	Thu 29/10/20	8		£10.00
14	✓		Meet client	Fixed Durati	0 days	0 hrs	Thu 29/10/2(	Thu 29/10/20	13		£0.00
15			**Participants**	**Fixed Durati**	**27 days**	**17 hrs**	**Wed 28/10/2**	**Thu 03/12/20**			**£630.00**
16	✓		Collate database of potential participants	Fixed Duration	3 days	8 hrs	Wed 28/10/20	Fri 30/10/20	8		£240.00
17	✓		Contact potential participants and secure	Fixed Duration	10 days	4 hrs	Mon 02/11/20	Fri 13/11/20	16		£40.00
18	✓		Send Plain Language Statement and Consent Form	Fixed Duration	0 days	0 hrs	Mon 16/11/20	Mon 16/11/20	17,14		£0.00
19	✓		Send questions	Fixed Durati	1 day	0 hrs	Mon 16/11/2	Tue 17/11/20	18		£0.00
20	✓		Find new participant	Fixed Units	1 day	2 hrs	Thu 26/11/2(	Fri 27/11/20	19		£20.00
21			Receive permission forms, text and videos	Fixed Duration	12 days	0 hrs	Tue 17/11/20	Thu 03/12/20	18,19		£0.00
22			Liaise with and support participants	Fixed Duration	7 days	3 hrs	Wed 18/11/20	Thu 26/11/20	18,19		£30.00
23			Pay participants	Fixed Units	0 days	0 hrs	Thu 03/12/2(	Thu 03/12/20	21,22		£300.00
24			**Document**	**Fixed Durati**	**17 days**	**70 hrs**	**Wed 18/11/2**	**Thu 10/12/20**			**£980.00**
25			Collate extra sources of business start-up information	Fixed Duration	5 days	10 hrs	Wed 18/11/20	Tue 24/11/20	19		£300.00
26			Edit videos	Fixed Durati	3 days	24 hrs	Fri 04/12/20	Tue 08/12/20	21,2(		£240.00
27			Design the document	Fixed Durati	3 days	24 hrs	Fri 04/12/20	Tue 08/12/20	21		£240.00
28			Import text and videos to document	Fixed Duration	1 day	8 hrs	Wed 09/12/20	Wed 09/12/20	27,2(		£80.00
29			Proof-read document and edit changes	Fixed Duration	1 day	4 hrs	Thu 10/12/20	Thu 10/12/20	28		£120.00
30			Save in format	Fixed Durati	0 days	0 hrs	Thu 10/12/2(	Thu 10/12/20	29		£0.00
31			**Release**	**Fixed Durati**	**1 day**	**8 hrs**	**Thu 10/12/2(**	**Fri 11/12/20**			**£0.00**
32			Document handover meeting	Fixed Duration	0 days	0 hrs	Thu 10/12/20	Thu 10/12/20	30		£0.00
33			Upload to Website	Fixed Durati	1 day	8 hrs	Fri 11/12/20	Fri 11/12/20	32		£0.00
34			**Marketing**	**Fixed Durati**	**8 days**	**10 hrs**	**Mon 14/12/2**	**Wed 23/12/2(**			**£210.00**
35			Post link on social media	Fixed Duration	7 days	3 hrs	Mon 14/12/20	Tue 22/12/20	33		£90.00
36			Post release on UWS website	Fixed Duration	7 days	1 hr	Mon 14/12/20	Tue 22/12/20	33		£0.00
37			Contact other website outlets	Fixed Duration	7 days	3 hrs	Mon 14/12/20	Tue 22/12/20	33		£30.00
38			Collect data	Fixed Durati	1 day	3 hrs	Wed 23/12/2	Wed 23/12/2(	37,35		£90.00
39			**Project finish**	**Fixed Durati**	**1 day**	**0.5 hrs**	**Thu 24/12/2(**	**Thu 24/12/20**			**£15.00**
40			Send thank you email to participants	Fixed Duration	1 day	0.5 hrs	Thu 24/12/20	Thu 24/12/20	38,23		£15.00
41			Closure meeting	Fixed Units	0 days	0 hrs	Thu 24/12/2(	Thu 24/12/20	40		£0.00

Gantt Chart Update 2

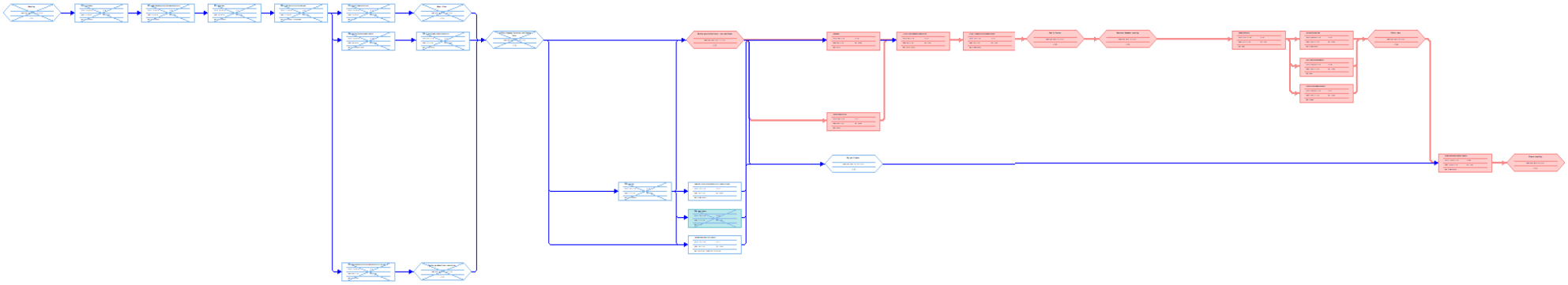
Green vertical line on Gantt chart indicates current project date.

Yellow boxes indicate new changes to the Gantt chart from the previous Gantt chart update during the project execution.



	Tas Mc	Task Name	Duration	Work	Start	Finish	Pr
1		**Project - Video Information Document**	**49 days**	**128.9 hrs**	**Mon 19/10/20**	**Thu 24/12/20**	
2	✓	**Initiation**	**21 days**	**22.4 hrs**	**Mon 19/10/2**	**Mon 16/11/2(**	
3	✓	Meeting	0 days	0 hrs	Mon 19/10/2	Mon 19/10/2(	
4	✓	Project proposal	4 days	8 hrs	Mon 19/10/2	Thu 22/10/20	3
5	✓	**Approval preparation**	**17 days**	**14.4 hrs**	**Fri 23/10/20**	**Mon 16/11/2(**	
6	✓	Write Plain Language Statement and Consent Form	1 day	8 hrs	Fri 23/10/20	Fri 23/10/20	4
7	✓	Write questions	1 day	2 hrs	Mon 26/10/2	Mon 26/10/2(	6
8	✓	Meet supervisor for project approval	1 day	1 hr	Tue 27/10/20	Tue 27/10/20	7
9	✓	Send Plain Language Statement and Consent Form to Ethics Committee for Approval	6 days	2.4 hrs	Wed 28/10/20	Wed 04/11/20	8
10	✓	Receive go ahead from committee	8 days	1 hr	Thu 05/11/20	Mon 16/11/20	9
11		**Execution**	**41 days**	**106 hrs**	**Wed 28/10/**	**Wed 23/12/2(**	
12	✓	**Client**	**2 days**	**1 hr**	**Wed 28/10/**	**Thu 29/10/20**	
13	✓	Email contact to discuss project	2 days	1 hr	Wed 28/10/20	Thu 29/10/20	8
14	✓	Meet client	0 days	0 hrs	Thu 29/10/2(	Thu 29/10/20	13
15		**Participants**	**27 days**	**17 hrs**	**Wed 28/10/**	**Thu 03/12/20**	
16	✓	Collate database of potential participants	3 days	8 hrs	Wed 28/10/20	Fri 30/10/20	8
17	✓	Contact potential participants and secure	10 days	4 hrs	Mon 02/11/20	Fri 13/11/20	16
18	✓	Send Plain Language Statement and Consent Form	0 days	0 hrs	Mon 16/11/20	Mon 16/11/20	17,1
19	✓	Send questions	1 day	0 hrs	Mon 16/11/2	Tue 17/11/20	18
20	✓	Find new participant	1 day	2 hrs	Thu 26/11/2(	Fri 27/11/20	19
21		Receive permission forms, text and videos	12 days	0 hrs	Tue 17/11/20	Thu 03/12/20	18,1
22		Liaise with and support participants	7 days	3 hrs	Wed 18/11/20	Thu 26/11/20	18,1
23		Pay participants	0 days	0 hrs	Thu 03/12/2(	Thu 03/12/20	21,2
24		**Document**	**17 days**	**70 hrs**	**Wed 18/11/**	**Thu 10/12/20**	
25		Collate extra sources of business start-up information	5 days	10 hrs	Wed 18/11/20	Tue 24/11/20	19
26		Edit videos	3 days	24 hrs	Fri 04/12/20	Tue 08/12/20	21,2(
27		Design the document	3 days	24 hrs	Fri 04/12/20	Tue 08/12/20	21
28		Import text and videos to document	1 day	8 hrs	Wed 09/12/20	Wed 09/12/20	27,2(
29		Proof-read document and edit changes	1 day	4 hrs	Thu 10/12/20	Thu 10/12/20	28
30		Save in format	0 days	0 hrs	Thu 10/12/2(	Thu 10/12/20	29
31		**Release**	**1 day**	**8 hrs**	**Thu 10/12/2(**	**Fri 11/12/20**	
32		Document handover meeting	0 days	0 hrs	Thu 10/12/20	Thu 10/12/20	30
33		Upload to Website	1 day	8 hrs	Fri 11/12/20	Fri 11/12/20	32
34		**Marketing**	**8 days**	**10 hrs**	**Mon 14/12/**	**Wed 23/12/2(**	
35		Post link on social media	7 days	3 hrs	Mon 14/12/20	Tue 22/12/20	33
36		Post release on UWS website	7 days	1 hr	Mon 14/12/20	Tue 22/12/20	33
37		Contact other website outlets	7 days	3 hrs	Mon 14/12/20	Tue 22/12/20	33
38		Collect data	1 day	3 hrs	Wed 23/12/	Wed 23/12/2(	37,3
39		**Project finish**	**1 day**	**0.5 hrs**	**Thu 24/12/2(**	**Thu 24/12/20**	
40		Send thank you email to participants	1 day	0.5 hrs	Thu 24/12/20	Thu 24/12/20	38,2
41		Closure meeting	0 days	0 hrs	Thu 24/12/2(	Thu 24/12/20	40

Gantt Chart Update 2 Network Diagram



Comments

ID 21 – Participant video submissions were late. The activity took 12 days instead of the 8 days scheduled. This did not impact cost, but did impact the schedule resulting in time slippage of 4 days. This can be identified in the Gantt chart on the previous page where the follow-on activities have moved to the right on the timeline. The schedule end date has been automatically extended. There is no impact on the critical path.

1.4 Update 3 - Gantt Chart, Network Diagram and Comments

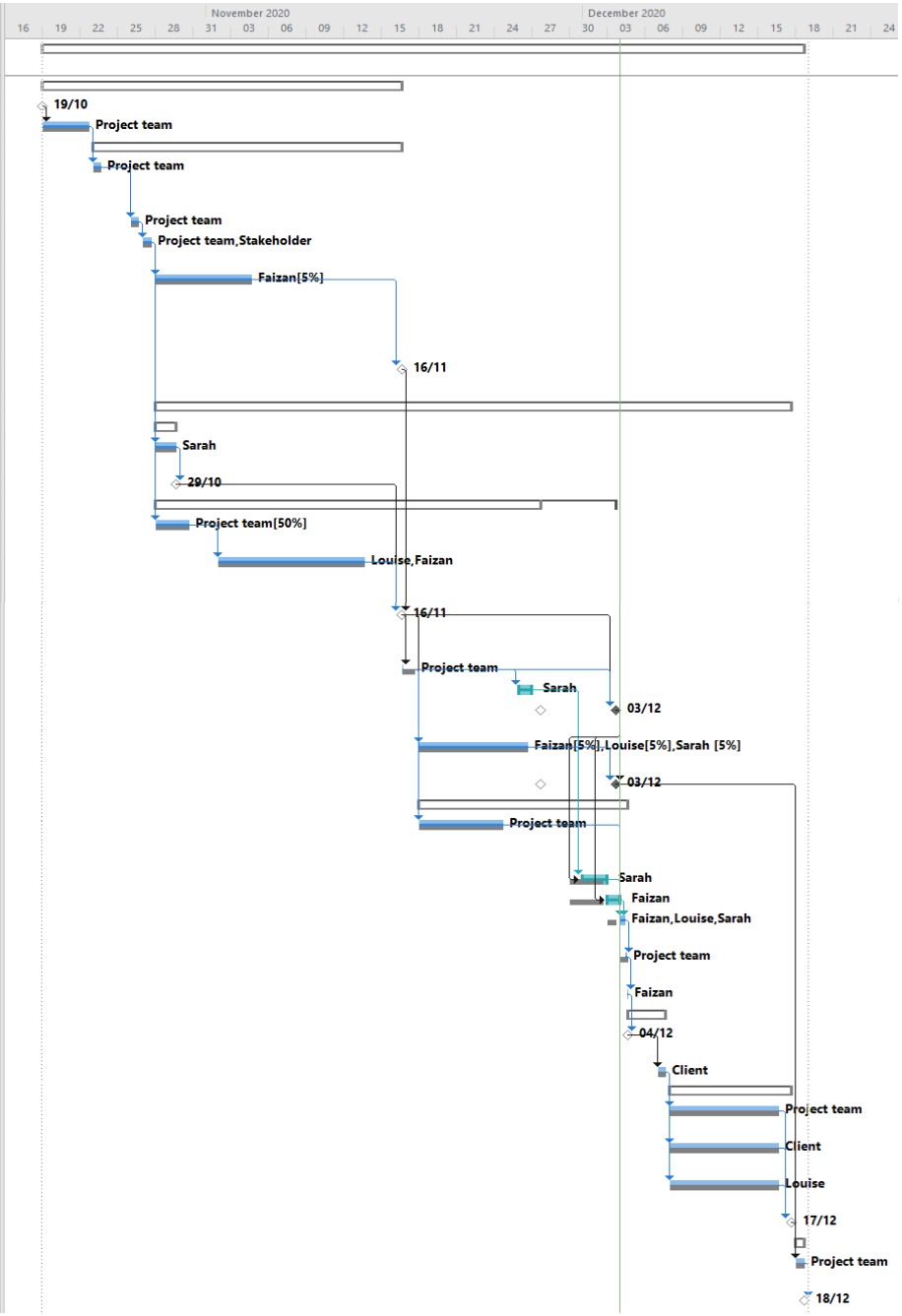
		Tas Mc	Task Name	Type	Duration	Work	Start	Finish	Pr	Resource Names	Cost
1			**Project - Video Information Document**	**Fixed Duration**	**45 days**	**99.9 hrs**	**Mon 19/10/20**	**Fri 18/12/20**		[redacted]	**£2,104.00**
2	✓		**Initiation**	**Fixed Durati**	**21 days**	**22.4 hrs**	**Mon 19/10/2**	**Mon 16/11/2(**			**£589.00**
3	✓		Meeting	Fixed Durati	0 days	0 hrs	Mon 19/10/2	Mon 19/10/2(			£0.00
4	✓		Project proposal	Fixed Durati	4 days	8 hrs	Mon 19/10/2	Thu 22/10/20	3		£240.00
5	✓		**Approval preparation**	**Fixed Durati**	**17 days**	**14.4 hrs**	**Fri 23/10/20**	**Mon 16/11/2(**			**£349.00**
6	✓		Write Plain Language Statement and Consent Form	Fixed Duration	1 day	8 hrs	Fri 23/10/20	Fri 23/10/20	4		£240.00
7	✓		Write questions	Fixed Durati	1 day	2 hrs	Mon 26/10/2	Mon 26/10/2(	6		£60.00
8	✓		Meet supervisor for project approval	Fixed Duration	1 day	1 hr	Tue 27/10/20	Tue 27/10/20	7		£15.00
9	✓		Send Plain Language Statement and Consent Form to Ethics Committee for Approval	Fixed Duration	6 days	2.4 hrs	Wed 28/10/20	Wed 04/11/20	8		£24.00
10	✓		Receive go ahead from committee	Fixed Duration	8 days	1 hr	Thu 05/11/20	Mon 16/11/20	9		£10.00
11			**Execution**	**Fixed Durati**	**37 days**	**77 hrs**	**Wed 28/10/2**	**Thu 17/12/20**			**£1,500.00**
12	✓		**Client**	**Fixed Durati**	**2 days**	**1 hr**	**Wed 28/10/2**	**Thu 29/10/20**			**£10.00**
13	✓		Email contact to discuss project	Fixed Duration	2 days	1 hr	Wed 28/10/20	Thu 29/10/20	8		£10.00
14	✓		Meet client	Fixed Durati	0 days	0 hrs	Thu 29/10/2(	Thu 29/10/20	13		£0.00
15	✓		**Participants**	**Fixed Durati**	**27 days**	**17 hrs**	**Wed 28/10/2**	**Thu 03/12/20**			**£630.00**
16	✓		Collate database of potential participants	Fixed Duration	3 days	8 hrs	Wed 28/10/20	Fri 30/10/20	8		£240.00
17	✓		Contact potential participants and secure	Fixed Duration	10 days	4 hrs	Mon 02/11/20	Fri 13/11/20	16		£40.00
18	✓		Send Plain Language Statement and Consent Form	Fixed Duration	0 days	0 hrs	Mon 16/11/20	Mon 16/11/20	17,1		£0.00
19	✓		Send questions	Fixed Durati	1 day	0 hrs	Mon 16/11/2	Tue 17/11/20	18		£0.00
20	✓		Find new participant	Fixed Units	1 day	2 hrs	Thu 26/11/2(	Fri 27/11/20	19		£20.00
21	✓		Receive permission forms, text and videos	Fixed Duration	12 days	0 hrs	Tue 17/11/20	Thu 03/12/20	18,1		£0.00
22	✓		Liaise with and support participants	Fixed Duration	7 days	3 hrs	Wed 18/11/20	Thu 26/11/20	18,1		£30.00
23	✓		Pay participants	Fixed Units	0 days	0 hrs	Thu 03/12/2(	Thu 03/12/20	21,2		£300.00
24	✓		**Document**	**Fixed Durati**	**13 days**	**41 hrs**	**Wed 18/11/2**	**Fri 04/12/20**			**£650.00**
25	✓		Collate extra sources of business start-up information	Fixed Duration	5 days	10 hrs	Wed 18/11/20	Tue 24/11/20	19		£300.00
26	✓		Edit videos	Fixed Durati	2 days	16 hrs	Tue 01/12/2(	Thu 03/12/20	21,2(		£160.00
27	✓		Design the document	Fixed Durati	1 day	8 hrs	Thu 03/12/2(	Fri 04/12/20	21		£80.00
28	✓		Import text and videos to document	Fixed Duration	0.25 days	2 hrs	Fri 04/12/20	Fri 04/12/20	27,2(		£20.00
29	✓		Proof-read document and edit changes	Fixed Duration	0.25 days	2 hrs	Fri 04/12/20	Fri 04/12/20	28		£60.00
30	✓		Save in format	Fixed Durati	0.38 days	3 hrs	Fri 04/12/20	Fri 04/12/20	29		£30.00
31			**Release**	**Fixed Durati**	**1 day**	**8 hrs**	**Fri 04/12/20**	**Mon 07/12/2(**			**£0.00**
32			Document handover meeting	Fixed Duration	0 days	0 hrs	Fri 04/12/20	Fri 04/12/20	30		£0.00
33			Upload to Website	Fixed Durati	1 day	8 hrs	Mon 07/12/2	Mon 07/12/2(	32		£0.00
34			**Marketing**	**Fixed Durati**	**8 days**	**10 hrs**	**Tue 08/12/2(**	**Thu 17/12/20**			**£210.00**
35			Post link on social media	Fixed Duration	7 days	3 hrs	Tue 08/12/20	Wed 16/12/20	33		£90.00
36			Post release on UWS website	Fixed Duration	7 days	1 hr	Tue 08/12/20	Wed 16/12/20	33		£0.00
37			Contact other website outlets	Fixed Duration	7 days	3 hrs	Tue 08/12/20	Wed 16/12/20	33		£30.00
38			Collect data	Fixed Durati	1 day	3 hrs	Thu 17/12/2(	Thu 17/12/20	37,3		£90.00
39			**Project finish**	**Fixed Durati**	**1 day**	**0.5 hrs**	**Fri 18/12/20**	**Fri 18/12/20**			**£15.00**
40			Send thank you email to participants	Fixed Duration	1 day	0.5 hrs	Fri 18/12/20	Fri 18/12/20	38,2		£15.00
41			Closure meeting	Fixed Units	0 days	0 hrs	Fri 18/12/20	Fri 18/12/20	40		£0.00

Gantt Chart Update 3

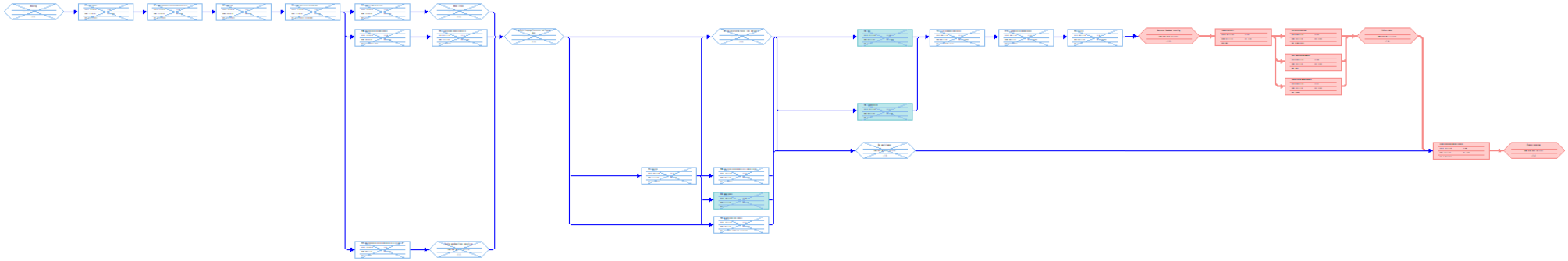
Green vertical line on Gantt chart indicates current project date.

Yellow boxes indicate new changes to the Gantt chart from the previous Gantt chart update during the project execution.

	Tas Mc	Task Name	Duration	Work	Start	Finish	Pr
1		**Project - Video Information Document**	**45 days**	**99.9 hrs**	**Mon 19/10/20**	**Fri 18/12/20**	
2	✓	**Initiation**	**21 days**	**22.4 hrs**	**Mon 19/10/2**	**Mon 16/11/2(**	
3	✓	Meeting	0 days	0 hrs	Mon 19/10/2	Mon 19/10/2(	
4	✓	Project proposal	4 days	8 hrs	Mon 19/10/2	Thu 22/10/20	3
5	✓	**Approval preparation**	**17 days**	**14.4 hrs**	**Fri 23/10/20**	**Mon 16/11/2(**	
6	✓	Write Plain Language Statement and Consent Form	1 day	8 hrs	Fri 23/10/20	Fri 23/10/20	4
7	✓	Write questions	1 day	2 hrs	Mon 26/10/2	Mon 26/10/2(	6
8	✓	Meet supervisor for project approval	1 day	1 hr	Tue 27/10/20	Tue 27/10/20	7
9	✓	Send Plain Language Statement and Consent Form to Ethics Committee for Approval	6 days	2.4 hrs	Wed 28/10/20	Wed 04/11/20	8
10	✓	Receive go ahead from committee	8 days	1 hr	Thu 05/11/20	Mon 16/11/20	9
11		**Execution**	**37 days**	**77 hrs**	**Wed 28/10/2**	**Thu 17/12/20**	
12	✓	**Client**	**2 days**	**1 hr**	**Wed 28/10/2**	**Thu 29/10/20**	
13	✓	Email contact to discuss project	2 days	1 hr	Wed 28/10/20	Thu 29/10/20	8
14	✓	Meet client	0 days	0 hrs	Thu 29/10/2(	Thu 29/10/20	13
15	✓	**Participants**	**27 days**	**17 hrs**	**Wed 28/10/2**	**Thu 03/12/20**	
16	✓	Collate database of potential participants	3 days	8 hrs	Wed 28/10/20	Fri 30/10/20	8
17	✓	Contact potential participants and secure	10 days	4 hrs	Mon 02/11/20	Fri 13/11/20	16
18	✓	Send Plain Language Statement and Consent Form	0 days	0 hrs	Mon 16/11/20	Mon 16/11/20	17,1
19	✓	Send questions	1 day	0 hrs	Mon 16/11/2	Tue 17/11/20	18
20	✓	Find new participant	1 day	2 hrs	Thu 26/11/2(	Fri 27/11/20	19
21	✓	Receive permission forms, text and videos	12 days	0 hrs	Tue 17/11/20	Thu 03/12/20	18,1
22	✓	Liaise with and support participants	7 days	3 hrs	Wed 18/11/20	Thu 26/11/20	18,1
23	✓	Pay participants	0 days	0 hrs	Thu 03/12/2(	Thu 03/12/20	21,2
24	✓	**Document**	**13 days**	**41 hrs**	**Wed 18/11/2**	**Fri 04/12/20**	
25	✓	Collate extra sources of business start-up information	5 days	10 hrs	Wed 18/11/20	Tue 24/11/20	19
26	✓	Edit videos	2 days	16 hrs	Tue 01/12/2(	Thu 03/12/20	21,2(
27	✓	Design the document	1 day	8 hrs	Thu 03/12/2(	Fri 04/12/20	21
28	✓	Import text and videos to document	0.25 days	2 hrs	Fri 04/12/20	Fri 04/12/20	27,2(
29	✓	Proof-read document and edit changes	0.25 days	2 hrs	Fri 04/12/20	Fri 04/12/20	28
30	✓	Save in format	0.38 days	3 hrs	Fri 04/12/20	Fri 04/12/20	29
31		**Release**	**1 day**	**8 hrs**	**Fri 04/12/20**	**Mon 07/12/2(**	
32		Document handover meeting	0 days	0 hrs	Fri 04/12/20	Fri 04/12/20	30
33		Upload to Website	1 day	8 hrs	Mon 07/12/2	Mon 07/12/2(	32
34		**Marketing**	**8 days**	**10 hrs**	**Tue 08/12/2(**	**Thu 17/12/20**	
35		Post link on social media	7 days	3 hrs	Tue 08/12/20	Wed 16/12/20	33
36		Post release on UWS website	7 days	1 hr	Tue 08/12/20	Wed 16/12/20	33
37		Contact other website outlets	7 days	3 hrs	Tue 08/12/20	Wed 16/12/20	33
38		Collect data	1 day	3 hrs	Thu 17/12/2(	Thu 17/12/20	37,3
39		**Project finish**	**1 day**	**0.5 hrs**	**Fri 18/12/20**	**Fri 18/12/20**	
40		Send thank you email to participants	1 day	0.5 hrs	Fri 18/12/20	Fri 18/12/20	38,2
41		Closure meeting	0 days	0 hrs	Fri 18/12/20	Fri 18/12/20	40



Gantt Chart Update 3 Network Diagram



Comments

ID 26 – Edit Videos – I was able to make up schedule time when editing the videos. The previous change in Gantt chart schedule meant that the video editing would commence on 04/12/20, however I was able to start the video editing on 01/12/20 pulling back the slippage. The baseline Gantt chart had scheduled video editing for 30/11/20, so now 1 day slippage at start of activity. The video editing also only took 2 days instead of the 3 days scheduled. This also resulted in a saving of £80.

ID 27 – Document Design – Unfortunately, a team member had not started this activity and had to be done in 1 day instead of the 3 days scheduled to keep on track for the handover. This resulted in a saving £160, however, also resulted in a passable standard which had to be redesigned by myself at a later time, see next Gantt chart update.

ID 28 – Import text and videos to document – This activity was combined with the document design activity and took 2 hours instead of the 8 hours scheduled, saving £40. Still 1 day behind schedule.

ID 29 – Proof-read took 2 hours instead of the 4 hours scheduled resulting in a saving of £60. The project is now back on track on 04/12/20.

ID 30 – Saving in format took 3 hours instead of the 0 hour milestone scheduled due to issues with file size resulting in a cost of £30. Client was informed of issue and handover rescheduled. The schedule end date has been recovered to the original Gantt chart.

1.5 Update 4 - Gantt Chart, Network Diagram and Comments

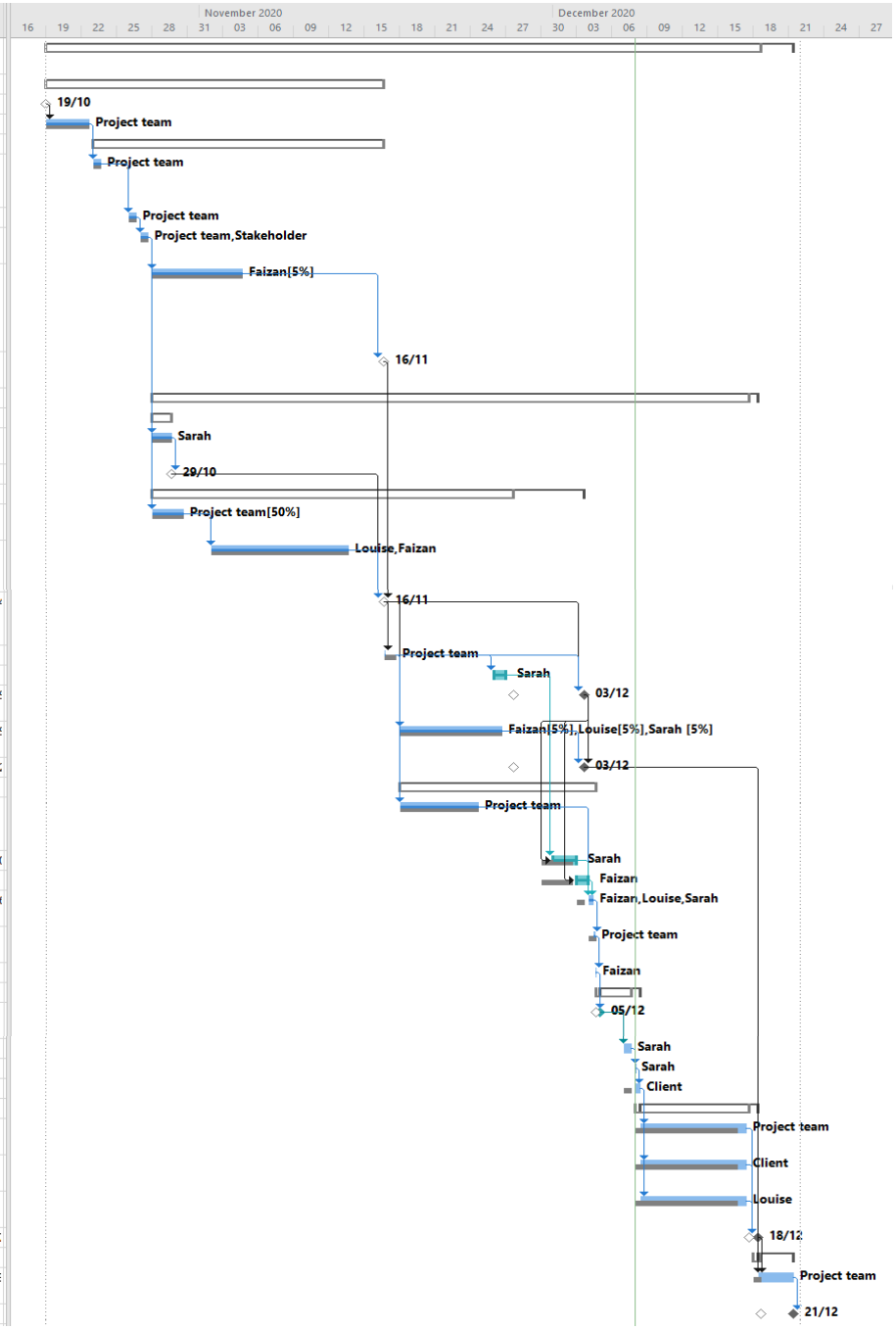
		Tas Mc	Task Name	Type	Duration	Work	Start	Finish	Pr	Resource Names	Cost
1			**Project - Video Information Document**	**Fixed Duration**	**45.44 days**	**99.4 hrs**	**Mon 19/10/20**	**Mon 21/12/20**			**£2,149.00**
2	✓		**Initiation**	**Fixed Durati**	**21 days**	**22.4 hrs**	**Mon 19/10/2**	**Mon 16/11/2(**			**£589.00**
3	✓		Meeting	Fixed Durati	0 days	0 hrs	Mon 19/10/2	Mon 19/10/2(			£0.00
4	✓		Project proposal	Fixed Durati	4 days	8 hrs	Mon 19/10/2	Thu 22/10/20	3		£240.00
5	✓		**Approval preparation**	**Fixed Durati**	**17 days**	**14.4 hrs**	**Fri 23/10/20**	**Mon 16/11/2(**			**£349.00**
6	✓		Write Plain Language Statement and Consent Form	Fixed Duration	1 day	8 hrs	Fri 23/10/20	Fri 23/10/20	4		£240.00
7	✓		Write questions	Fixed Durati	1 day	2 hrs	Mon 26/10/2	Mon 26/10/2(	6		£60.00
8	✓		Meet supervisor for project approval	Fixed Duration	1 day	1 hr	Tue 27/10/20	Tue 27/10/20	7		£15.00
9	✓		Send Plain Language Statement and Consent Form to Ethics Committee for Approval	Fixed Duration	6 days	2.4 hrs	Wed 28/10/20	Wed 04/11/20	8		£24.00
10	✓		Receive go ahead from committee	Fixed Duration	8 days	1 hr	Thu 05/11/20	Mon 16/11/20	9		£10.00
11			**Execution**	**Fixed Durati**	**37.44 days**	**76.5 hrs**	**Wed 28/10/2**	**Fri 18/12/20**			**£1,545.00**
12	✓		**Client**	**Fixed Durati**	**2 days**	**1 hr**	**Wed 28/10/2**	**Thu 29/10/20**			**£10.00**
13	✓		Email contact to discuss project	Fixed Duration	2 days	1 hr	Wed 28/10/20	Thu 29/10/20	8		£10.00
14	✓		Meet client	Fixed Durati	0 days	0 hrs	Thu 29/10/2(	Thu 29/10/20	13		£0.00
15	✓		**Participants**	**Fixed Durati**	**27 days**	**17 hrs**	**Wed 28/10/2**	**Thu 03/12/20**			**£630.00**
16	✓		Collate database of potential participants	Fixed Duration	3 days	8 hrs	Wed 28/10/20	Fri 30/10/20	8		£240.00
17	✓		Contact potential participants and secure	Fixed Duration	10 days	4 hrs	Mon 02/11/20	Fri 13/11/20	16		£40.00
18	✓		Send Plain Language Statement and Consent Form	Fixed Duration	0 days	0 hrs	Mon 16/11/20	Mon 16/11/20	17,1		£0.00
19	✓		Send questions	Fixed Durati	1 day	0 hrs	Mon 16/11/2	Tue 17/11/20	18		£0.00
20	✓		Find new participant	Fixed Units	1 day	2 hrs	Thu 26/11/2(	Fri 27/11/20	19		£20.00
21	✓		Receive permission forms, text and videos	Fixed Duration	12 days	0 hrs	Tue 17/11/20	Thu 03/12/20	18,1		£0.00
22	✓		Liaise with and support participants	Fixed Duration	7 days	3 hrs	Wed 18/11/20	Thu 26/11/20	18,1		£30.00
23	✓		Pay participants	Fixed Units	0 days	0 hrs	Thu 03/12/2(	Thu 03/12/20	21,2		£300.00
24	✓		**Document**	**Fixed Durati**	**13 days**	**41 hrs**	**Wed 18/11/2**	**Fri 04/12/20**			**£650.00**
25	✓		Collate extra sources of business start-up information	Fixed Duration	5 days	10 hrs	Wed 18/11/20	Tue 24/11/20	19		£300.00
26	✓		Edit videos	Fixed Durati	2 days	16 hrs	Tue 01/12/2(	Thu 03/12/20	21,2(		£160.00
27	✓		Design the document	Fixed Durati	1 day	8 hrs	Thu 03/12/2(	Fri 04/12/20	21		£80.00
28	✓		Import text and videos to document	Fixed Duration	0.25 days	2 hrs	Fri 04/12/20	Fri 04/12/20	27,2(		£20.00
29	✓		Proof-read document and edit changes	Fixed Duration	0.25 days	2 hrs	Fri 04/12/20	Fri 04/12/20	28		£60.00
30	✓		Save in format	Fixed Durati	0.38 days	3 hrs	Fri 04/12/20	Fri 04/12/20	29		£30.00
31			**Release**	**Fixed Durati**	**1.44 days**	**7.5 hrs**	**Sat 05/12/20**	**Tue 08/12/20**			**£45.00**
32	✓		Document handover meeting	Fixed Duration	0 days	0 hrs	Sat 05/12/20	Sat 05/12/20	30		£0.00
33			New document design	Fixed Durati	1 day	4 hrs	Mon 07/12/2	Mon 07/12/2(	32		£40.00
34			Document handover	Fixed Units	0.06 days	0.5 hrs	Tue 08/12/2(	Tue 08/12/20	33		£5.00
35			Upload to Website	Fixed Durati	0.38 days	3 hrs	Tue 08/12/2(	Tue 08/12/20	34		£0.00
36			**Marketing**	**Fixed Durati**	**8 days**	**10 hrs**	**Tue 08/12/2(**	**Fri 18/12/20**			**£210.00**
37			Post link on social media	Fixed Duration	7 days	3 hrs	Tue 08/12/20	Thu 17/12/20	35		£90.00
38			Post release on UWS website	Fixed Duration	7 days	1 hr	Tue 08/12/20	Thu 17/12/20	35		£0.00
39			Contact other website outlets	Fixed Duration	7 days	3 hrs	Tue 08/12/20	Thu 17/12/20	35		£30.00
40			Collect data	Fixed Durati	1 day	3 hrs	Thu 17/12/2(	Fri 18/12/20	39,3		£90.00
41			**Project finish**	**Fixed Durati**	**1 day**	**0.5 hrs**	**Fri 18/12/20**	**Mon 21/12/2(**			**£15.00**
42			Send thank you email to participants	Fixed Duration	1 day	0.5 hrs	Fri 18/12/20	Mon 21/12/20	40,2		£15.00
43			Closure meeting	Fixed Units	0 days	0 hrs	Mon 21/12/2	Mon 21/12/2(	42		£0.00

Gantt Chart Update 4

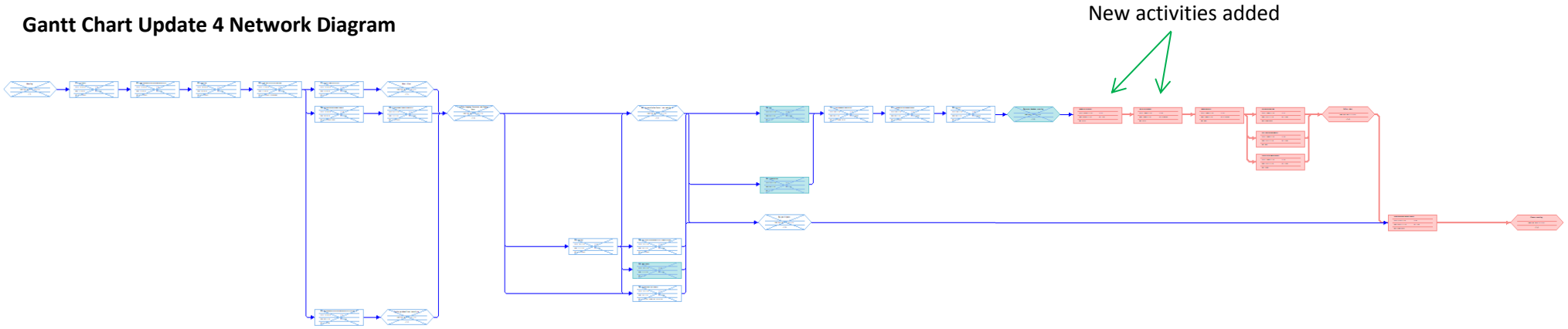
Green vertical line on Gantt chart indicates current project date.

Yellow boxes indicate new changes to the Gantt chart from the previous Gantt chart update during the project execution.

	Tas Mc	Task Name	Duration	Work	Start	Finish	Pr
1		**Project - Video Information Document**	**45.44 days**	**99.4 hrs**	**Mon 19/10/20**	**Mon 21/12/20**	
2	✓	**Initiation**	**21 days**	**22.4 hrs**	**Mon 19/10/2**	**Mon 16/11/2(**	
3	✓	Meeting	0 days	0 hrs	Mon 19/10/2	Mon 19/10/2(	
4	✓	Project proposal	4 days	8 hrs	Mon 19/10/2	Thu 22/10/20	3
5	✓	**Approval preparation**	**17 days**	**14.4 hrs**	**Fri 23/10/20**	**Mon 16/11/2(**	
6	✓	Write Plain Language Statement and Consent Form	1 day	8 hrs	Fri 23/10/20	Fri 23/10/20	4
7	✓	Write questions	1 day	2 hrs	Mon 26/10/2	Mon 26/10/2(	6
8	✓	Meet supervisor for project approval	1 day	1 hr	Tue 27/10/20	Tue 27/10/20	7
9	✓	Send Plain Language Statement and Consent Form to Ethics Committee for Approval	6 days	2.4 hrs	Wed 28/10/20	Wed 04/11/20	8
10	✓	Receive go ahead from committee	8 days	1 hr	Thu 05/11/20	Mon 16/11/20	9
11		**Execution**	**37.44 days**	**76.5 hrs**	**Wed 28/10/**	**Fri 18/12/20**	
12	✓	**Client**	**2 days**	**1 hr**	**Wed 28/10/**	**Thu 29/10/20**	
13	✓	Email contact to discuss project	2 days	1 hr	Wed 28/10/20	Thu 29/10/20	8
14	✓	Meet client	0 days	0 hrs	Thu 29/10/2(	Thu 29/10/20	13
15	✓	**Participants**	**27 days**	**17 hrs**	**Wed 28/10/**	**Thu 03/12/20**	
16	✓	Collate database of potential participants	3 days	8 hrs	Wed 28/10/20	Fri 30/10/20	8
17	✓	Contact potential participants and secure	10 days	4 hrs	Mon 02/11/20	Fri 13/11/20	16
18	✓	Send Plain Language Statement and Consent Form	0 days	0 hrs	Mon 16/11/20	Mon 16/11/20	17,1
19	✓	Send questions	1 day	0 hrs	Mon 16/11/2	Tue 17/11/20	18
20	✓	Find new participant	1 day	2 hrs	Thu 26/11/2(	Fri 27/11/20	19
21	✓	Receive permission forms, text and videos	12 days	0 hrs	Tue 17/11/20	Thu 03/12/20	18,1
22	✓	Liaise with and support participants	7 days	3 hrs	Wed 18/11/20	Thu 26/11/20	18,1
23	✓	Pay participants	0 days	0 hrs	Thu 03/12/2(	Thu 03/12/20	21,2
24	✓	**Document**	**13 days**	**41 hrs**	**Wed 18/11/**	**Fri 04/12/20**	
25	✓	Collate extra sources of business start-up information	5 days	10 hrs	Wed 18/11/20	Tue 24/11/20	19
26	✓	Edit videos	2 days	16 hrs	Tue 01/12/2(	Thu 03/12/20	21,2(
27	✓	Design the document	1 day	8 hrs	Thu 03/12/2(	Fri 04/12/20	21
28	✓	Import text and videos to document	0.25 days	2 hrs	Fri 04/12/20	Fri 04/12/20	27,2(
29	✓	Proof-read document and edit changes	0.25 days	2 hrs	Fri 04/12/20	Fri 04/12/20	28
30	✓	Save in format	0.38 days	3 hrs	Fri 04/12/20	Fri 04/12/20	29
31		**Release**	**1.44 days**	**7.5 hrs**	**Sat 05/12/20**	**Tue 08/12/20**	
32	✓	Document handover meeting	0 days	0 hrs	Sat 05/12/20	Sat 05/12/20	30
33		New document design	1 day	4 hrs	Mon 07/12/2	Mon 07/12/2(	32
34		Document handover	0.06 days	0.5 hrs	Tue 08/12/2(	Tue 08/12/20	33
35		Upload to Website	0.38 days	3 hrs	Tue 08/12/2(	Tue 08/12/20	34
36		**Marketing**	**8 days**	**10 hrs**	**Tue 08/12/2(**	**Fri 18/12/20**	
37		Post link on social media	7 days	3 hrs	Tue 08/12/20	Thu 17/12/20	35
38		Post release on UWS website	7 days	1 hr	Tue 08/12/20	Thu 17/12/20	35
39		Contact other website outlets	7 days	3 hrs	Tue 08/12/20	Thu 17/12/20	35
40		Collect data	1 day	3 hrs	Thu 17/12/2(	Fri 18/12/20	39,3
41		**Project finish**	**1 day**	**0.5 hrs**	**Fri 18/12/20**	**Mon 21/12/2(**	
42		Send thank you email to participants	1 day	0.5 hrs	Fri 18/12/20	Mon 21/12/20	40,2
43		Closure meeting	0 days	0 hrs	Mon 21/12/2	Mon 21/12/2(	42



Gantt Chart Update 4 Network Diagram



Comments

ID 32 – Document handover was conducted on 05/12/20. A Saturday was used to complete this handover milestone. This was to enable the client to read on the Monday without further delay to the schedule, currently now 1 day behind schedule.

ID 33 and 34 – 2 new activities added. On the 07/12/20 the contact informed us that the document was not suitable in its current design. I designed a new document on 07/12/20 with the go ahead from the team member who designed the first one, an additional cost of £40 for 4 hours in design and £5 for half hour handover. Critical path is still intact. The schedule end date has been automatically extended.

ID 35 - The new design handover was completed on 08/12/20, to which the client said was professional and had uploaded to the website within 3 hours on the same day. Currently, there is 1 day slippage in project.

1.6 Update 5 - Gantt Chart, Network Diagram and Comments

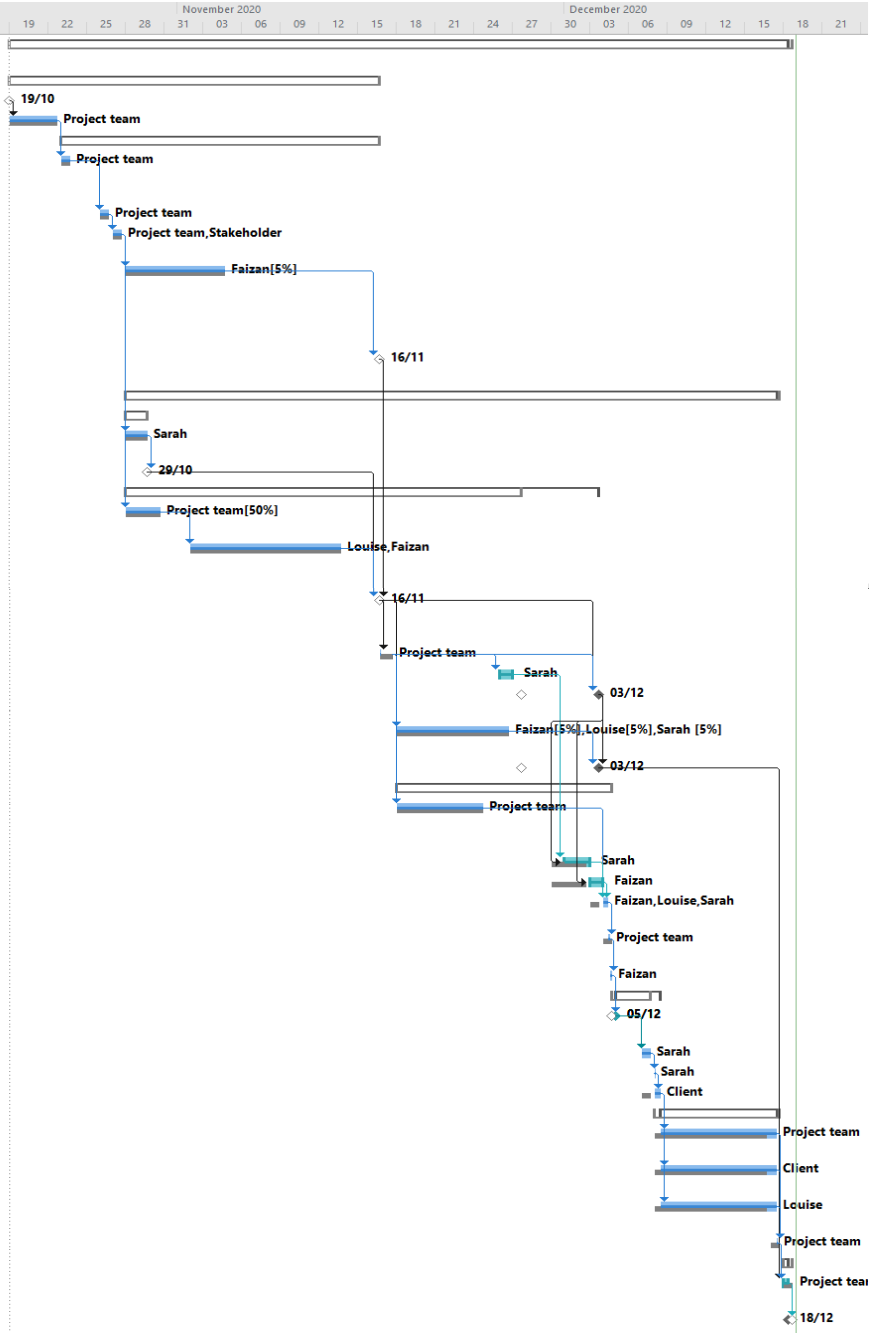
	Tas Mc	Task Name	Type	Duration	Work	Start	Finish	Pr	Resource Names	Cost
1		**Project - Video Information Document**	**Fixed Duration**	**44.25 days**	**95.4 hrs**	**Mon 19/10/20**	**Fri 18/12/20**			**£2,069.00**
2		**Initiation**	**Fixed Durati**	**21 days**	**22.4 hrs**	**Mon 19/10/2**	**Mon 16/11/2(**			**£589.00**
3		Meeting	Fixed Durati	0 days	0 hrs	Mon 19/10/2	Mon 19/10/2(			£0.00
4		Project proposal	Fixed Durati	4 days	8 hrs	Mon 19/10/2	Thu 22/10/20	3		£240.00
5		**Approval preparation**	**Fixed Durati**	**17 days**	**14.4 hrs**	**Fri 23/10/20**	**Mon 16/11/2(**			**£349.00**
6		Write Plain Language Statement and Consent Form	Fixed Duration	1 day	8 hrs	Fri 23/10/20	Fri 23/10/20	4		£240.00
7		Write questions	Fixed Durati	1 day	2 hrs	Mon 26/10/2	Mon 26/10/2(	6		£60.00
8		Meet supervisor for project approval	Fixed Duration	1 day	1 hr	Tue 27/10/20	Tue 27/10/20	7		£15.00
9		Send Plain Language Statement and Consent Form to Ethics Committee for Approval	Fixed Duration	6 days	2.4 hrs	Wed 28/10/20	Wed 04/11/20	8		£24.00
10		Receive go ahead from committee	Fixed Duration	8 days	1 hr	Thu 05/11/20	Mon 16/11/20	9		£10.00
11		**Execution**	**Fixed Durati**	**36.69 days**	**72.5 hrs**	**Wed 28/10/2**	**Thu 17/12/20**			**£1,465.00**
12		**Client**	**Fixed Durati**	**2 days**	**1 hr**	**Wed 28/10/2**	**Thu 29/10/20**			**£10.00**
13		Email contact to discuss project	Fixed Duration	2 days	1 hr	Wed 28/10/20	Thu 29/10/20	8		£10.00
14		Meet client	Fixed Durati	0 days	0 hrs	Thu 29/10/2(	Thu 29/10/20	13		£0.00
15		**Participants**	**Fixed Durati**	**27 days**	**17 hrs**	**Wed 28/10/2**	**Thu 03/12/20**			**£630.00**
16		Collate database of potential participants	Fixed Duration	3 days	8 hrs	Wed 28/10/20	Fri 30/10/20	8		£240.00
17		Contact potential participants and secure	Fixed Duration	10 days	4 hrs	Mon 02/11/20	Fri 13/11/20	16		£40.00
18		Send Plain Language Statement and Consent Form	Fixed Duration	0 days	0 hrs	Mon 16/11/20	Mon 16/11/20	17,1		£0.00
19		Send questions	Fixed Durati	1 day	0 hrs	Mon 16/11/2	Tue 17/11/20	18		£0.00
20		Find new participant	Fixed Units	1 day	2 hrs	Thu 26/11/2(	Fri 27/11/20	19		£20.00
21		Receive permission forms, text and videos	Fixed Duration	12 days	0 hrs	Tue 17/11/20	Thu 03/12/20	18,1		£0.00
22		Liaise with and support participants	Fixed Duration	7 days	3 hrs	Wed 18/11/20	Thu 26/11/20	18,1		£30.00
23		Pay participants	Fixed Units	0 days	0 hrs	Thu 03/12/2(	Thu 03/12/20	21,2		£300.00
24		**Document**	**Fixed Durati**	**13 days**	**41 hrs**	**Wed 18/11/2**	**Fri 04/12/20**			**£650.00**
25		Collate extra sources of business start-up information	Fixed Duration	5 days	10 hrs	Wed 18/11/20	Tue 24/11/20	19		£300.00
26		Edit videos	Fixed Durati	2 days	16 hrs	Tue 01/12/2(	Thu 03/12/20	21,2(		£160.00
27		Design the document	Fixed Durati	1 day	8 hrs	Thu 03/12/2(	Fri 04/12/20	21		£80.00
28		Import text and videos to document	Fixed Duration	0.25 days	2 hrs	Fri 04/12/20	Fri 04/12/20	27,2(		£20.00
29		Proof-read document and edit changes	Fixed Duration	0.25 days	2 hrs	Fri 04/12/20	Fri 04/12/20	28		£60.00
30		Save in format	Fixed Durati	0.38 days	3 hrs	Fri 04/12/20	Fri 04/12/20	29		£30.00
31		**Release**	**Fixed Durati**	**1.44 days**	**7.5 hrs**	**Sat 05/12/20**	**Tue 08/12/20**			**£45.00**
32		Document handover meeting	Fixed Duration	0 days	0 hrs	Sat 05/12/20	Sat 05/12/20	30		£0.00
33		New document design	Fixed Durati	1 day	4 hrs	Mon 07/12/2	Mon 07/12/2(	32		£40.00
34		Document handover	Fixed Units	0.06 days	0.5 hrs	Tue 08/12/2(	Tue 08/12/20	33		£5.00
35		Upload to Website	Fixed Durati	0.38 days	3 hrs	Tue 08/12/2(	Tue 08/12/20	34		£0.00
36		**Marketing**	**Fixed Durati**	**7.25 days**	**6 hrs**	**Tue 08/12/2(**	**Thu 17/12/20**			**£130.00**
37		Post link on social media	Fixed Duration	7 days	3 hrs	Tue 08/12/20	Thu 17/12/20	35		£90.00
38		Post release on UWS website	Fixed Duration	7 days	1 hr	Tue 08/12/20	Thu 17/12/20	35		£0.00
39		Contact other website outlets	Fixed Duration	7 days	1 hr	Tue 08/12/20	Thu 17/12/20	35		£10.00
40		Collect data	Fixed Durati	0.25 days	1 hr	Thu 17/12/2(	Thu 17/12/20	39,3		£30.00
41		**Project finish**	**Fixed Durati**	**0.13 days**	**0.5 hrs**	**Fri 18/12/20**	**Fri 18/12/20**			**£15.00**
42		Send thank you email to participants	Fixed Duration	0.13 days	0.5 hrs	Fri 18/12/20	Fri 18/12/20	40,2		£15.00
43		Closure meeting	Fixed Units	0 days	0 hrs	Fri 18/12/20	Fri 18/12/20	42		£0.00

Gantt Chart Update 5

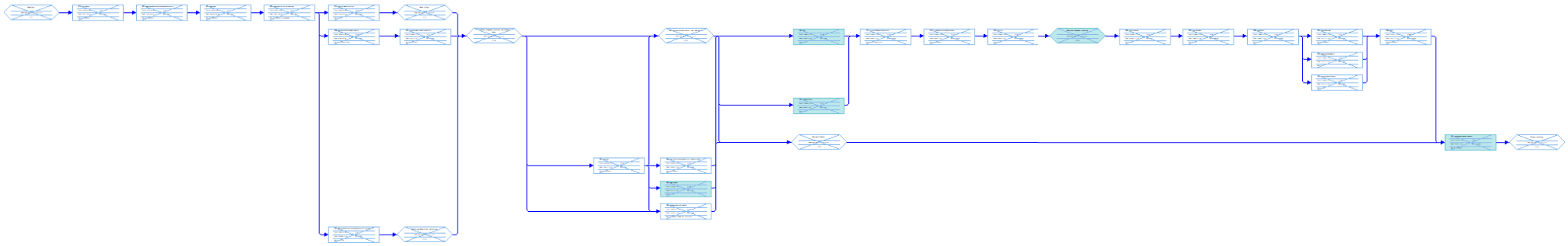
Green vertical line on Gantt chart indicates current project date.

Yellow boxes indicate new changes to the Gantt chart from the previous Gantt chart update during the project execution.

	Tas Mc	Task Name	Duration	Work	Start	Finish	Pr
1		**Project - Video Information Document**	**44.25 days**	**95.4 hrs**	**Mon 19/10/20**	**Fri 18/12/20**	
2		**Initiation**	**21 days**	**22.4 hrs**	**Mon 19/10/2**	**Mon 16/11/2(**	
3		Meeting	0 days	0 hrs	Mon 19/10/2	Mon 19/10/2(	
4		Project proposal	4 days	8 hrs	Mon 19/10/2	Thu 22/10/20	3
5		**Approval preparation**	**17 days**	**14.4 hrs**	**Fri 23/10/20**	**Mon 16/11/2(**	
6		Write Plain Language Statement and Consent Form	1 day	8 hrs	Fri 23/10/20	Fri 23/10/20	4
7		Write questions	1 day	2 hrs	Mon 26/10/2	Mon 26/10/2(	6
8		Meet supervisor for project approval	1 day	1 hr	Tue 27/10/20	Tue 27/10/20	7
9		Send Plain Language Statement and Consent Form to Ethics Committee for Approval	6 days	2.4 hrs	Wed 28/10/20	Wed 04/11/20	8
10		Receive go ahead from committee	8 days	1 hr	Thu 05/11/20	Mon 16/11/20	9
11		**Execution**	**36.69 days**	**72.5 hrs**	**Wed 28/10/2**	**Thu 17/12/20**	
12		**Client**	**2 days**	**1 hr**	**Wed 28/10/2**	**Thu 29/10/20**	
13		Email contact to discuss project	2 days	1 hr	Wed 28/10/20	Thu 29/10/20	8
14		Meet client	0 days	0 hrs	Thu 29/10/2(	Thu 29/10/20	13
15		**Participants**	**27 days**	**17 hrs**	**Wed 28/10/2**	**Thu 03/12/20**	
16		Collate database of potential participants	3 days	8 hrs	Wed 28/10/20	Fri 30/10/20	8
17		Contact potential participants and secure	10 days	4 hrs	Mon 02/11/20	Fri 13/11/20	16
18		Send Plain Language Statement and Consent Form	0 days	0 hrs	Mon 16/11/20	Mon 16/11/20	17,1
19		Send questions	1 day	0 hrs	Mon 16/11/2	Tue 17/11/20	18
20		Find new participant	1 day	2 hrs	Thu 26/11/2(	Fri 27/11/20	19
21		Receive permission forms, text and videos	12 days	0 hrs	Tue 17/11/20	Thu 03/12/20	18,1
22		Liaise with and support participants	7 days	3 hrs	Wed 18/11/20	Thu 26/11/20	18,1
23		Pay participants	0 days	0 hrs	Thu 03/12/2(	Thu 03/12/20	21,2
24		**Document**	**13 days**	**41 hrs**	**Wed 18/11/2**	**Fri 04/12/20**	
25		Collate extra sources of business start-up information	5 days	10 hrs	Wed 18/11/20	Tue 24/11/20	19
26		Edit videos	2 days	16 hrs	Tue 01/12/2(	Thu 03/12/20	21,2
27		Design the document	1 day	8 hrs	Thu 03/12/2(	Fri 04/12/20	21
28		Import text and videos to document	0.25 days	2 hrs	Fri 04/12/20	Fri 04/12/20	27,2
29		Proof-read document and edit changes	0.25 days	2 hrs	Fri 04/12/20	Fri 04/12/20	28
30		Save in format	0.38 days	3 hrs	Fri 04/12/20	Fri 04/12/20	29
31		**Release**	**1.44 days**	**7.5 hrs**	**Sat 05/12/20**	**Tue 08/12/20**	
32		Document handover meeting	0 days	0 hrs	Sat 05/12/20	Sat 05/12/20	30
33		New document design	1 day	4 hrs	Mon 07/12/2	Mon 07/12/2(	32
34		Document handover	0.06 days	0.5 hrs	Tue 08/12/2(	Tue 08/12/20	33
35		Upload to Website	0.38 days	3 hrs	Tue 08/12/2(	Tue 08/12/20	34
36		**Marketing**	**7.25 days**	**6 hrs**	**Tue 08/12/2(**	**Thu 17/12/20**	
37		Post link on social media	7 days	3 hrs	Tue 08/12/20	Thu 17/12/20	35
38		Post release on UWS website	7 days	1 hr	Tue 08/12/20	Thu 17/12/20	35
39		Contact other website outlets	7 days	1 hr	Tue 08/12/20	Thu 17/12/20	35
40		Collect data	0.25 days	1 hr	Thu 17/12/2(	Thu 17/12/20	39,3
41		**Project finish**	**0.13 days**	**0.5 hrs**	**Fri 18/12/20**	**Fri 18/12/20**	
42		Send thank you email to participants	0.13 days	0.5 hrs	Fri 18/12/20	Fri 18/12/20	40,2
43		Closure meeting	0 days	0 hrs	Fri 18/12/20	Fri 18/12/20	42



Gantt Chart Update 5 Network Diagram



Comments

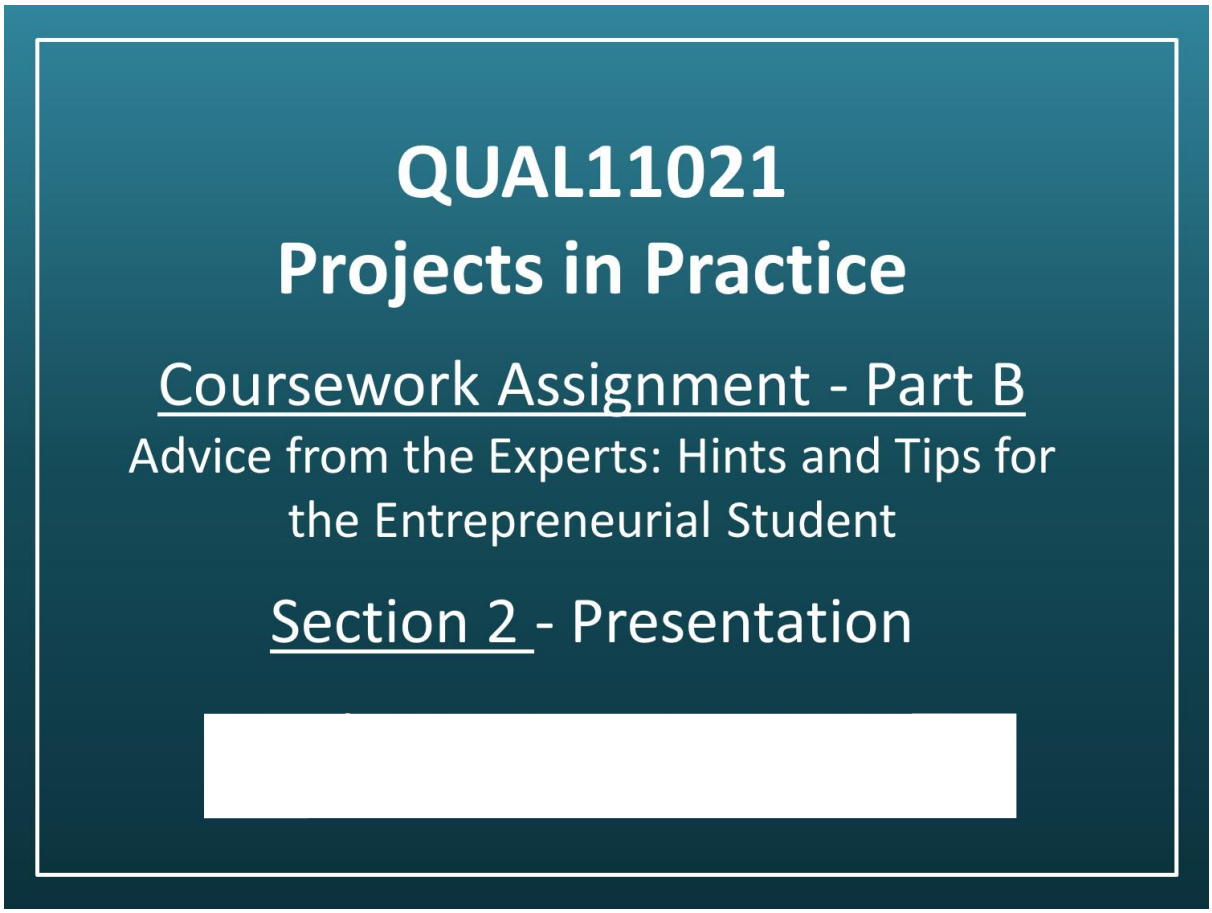
ID 39 – Unfortunately, a team member could not find any other University outlets to stream our Video Document and only took 1 hour as opposed to the scheduled 3 hours resulting in a saving of £20.

ID 40 – Collecting the data was quicker than scheduled due to only 2 sources of data taking only 1 hour instead of the 3 hours scheduled resulting in a cost saving of £60. Data collection was also carried out on the 17/12/20 as per the original Gantt chart baseline resulting in no slippage or extra time required as the number of views met the objective by the set date.

The schedule end date had been recovered to the original Gantt chart.

2. Presentation

Click the slide below to open and start the PowerPoint Presentation video in Youtube.



Alternatively, use the following web address in a web browser:

https://www.youtube.com/watch?app=desktop&v=2YRBA0SkXKw

3. Final Report

3.1 Products and Project Success

The project set out to produce a Video Information Document (Appendix VI) featuring three local business entrepreneurs highlighting their business start-up experience and providing advice and tips for entrepreneurial students. This project product would be of professional quality to be published on the UWS Online Careers and Skills Centre website adding to the repertoire of resources available to students. The successful identification of stakeholders at the planning stage enabled the product to be designed and written to a targeted audience. The project objectives were appropriately defined in the Terms of Reference using SMART objectives allowing measurement of the overall success of the project (*Table 1*).

Table 1

No.	Objective	Achievement
1	The video information document will contain a minimum of three business owner participants.	The final Video Information Document output contained three business owner participants.
2	Each participant video will be between 8 and 10 minutes long.	Two of the three videos were between 8 and 10 minutes long, however, the third video, at 5 minutes, contained useful, relevant and interesting information.
3	The video information document will be completed by 4th December 2020.	Video Information Document was completed on 4th December 2020.
4	50 students will have viewed the Video Information Document by 17th December 2020.	55 students had viewed the Video Information Document by 17th December 2020.

The requirements did not change during the project and all planned work was completed during the project execution. Issues were dealt with swiftly and effectively due to decisive action, resulting in the expected product being achieved to the planned scope inclusions. The project came in on scheduled time and under budget contributing to a successful project.

3.2 Project Triangle Performance

Scope

The team overcame project issues to maintain and achieve the planned scope with no adjustment to inclusions and exclusions. This provided a marker for the planned product output, which was achieved.

Quality

The quality was assessed through client approval. The client stated the final videos and document that I designed, was "professional" and was satisfied with the final output. A UWS business lecturer also put the link on his student myUWS page demonstrating the calibre of use for students.

Cost

The project was set with a fictional budget of £2500.00. The planned Gantt chart baseline cost stated £2434.00 allowing for contingency. The actual cost was £2069.00 resulting in a cost variance of -£365.00. *Figure 1* below illustrates the planned and actual cost spending during the project duration.

Figure 1

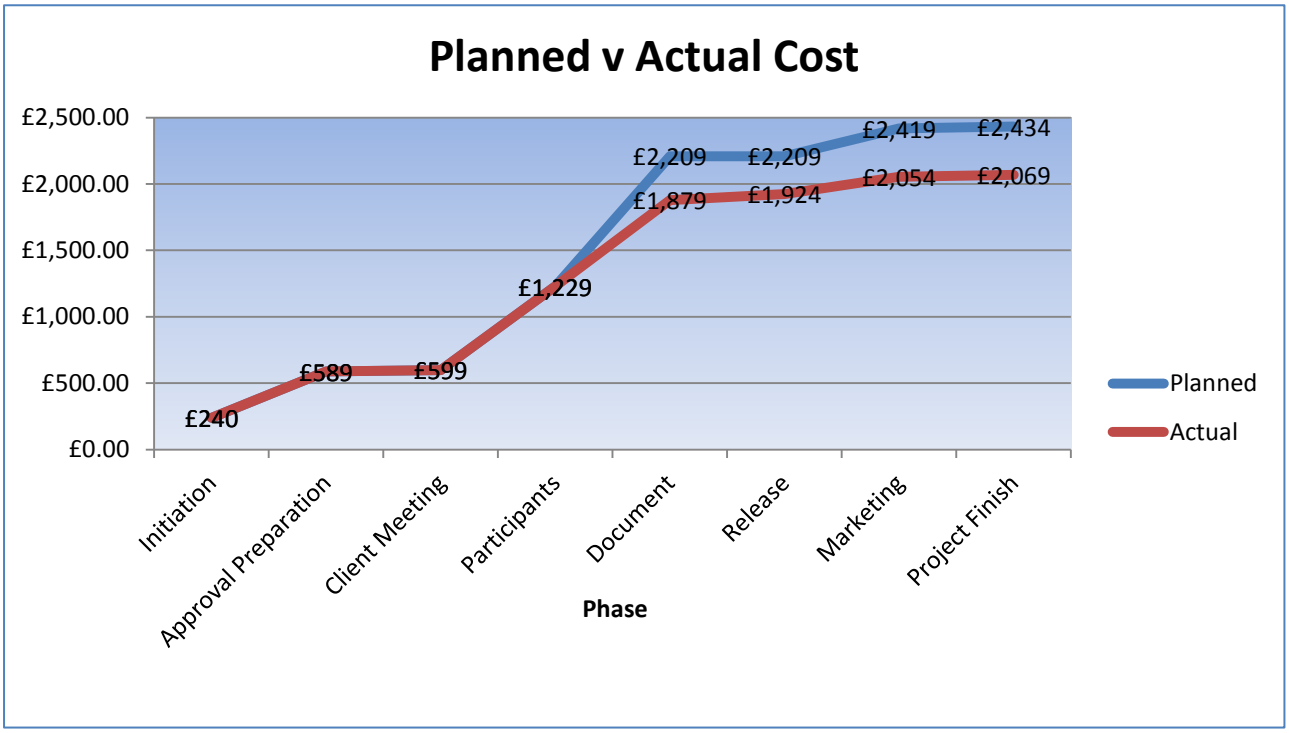


Figure 2 and *Table 2* below illustrate the planned cost and actual cost of each project phase allowing visual comparison of savings and expenditures.

Figure 2

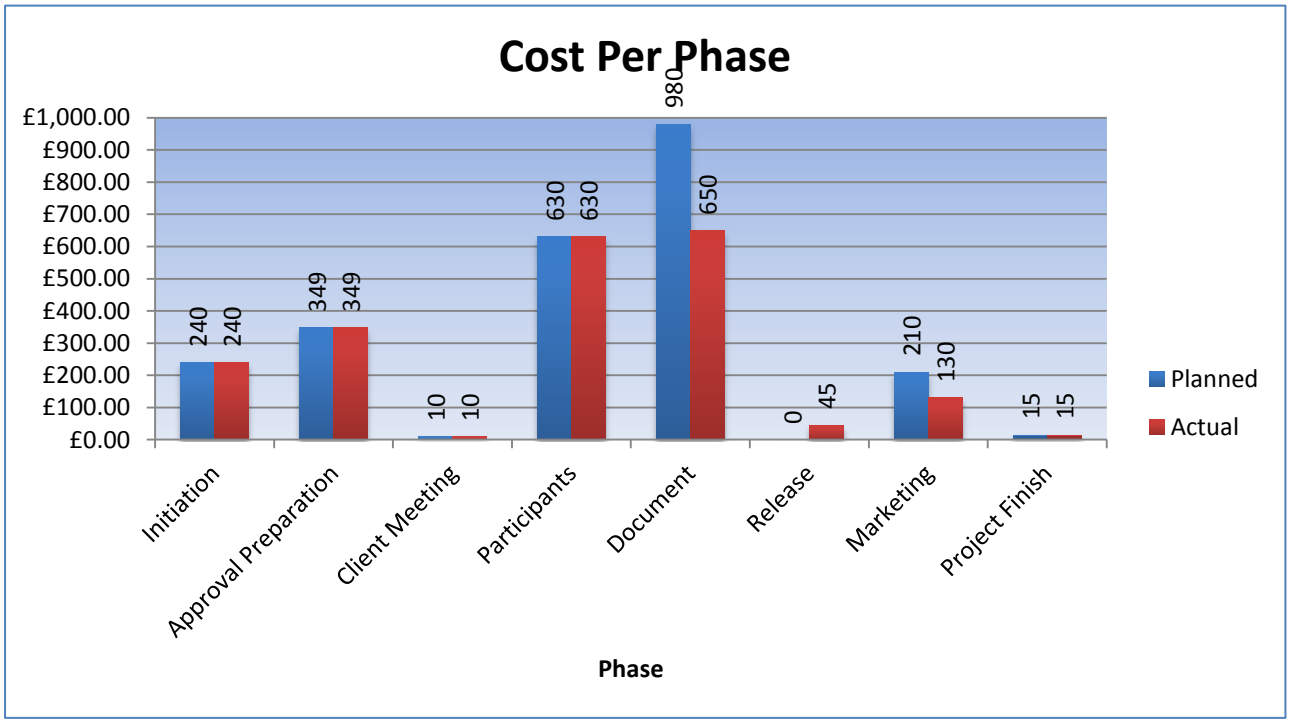


Table 2

Phase	Variance	Reason
Document Phase	-£330.00	Completed in reduced number of days, a knock-on effect of the first document design being delayed
Release Phase	+£45.00	Time addition of redesigning the document
Marketing Phase	-£80.00	A team member did not participating in marketing the product

Time

Figure 3 below illustrates the schedule slippage of the project. It compares the planned and actual start dates and planned and actual finish dates. Despite slippage during the project due to activity issues, these were dealt with quickly and effectively to regain time slippage allowing activities to make up time and the project to finish on its planned finish date.

Figure 3

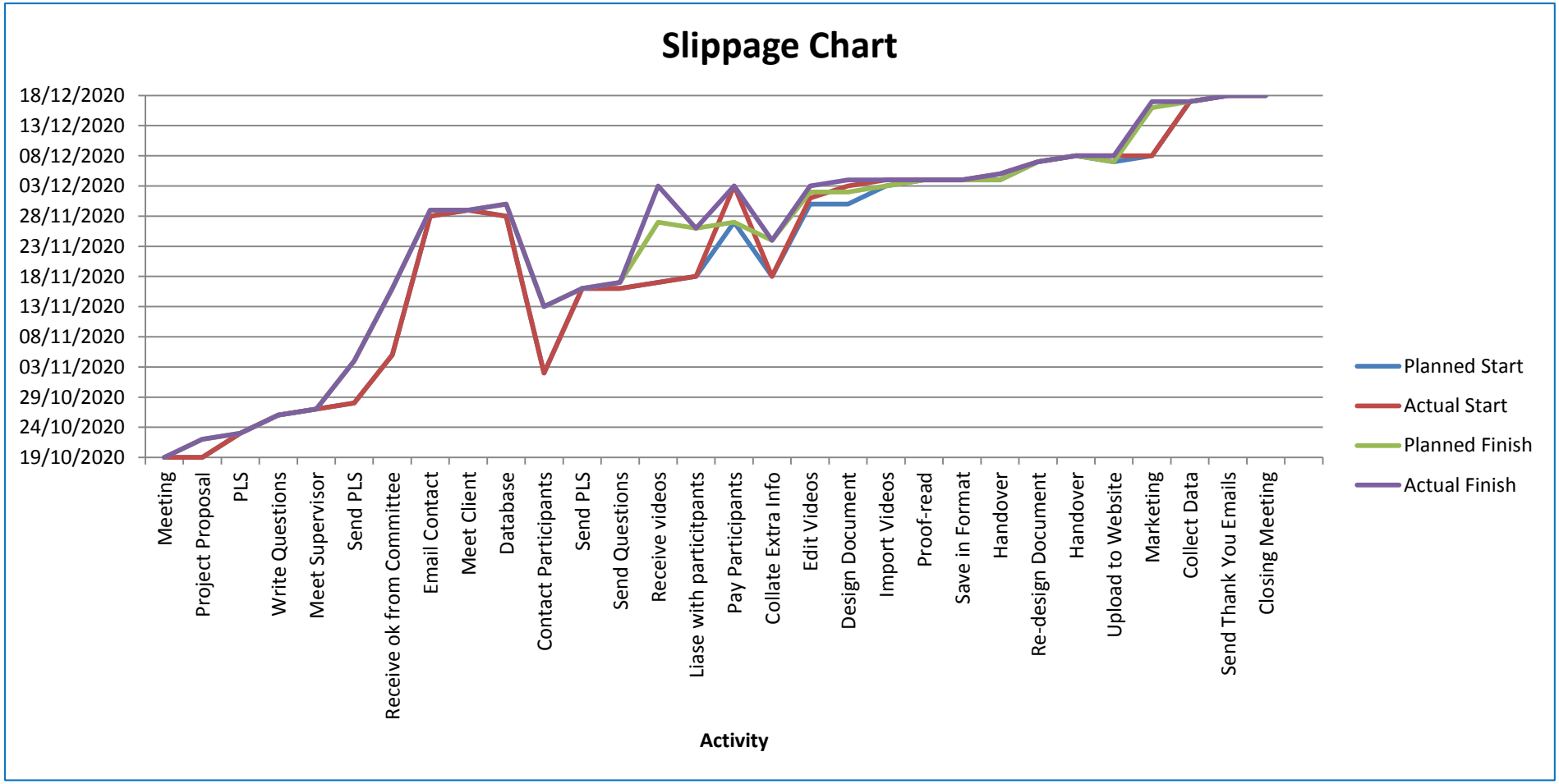


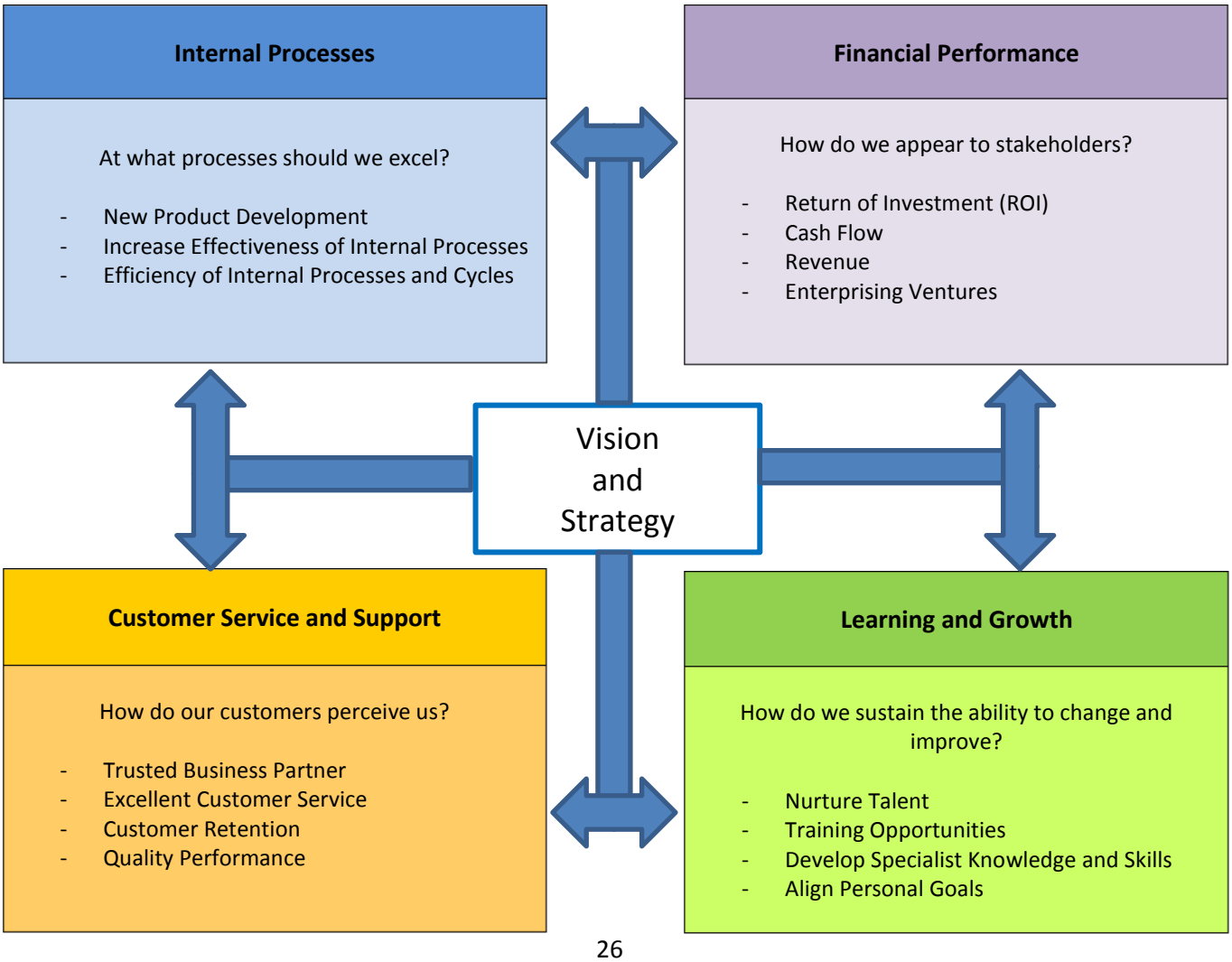
Table 3 below illustrates the planned schedule milestones and the actual dates achieved.

Table 3

Major Task Name	Planned Date	Actual Date
Contact and arrangement with Client (UWS)	29/10/20	29/10/20
Plain Language Statement and Consent form sent to Ethics Committee	04/11/20	04/11/20
Participants finalised and forms sent	16/11/20	16/11/20
Videos and business information received	27/11/20	03/12/20
Videos edited and information document design complete	03/12/20	04/12/20
Information document completed and proof-read	04/12/20	04/12/20
Product sent to client	04/12/20	05/12/20
Product uploaded to website	07/12/20	08/12/20
Data collection	17/12/20	17/12/20

Balanced Scorecard (*Figure 4*) was made and used to evaluate the overall project.

Figure 4



3.3 Reflection on Risks and Issues

All issues that arose were anticipated in the original risk register in the BPMS, therefore, strategies were in place allowing for swift action to be taken to resolve issues and keep the project on track. Options for managing issues were put to the team, discussed and signed off. Issues were logged in each weekly report and are accumulated in *Table 4*.

Table 4

Issue Log			
ID	**Priority**	**Issue Description**	**Actions/Resolution**
1	High	Made aware the day before video submission deadline that a participant did not want to self-record.	Suggested a recorded Microsoft Teams or Zoom interview as per our risk assessment register.
2	High	The participant did then not want to do an online interview as our ethics form only stated self-record and the participant did not sign consent for recorded interview although he could have pressed the record button.	Resubmit the Ethics Statement to the Ethics Committee (could take a week) or find a new participant (could take less than a week). Outcome: I found a new participant.
3	High	The original participants have not submitted their videos for the deadline.	The unscheduled weekend is available for the participants to submit videos. Contacted the participants to establish a submission date and offer support.
4	High	Videos were submitted late (02/12/20 – 03/12/20) causing schedule slippage.	To catch up, edit videos over one day.
5	High	Document designer, ----, has not started designing the document layout, causing schedule slippage.	To catch up, design document and insert videos over one day.
6	High	The document designer could not insert the videos into the document due to the video file size even although the document designer said he had done this previously.	---- set up a private Youtube account to host the videos so that the links could be put on the document by clicking a picture of each video.
7	Medium	The document designer, did not use the link idea and instead continued to try the videos by reducing them, but still did not work adding to cost and time.	Encouraged document designer to use the link method. He did after 4 hours.
8	High	Client was happy with the video editing done by myself, however did not like the document design done by -----, which will add to the schedule slippage.	I made sure it was ok with the team, particularly the original document designer, if I redesigned the document. Once given the ok from all the team I designed a new document in a few hours which the client said was much more professional looking and was then uploaded.
9	Medium	A team member, is not interested in marketing the video information document therefore we may not hit our objective of 50 views.	I messaged course peers with the link through the Projects in Practice lecture teams and Yammer and let my other module group members know about the resource. ---- did this as well.

3.4 Critical Review of Methodology and Approach

The planning phase for this project utilised a generic methodology. This incorporated features from PRINCE2 and Agile methodologies. There are features within both that are particularly noteworthy demonstrated in *Table 5* below:

Table 5

Methodology	Review of Features Appropriate to Project
PRINCE2	PRINCE2 is a structured yet flexible methodology that focuses on the justification for a project in accordance with the business case and suggests a novel approach to its feasibility study, in which the first is to consider the result if nothing happened and forces the analysis of why the project needs to be done and critically assess if the project needs done at all. The idea of continually analysing and re-visiting the business case to assess if the project is still viable as it progresses is a theme that runs through PRINCE2, emphasising if the project no longer meets the business case requirements, terminate the project. This was a useful idea used throughout the project.
Agile	Allows for flexibility of tasks through short-term increments through the project duration. This project required a task to be repeated in which an agile approach was essential. Had this project been based on a Waterfall method, it would have been difficult to go back to previous steps. It also Introduced user story technique, a straight-to-the-point and understandable sentence enabling the team to know exactly what the client is looking for, which will be useful for future projects that I carry out.
PRINCE2 Agile	Combine the use of the PRINCE2 structure with the adaptability of Agile, an approach taken during this project.

3.5 Administration Procedures

To collect information, record, monitor and control the project, I drew up and utilised Weekly Progress Reports for the duration of the project execution (Appendix I-V). These reports kept track of the project and identified if the project next stage was still viable. I updated the Gantt chart to reflect changes during the project to identify the impact on future tasks. I also kept a Project Planning Log and a Project Execution Log.

3.6 Team Performance and Leadership

The successful project was organised and managed well, with myself stepping in to a leadership role and structuring and writing the BPMS and providing solutions to issues and discussing the advantages and disadvantages of each with the team to come to a group decision on how to move forward quickly and effectively.

The team decided to communicate through Microsoft Teams. This was effective as it allowed us to utilise different methods to conduct meetings, message each other and upload documents.
There could have been more support during the project planning stage from team members. The BPMS was carried out in stages, uploaded to Microsoft Teams for viewing and editing. I encouraged the other team members to add, change and make suggestions, however, these messages were ignored. I only saw this as a positive as it allowed me to build on project planning skills, WBS and Gantt chart construction and risk identification. A few days before submission, -- asked what was still to be completed and she drew up the communications table. ----, just before submission, stated he was happy with the BPMS having not made any contribution.

The team did not have any clashes or arguments, largely down to myself anticipating what risks could turn to issues and devised predetermined routes to take if risks became issues, resulting in solutions being put to the team swiftly enabling decisions on next steps to be informed and quick.

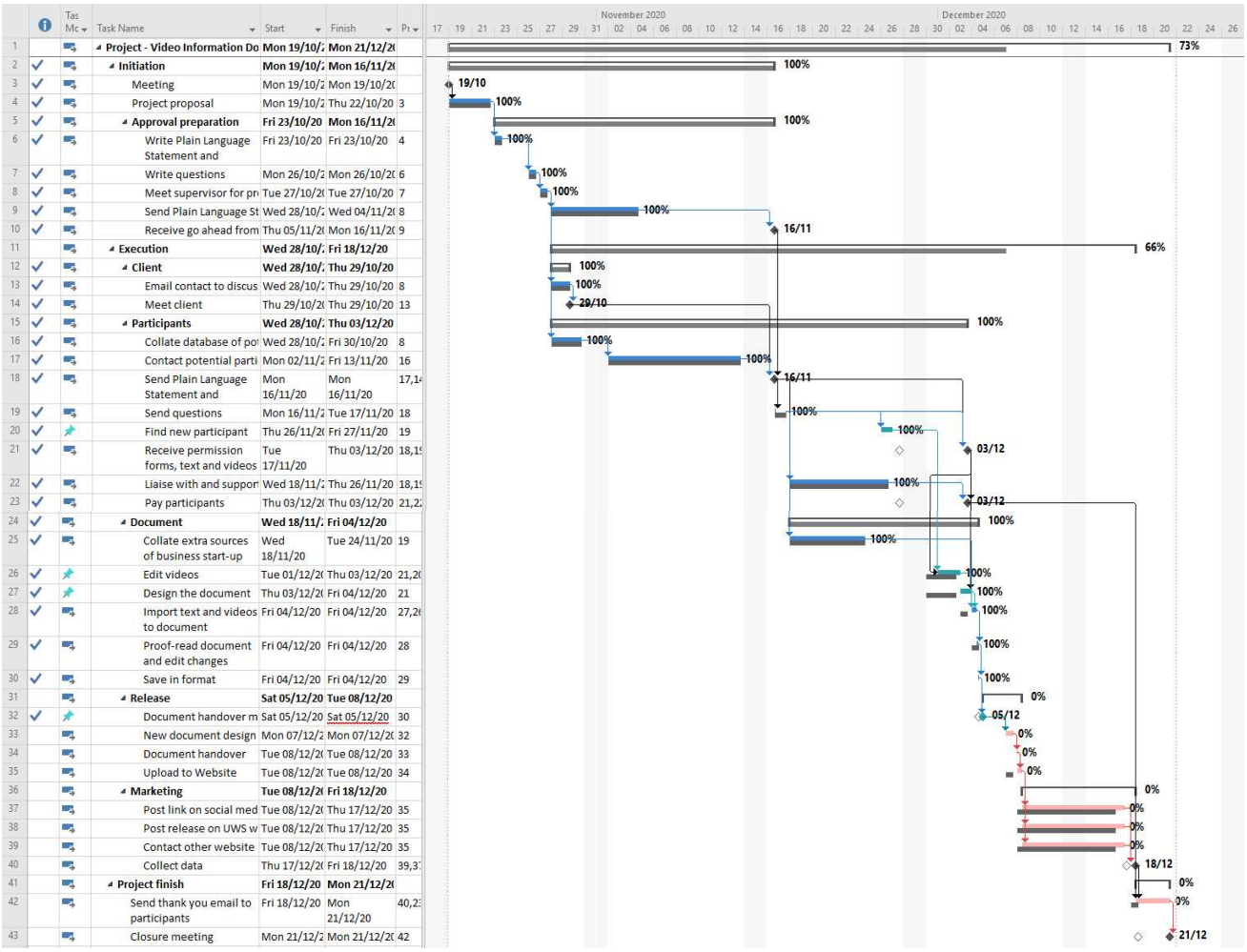
3.7 Lessons Learned and Recommendations

Planning is an essential part of a successful project. Identifying the project steps and activities in detail for the WBS enables an accurate Gantt chart to be constructed. The project WBS did not allow for the redesign of the document layout. In future, I will consider contingency steps for product changes at client final check. Had this been a larger project with a longer time scale, the client would have been shown drafts of the product to ensure the product was on the correct path.

Communication is crucial for a project allowing team members to keep up-to-date with project status, providing a chance to comment on options and decisions. Communication with the identified stakeholders is vital. Discovering what the client and end user requires is essential for a project. Collaboration with the client in the early stages of the project is paramount as acceptance of product quality is based on their approval.

4. Technology Report

Microsoft Project is a powerful tool to plan and keep track of a project. The functions provided are useful and there are numerous tutorials online to aid learning. There are a wide range of column options available for your Gantt chart depending on the project size and detail required. An advantage of Microsoft Project is the Tracking Gantt feature. This permits a visual representation of percentage complete of individual activities and overall summary tasks.



	Tas Mc	Task Name	Start	Finish	Pr
1		Project - Video Information Do	Mon 19/10/2	Mon 21/12/2	
2	✓	Initiation	Mon 19/10/2	Mon 16/11/2	
3	✓	Meeting	Mon 19/10/2	Mon 19/10/2	
4	✓	Project proposal	Mon 19/10/2	Thu 22/10/20	3
5	✓	Approval preparation	Fri 23/10/20	Mon 16/11/2	
6	✓	Write Plain Language Statement and	Fri 23/10/20	Fri 23/10/20	4
7	✓	Write questions	Mon 26/10/2	Mon 26/10/2	6
8	✓	Meet supervisor for pr	Tue 27/10/2	Tue 27/10/20	7
9	✓	Send Plain Language St	Wed 28/10/2	Wed 04/11/2	8
10	✓	Receive go ahead from	Thu 05/11/2	Mon 16/11/2	9
11		Execution	Wed 28/10/2	Fri 18/12/20	
12	✓	Client	Wed 28/10/2	Thu 29/10/20	
13	✓	Email contact to discus	Wed 28/10/2	Thu 29/10/20	8
14	✓	Meet client	Thu 29/10/2	Thu 29/10/20	13
15	✓	Participants	Wed 28/10/2	Thu 03/12/20	
16	✓	Collate database of pot	Wed 28/10/2	Fri 30/10/20	8
17	✓	Contact potential parti	Mon 02/11/2	Fri 13/11/20	16
18	✓	Send Plain Language Statement and	Mon 16/11/20	Mon 16/11/20	17,14
19	✓	Send questions	Mon 16/11/2	Tue 17/11/20	18
20	✓	Find new participant	Thu 26/11/2	Fri 27/11/20	19
21	✓	Receive permission forms, text and videos	Tue 17/11/20	Thu 03/12/20	18,15
22	✓	Liaise with and suppor	Wed 18/11/2	Thu 26/11/20	18,15
23	✓	Pay participants	Thu 03/12/2	Thu 03/12/20	21,22
24	✓	Document	Wed 18/11/2	Fri 04/12/20	
25	✓	Collate extra sources of business start-up	Wed 18/11/20	Tue 24/11/20	19
26	✓	Edit videos	Tue 01/12/2	Thu 03/12/20	21,2
27	✓	Design the document	Thu 03/12/2	Fri 04/12/20	21
28	✓	Import text and videos to document	Fri 04/12/20	Fri 04/12/20	27,2
29	✓	Proof-read document and edit changes	Fri 04/12/20	Fri 04/12/20	28
30	✓	Save in format	Fri 04/12/20	Fri 04/12/20	29
31		Release	Sat 05/12/20	Tue 08/12/20	
32	✓	Document handover m	Sat 05/12/20	Sat 05/12/20	30
33		New document design	Mon 07/12/2	Mon 07/12/2	32
34		Document handover	Tue 08/12/2	Tue 08/12/20	33
35		Upload to Website	Tue 08/12/2	Tue 08/12/20	34
36		Marketing	Tue 08/12/2	Fri 18/12/20	
37		Post link on social med	Tue 08/12/2	Thu 17/12/20	35
38		Post release on UWS w	Tue 08/12/2	Thu 17/12/20	35
39		Contact other website	Tue 08/12/2	Thu 17/12/20	35
40		Collect data	Thu 17/12/2	Fri 18/12/20	39,3
41		Project finish	Fri 18/12/20	Mon 21/12/2	
42		Send thank you email to participants	Fri 18/12/20	Mon 21/12/20	40,2
43		Closure meeting	Mon 21/12/2	Mon 21/12/2	42

It is important to keep the Gantt chart up-to-date to make full use of the benefits Microsoft Project offers. When continually updated, the range of visual reports available allows a detailed track of the project progress. Reports are an extremely useful feature to keep track of budget progress as the Gantt chart is updated to reflect activity progress and to identify, for example, activities that require additional resources, earned value report, a range of cost reports and project overview.

Another benefit of Microsoft project is its ability to be easily modified to fit a time frame. Additional tasks were also added with ease and adjusted the schedule automatically and enabled clear information on where time could be regained to finish to the original baseline.

5. Appendices

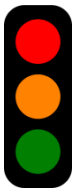
Appendix I: Week 1 – Weekly Progress Report

Week 1 - Weekly Progress Report

Project Name	Advice from the Experts: Hints and Tips for the Entrepreneurial Student
Weekly Report Date	Friday 20th November (20/11/20)

Project Status Summary
- Project is trending on time - Budget is on track - Initial client meeting has taken place - Ethics Committee has approved

Work Completed This Week
- BPMS sent - Participants have been finalised - Forms and questions have been sent to participants



Red: Significant changes/issues

Amber: Possible changes/issues

Green: On track

Project Status					
Schedule	**Budget**	**Scope**	**Risks**	**Resources**	**Overall Status**

Project Progress					
Key Phases	**Owner**	**Progress**	**Status**	**Due**	**Actual**
Initial client meeting	[redacted]	100%	Complete	29/10/20	29/10/20
Ethics Committee consent		100%	Complete	11/11/20	11/11/20
Participants finalised and forms sent		100%	Complete	16/11/20	16/11/20
Receive participant videos		10%	In progress	27/11/20	
Edit videos		0%	Future task	02/12/20	
Document layout		0%	Future task	02/12/20	
Final Video Information Document		0%	Future task	04/12/20	
Product handover to client		0%	Future task	04/12/20	
Product uploaded to website		0%	Future task	07/12/20	
Marketing of video		0%	Future task	16/12/20	
Collect data		0%	Future task	17/12/20	
Send thank you emails		0%	Future task	18/12/20	

Budget Status			
Phases	**Planned Spend**	**Actual Spend**	**Variance**
Project Proposal	£240.00	£240.00	£0.00
Approval Preparation	£349.00	£349.00	£0.00
Client	£10.00	£10.00	£0.00
Participants	£630.00	£280.00	-£350.00
Document	£980.00	-	-
Release	£0.00	-	-
Marketing	£210.00	-	-
Project Finish	£15.00	-	-
Total	£2434.00	-	-

Milestone Status Review		
Major Task Name	**Planned Date**	**Actual Date**
Contact and arrangement with Client (UWS)	29/10/20	29/10/20
Plain Language Statement and Consent form sent to Ethics Committee	02/11/20	05/11/20
Participants finalised and forms sent	16/11/20	15/11/20
Videos and business information received	27/11/20	
Video editing complete	03/12/20	
Information document design complete	03/12/20	
Information document completed and proof-read	04/12/20	
Uploaded to website	07/12/20	
Data collection	17/12/20	

Next Step Tasks
- Liaise with the participants - Collate extra sources of business start-up information sources - Receive signed consent forms - Receive videos for editing - Document design can commence

Risks Log For Next Step Tasks					
ID	**Description**	**L**	**I**	**H**	**Mitigation**
1	Videos are not returned by deadline will impact on time to edit videos.	3	5	15	Contact participants to support the submissions on time.

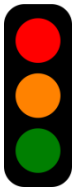
Appendix II: Week 2 – Weekly Progress Report

Week 2 - Weekly Progress Report

Project Name	Advice from the Experts: Hints and Tips for the Entrepreneurial Student
Weekly Report Date	Friday 27th November (27/11/20)

Project Status Summary
- Project has the potential to be delayed - Budget is on track - Risk and issue log has been updated

Work Completed This Week
- New participant found - Forms and questions have been sent to new participant - Client has been contacted with a project update and milestone overview - Gantt chart updated



Red: Significant changes/issues

Amber: Possible changes/issues

Green: On track

Project Status					
Schedule	**Budget**	**Scope**	**Risks**	**Resources**	**Overall Status**

Project Progress					
Key Phases	**Owner**	**Progress**	**Status**	**Due**	**Actual**
Initial client meeting	[redacted]	100%	Complete	29/10/20	29/10/20
Ethics Committee consent		100%	Complete	11/11/20	11/11/20
Participants finalised and forms sent		100%	Complete	16/11/20	16/11/20
Find new participant (New phase)		100%	Complete	26/11/20	26/11/20
Receive participant videos		10%	In progress	27/11/20	
Edit videos		0%	Future task	02/12/20	
Document layout		0%	Future task	02/12/20	
Final Video Information Document		0%	Future task	04/12/20	
Product handover to client		0%	Future task	04/12/20	
Product uploaded to website		0%	Future task	07/12/20	
Marketing of video		0%	Future task	16/12/20	
Collect data		0%	Future task	17/12/20	
Send thank you emails		0%	Future task	18/12/20	

Budget Status			
Phases	**Planned Spend**	**Actual Spend**	**Variance**
Project Proposal	£240.00	£240.00	£0.00
Approval Preparation	£349.00	£349.00	£0.00
Client	£10.00	£10.00	£0.00
Participants	£630.00	£300.00	-£330.00
Document	£980.00	£300.00	-£680.00
Release	£0.00	-	-
Marketing	£210.00	-	-
Project Finish	£15.00	-	-
Total	£2434.00	-	-

Milestone Status Review		
Major Task Name	**Planned Date**	**Actual Date**
Contact and arrangement with Client (UWS)	29/10/20	29/10/20
Plain Language Statement and Consent form sent to Ethics Committee	02/11/20	05/11/20
Participants finalised and forms sent	16/11/20	15/11/20
Videos and business information received	27/11/20	
Video editing complete	03/12/20	
Information document design complete	03/12/20	
Information document completed and proof-read	04/12/20	
Uploaded to website	07/12/20	
Data collection	17/12/20	

Issue Log			
ID	**Priority**	**Issue Description**	**Actions**
1	High	Made aware the day before video submission deadline that a participant did not want to self-record.	Suggested a recorded Microsoft Teams or Zoom interview as per our risk assessment register.
2	High	The participant did then not want to do an online interview as our ethics form only stated self-record and the participant did not sign consent for recorded interview although he could have pressed the record button.	Resubmit the Ethics Statement to the Ethics Committee (could take a week) or find a new participant (could take less than a week). Outcome: I found a new participant.
3	High	The original participants have not submitted their videos for the deadline.	The unscheduled weekend is available for the participants to submit videos. Contacted the participants to establish a submission date and offer support.

Next Step Tasks
- Liaise with participants - Receive videos for editing - Document design can commence

Risks Log For Next Step Tasks					
ID	**Description**	**L**	**I**	**H**	**Mitigation**
1	Videos are not submitted before the 03/12/20 the project will miss its next milestone date therefor the schedule will be delayed.	3	5	15	Contact participants and offer support. Prepare to spend full day editing all 3 videos.
2	Videos may not insert in to document easily leading to schedule slippage.	2	5	10	Trial of video insert and set-up Youtube channel as back-up.

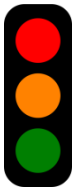
Appendix III: Week 3 – Weekly Progress Report

Week 3 - Weekly Progress Report

Project Name	Advice from the Experts: Hints and Tips for the Entrepreneurial Student
Weekly Report Date	Friday 4th December (04/12/20)

Project Status Summary
- Project has the potential to be delayed - Budget is on track - Risk and issue log has been updated

Work Completed This Week
- Videos received - Videos edited - Document completed - Gantt chart updated



Red: Significant changes/issues

Amber: Possible changes/issues

Green: On track

Project Status					
Schedule	**Budget**	**Scope**	**Risks**	**Resources**	**Overall Status**

Project Progress					
Key Phases	**Owner**	**Progress**	**Status**	**Due**	**Actual**
Initial client meeting	[redacted]	100%	Complete	29/10/20	29/10/20
Ethics Committee consent		100%	Complete	11/11/20	11/11/20
Participants finalised and forms sent		100%	Complete	16/11/20	16/11/20
Find new participant (New phase)		100%	Complete	26/11/20	26/11/20
Receive participant videos		100%	Complete	27/11/20	03/12/20
Edit videos		100%	Complete	02/12/20	03/12/20
Document layout		100%	Complete	02/12/20	04/12/20
Final Video Information Document		50%	In Progress	04/12/20	
Product handover to client		0%	Behind	04/12/20	
Product uploaded to website		0%	Future task	07/12/20	
Marketing of video		0%	Future task	16/12/20	
Collect data		0%	Future task	17/12/20	
Send thank you emails	All	0%	Future task	18/12/20	

Budget Status			
Phases	**Planned Spend**	**Actual Spend**	**Variance**
Project Proposal	£240.00	£240.00	£0.00
Approval Preparation	£349.00	£349.00	£0.00
Client	£10.00	£10.00	£0.00
Participants	£630.00	£630.00	£0.00
Document	£980.00	£650.00	-£330.00
Release	£0.00	-	-
Marketing	£210.00	-	-
Project Finish	£15.00	-	-
Total	£2434.00	-	-

Milestone Status Review		
Major Task Name	**Planned Date**	**Actual Date**
Contact and arrangement with Client (UWS)	29/10/20	29/10/20
Plain Language Statement and Consent form sent to Ethics Committee	02/11/20	05/11/20
Participants finalised and forms sent	16/11/20	15/11/20
Videos and business information received	27/11/20	03/12/20
Video editing complete	03/12/20	03/12/20
Information document design complete	03/12/20	04/12/20
Information document completed and proof-read	04/12/20	Behind
Uploaded to website	07/12/20	
Data collection	17/12/20	

Issue Log			
ID	**Priority**	**Issue Description**	**Actions**
1	High	Videos were submitted late (02/12/20 – 03/12/20) causing schedule slippage.	To catch up, edit videos over one day.
2	High	Document designer has not started designing the document layout, causing schedule slippage.	To catch up, design document and insert videos over one day.

Next Step Tasks
- Send Video Information Document to client - Video Information Document uploaded to website

Risks Log For Next Step Tasks					
ID	**Description**	**L**	**I**	**H**	**Mitigation**
1	Document design is not of standard due to time constraint causing delay to upload.	1	5	5	Prepare for re-design.

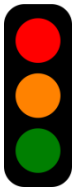
Appendix IV: Week 4 – Weekly Progress Report

Week 4 - Weekly Progress Report

Project Name	Advice from the Experts: Hints and Tips for the Entrepreneurial Student
Weekly Report Date	Friday 11th December (11/12/20)

Project Status Summary
- Project is on track - Budget is on track - Risk and issue log has been updated

Work Completed This Week
- Video Information Document sent to Client - Video Information Document uploaded to website - Marketing has commenced - Gantt chart updated



Red: Significant changes/issues

Amber: Possible changes/issues

Green: On track

Project Status					
Schedule	**Budget**	**Scope**	**Risks**	**Resources**	**Overall Status**

Project Progress					
Key Phases	**Owner**	**Progress**	**Status**	**Due**	**Actual**
Initial client meeting	[redacted]	100%	Complete	29/10/20	29/10/20
Ethics Committee consent		100%	Complete	11/11/20	11/11/20
Participants finalised and forms sent		100%	Complete	16/11/20	16/11/20
Find new participant (New phase)		100%	Complete	26/11/20	26/11/20
Receive participant videos		100%	Complete	27/11/20	03/12/20
Edit videos		100%	Complete	02/12/20	03/12/20
Document layout		100%	Complete	02/12/20	04/12/20
Final Video Information Document		100%	Complete	04/12/20	05/12/20
Product handover to client		100%	Complete	04/12/20	05/12/20
New document design layout		100%	Complete	07/12/20	07/12/20
Handover to client		100%	Complete	08/12/20	08/12/20
Product uploaded to website		100%	Complete	07/12/20	08/12/20
Marketing of video		50%	In Progress	16/12/20	
Collect data		0%	Future task	17/12/20	
Send thank you emails		0%	Future task	18/12/20	

Budget Status			
Phases	**Planned Spend**	**Actual Spend**	**Variance**
Project Proposal	£240.00	£240.00	£0.00
Approval Preparation	£349.00	£349.00	£0.00
Client	£10.00	£10.00	£0.00
Participants	£630.00	£630.00	£0.00
Document	£980.00	£650.00	-£330.00
Release	£0.00	£45.00	£45.00
Marketing	£210.00	-	-
Project Finish	£15.00	-	-
Total	£2434.00	-	-

Milestone Status Review		
Major Task Name	**Planned Date**	**Actual Date**
Contact and arrangement with Client (UWS)	29/10/20	29/10/20
Plain Language Statement and Consent form sent to Ethics Committee	02/11/20	05/11/20
Participants finalised and forms sent	16/11/20	15/11/20
Videos and business information received	27/11/20	03/12/20
Video editing complete	03/12/20	03/12/20
Information document design complete	03/12/20	04/12/20
Information document completed and proof-read	04/12/20	05/12/20
Uploaded to website	07/12/20	08/12/20
Data collection	17/12/20	

Issue Log			
ID	**Priority**	**Issue Description**	**Actions**
1	High	The document designer, ----, could not insert the videos into the document due to the video file size even although the document designer said he had done this previously.	---- set up a private Youtube account to host the videos so that the links could be put on the document by clicking a picture of each video.
2	Medium	The document designer did not use the link idea and instead continued to try the videos by reducing them, but still did not work adding to cost and time.	Encouraged document designer to use the link method. He did after 4 hours.
3	High	Client was happy with the video editing done by myself, , however did not like the document design done by ---, which will add to the schedule slippage.	I made sure it was ok with the team, particularly the original document designer, if I redesigned the document. Once given the ok from all the team I designed a new document in a few hours which the client said was much more professional looking and was then uploaded.

Next Step Tasks
- Market the Video Information Document to students - Collect viewing data

Risks Log For Next Step Tasks					
ID	**Description**	**L**	**I**	**H**	**Mitigation**
1	Nobody sees the video information document online therefore we will not hit an objective.	2	5	10	Marketing the video information document to students.

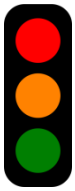
Appendix V: Week 5 – Weekly Progress Report

Week 5 - Weekly Progress Report

Project Name	Advice from the Experts: Hints and Tips for the Entrepreneurial Student
Weekly Report Date	Friday 18th December (18/12/20)

Project Status Summary
- Project is on track - Budget is on track - Risk and issue log has been updated

Work Completed This Week
- Marketing continued - Viewing data collected - Gantt chart updated



Red: Significant changes/issues

Amber: Possible changes/issues

Green: On track

Project Status					
Schedule	**Budget**	**Scope**	**Risks**	**Resources**	**Overall Status**

Project Progress					
Key Phases	**Owner**	**Progress**	**Status**	**Due**	**Actual**
Initial client meeting	[redacted]	100%	Complete	29/10/20	29/10/20
Ethics Committee consent		100%	Complete	11/11/20	11/11/20
Participants finalised and forms sent		100%	Complete	16/11/20	16/11/20
Find new participant (New phase)		100%	Complete	26/11/20	26/11/20
Receive participant videos		100%	Complete	27/11/20	03/12/20
Edit videos		100%	Complete	02/12/20	03/12/20
Document layout		100%	Complete	02/12/20	04/12/20
Final Video Information Document		100%	Complete	04/12/20	05/12/20
Product handover to client		100%	Complete	04/12/20	05/12/20
New document design layout		100%	Complete	07/12/20	07/12/20
Handover to client		100%	Complete	08/12/20	08/12/20
Product uploaded to website		100%	Complete	07/12/20	08/12/20
Marketing of video		100%	Complete	16/12/20	16/12/20
Collect data		100%	Complete	17/12/20	17/12/20
Send thank you emails		100%	Complete	18/12/20	18/12/20

Budget Status			
Phases	**Planned Spend**	**Actual Spend**	**Variance**
Project Proposal	£240.00	£240.00	£0.00
Approval Preparation	£349.00	£349.00	£0.00
Client	£10.00	£10.00	£0.00
Participants	£630.00	£630.00	£0.00
Document	£980.00	£650.00	-£330.00
Release	£0.00	£45.00	£45.00
Marketing	£210.00	£130.00	-£80.00
Project Finish	£15.00	£15.00	£0.00
Total	£2434.00	£2069.00	-£365.00

Milestone Status Review		
Major Task Name	**Planned Date**	**Actual Date**
Contact and arrangement with Client (UWS)	29/10/20	29/10/20
Plain Language Statement and Consent form sent to Ethics Committee	02/11/20	05/11/20
Participants finalised and forms sent	16/11/20	15/11/20
Videos and business information received	27/11/20	03/12/20
Video editing complete	03/12/20	03/12/20
Information document design complete	03/12/20	04/12/20
Information document completed and proof-read	04/12/20	05/12/20
Uploaded to website	07/12/20	08/12/20
Data collection	17/12/20	17/12/20

Issue Log			
ID	**Priority**	**Issue Description**	**Actions**
1	Medium	A team member, -----, is not interested in marketing the video information document therefore we may not hit our objective of 50 views.	I messaged our course peers with the link through the Projects in Practice lecture teams and Yammer as well as letting my other module group members know about the resource. ----- did this as well.

Appendix VI: Product

Advice from the Experts

Hints and Tips for the Entrepreneurial Student

Have you ever considered starting your own business?

Click the below videos for advice, hints and tips from entrepreneurs and their experience of starting and running a business.

Abbie Watson

Professional Vocal Coach
and Health & Fitness Coach

Facebook: Abbie Watson – Singer/Dancer

Click to play video

Johnny McAdam

Founder of Mango Music
and McAdam Garden & Home

Website: www.mangomusic.org
Facebook: @mangomusicglasgow

Click to play video

Ajmal Yamin

Management Consultant,
IT Consultant and Property Investor

LinkedIn: www.linkedin.com/in/ajmal-y-8b9819107

Click to play video

Resources to Help Kick-start Your Entrepreneurial Journey

Organisations and Websites

Business Gateway	www.bgateway.com
Scottish Enterprise	www.scottish-enterprise.com
Startup Grind	www.startupgrind.com
Princes Trust	www.princes-trust.org.uk
Scottish Institute for Enterprise	www.sie.ac.uk