JIX Going Global

Project Management Plan

Professional Consulting Engagement

University of Otago
ŌTĀKOU WHAKAIHU WAKA

Project Details

Title	Description
Project sponsor	JIX Limited
Project Director	Sakthi Ranganathan
Project Manager	Dawood Ali
Project Location	44 Horoeka Street Russley Christchurch New Zealand
Start Date	1st July 2024
Finish Date	7th October 2024
Project Number	PRJ-001

Document version control.

Version	Dates	Authors	Summary of changes
0.1	01-07-2024	Dawood Ali	Initial draft & document layout setup.
0.2	23-07-2024	Dawood Ali	Completed the plan for submission.

Document Sign-off.

Date	Name (Position)	Initials
23rd July 04	Sakthi Ranganathan (Founder & Design Technologist)	S. B
23rd July 04	Dawood Ali (Student - Implementor – PM)	D. A

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Background

The collective global AR/VR market was valued at $60 billion and is projected to reach 235 billion by 2030 with a CAGR of 25.7%, due to recent developments in relevant technologies at a highly accelerated pace.

A tremendous number of opportunities are available in this domain and New Zealand being a minor participant has a tiny consumer market for such services with little cost-benefit advantage, it is, therefore, essential for JIX to streamline adequate strategy to take their services globally and capitalize on the opportunities that are present in the emerging stages of this industry, not just to sustain the business but also to establish a strong imprint of their brand globally.

It is very essential JIX Limited being a cutting-edge technology solution provider organisation based in Christchurch New Zealand, to carry out a comprehensive study of market dynamics and based on the outcomes constitute an applicable strategy that will lead the firm towards its sustainable growth via identifying the right pursuable objectives and streamlining a plan to achieve them. The overall idea here is to conduct internal and external analysis in the context of JIX Limited to determine the organisation's strengths and weaknesses in conjunction with opportunities that the firm can exploit in its interest.

It is important to highlight here that, this business was established by a computer science graduate with a specialisation in artificial intelligence and virtual reality, the idea here is to induce the business acumen soul into the business to scale it up and broaden the growth of the business.

Project Charter

In this project, it is proposed that we conduct a detailed study of the current business structure, and its offerings, and carry out industry research, which will assist JIX Ltd to bridge the gaps between industry, that it is currently encountering towards its growth and success. At the end of the overall projected work detailed in later sections of this document, JIX Limited will be provided with a comprehensive final PCE report that will encapsulate all vital findings and recommendations followed by a presentation of such recommendations.

Details of the pre-approved project proposal can be seen in Appendix 1.1

Project Scope Statement

Countering the challenges being faced by JIX Ltd, a comprehensive market research and analysis will be carried out, in alignment with the project charter, which will result in a detailed report carrying the key insights along with the recommendations for the business that can be considered for expanding the business globally and to achieve greater success. The final report will be based on key applicable business administration concepts with efficient usage of industry-standard frameworks, not just only to provide a backing towards the rationale of the recommendations, but also to enrich the understanding and knowledgebase of project sponsors in their wider interest.

The overall scope project is divided into the following three phases,

1. Initial Preparatory work (Proposal & Plan)
2. Core Project (PCE Report)
3. Brief on findings and recommendations (Final presentation)

Project Deliverables

Each phase of the overall project will conclude with certain deliverable items that will be issued to the project sponsor in the best satisfactory manner to meet their requirements and expectations,

Here is the schedule of three underlying deliverables,

Deliverable 1

Initial Preparatory work, during this phase we will be finalizing and acquiring the signoff consent of the sponsor for the project charter where the finalised approved project proposal will be shared with the sponsor, additionally within the same phase a complete project management plan will also be prepared and shared with the project sponsor for having clear visibility and conformance, due dates for this deliverable can be seen in the schedule section of this document.

Deliverable 2

Core project (PCE Report), this will be the main component of the overall project, where various sets of activities will be carried out to collect the precise information needed in this context and apply the analysis on the gathered data, where all the findings and analysis outcomes will be documented inside the outcome report. This outcome report will constitute a tremendous amount of information that is essential for JIX Ltd business in conjunction with the proposed strategic plan, constituents of the PCE report and set of activities that will be carried out here can be referred to in the work breakdown section, that is included later in this document however the due dates for this deliverable can be seen in the schedule section of this document.

Deliverable 3

Brief on findings and recommendations, this phase will include a supplementary in-person presentation to the sponsor, where the key findings and recommendations will be presented to the client in the light of the PCE report and the due dates for this deliverable can be seen in the schedule section of this document.

Known Exclusions

1. PCE report is restricted to analysis and recommendations only, any working application or the implementation of recommendations shall be considered as out of scope here.
2. This project is a time-bound commitment activity and shall not exceed beyond October 2024, any further extension shall be treated as a separate engagement work item.
3. Any significant financial cost-bearing activities are considered project exclusions here.
4. There shall not be any additional human resources allocated to this project except for the student who is conducting this project.

Assumptions

1. JIX Limited shall provide adequate information about their business that is essential in this context, including details of their offerings, their client, and their organisation structure.
2. The PCE report will revolve around the core business domain i.e. AR/VR and technology and all research will be conducted here for this segment.
3. All resources prescribed in the Project Detail section will remain available for communication during the various stages of this project.
4. This project is strictly time-bound and shall not be exceeded beyond its final dates in any circumstances.

Key Constraints

- **Cost,** all minor costs associated with various project activities will be self-funded, in case of any explicit circumstances the sponsor shall bear the additional cost subject to their specialised requirements.
- **Time,** roughly 450 hours will be consumed on this project for the delivery of the final report & presentation, between 7th June and 14th October 2024 and every required work item must be completed within this timeframe and hourly resource.

Work Breakdown Structure

Details of the work breakdown can be found in Appendix 2.1.

Project Resources

The following table illustrate the details of human resources, which will be engaged for the execution of this project,

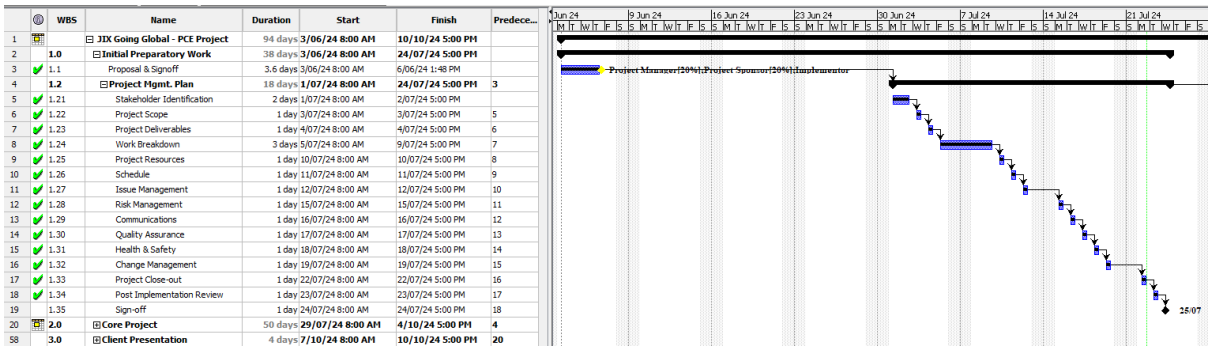
Resource details	Role and responsibilities
Name: Sakthi Ranganathan Company: JIX Limited Contact details: sakthi@jix.co.nz Time commitment: Moderate	**Project Sponsor** Resolve high level conflicts where required. Take financial ownership of the project. Champion the project Review Quality Assurance
Name: Tony Garry Company: Otago University Contact details: tony.garry@otago.ac.nz Time commitment: Low	**Project Director** Manage the Project Manager
Name: Mike Roberts Company: Otago University Contact details: mike.roberts@otago.ac.nz Time commitment: Moderate	**Project Co-ordinator** Administrate projects activities according to timeframes
Name: Dawood Ali Company: Westpac New Zealand / Otago University Contact details: alida500@student.otago.ac.nz Time commitment: High	**Project Manager / Implementor** Take responsibility for the activities of resources. Manage project process. Co-ordinate all resource activities Communicate with Project Sponsor Manage budget, risk, resources, timeframes, and project deliverables. Manage Quality Assurance

Time Commitment,

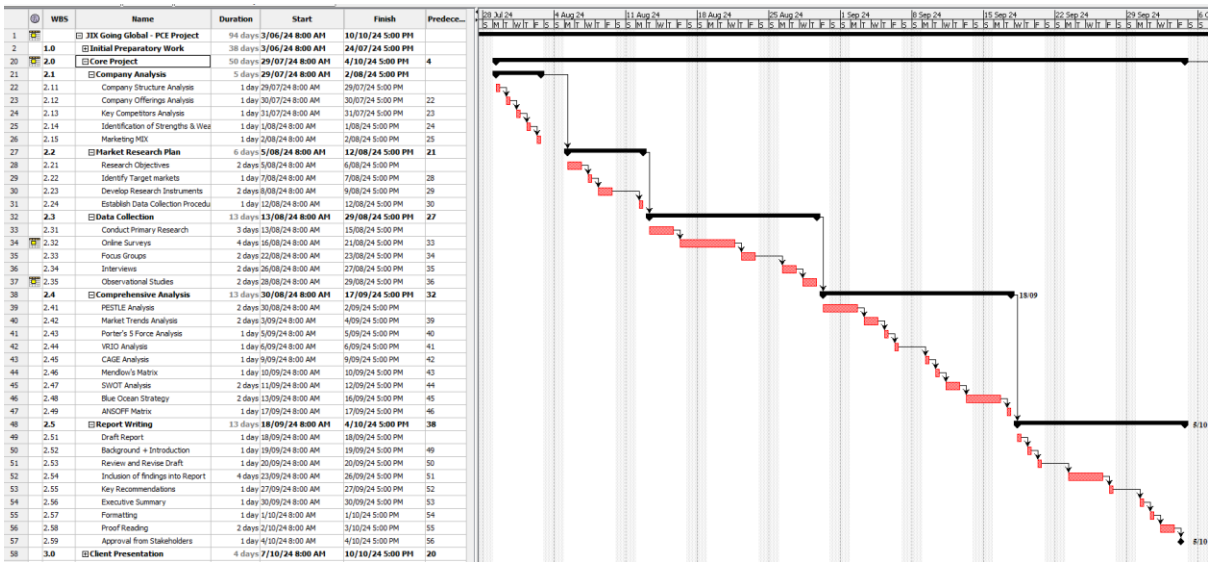
- **Low** – limited usually involved and required in signoff and final assessment.
- **Moderate** – Not responsible for everything but is required for assistance and navigation on request.
- **High** – Responsible for delivery of the entire project and required for maximum possible time.

Schedule

The following illustrations depict the schedule of the entire project,



	WBS	Name	Duration	Start	Finish	Predece...
1		JIX Going Global - PCE Project	94 days	3/06/24 8:00 AM	10/10/24 5:00 PM	
2	1.0	Initial Preparatory Work	38 days	3/06/24 8:00 AM	24/07/24 5:00 PM	
3	1.1	Proposal & Signoff	3.6 days	3/06/24 8:00 AM	6/06/24 1:48 PM	
4	1.2	Project Mgmt. Plan	18 days	1/07/24 8:00 AM	24/07/24 5:00 PM	3
5	1.21	Stakeholder Identification	2 days	1/07/24 8:00 AM	2/07/24 5:00 PM	
6	1.22	Project Scope	1 day	3/07/24 8:00 AM	3/07/24 5:00 PM	5
7	1.23	Project Deliverables	1 day	4/07/24 8:00 AM	4/07/24 5:00 PM	6
8	1.24	Work Breakdown	3 days	5/07/24 8:00 AM	9/07/24 5:00 PM	7
9	1.25	Project Resources	1 day	10/07/24 8:00 AM	10/07/24 5:00 PM	8
10	1.26	Schedule	1 day	11/07/24 8:00 AM	11/07/24 5:00 PM	9
11	1.27	Issue Management	1 day	12/07/24 8:00 AM	12/07/24 5:00 PM	10
12	1.28	Risk Management	1 day	15/07/24 8:00 AM	15/07/24 5:00 PM	11
13	1.29	Communications	1 day	16/07/24 8:00 AM	16/07/24 5:00 PM	12
14	1.30	Quality Assurance	1 day	17/07/24 8:00 AM	17/07/24 5:00 PM	13
15	1.31	Health & Safety	1 day	18/07/24 8:00 AM	18/07/24 5:00 PM	14
16	1.32	Change Management	1 day	19/07/24 8:00 AM	19/07/24 5:00 PM	15
17	1.33	Project Close-out	1 day	22/07/24 8:00 AM	22/07/24 5:00 PM	16
18	1.34	Post Implementation Review	1 day	23/07/24 8:00 AM	23/07/24 5:00 PM	17
19	1.35	Sign-off	1 day	24/07/24 8:00 AM	24/07/24 5:00 PM	18
20	2.0	Core Project	50 days	29/07/24 8:00 AM	4/10/24 5:00 PM	4
58	3.0	Client Presentation	4 days	7/10/24 8:00 AM	10/10/24 5:00 PM	20



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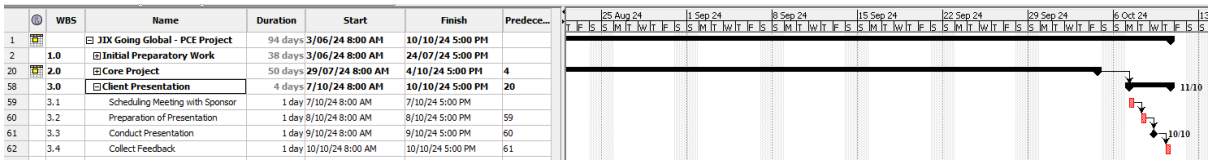
20	2.0	Core Project	50 days	29/07/24 8:00 AM	4/10/24 5:00 PM	4
21	2.1	Company Analysis	5 days	29/07/24 8:00 AM	2/08/24 5:00 PM	
22	2.11	Company Structure Analysis	1 day	29/07/24 8:00 AM	29/07/24 5:00 PM	
23	2.12	Company Offerings Analysis	1 day	30/07/24 8:00 AM	30/07/24 5:00 PM	22
24	2.13	Key Competitors Analysis	1 day	31/07/24 8:00 AM	31/07/24 5:00 PM	23
25	2.14	Identification of Strengths & Wea	1 day	1/08/24 8:00 AM	1/08/24 5:00 PM	24
26	2.15	Marketing MIX	1 day	2/08/24 8:00 AM	2/08/24 5:00 PM	25
27	2.2	Market Research Plan	6 days	5/08/24 8:00 AM	12/08/24 5:00 PM	21
28	2.21	Research Objectives	2 days	5/08/24 8:00 AM	6/08/24 5:00 PM	
29	2.22	Identify Target markets	1 day	7/08/24 8:00 AM	7/08/24 5:00 PM	28
30	2.23	Develop Research Instruments	2 days	8/08/24 8:00 AM	9/08/24 5:00 PM	29
31	2.24	Establish Data Collection Procedu	1 day	12/08/24 8:00 AM	12/08/24 5:00 PM	30
32	2.3	Data Collection	13 days	13/08/24 8:00 AM	29/08/24 5:00 PM	27
33	2.31	Conduct Primary Research	3 days	13/08/24 8:00 AM	15/08/24 5:00 PM	
34	2.32	Online Surveys	4 days	16/08/24 8:00 AM	21/08/24 5:00 PM	33
35	2.33	Focus Groups	2 days	22/08/24 8:00 AM	23/08/24 5:00 PM	34
36	2.34	Interviews	2 days	26/08/24 8:00 AM	27/08/24 5:00 PM	35
37	2.35	Observational Studies	2 days	28/08/24 8:00 AM	29/08/24 5:00 PM	36
38	2.4	Comprehensive Analysis	13 days	30/08/24 8:00 AM	17/09/24 5:00 PM	32
39	2.41	PESTLE Analysis	2 days	30/08/24 8:00 AM	2/09/24 5:00 PM	
40	2.42	Market Trends Analysis	2 days	3/09/24 8:00 AM	4/09/24 5:00 PM	39
41	2.43	Porter's 5 Force Analysis	1 day	5/09/24 8:00 AM	5/09/24 5:00 PM	40
42	2.44	VRIO Analysis	1 day	6/09/24 8:00 AM	6/09/24 5:00 PM	41
43	2.45	CAGE Analysis	1 day	9/09/24 8:00 AM	9/09/24 5:00 PM	42
44	2.46	Mendlow's Matrix	1 day	10/09/24 8:00 AM	10/09/24 5:00 PM	43
45	2.47	SWOT Analysis	2 days	11/09/24 8:00 AM	12/09/24 5:00 PM	44
46	2.48	Blue Ocean Strategy	2 days	13/09/24 8:00 AM	16/09/24 5:00 PM	45
47	2.49	ANSOFF Matrix	1 day	17/09/24 8:00 AM	17/09/24 5:00 PM	46
48	2.5	Report Writing	13 days	18/09/24 8:00 AM	4/10/24 5:00 PM	38
49	2.51	Draft Report	1 day	18/09/24 8:00 AM	18/09/24 5:00 PM	
50	2.52	Background + Introduction	1 day	19/09/24 8:00 AM	19/09/24 5:00 PM	49
51	2.53	Review and Revise Draft	1 day	20/09/24 8:00 AM	20/09/24 5:00 PM	50
52	2.54	Inclusion of findings into Report	4 days	23/09/24 8:00 AM	26/09/24 5:00 PM	51
53	2.55	Key Recommendations	1 day	27/09/24 8:00 AM	27/09/24 5:00 PM	52
54	2.56	Executive Summary	1 day	30/09/24 8:00 AM	30/09/24 5:00 PM	53
55	2.57	Formatting	1 day	1/10/24 8:00 AM	1/10/24 5:00 PM	54
56	2.58	Proof Reading	2 days	2/10/24 8:00 AM	3/10/24 5:00 PM	55
57	2.59	Approval from Stakeholders	1 day	4/10/24 8:00 AM	4/10/24 5:00 PM	56
58	3.0	Client Presentation	4 days	7/10/24 8:00 AM	10/10/24 5:00 PM	20



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58	3.0	Client Presentation	4 days	7/10/24 8:00 AM	10/10/24 5:00 PM	20
59	3.1	Scheduling Meeting with Sponsor	1 day	7/10/24 8:00 AM	7/10/24 5:00 PM	
60	3.2	Preparation of Presentation	1 day	8/10/24 8:00 AM	8/10/24 5:00 PM	59
61	3.3	Conduct Presentation	1 day	9/10/24 8:00 AM	9/10/24 5:00 PM	60
62	3.4	Collect Feedback	1 day	10/10/24 8:00 AM	10/10/24 5:00 PM	61

Key Milestones

#	Milestone	Due date	Progress
1	Project charter sign-off	6th June 2024	Achieved
2	Project Management Plan sign-off	24th July 2024	Achieved
3	PCE report sign-off by stakeholders	4th October 2024	To be commenced
4	Final presentation and feedback collection	10th October 2024	To be commenced

Budget and Financial Control

We are assuming that there shall not be any significant financial cost required by this project thus, the entire time and effort cost shall be covered by the implementor of this project, however, if required in any special circumstances, then the sponsor of the project shall assist the implementor for the provision, however, the likelihood of such scenario is very rare in this context.

Issue Management and Escalation

We shall be maintaining an issue management register throughout the execution of this project, if any known issue is identified, we will immediately log it into the register and carry out an initial analysis to resolve it, in the second step if the issue can't be resolved, we will escalate it to subject matter experts these SME's could be from the sponsor's representative or representative from university who could assist us to resolve the issue, also there is a final provision of change management is also available that can assist us too, to resolve the issues via change request. It will be the primary responsibility of the implementors to log and report issues and make the best efforts to resolve them in the first place, template of the issue management register can be found in Appendix 3.1.

Risk Management

In the context of this project, any circumstances or event that can cause a delay or blocker in the completion of this project or could cause the quality of deliverables shall be considered a risk. At the beginning of the commencement of core project activities, we will proactively conduct a thorough risk assessment analysis for the entire project and register them into our risk log register Appendix 4.2, where summarised information of the risk, and its impact will be recorded, we will make use of prescribed risk heat map Appendix 4.1 to determine the priority level of the risk and immediately assign it to risk owner, who shall be responsible for the mitigation strategy for the management of identified risk. By default, each identified risk will be marked as "Identified" and once the owner is assigned, we will ensure that they are all moved to the "Managed" stage with appropriate mitigation notes. We can accommodate some room for low or medium-level risks however due to strict timelines it will be crucial to complete the project with un-managed high and critical-level risks which we will try to resolve as soon as possible, with the right escalation and consultation with the project sponsor and other stakeholders.

It will be the implementor's responsibility to monitor the risk register and take necessary actions to report and manage those risks with the best possible utilisation of the available resources. We shall be tracking our risk register daily and we may encounter newly identified risks during the execution of the project. The updated risk register will be shared with the sponsor during the scheduled meetings as well.

Communications

The primary mode of communication will remain email throughout the project, however, to supplement the efficacy of the project we will be organizing various additional virtual and in-person meetings with the wider cohort "Drop-in online session" and project sponsor, the tentative schedule for project team meetings is as below,

Project team meetings

Meeting Type	Participants	Purpose	Frequency
Information Gathering	Sponsor | Implementor	To collect more details about JIX Ltd	Once
Standups	Sponsor | Implementor	To provide updates, report issues and risks and tracking the progress	Fortnightly
Drop-in online sessions	Implementor	coaching and guidance	Fortnightly
Report sign-off	Sponsor | Implementor	Submitting report and collecting sign off	Once
Final presentation	Sponsor | Implementor	Outcome presentation	Once

Project reporting

Weekly status reports will be shared with stakeholders of this project every Friday, during the core project phase via email, template of the status report can be seen in Appendix 5.1. it is expected that we will receive an acknowledgement of those status reports to ensure all stakeholders are coordinated with the progress of the project.

External communications

Any stakeholder who intends to receive weekly status reports can request to get a subscription of weekly status reports via email, if needed we might set up a WhatsApp group to prevent communication blackout.

Quality Assurance

Ensuring exacting standards of quality will always be our priority and we will take the following measures to guarantee it,

1. Weekly status update emails
2. Peer review session(s) with cohort members to validate and improve quality.
3. Review sessions with university past instructors if required.
4. Data and requirement validation, to ensure delivery is meeting expectations.
5. Fortnightly meetings with the sponsor
6. Efficient administration of project risks
7. Utilisation of Lean practices to avoid waste.

Health and Safety

To ensure the health and safety of all stakeholders involved in our PCE Project, we will implement a comprehensive health and safety management plan. This plan will include rigorous risk assessments to identify potential hazards, adherence to industry standards, and compliance with all relevant legal and regulatory requirements. We will engage health and safety experts to provide ongoing advice and support, ensuring that all team members are trained in safety procedures and aware of their responsibilities. Regular audits and inspections will be conducted to monitor compliance and effectiveness, with all findings documented and addressed promptly. By fostering a culture of safety and maintaining open communication channels, we aim to minimize risks and ensure a safe working environment throughout the project lifecycle.

Change Management

Our intended project is less flexible to incorporate further changes due to pre-agreed scope and time constraints, however, in special circumstances a change request can be made by filling up the change request form referred to in Appendix 6.1, assuming that there will be implications on timelines and scope of the project.

Project Close-out

A soft copy of the finally prepared PCE report will be submitted on the Otago student portal called Blackboard, another copy will be delivered to the Project's sponsor via email, if requested a hard copy can also be provided.

The sponsor will be provided with feedback form along with a project closure form that has to be completed and returned for retrospective purposes. The final presentation that will commence after the report submission also provides enough opportunity to understand the findings and recommendations supporting the PCE report.

In a nutshell, this project shall be regarded as done when,

1. Final PCE Report is provided to the sponsor with confirmation of requirements.
2. Final presentation is conducted.
3. Feedback from the sponsor is collected.
4. All essential paperwork is submitted back to the University of Otago.

Post-implementation review

Although implementation is not undertaken, in our scope however the sponsor can request post-implementation review subject to the availability of implementors, where all the arrangements must be provided by the project sponsor.

Sign-off.

We the undersigned confirm our acceptance of this Project Plan and agree to the commencement of this project as outlined in this document.

Sakthi Ranganathan	Project Sponsor	23rd July 2024
Dawood Ali	Project Manager - Implementor	23rd July 2024
<Name>	Project Director	Date

Appendices

Appendix 1.1 – PCE Proposal

MBA Professional Consulting Engagement (PCE) Proposal

STUDENT NAME:	**Dawood Ali**
CLIENT ORGANISATION	
Name of Company:	**JIX Limited**
Industry sector:	**Research & Development (AR/VR/MR & AI)**
Name of PCE sponsor:	**Sakthi Ranganathan**
PCE Sponsor's Position:	**Founder & Design Technologist**
Email of PCE Sponsor:	**sakthi@jix.co.nz**
Contact number of PCE Sponsor:	+64 21 999 147

About the company

JIX Limited is a cutting-edge technology studio at the forefront of Augmented Reality, Virtual Reality, Vision AI, and Interactive game development. They develop bespoke digital experiences. These experiences are meticulously designed to captivate, educate, and entertain, delivering immersive & engaging solutions that redefine learning, storytelling, & marketing in a digital age. The company was founded in April 2017 and for last 7 years offering their services in following six categories,

The organisation is acting as a digital laboratory with a purpose to reduce the gap between industry and academics via leveraging the latest developments in the emerging market sector. Over the past 7 years company has experienced ups and downs and have managed to sustain via utilising their learnings from their previous experiences.

Some key customers of the business include, Singapore Airlines, Ministry of education, Enable fibre broadband & Christchurch convention canter. The ownership of the business is also shared by MAHUKI TAHI LIMITED "Museum of New Zealand Te Papa Tongarewa "along the major shareholder named as PCE sponsor in Appendix A.

Company Address: 213 Tuam Street, Christchurch Central City, Christchurch 8011
Company website: https://jix.co.nz

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PROFESSIONAL CONSULTING ENGAGEMENT

PCE Project name:	**JIX Going global**
Challenge	"How to bring NZ based brand to global market with its service offerings that are harnessed in Aotearoa."

About the PCE and the rationale behind it

The collective global AR/VR market was valued at $60 billion and is projected to reach 235 billion by 2030 with a CAGR of 25.7%. due to recent developments in relevant technologies at a highly accelerated pace. A tremendous number of opportunities are available in this domain and New Zealand being a minor participant has a very small consumer market for such services with little cost-benefit advantage, it is, therefore, essential for JIX to streamline adequate strategy to take their services globally and capitalize on the opportunities that are present in the emerging stages of this industry, not just to sustain the business but also to establish a strong imprint of their brand globally.

The virtual / augmented reality industry is presently at its growth stage, with very lucrative prospects of opportunities, my past experiences of industry knowledge along with recently acquired business skills during this MBA can play a pivotal role here in streamlining a viable business strategy, that can be followed to succeed in industry, which apparently will not only be beneficial for JIX but also for New Zealand.

It is important to highlight here that, this business was established by a computer science graduate with specialisation in artificial intelligence and virtual reality, the idea here is to induce the business acumen soul into the business to scale it up and broaden the growth of the business.

I believe that this project will provide me with a wonderful opportunity to make efficient use of economics, HRM, sustainability, marketing, business law, operational excellence, and most importantly accounting/ finance, strategy, and international business papers towards the final report. This will not only provide me with an opportunity to revise my learnings but will eventually result in the most effective use of my MBA studies that JIX can also incorporate into their business.

Project Aims and objectives

Carryout a detailed study of current business structure and their offerings, carrying out research on the industry, including key market players, applications, interviews, surveys, etc., identifying the gaps that are needed to be filled by JIX to attain distinctive advantage along with appropriate market position and finally outlining the strategy with key recommendations to overcome the challenge with strong rationale behind.

Relevant frameworks and Concepts

Applicable CORE CONCEPTS (directly applicable)
Economics, HRM, Marketing, Finance, Strategy implementation-execution & international business

Framework (plausible):
SWOT, ESTEMPLE, Change Mgmt., CAGE, FTAs, Porter's diamond & 5 forces, game theory, Materiality analysis, 4P's & STP Analysis, Fishbone analysis, Differential advantage, McKinsey 7-s, VRIO, Blue Ocean, BCG Matrix, ANSOFF, Mendelow's matrix, Budgeting and forecast etc.

Methodology

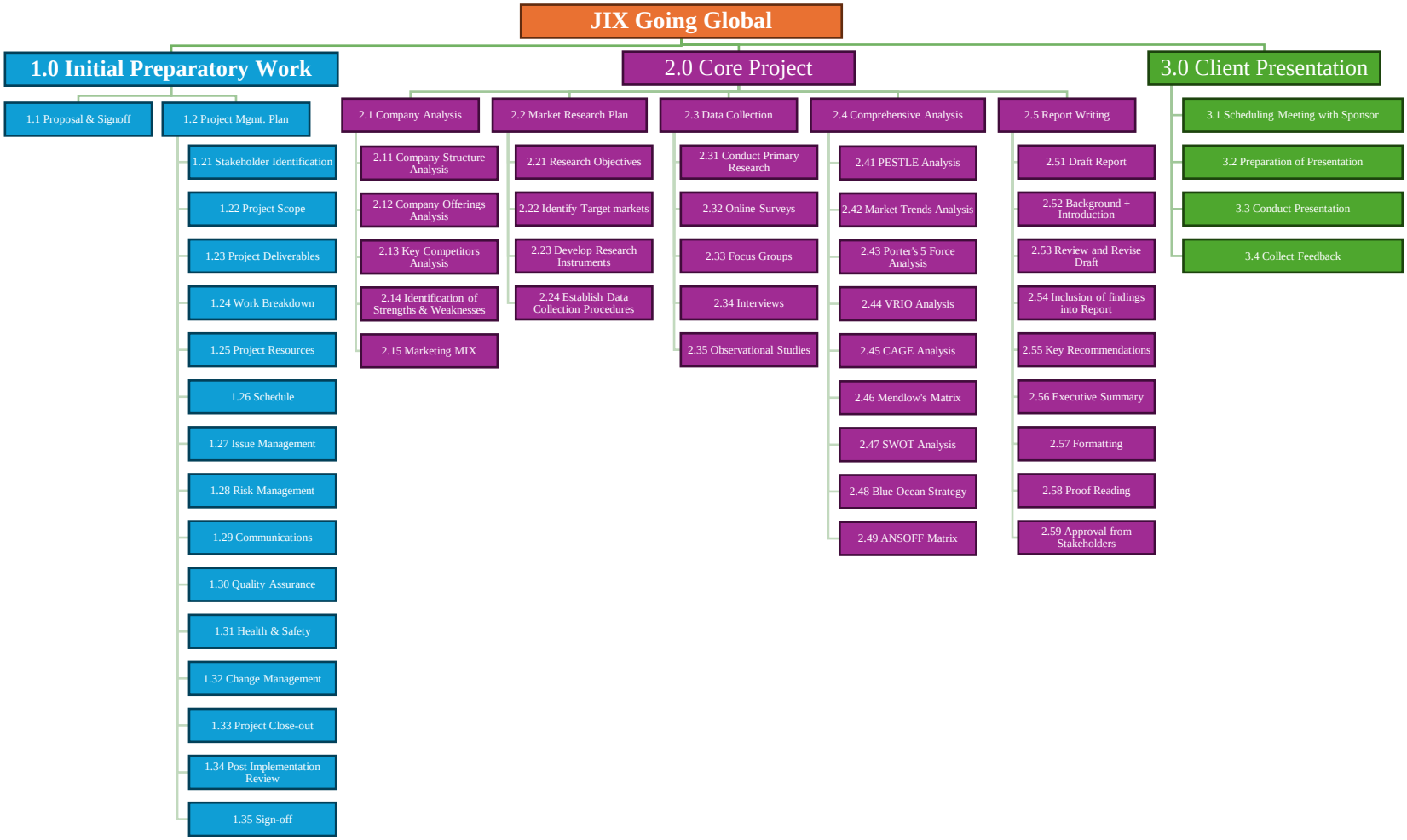
1. Initial agreement meeting, to onboard sponsor and capture the primary business challenge **(done).**
2. Post approval, a detailed interview to capture in-depth knowledge of sponsor's business model including organisation structure, product/service offerings and understanding the distinctive advantages that JIX already holds.
3. Monthly catchups with sponsor to deliver ongoing updates and collect feedback to stay aligned and relevant.
4. Online research via various websites to gather knowledgebase needed.
5. Possibly, analysis of relevant case studies and scientific papers
6. Online Surveys and interviews with industry professionals (SME's)
7. Possible consultations with Otago lecturers if needed.
8. Development and execution of project management plan.

Outcomes

A comprehensive final report fit for purpose to meet sponsor's expectation, a thorough presentation with sound recommendations backed by PCE report and satisfactory feedback from Assessment panel and sponsor. Although sponsor's commitment towards the implementation of recommendations can add more value to my proposed work commitments that I am proposing here.

2

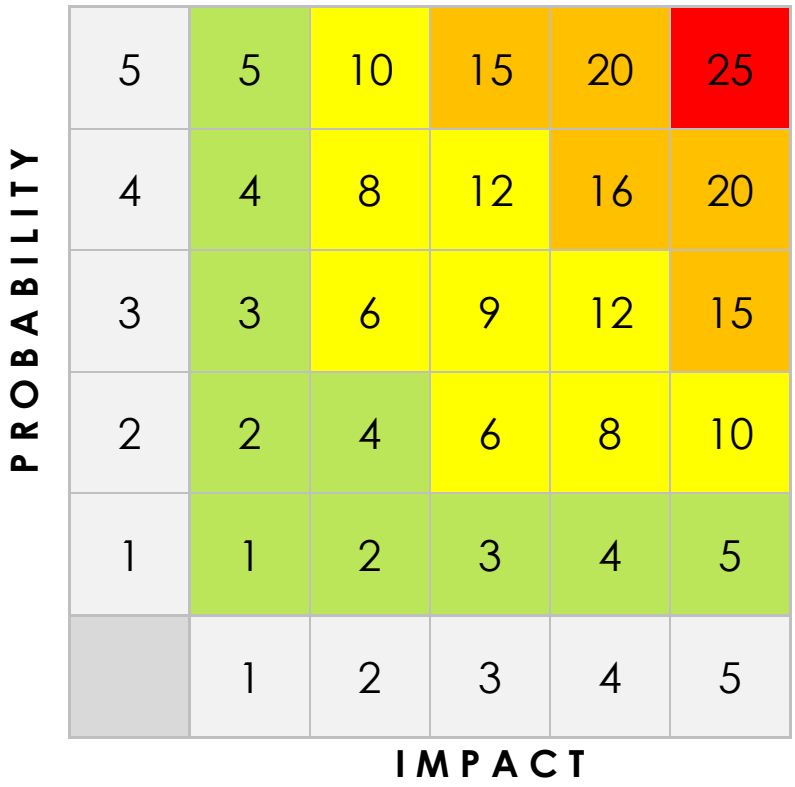
Appendix 2.1 – Work breakdown structure



Appendix 3.1 – Issue management register

Problem ID	Reporter	Assigned To	Record Date	Severity	Status
PRB-001	"Who identified issue"	"Who is responsible"	Date issue reported	"Minor | Major | Critical"	"Reported | InProgress | Resolved"
Description	"Details of the reported issue or reference to email or document"				
Escalation required	Yes | No		**SME:**	Contact person and communication details!	
Due Date	When should this be resolved		**Comments:**	Any additional comments!	
Problem ID	**Reporter**	**Assigned To**	**Record Date**	**Severity**	**Status**
Description					
Escalation required			**SME:**		
Due Date			**Comments:**		
Problem ID	**Reporter**	**Assigned To**	**Record Date**	**Severity**	**Status**
Description					
Escalation required			**SME:**		
Due Date			**Comments:**		

Appendix 4.1 – Risk heatmap



Priority Levels	
Low:	1 – 5
Medium:	6 – 10
High:	11 – 20
Critical:	Above 20

Appendix 4.2 – Risk Register

Project Risk Management Register							
Risk Description	**Impact Description**	**Impact Level**	**Probability Level**	**Priority Level**	**Mitigation notes**	**Owner**	**Status**
Summary of risk	What will happen if the risk is not mitigated or eliminated?	1 (Low) to 5 (High)	1 (Low) to 5 (High)	Low | Med | High | Critical	What can be done to lower or eliminate the impact or probability?	Who is responsible?	Identified | Reported | Managed

Appendix 5.1 – Weekly status report template

JIX Going Global weekly updates		
Date: DD-MM-YYYY		**Report ID: 001**
Project Status:	GREEN | RED | YELLOW	
Status Summary	What have we achieved in this past week!	
Blocker Issues:	Any issue in issue register that needed to be resolved!	
Un managed Risk:	Any Pending item in risk register!	
Required Actions:	Any actions to be taken by sponsor or other stake holders!	
Plan for next week:	What are intending to achieve next week!	

Appendix 6.1 – Project Change Request form

Project Change Request Form

Project:	
Title:	
Date:	
Author:	
Recipients:	

Summary of Change

(Outline the variations to the opportunity: What is the purpose of the variation? What are the key issues and objectives for the project variation? Is the proposed changed originally out of scope)

Impacts of change:

Scope	Time	Cost	Resource	Risk	Benefits

Category	Original State	New State
Scope		
Time	No change	No change
Cost	No change	No change
Resource	No change	No change
Risk	No change	No change
Benefits		

Signed:

[Name]: [Role]_____

DATE: _____