

**FEUP | OGE Organizational Design and Management
2024-2025 edition**

**TeamWork #2
TW2: Project Management**

Objective

Suppose the group is a small consultancy company that is going to propose a project idea, new or related to the company chosen in TW1.

The main purpose is to organise and plan a project for the design and development of that idea and present in class the project implementation and conclusion.

Assignment Description

Project definition. Project organization and planning: resource allocation; construction of the project plan; definition of control mechanisms; risks and contingency plans. Management of collaboration and relations with partners; communication mechanisms; cultural issues and informal aspects in project management.

The presentation should show the project closing, covering the project purpose, objectives, implementation and results.

Key Aspects to Analyse

Each team should provide a report of the project, covering the following topics:

Introduction / context

- Problem definition and context
- Stakeholders definition
- Expected benefits of the project
- ...

Project planning

- Work Breakdown Structure
- “actors” (teams, companies, ...) involved
- teams’ organization / other organizational issues
- project planning (main phases) / Gantt chart
- risk management
- ...

Project execution and control mechanisms

- Project management and monitoring
- Communication mechanisms
- Definition of project control execution templates
- ...

Deliverables

1. Report Submission:

- Format: word document with a well-structured narrative.
- Must include: list of information sources consulted.

2. Class Presentation & Discussion:

- Presentation submission: the presentation should show the project closing, covering the project purpose, objectives, implementation and results.
- Presentation Duration: 10–12 minutes per team.
- Discussion Time: 5 minutes.
- Each team is encouraged to use PowerPoint slides based on their report.

Key Milestones & Deadlines

Deadlines and presentation schedules will follow the course plan (refer to the published schedule for details).

Evaluation Criteria

The assignment will be assessed based on the following aspects:

- Report Quality: Clarity, organization, and depth of analysis
- Content & Argumentation: Ability to synthesize and evaluate information critically
- Presentation: Structure, clarity, and ability to engage in discussion
- Teamwork: Collaboration, division of tasks, and coordination within the team

Faculty Expectations:

- Demonstrated understanding of key project management concepts.
- Clear problem definition, project implementation, risk and control mechanisms
- Use of relevant examples, facts, and data to support findings.
- Proper referencing of all sources used in the analysis.

Information Sources & Referencing

All sources must be properly cited in the final report.