Mohammad Essam Hejazi

Professor Jams O'Brian

MGMT 220-02

12/05/2014

<div align="center">

GamePlan Project Management Tool Proposal

</div>

Introduction

The current method for design process involves the use of designer's own methods and tools for managing the organization's project. However, this system fails since the designers and team lack information about their roles and responsibilities that results to errors, confusion and omissions of critical tasks and deliverables. There is a lack of visibility on the project tasks since the three tiers involved in the project, executive management, project manager/ supervisors, and the designers, have no access to the right information when required. There has been no visibility on the resource workload before. Lack of a project management tool has led to overloaded resources since the executive management has no visibility of the project tasks handled by the team.

The organization requires a project management tool to help the designers and team in planning, executing and controlling all tasks, deliverables and aspects of the project management process. The tool will ensure that the designers complete each task on time, balance the team workload and ensure optimal time management. A project management tool will facilitate estimation, planning, and tracking required by the three tiers of the project management. The tool will provide features for resource scheduling and assigning.

Proposed Program/ Process – www.gameplanpro.com

Introducing Gameplan to the organization will unify and prioritize the team. The project management three tiers including the company's executive management, the project managers/ supervisors and the team members/designers will see what each member is working on, and the important tasks at any given time. Gameplan management tool collaborate the communication in the working environment. The tool has a Huddle and a built-in organizations private messaging and chat agent that the enables members to communicate. This feature cuts down on the time spent on sending emails, allows members to upload their sounds and customize their culture and lightens up the working atmosphere. The tool has a snapshot feature that gives members an up to date detailed history of the tasks they are working on. The tool can be used as a CRM that stores information on vendors, clients, partners and contacts. Gameplan app is also available for iPad and iPhone, which enables users to keep track of the project management process even while out of office.

With Gameplan tool, the team will be able to track time with a built-in timer. It allows users to print priority lists, synchronize the tool across devices such as smartphones, tablets, desktops and laptops and develop a schedule by placing dates on the project priorities. Gameplan tool can synchronize the schedule with other platforms such as iCal, Google Apps, and other standard calendar apps. The tool offers a reporting feature that enables users to run reports on the main indicators to find out how much time a member spent on a project or a task. There is an instant notification feature that alerts users on the actions that other members take, or when a task or project is complete. The

notifications can be sent directly to the members account or email, which can also be opened from a smartphone.

Budget

Gameplan project management tool offers affordable rates for the product. To build client's trust, the tool is offered for 30 days free for trial purposes. Thus the organization will learn more about the tool before investing. For the case of the team, a corporate plan will cost the company $100 per month. With this plan, 25 team members from the three tiers will access features such as unlimited priorities, unlimited contacts, 75 templates and 6GB storage for the data and information.

Implementation Schedule

Gameplan tool implementation requires users to sign up using their emails. The platform has a help feature that assists users in understanding the main features of the tool. The platform offers users with a training room access that features a getting started video, tool overview, tool management vs. users creation, training on huddle file upload, how to run user history, how to drag and drop and clearing the cache. The training room guides the organization's management in deciding on a plan for pricing and subscription.

Gameplan implementation schedule should cover less than a month while using the trial version. The users will be required to create less than an hour daily to learn about the main features and how to use the tool. During the one-month implementation period, all project tasks should be listed on the tool, and their priorities and timelines selected. The team members should be allocated their roles and responsibilities.
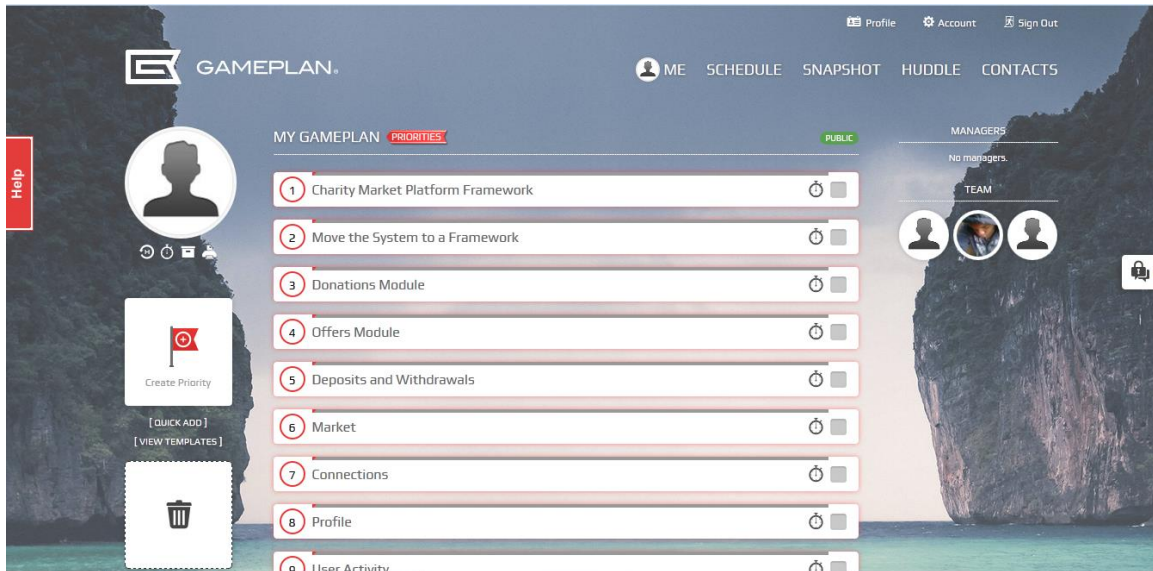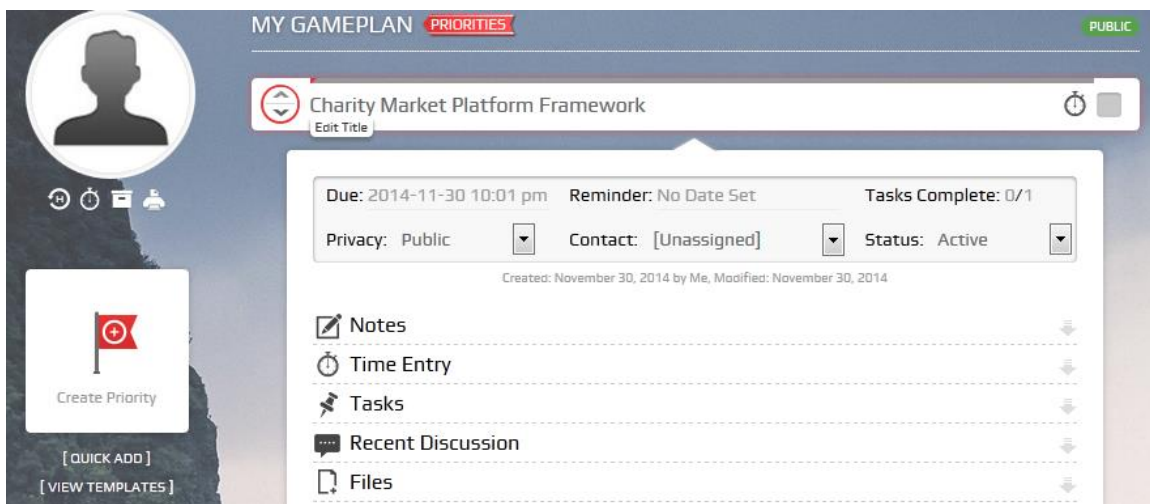
Fig 1: Gameplan dashboard

Fig 2: Gameplan tool showing the entries for a single task in a project