Project Plan
KiNRi Bloom
Florist Project

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INTRODUCTION

Purpose of Plan

The KiNRi Bloom have the purpose to provide the flower that can delivered into almost all over Indonesia, on-time, and fresh into the hand of customers. This plan was created to serve as an agreement between the following parties: Project Sponsor, Steering Committee, Project Manager, Project Team, and other personnel associated with and/or affected by the project.

Background Information/Available Alternatives

Based on personal experience in trying to order and deliver flower in a funeral occasion for office mates. After browsing and googling, I can only found "one" flower shop online that provides flower delivery to almost all over Indonesia, but still since the area that I'm trying to reach is still few hours away from the sub flower shop in the area (south Sulawesi), the flower didn't get there as we wanted to. So based on this experience, we think that we need to give a try in this area industry. We still don't have much competitor yet, the market is quite potential to enter because there still small number of competitors that can provides services to all over Indonesia and even can accept order from outside the country to be deliver in some areas in Indonesia for the customers family or clients.

There are a lots of flower shop nowadays, but it only exist in big cities in Indonesia. And most of them don't have quality control for the flowers that it provides. Beautiful, fresh and nice packaging only provided by big flower shops that opened in Mall or in certain area in the cities in Indonesia. Even though certain things has changed, some of the most successful businessmen still have trouble purchasing gifts especially flowers for their wives, fiancées or girl friends. While some things don't change, fortunately others - such as technology that can make the gift-giving process easier do.

Through this flaws we believe there's an opportunity that can be develop from the situation by using technology and to make it simple for male executives to easily purchase custom flower arrangements, with delivery on days they determine in advance, for their loved ones. KiNRi bloom will differ from traditional florists by cultivating personal relationships through the use of technology and marketing, offering a gift program that makes purchasing flowers easy (and forgetting special dates a thing of the past), and delivering exceptional customer service.

Project Approach

In order to achieve the purpose of the project, this project will be defined with several milestones.

Phase I: Define the Business Needs

This phase is to define what exactly the business needs to run this business will be establish, define an appropriate tools, asses the vendor. Get inputs from many shareholders, stakeholders, define the mock-up so when get agreement with local florist; they know what the benefits and advantages to joint in our network.

Phase II: Secure Agreement With Local Florist

In this phase we try to establish our supply chain channel with the local florist with cooperate with them. We promise will give them knowledge and tools to flourish with us, how they will effective, have a good quality in selling and produce their flower. This phase we gather input from florist to improve our tools and increase knowledge of the system.

Phase III: Secure Agreement With Shipping Vendor

In this phase we have to secure agreement with shipping vendor in order to make it easy in delivery of flower to the customer destination, since not all florist can able to handle the deliveries so we decide to give it to shipping vendor to run this.

Phase IV: Secure Agreement With IT Vendor

In this phase the tools that we need to create it must reliable, low in modification and the most important is the IT vendor it support our tools continuously.

Phase V: Creating an Appropriate Tools

In this phase it's time for KiNRi Bloom to decide which tools that will be used to be implemented in this business, so the business will establish.

Phase VI: Marketing the Products

In this phase KiNRi Bloom has started to plan for marketing the products so the end customers will ready when this project is finish.

Phase VII: Distribute and Training for the Tools

In this phase it's time for KiNRi Bloom to distribute the tools into local florist, and teaching them how to use this tools, so the communication can be effective.

GOALS AND OBJECTIVES

Business Goals and Objectives

The business goals and objectives for this project will focus on implementing KiNRi Bloom business model that:

- Improves supply chain.
- Improves in delivery to end customers.
- Facilitates coordination and information sharing for KiNRi Bloom and local florist.
- Enhances the ability and effectiveness of staff to perform their jobs.
- Make the tools is easy to use by end customers.
- Make the tools is easy to use by local florist.
- Eliminate redundant data entry throughout the network.

Project Goals and Objectives

KiNRi Bloom has a several goals and objectives:

- Ensure that local florist have input into the design process.
- Ensure that the end users in using the tools are easy by them, doing research.
- Accomplish project business goals and objectives within defined budget and time parameters.
- Craft a favorable and secure agreement between the KiNRi Bloom, local florist, shipping vendor, and IT vendor.

SCOPE

Scope Definition

The Project will introduce new way in selling the flower by introducing the KiNRi Bloom in the market; including the following:

- Tools that can be used by KiNRi Bloom and local florist for coordination. In this project we will use web application as the tools for communicating and coordination between local florist and KiNRi Bloom.
- Tools that can be used by end customers for transaction for buying the flowers. In this project we will use web application as another alternative for transaction.
- Brick and mortar shop to accommodate another customer that unable to buying through internet.

Items Beyond Scope

The project does not include the following:

- Government interference
- Economic crisis
-

Projected Budget

Define the project budget and insert it here:

Risk Assessment

There are several risks that need to be managed that maybe exists in this project in order to avoid this project fail. These are several risk assessments:

No	Title	Mitigation	Type (Threat/Opportunity)	Probability	Manageability
1	Resisting of local florist to join in this network.	Ensure them that this system will give them benefit and advantages to them.	T	V.High	V.High
2	Flourish the local florist to growth in order to create economic scales.	Establish the agreement with local florist	O	V.High	V.High
3	A lot of customization in creating software.	To avoid the increase of expense: 1. Lump-sum 2. Establish the requirements.			

Milestones

The following represent key project milestones, with estimated completion dates:

Milestone	Estimated Completion Date
Phase I: Define the business needs	**±2 Months**
Phase II: Secure agreement with local florist	**±2 Months**
Phase III: Secure agreement with shipping vendor	**±2 Months**
Phase IV: Secure agreement with IT vendor	**±2 Months**
Phase V: Creating/select an appropriate tools	**±3 Months**
Phase VI: Marketing the products	**±1 Months**
Phase VII: Distribute and Training	**±1 Months**

The total estimation needed to run this project around ± 7 months, that phase i into phase iv can be run parallel in order to decide this project is valuable or not, and then go to implementation to creating or select an appropriate tools in one time with marketing the products, and then to distribute and train the local florist to maintain their data.

CONSTRAINTS

Project Constraints

The following represent known project constraints:

– Project funding sources are limited, with no contingency.
– Due to the nature of law enforcement, resource availability is inconsistent.

Related Projects

None known.
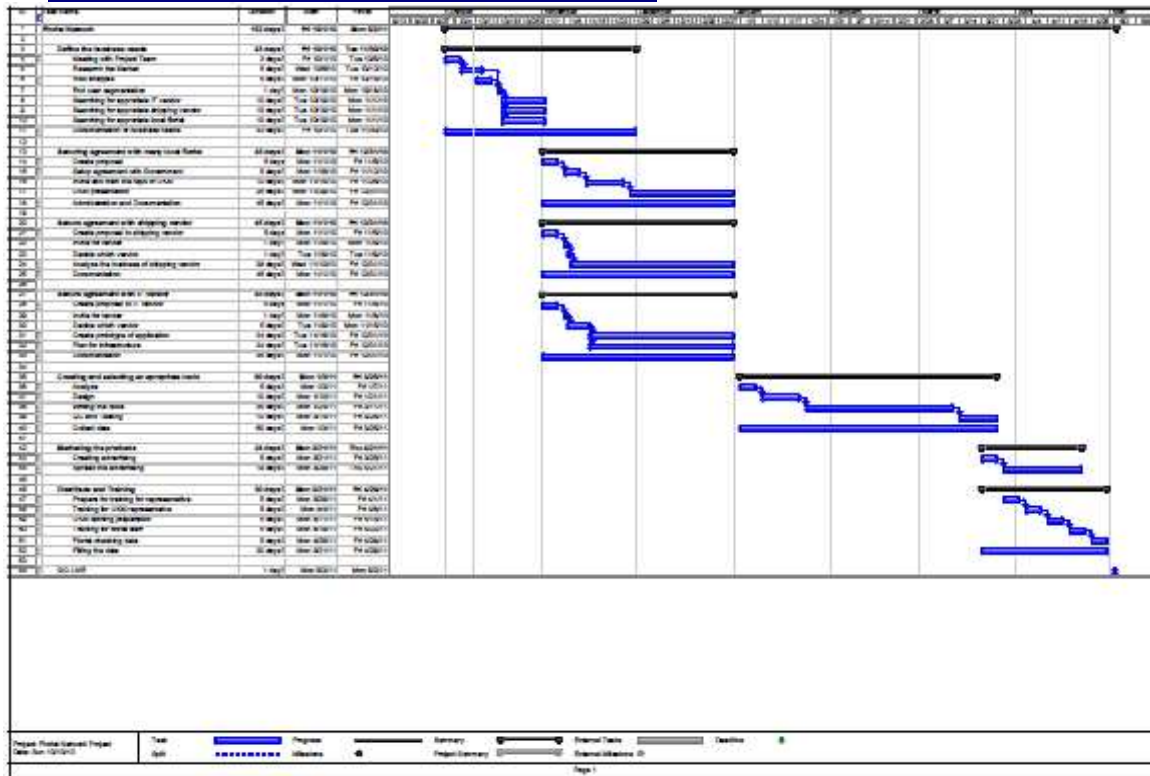
Critical Project Barriers

Unlike risks, critical project barriers are insurmountable issues that can be destructive to a project's initiative. In this project, the following are possible critical barriers:

– Removal of project funding
– Natural disasters or acts of war

Should any of these events occur, the Project Plan would become invalid.

PROJECT MANAGEMENT APPROACH

Project Timeline

Project Roles and Responsibilities

Role	Responsibilities	Participant(s)
Project Sponsor	- Ultimate decision-maker and tie-breaker - Provide project oversight and guidance - Review/approve some project elements	
Steering Committee	- Commits department resources - Approves major funding and resource allocation strategies, and significant changes to funding/resource allocation - Resolves conflicts and issues - Provides direction to the Project Manager - Review project deliverables	
Project Manager	- Manages project in accordance to the project plan - Serves as liaison to the Steering Committee - Receive guidance from Steering Committee	

Role	Responsibilities	Participant(s)
	▪ Supervises consultants ▪ Supervise vendor(s) ▪ Provide overall project direction ▪ Direct/lead team members toward project objectives ▪ Handle problem resolution ▪ Manages the project budget	
Project Participants	▪ Understand the user needs and business processes of their area ▪ Act as consumer advocate in representing their area ▪ Communicate project goals, status and progress throughout the project to personnel in their area ▪ Review and approve project deliverables ▪ Creates or helps create work products ▪ Coordinates participation of work groups, individuals and stakeholders ▪ Provide knowledge and recommendations ▪ Helps identify and remove project barriers ▪ Assure quality of products that will meet the project goals and objectives ▪ Identify risks and issues and help in resolutions	
Subject Matter Experts	▪ Lend expertise and guidance as needed	

Communications Plan

In order to make the project's success the communications plan is taking the important role. We divide in several communication plan, they are:

<u>Weekly Status Reports</u> The Project Manager shall provide weekly written status reports to the Steering Committee. The reports shall include the following information tracked against the Project Plan:

- Summary of tasks completed in previous week
- Summary of tasks scheduled for completion in the next week
- Summary of issue status and resolutions

<u>Weekly Steering Committee Meeting</u> These status meetings are held at least once per week and are coordinated by the Project Manager. Every member of the Steering Committee participates in the meeting. The Project Manager sends the status report to each member of the team prior to the meeting time so everyone can review it in advance.

<u>Weekly Project Team Status Meeting</u> These meetings will be held every week. Every member of the Project Team will be invited to participate in the meeting. Project Manager sends the status report to each member of the team prior to the meeting so everyone can review it in advance.

<u>Electronic Tools</u> The participants in this project will be communicate through electronic tools that has been approved by KiNRi Bloom, such as email, messenger, forum as daily communication. All status will be reported into website.

<u>Audience</u> This communication plan is for the following audiences:

– Project Sponsor
– Steering Committee
– Project Manager
– User Group Participants
– Subject Matter Experts

ATTACHMENTS/APPENDICES

Appendices/Attachments may be included in a hardcopy form

APPROVALS

Sign-off Sheet

I have read the above Project Plan and will abide by its terms and conditions and pledge my full commitment and support for the Project Plan.

Project Sponsor: _____

Date

Project Manager: _____

Date

Steering Committee: _____

Date

Steering Committee: _____

Date

Steering Committee: _____

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Steering Committee: _____

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