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[Institutional Affiliation(s)]

Author Note

# Project Management Plan

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| **Plan Criteria** | **Explanation** |
| Provide a description of your company and employees. | The company name is "we care". The aim of the company is to provide life coaching and mentoring. We are in a modern world where people are equipped with every possible knowledge and skills. The only thing needed is to polish soft skills and make the best use of time and skills in an efficient way. The company will provide a wide range of coaching, , and therapy. The company will hire top phycologists and psychotherapists to provide counseling to people suffering from anxieties as a result of work pressure, education peer pressure or family issues. The company will hire career counselor people who are experts in different fields to help people opt for better career opportunities. Also, there will be one department looking for yoga and meditation techniques which will help people cope up with stressful situations. This department will hire trained yoga and meditation therapists. The organization structure will be flat where power will be distributed among each departments head. And above all departments, there will be the director and deputy director who will look after the coordination among the different department. Below the managers of each department, the therapist and instructors will work. And below that level, blue collar workers would be hired for office maintenance.  |
| How will you assess employees? (For example, will you make performance appraisals? Will you rank employees?) | Each department's manager will be held responsible to provide monthly evaluation report of the monthly performance of the instructors. Each department will be given a target to deal with at least 15 clients per month. The performance will be measured based upon the changing health and attitude conditions of the clients. A client should be dealt with a maximum of six months. And two final evaluations will be held by the end of each year and the health conditions of the clients will be measured as per their consent. Furthermore, client's feedback will also be evaluated. |
| How will you provide feedback? What kind of feedback will you provide? | The feedback to the employees will be provided according to the evaluation reports. Clients feedback will also be incorporated into the feedback form of the employees. Four meetings per year would be held so that the instructors and top management would gather and share ideas and work together for the betterment of the company. A yearly survey will also be arranged from all the employees as well as all the previous and current clients to give fruitful feedback to the top management as well as employees. |
| Will you use micromanagement or macro management? Explain how you will accomplish this. | The company will rely both on micro and macro management. The company if needed will hire a research team which can carry outreach to come up with the best possible solutions to help clients. The research team will also look into the scientific developments and the instructors will be provided with pieces of training on how to deal with the clients in a better way. Furthermore, the company can also outsource training programs for the instructors so that they can learn counseling and therapy techniques from the top-level experts outside. For micromanagement, the company will also use a reward system as per the ranking of the employees to provide them incentives for better performance. For top-level management, the board of directors will also evaluate their performance in reference to the overall performance and will be rewarded accordingly.  |
| How will you reward the top employees? How will you handle low-performing employees? | There will be multiple reward system. Firstly, there would be a financial reward for top management. The head manager of each department will be given financial benefits upon target achievement. As well as the instructors will be given benefits. If certain department exceeds the target, they will be given bonus awards. For the topmost management, the reward will be given informs of international trips and more vacations time. To keep all the employees satisfied all the employees including the maintenance workers will be given financial as well as vacation benefits. As far as the matter of low performing workers is concerned, they will be given training both inside and outside the organization. A close performance measure will be held, and incentives will be given. |