Project Execution & Risk Mitigation Plan

Location Intelligence Implementation at BSD Bank

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ISSUED BY

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Revision History

Version	Description of Change	Author/Approver	Date of Issue
v1	Initial version	Dini Ari Murti	Mar 13, 2025

1. Introduction

This document outlines the Project Execution & Risk Mitigation Plan for BSD Bank Implementation Project, developed by PT Mencari Cinta Sejati. BSD Bank has requested enhancements to its risk assessment model, requiring additional geospatial data layers and AI model retraining.

With only five days remaining, a structured plan has been developed to manage scope changes, optimize resources, and mitigate risks. This ensures a successful implementation that meets BSD Bank's expectations and regulatory requirements within the given timeline.

2. Background

Location Intelligence is an AI-powered geospatial analytics platform that enables financial institutions to optimize operations through location-based intelligence. The platform supports ATM and branch optimization, customer profiling, and white space analysis—critical for BSD Bank's expansion strategy and risk management.

Due to new regulatory requirements, BSD Bank has requested enhancements to its risk assessment model, requiring:

1. Additional geospatial datasets for precise risk evaluation.
2. AI model retraining with updated parameters.
3. Integration adjustments within the BSD Bank core banking system.

Despite tight constraints from integration challenges and resource limitations, PT Mencari Cinta Sejati remains committed to delivering these enhancements on time and without compromising quality.

The following sections outline a detailed execution strategy, including resource allocation, risk mitigation, and communication plan, to ensure the project remains on track and aligned with BSD Bank's requirements.

3.   Immediate Steps Over the Next 4 Hours

Given the tight deadline and new scope, the following immediate actions will be taken:

3.1.   Hour 1: Initial Assessment & Technical Review

Review the Change Request:

1. Review BSD Bank's request in detail to clarify the expected outcomes.
2. Conduct a quick impact analysis with the development team and AI specialists.
3. Identify affected components and determine feasibility within the deadline.

3.2.   Hour 2: Resource Allocation & Adjusted Timeline

1. Reassign tasks among available engineers and data scientists.
2. Identify critical bottlenecks and define a streamlined approach.
3. Seek reinforcements from other teams if necessary.

3.3.   Hour 3: Client & Stakeholder Communication

1. Schedule a quick check-in with BSD Bank to confirm priorities.
2. Discuss phased implementation options, if needed.
3. Update internal teams on adjusted workflows and expectations.

3.4.   Hour 4: Plan Finalization & Status Update Preparation

1. Prepare a revised execution plan with realistic milestones.
2. Draft a structured update for BSD Bank, detailing the impact and mitigation strategies.
3. Ensure internal alignment on the new workflow before execution begins.

4.   Delivery Plan & Expectation

To ensure timely delivery while maintaining quality and compliance, the following steps will be implemented:

Objective	Action Plan	Expected Outcome
Optimize Scope & Prioritize Critical Features	Focus on must-have risk assessment modifications and regulatory	Ensures that critical updates are completed first, reducing risks of

Objective	Action Plan	Expected Outcome
	requirements. Implement a phased rollout if full integration is infeasible within five days.	non-compliance and project delays.
Accelerate Development & Testing	Work in parallel sprints for AI model retraining and system integration. Implement continuous validation to reduce last-minute issues.	Speeds up development without compromising quality, ensuring a stable release.
Resource Optimization & Reinforcements	Reallocate AI engineers and data scientists from other projects. Engage external specialists if needed for AI model enhancements.	Balances workload, ensuring critical tasks receive the necessary expertise.
Proactive Expectation Management	Provide BSD Bank with daily progress updates. Offer alternative solutions if full implementation within the deadline is impractical.	Maintains transparency and trust with BSD Bank while minimizing disruption.

5. Communication Plan

This plan ensures clear, timely communication among all stakeholders to align expectations, track progress, and address potential risks efficiently.

Stakeholder Group	Communication Method	Frequency	Purpose
Internal Team (Development, AI Engineers, QA, DevOps, Project Management)	Daily stand-up meetings, Jira/Trello task tracking, Slack/Microsoft Teams for real-time collaboration	Daily	Ensure alignment on task priorities, address blockers, and track sprint progress.
BSD Bank (Client Representatives & Decision-Makers)	Structured progress reports via email, virtual check-ins, and weekly stakeholder review meetings	Daily updates, weekly milestone review	Keep BSD Bank informed of progress, discuss scope adjustments, and manage expectations.
Leadership & Senior Management at PT Mencari Cinta Sejati	Bi-weekly executive updates via email or presentation	Bi-weekly	Provide high-level project updates, escalate critical risks, and ensure strategic alignment.
Third-Party Vendors (if applicable)	Direct communication via email or scheduled calls	As needed	Ensure timely collaboration and delivery of external components.

6. Resource Allocation & Team Motivation Strategy

Given limited resources and time constraints, the following approach will be taken:

Focus Area	Action Plan	Expected Outcome
Strategic Resource Allocation	Assign critical tasks to senior engineers and AI specialists. Reduce or defer non-essential features to minimize workload.	Ensures that priority tasks are handled efficiently while preventing unnecessary delays.
Temporary Reinforcements	Reallocate AI engineers and data scientists from other projects. Engage third-party specialists if required for AI model retraining and geospatial analysis.	Helps distribute workload effectively, reducing pressure on the existing team.
Workload Balancing	Optimize work schedules to prevent burnout. Implement flexible work hours if needed to accommodate urgent project needs.	Maintains productivity and keeps the team motivated without overworking them.
Motivation & Recognition	Acknowledge individual and team contributions through internal updates and small incentives. Encourage open feedback to address concerns.	Enhances team morale, increases engagement, and fosters a positive work environment.

7. Project Timeline & Execution Plan

This timeline details the key phases, tasks, teams, effort, and deadlines for BSD Bank's risk assessment model enhancements.

Phase	Task	Responsible Team	Start Date	End Date	Estimation (Hours)	Status
Phase 1: Initial Assessment & Planning	Review BSD Bank's change request, conduct feasibility analysis, and identify affected components.	• Project Manager • Development Team • AI Engineers	March 18, 2025	March 18, 2025	6 hours	Completed
Phase 2: Resource Allocation & Technical Adjustments	Reassign tasks, engage reinforcements if needed, and adjust the execution plan.	• Project Manager • HR • Development Leads	March 18, 2025	March 19, 2025	8 hours	In Progress
Phase 3: AI Model Retraining & Data Integration	Implement AI model updates and integrate new geospatial datasets.	• AI Engineers • Data Scientists	March 19, 2025	March 21, 2025	30 hours	In Progress
Phase 4: System Integration & Testing	Validate AI model results, conduct testing, and optimize for production.	• QA Team • DevOps • Development Team	March 21, 2025	March 22, 2025	16 hours	Pending
Phase 5: Deployment & Final Review	Deploy updated system, conduct final compliance check, and complete user acceptance testing (UAT).	• Development Team • BSD Bank Team • Compliance Officers	March 22, 2025	March 22, 2025	10 hours	Pending

Phase	Task	Responsible Team	Start Date	End Date	Estimation (Hours)	Status
Phase 6: Post-Implementation Support	Provide BSD Bank with post-deployment monitoring and ongoing support.	• Support Team • AI Engineers	March 23, 2025	March 30, 2025	20 hours	Ongoing

8. Resource Allocation Plan

This plan outlines the team roles, responsibilities, and estimated effort to ensure efficient execution of BSD Bank's risk assessment model enhancements.

Role	Assigned Team Member	Responsibility	Estimated Effort (Hours)	Availability
Project Manager	Dini Ari Murti	Oversee project execution, stakeholder communication, and risk mitigation.	20 hours	100% (Full-time)
Lead AI Engineer	Alisson Becker	Oversee AI model retraining and geospatial dataset integration.	30 hours	80% (Shared with another project)
Data Scientist	Virgil Van Dijk	Prepare datasets, retrain AI models, validate accuracy.	20 hours	100% (Full-time)
Software Engineer	Harvey Elliott	Implement API adjustments, ensure seamless system integration.	20 hours	100% (Full-time)
QA Engineer	Trent Alexander-Arnold	Conduct system testing, validate AI model outputs, ensure compliance.	16 hours	100% (Full-time)
DevOps Engineer	Dominik Szoboszlai	Deploy AI model updates, optimize system performance.	12 hours	80% (Shared with another project)
Compliance Officer	Mohamed Salah	Validate regulatory compliance, conduct risk assessment checks.	8 hours	50% (Part-time)
Support Engineer	Luis Diaz	Provide post-implementation monitoring and troubleshooting.	20 hours	100% (Full-time, Post-Go Live Support)

Resource Allocation Breakdown:

1. Key technical roles (AI Engineer, Data Scientist, Software Engineer) are allocated full-time to ensure smooth execution of AI model updates.
2. QA & DevOps engineers are involved towards the later phases to validate and deploy the changes.
3. Project Manager ensures clear execution while managing client communications and risk mitigation.
4. The Compliance Officer is part-time since regulatory validation is a review-based effort.
5. Support Engineer steps in post-Go Live to ensure operational stability.

9. Conclusion

PT Mencari Cinta Sejati is committed to successfully delivering Location Intelligence for BSD Bank. Strategic execution, optimized resources, and risk mitigation will keep the project on track while ensuring compliance.

Regular updates will maintain transparency throughout implementation.

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