Project Management Plan for the Construction of the STAZEL Hotel

- Moodle name :Managing Project in the Organisation (BMSW 5104-London)
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Outline

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- Methodologies and tools
- Evaluation of the effectiveness of the PLC
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Case Study

Overview

- Hotel construction on the premises of a huge manufacturing company in Southeast London is a strategic step to meet the primary business objectives and improve the employees’ perception of work.
- The project's objectives include ensuring staff do not move during the lunch break and motivating employees to adopt a healthy lifestyle.
- The project aims to solve the intensive issues and achieve the team's goals by improving staff satisfaction.
- Completing the project seeks to provide a multi-dimensional purpose for the community and employees.
- The project will curb operational uncertainties beyond well-being and contribute to the holistic field.

Project Life Cycle

- This project plans to use the project life cycle as a guide to achieve a smooth and successful outcome of the hotel construction.
- PLC consists of four phases which the project must undergo from the beginning to the completion.
- These phases include initiation, planning, execution, and closing.
- Below is a detailed illustration of how these phases will be used to achieve a successful hotel construction

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Initiation

The initiation phase is the beginning of the project where its needs or opportunities are discovered.

Scope:

The hotel's scope extends beyond mere catering, incorporating health-conscious initiatives to merge with the organization's Corporate Social Responsibility (CSR).

Therefore, the hotel construction project is acknowledged not only for its value but also for its contribution to society.

Objectives:

The business objectives will be addressed by designing a strategic hotel construction within the organization's premises.

Deliverables:

This aspect entails the expected tangible or intangible outcome (Noordzy & Whitfield, 2016)

The primary concept of constructing the hotel is to sustain the team members within the organization during lunchtime and maintain a healthy lifetime

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Work Breakdown Structure (WBS)

- WBS is crucial for this project since it provides extensive insight and makes it possible to plan, structure, and control various workplace components for quality standards (Nugroho & Latife, 2021).
- The WBS is divided into several phases which include site preparation, construction, interior design, catering facilities setup, and health-conscious amenities implementation.
- The phases are further subdivided into specific tasks and subtasks.

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- **Stakeholders**
- The primary stakeholders are the group of representatives who have the project's objectives,
- Identifying stakeholders is essential for effective communication and management of the project.
- The primary stakeholders for this project include the employees, management, and investors (Farmaki, 2019).
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- **Risk Identification**
- The hotel construction program will go through a risk assessment to find various barriers and uncertainties that make the successful implantation of the project possible.
- Potential risks include construction delays, inadequate budget outlays, regulatory changes, unfavorable weather conditions, and supply chain disruptions (Zhao & Obonyo, 2021).

PROJECT PLANNING

- Project planning involves a series of activities such as defining the project, organizing, and outlining the steps necessary to achieve a specific goal or objective within a set timeframe and budget (Coursera, 2023).
- It clearly Outline the objectives, deliverables, and boundaries of the project.
- .Stakeholders may include clients, team members, sponsors, end-users, etc. In case of Staze's hotel, the stakeholders are owners, customers, staff, etc.
- Measurable goals and objectives that the project aims to achieve. These goals should be (SMART).
- It Develop a comprehensive plan outlining the tasks, resources, timelines, and dependencies required to complete the project.
- It Determine the human, financial, and material resources needed for the project. This includes assigning roles and responsibilities to team members, securing funding, and acquiring necessary tools and equipment

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PROJECT PLANNING

- Identify potential risks and uncertainties that could impact the project's success. Develop strategies to mitigate or respond to these risks effectively.
- Establish a communication strategy to keep stakeholders informed about the project's progress, updates, and any changes. Determine the frequency and mode of communication that best suits the project team and stakeholders (Sunarso, 2021)
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RESOURCES

- Resources in a project context typically refer to the various assets, tools, and materials required to execute the project successfully.
- The people involved in the project, including project managers, team members, stakeholders, and any external consultants or contractors. Human resources also encompass their skills, knowledge, and expertise (Aston, 2024).
- The budget allocated for the project, which covers expenses such as salaries, equipment purchases or rentals, software licenses, travel costs, marketing expenses, and any other financial requirements.
- Tangible items required for the project, such as office supplies, equipment, machinery, raw materials, and any physical assets necessary to complete the project deliverables.
- Tools, software, and technology platforms needed to support project activities, including project management software, collaboration tools, development environments, testing tools, and any specialized software or hardware required for the project.
- Data, documents, and information necessary for project planning, execution, and decision-making. This includes project documentation, specifications, requirements documents, research findings, reports, and any other relevant information

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RESOURCES

- The amount of time allocated for the project, including deadlines, milestones, and schedules for completing various project tasks and deliverables.
- Effective time management is crucial for ensuring that the project stays on track and meets its objectives within the specified timeframe.
- Support from the organization sponsoring or hosting the project, including access to facilities, administrative support, and alignment with organizational goals, strategies, and policies.
- Resources sourced from outside the organization, such as suppliers, vendors, partners, or other third-party entities that provide goods or services essential for project success.
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COMMUNICATION

- Communication is a critical aspect of project management, as it facilitates collaboration, ensures clarity of goals and expectations, and helps address issues and risks in a timely manner.
- Identify all project stakeholders, including team members, sponsors, clients, end-users, and other relevant parties. Establish clear channels of communication with each stakeholder group to keep them informed about project progress, changes, and decisions.
- Ensure that project objectives, requirements, and expectations are clearly communicated to all team members and stakeholders from the outset. This helps align everyone's efforts toward common goals and reduces the likelihood of misunderstandings.
- Establish regular communication routines, such as weekly status meetings, progress reports, and milestone reviews. These provide opportunities to update stakeholders on project progress, discuss challenges, and make necessary adjustments to plans (Indeed, 2022)
- Foster an environment of open and transparent communication where team members feel comfortable sharing ideas, concerns, and feedback. Encourage active listening and constructive dialogue to resolve issues and promote collaboration.

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COMMUNICATION

Utilize various communication channels to cater to different preferences and needs of team members and stakeholders. This may include face-to-face meetings, email, instant messaging, video conferencing, project management tools, and collaborative platforms.

Document important decisions, agreements, and action items during meetings and discussions..

Address conflicts and disagreements promptly and constructively. Encourage open dialogue to understand different perspectives, explore potential solutions, and reach consensus when possible.

Tailor your communication style and approach to suit the preferences and needs of different stakeholders. Some may prefer detailed written updates, while others may prefer brief verbal updates.

Establish feedback mechanisms to solicit input and suggestions from team members and stakeholders throughout the project lifecycle.

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TEAM DEVELOPMENT

- Within the Hotel project, the team development will crucial because
- Team development in a project context involves building and nurturing a cohesive, high-performing team that can effectively collaborate to achieve project goals. Effective team development is essential for maximizing productivity, creativity, and overall project success.
- Ensure that team members understand the project's objectives, scope, and their respective roles and responsibilities. Clarify expectations and provide guidance on how each team member's contributions align with the project's overall goals (Thang et al, 2023)
- Create a supportive and inclusive team environment where team members feel comfortable sharing ideas, asking questions, and expressing concerns without fear of judgment or reprisal. Foster trust among team members by demonstrating transparency, integrity, and empathy.
- Promote open communication channels and collaborative workflows to facilitate information sharing, brainstorming, and problem-solving. Encourage regular team meetings, both formal and informal, to discuss progress, share updates, and address any challenges or issues.

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TEAM DEVELOPMENT

- Invest in training, mentoring, and professional development opportunities to enhance team members' skills, knowledge, and capabilities. Encourage continuous learning and skill-sharing among team members to foster a culture of growth and improvement.
- Acknowledge and celebrate team achievements, milestones, and successes to boost morale and motivation. Recognize individual contributions and efforts, both publicly and privately, to reinforce positive behaviors and encourage continued engagement.
- Organize team-building activities, social events, or offsite retreats to promote team bonding and strengthen interpersonal relationships. Building strong personal connections among team members fosters trust, collaboration, and mutual support

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Grant Chart

Task	Duration	Start date	End date	dependencies
Project initiation	5 days	4/15/2024	4/19/2024	.....
Conduct stakeholder meeting	3 days	4/15/2024	4/17/2024	Project initiation
Identify current lunch break patterns	5days	4/18/2024	4/24/2024	Stakeholder meeting
Analyze congestion issues	3 days	4/25/2024	4/27/2024	Identify patterns
Develop proposed solutions	7 days	4/28/2024	5/6/2024	Analyze issues
Present solutions to management	2 days	5/7/2024	5/8/2024	Develop solutions
Obtain approval for changes	3 days	5/9/2024	5/11/2024	Present to mgmt.
Implement changes	14 days	5/12/2024	5/27/2024	Approval obtained

Grant Chart

Task	Duration	Start date	End date	dependencies
Install signage directional markings	7 days	5/12/2024	5/20/2024	Implement changes
Conduct staff awareness campaign	5 days	5/21/2024	5/272024	Implement changes
Evaluate effectiveness	7days	5/28/2024	6/5/2024	Staff awareness
Analyze reduction in movement	5 days	6/6/2024	6/12/2024	evaluation
Develop healthy lifestyle program	14 days	6/13/2024	6/28/2024	Evaluation
Introduce healthy lifestyle program	7 days	6/29/2024	7/6/2024	Healthy lifestyle
Monitor program effectiveness	ongoing	7/7/2024		Introduce program
Project closure	3 days	7/7/2024	7/9/2024	

Budget

Task	Estimated cost $
Project initiation	$500
Conduct stakeholder meeting	$300
Identify current lunch break patterns	$800
Analyze congestion issues	$500
Develop proposed solutions	$1200
Present solutions to management	$200
Analyze reduction in movement	$800
Develop healthy lifestyle program	$2000
Introduce healthy lifestyle program	$1500
Monitor program effectiveness	$500
Project closure	
total	$ 14,500

Execution

- **Risk Management**
- Several mitigation strategies will be drawn up to minimize the negative consequences of the risk factors (Badi et al., 2022).

- These mitigation strategies include contingency planning, creating, and using alternative suppliers, establishing a robust project management process, and creating risk response plans.

- **Meetings**
- The project includes weekly scheduled progress meetings with the project team to discuss milestones, which are also provided in the monthly reports for senior management to see a higher-level overview of project status.

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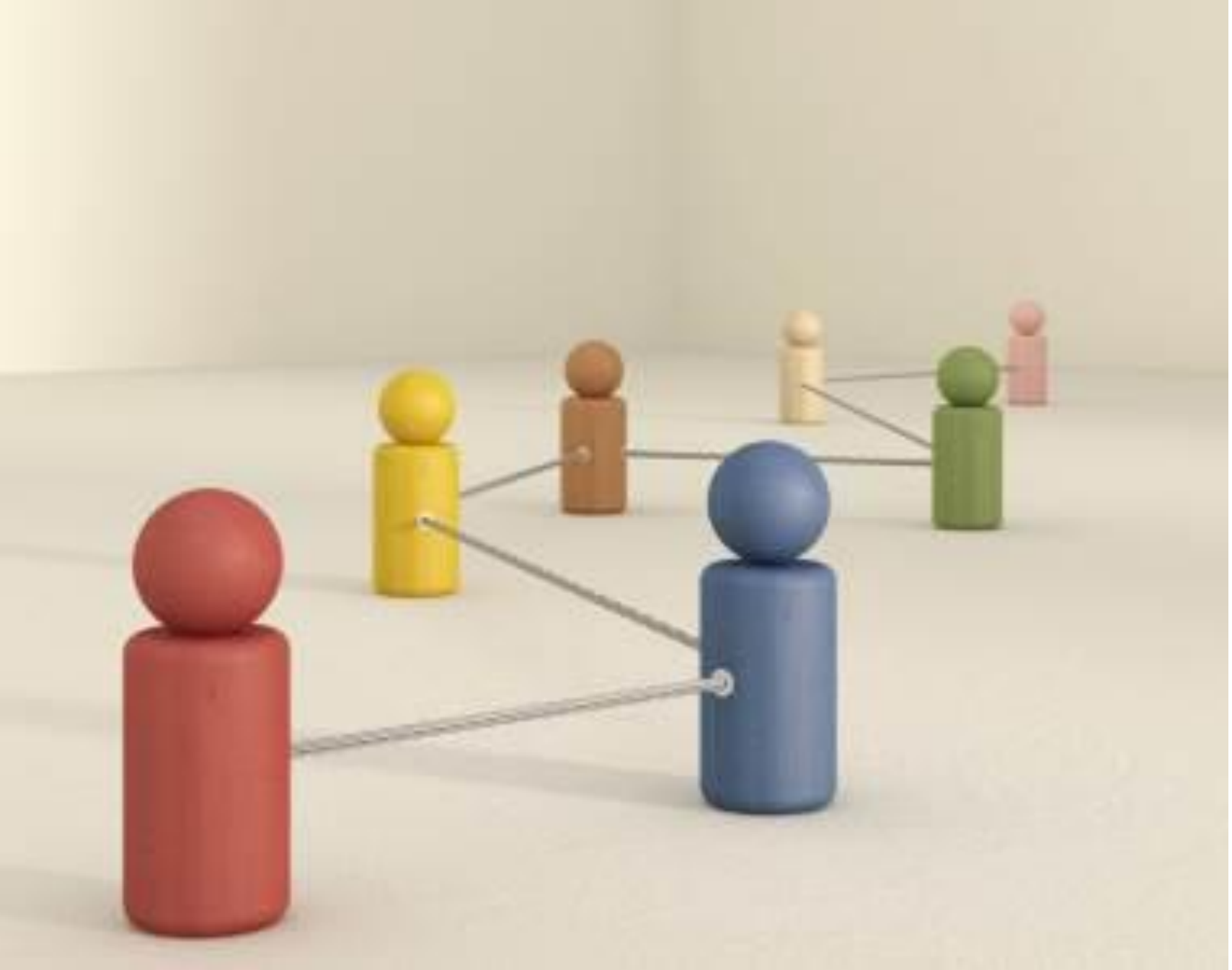

Stakeholders engagement

- Stakeholders engagement will be done through feedback mechanisms such as setting up suggestion boxes or surveys sent online to allow for the sending of concerns and thoughts.

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Closure

- This phase involves formalizing project deliverables, conducting post-project reviews, and transitioning the project outcome to the team.
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- The stakeholders can arrange a celebration party for the successful outcome, review the project lessons and identify the areas that would need improvement for future projects.
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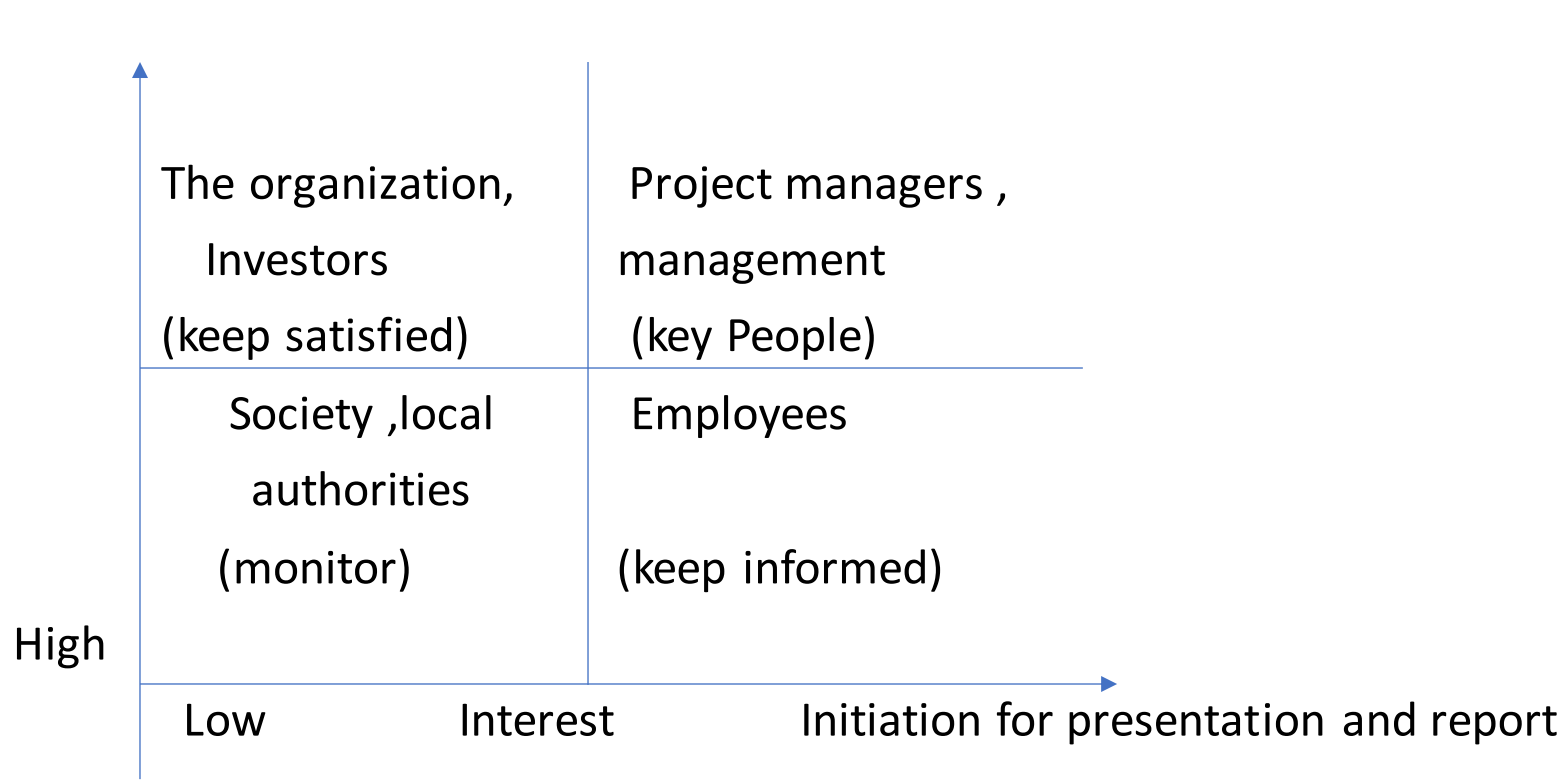
- In this phase, the project managers hand over relevant documents to the organization to mark their work's end.

- Luiza Hysneli

Pay Report

The pay report will be assessed through Mendelow ‘s matrix whose aim is to analyze the stakeholder's interest and power based on the specific strategic



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Tools and Techniques

- In realizing the business goal of minimizing the amount of employee movement during lunchtime and encouraging healthy living patterns for employees, the hotel construction project will use several project management tools and techniques, emphasizing on the project life cycle model.
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- PLC enables the tracking of milestones, status reports, and constant updates, which allows the running of the project systematically across the stages (Rew et al., 2020).
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- The project management team will follow the PLC model and apply the most adequate project management methodologies and techniques to the project.
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- Luiza Hysneli

Evaluation of PLC

- Through the application of pf PLC phases, the hotel construction project can reduce staff movement during lunch breaks and foster a healthy lifestyle, leading to a more productive and engaged workforce.
- The four phases contain several subsections which will enable project managers to track their progress, identify uncertainties, and opportunities and develop strategies that can address risks.
- PLC is beneficial in enabling project managers to solve problems and think critically thus positively progressing in their career.
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Conclusion

- In summary, the hotel project is the most appropriate plan for this organization relating to its strategic goals of reducing staff movement during lunch breaks and encouraging a healthy lifestyle among employees.

- The use of appropriate methodologies and tools will enable the project managers to complete the project within the provided time and use the estimated budget and resources.

- The focus on the approach is designed to encourage coordination and ensure that the project remains on the same track.

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