

MANAGING
PROJECT IN AN ORGANISATION
BMSW5104
By Daniel Genev
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INTRODUCTION

Project management refers to an application of implementing or following different procedures, skills, methods, experience, and knowledge in order to achieve some certain objectives in accordance with the criteria of project acceptance within some agreed parameters. The process of project management mainly helps the business to overcome the issues faced by a business within a set period of time (Kerzner, 2019). The following report will be focusing on development of a project management plan with a chosen setting of establishing a private canteen in the warehouse of Adidas. As the business has been facing numerous issues in relevance with the regular movement of the employees during lunch breaks. Therefore, the following planning of project management will focusing of development of a canteen in the office premises to address the issue (Borg, and Scott-Young, 2022). The report will cover the study of all fundamentals of project management including stakeholder analysis, project schedule, assessment of risk and many more.

MAIN BODY

Description of the project

The main purpose of canteen establishment is decided by the senior management of Adidas warehouse as it has been observed that the company was facing many issues because of movement of staff members during the lunch hours, increased absenteeism of the employees and lack of practices in maintaining a healthy lifestyle. As it has been known that Adidas is a well-known business organisation as well as the operations of business are practised into wide area of networks (Turner, 2022). Therefore, the working of business involves many employees in different type of operations of business including warehousing facilities, there are around 1000 staff members employed in the warehouse setting of the business. For resolving the issues faced within the business, the manager of warehouse is needed to support and generate an initiative of the project for developing a canteen in the premises (Kerzner, 2022). The project will involve, building a canteen in the project-by-project team, however, all the needed resources and key requirements will be fulfilled by the warehouse manager of Adidas as he is the sponsor of this project. Also, it is needed for the warehouse manager to allot a specific area for the development of canteen and the other requirements such as resources and installations needed in the overall process of designing the canteen.

Objective and Goal of the project

The development of this project is mainly aimed towards fulfilment of the purpose to overcome the issues faced by business and its employees by establishment of a canteen which will be beneficial for the employees as they will be facilitated with a personalised space which will only serve to the workforce employed in the Adidas warehouse (Ling, Zhang, and Wong, 2020). Specifically, this will help the business to mitigate the problems which are being faced during the lunch hours. In the warehouse, the lunch hours vary between different individuals and teams in accordance with their shift timings. Also, development of this project will be helpful for the business to promote healthy lifestyle by maintaining clean and healthy practices at the workplace.

Deliverables of the project

Formation and completion of this project will include providence and delivery of the following points or outcomes to the Adidas warehouse and its employees:

- the canteen will facilitate the staff members will all the necessary installations.
- The project will include complete construction and building of both the kitchen and a large dining area for open space and better management specially during the rush hours.
- An effective staff will be recruited for the kitchen of the canteen who will work effectively by serving timely and giving a satisfactory service.
- The project will be performed while keeping in mind that the budget will not be exceeded.
- The project will nearly take 4 months to be completed.
- Also, the canteen will include development and use of technology which will help the employees to manage and track their orders through their systems and make online payments as well.
- The project will involve completion of many other functions like, recruitment of staff for the canteen, research and procurement, renovation, designing, availability of infrastructure and many more.
- The project will be focusing on fulfilment of aims and objectives of the business and providing a satisfactory result or outcome to all.

Constraints of the project

Projects constraints refers to some of the general limitations which are needed to be accounted during the overall period of project life cycle. Following are some of the constraints of the project which are discussed in detail below:

- location: it has been decided by the warehouse manager that this project will be allotted with limited area of location, which states that it is needed to construct the canteen very mindfully and strategically to maintain open space while serving everyone with better services (Luong, and et.al., 2021).
- Time: as it has been studied in the situation that the employees and management authorities of Adidas warehouse are already facing these issues on daily basis, that's why, the manager has been by the higher authorities to overcome this issue within a limited period of time.

- Cost: the budget decided and sponsored by the manager is limited therefore the project team is needed to manage its working in accordance with the fact to not exceed the budget and provide better and satisfactory services within the decided budget.
- Health permits and preconstruction requirements: if the completion of project takes much time than decided, it will lead to delay in the other procedures and opening of the canteen.
- Vendor acquisition: there are limited number of vendors available to this project, which can be a negative point as vendors can help the project with ease in the availability of appropriate resources and services that are required in the completion as well as opening of the canteen (Silvius, 2019).

Assumptions

The pre decided assumptions and regulations of this project are described below:

- the working hours will be fixed for every staff member working under this project are 8 hours per day.
- The time duration of each task and activity have been decided based on the nature of tasks. However, the schedule and planning has made flexible enough to meet the situational changes and requirements.
- The amounted costs of overall project and its activities have been fixed as they cannot change. However, there will be an extra amount which will be kept as safe and security amount to be used in case of situational needs or emergency. s
- the required equipment, things and human resources will be recruited on priority basis, and it is needed to be made sure that the workers are provided with detailed understanding of their tasks, duties, and responsibilities.

Overall lifecycle of the project

The process of developing this project is divided into five different stages until completion. These steps are discussed below:

1. Designing: this is the first step; it includes setting of goals and objectives of the project and analysis of the feasibility of project. During this stage, the management authorities, like engineer, architect, construction manager and the owner conducts meetings for performing discussions and taking important decisions for the process and methods to be used. The goals are set, and budget is taken into consideration at every task (Lauer, and Lauer, 2021). Also, the time frame, workforce, equipment, and costs are decided.
2. Preconstruction: during this stage the other activities and formalities of preconstructions begins with the process like documentation, and translated planning of the construction which is going to take place. The building permit mainly requires submission of three documents including design development, schematic design, and construction development. Further, the legal formalities like creation of DD and further approval from the authorities happen. Some of the subjects needed to be discussed with the team of project are methods of transmission, submittal delivery, methods of reviewing the submissions, controlling, and managing the communications and reviewing the deadlines.
3. Construction phase: At this stage, the contractor and construction manager will begin the work with staff members as per the planning. Everyone will be delegated with the authority and responsibility of their own working and tasks on the individual as well as team basis. The committee of quality control will be given with a responsibility to measure the quality of process and ensure or guarantee the quality (Haverila, and Haverila, 2019). All the workers will be guided well enough so that they will be able to perform effectively which will lead to better outcomes for the project completion. The importance of effective communication will be explained to each employee. Also, this stage will focus on major points like management of quality, task management, management of logistics, checking upon daily status, management of safety and security and tracking of project execution.
4. Performance and monitoring: this stage takes place after the completion of third stage as the previous stage includes working and this stage will evaluate the working by measuring the quality and effectiveness of the planning and process. This helps to analyse that whether work is being done as per the planning or not. Some of the key

performance indicators which will be used in the project for measuring the work performance are as follows:

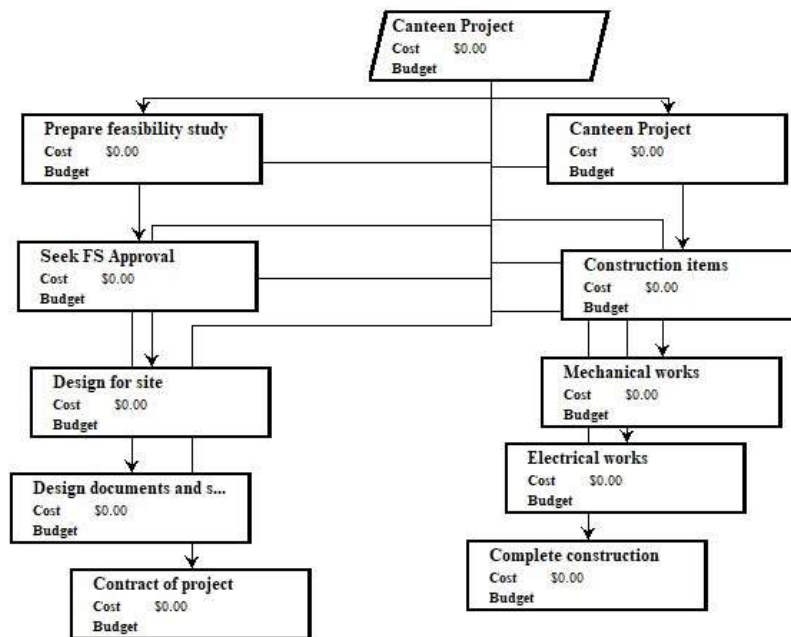
- performance management: this will help the management to track the changes and hurdle and manage them.
- Quality management: this is an indicator which will help to measure that the previously set quality measures are met or not.
- Tracking costs: this will help to determine that whether the working is performed in accordance with the decided budgetary controls or not.

These indicators will help the project team and management to measure the overall work and performance.

5. The closure phase: it is the last stage of the life cycle project as it marks the completion of project. It can also be said that this is the most important stage and it must be handled properly (Flores, Moreno, and Peters, 2020). This stage will include handling the completed project to the client so that the operational activities will begin in the canteen and objectives will be achieved. This stage also involves a set of documentation process including warranties, manuals, construction documents, and accounting documents etc. these can be used by Adidas and can be kept safely for many purposes.

Structure of work breakdown

The work bread down structure refers to a technique or tool which includes stepwise approaches to reach the completion of a project with different parts. By dividing the project into various small parts or components, the structure of work breaks down enables to integrate the scope, cost and deliverable in the tools.



Adidas

Elaboration of the needed resources in the construction of canteen

Following are some of the required resources which will be helpful for the construction of a canteen for the warehouse of Adidas:

- Human resources: this is a major and crucial resource which is mandatory for the performance of each task. Human resources are required for various working and management of the construction. The whole process of planning will be initiated by the human resources, and these will be employed for the completion of project. The human resources include workers, managers, controllers, contractors, stakeholders, clients, etc.
- Natural resources: some of the natural resources will also be needed for the construction of a canteen for example, stones, timber, sand, wood, water etc.
- Technological resources: these involves the requirements of various tools and equipment for completing the process of construction project. These equipments or tools can be taken as rented or can be bought permanently by making full payments.
- Financial resources: these resources refer to the requirements of the amount or funding which are needed for the run of other activities and tasks. A project cannot begin without financial resources as it helps by availability of resources (Ford, and Lyneis, 2020). These are required for facilitating costs for materials, salaries to employees, legal works, and many other fulfilments. There is need of a proper and explanatory budget with certain set costs or amounts.

Stakeholder analysis

This is considered as a mandatory process of every project management as it refers to the procedure of gathering information about the individual and requirements of the project. This includes dividing the individuals on the basis of their participation level, interest and influencing rate (Barrett, 2021). The stakeholders of this project can be taken as the staff members of warehouse, manager of warehouse, designer, project manager, canteen manger, government officials etc. the four quadrants of power grid is described below which indicates the interest and power of stakeholders.

- Low interest high power: in this quadrant, government officials can be considered as they possess low interest into these projects and has high power. They do not have interest as they do not get any benefit from the development of canteen. They have power to stop the construction or working operation of canteen.
- High interest and power: in this quadrant, project manager, and warehouse manager can be considered as they have power of taking decisions and their level of interest is high because they have responsibilities and attachments with the business and wants to solve the issues.
- High interest and and low power: in this quadrant, the workers and employees of warehouse and the manager of canteen can be categorised. as they do not have any power to take decisions and they have higher interest because this project will provide higher benefits to them and serve them better.
- Low interest and low power: In this quadrant, the designer and staff of canteen can be categorised as they do not get any benefit therefore, they possess low interest also, they do not have any power or authority of taking decisions or actions.

Assessment of risk

Risk assessment is an important tool which is mandatory for the process of success in project. This can be said as a process of assessing, identifying, and controlling the issues and risks in a proper manner. There will be numerous risks associated with this project mentioned below with their mitigation strategies:

Risk Type	Risk Description	Severity (1-5)	Probability (1- 5)	Mitigation of risk
Technological risk	This includes the lack of understanding about the use and knowledge of the technological advancements and installations in canteen	2	3	For mitigation of this risk the managers and authorities must acknowledge themselves with greater knowledge about the use of installations and must keep the warranty documentations with them.
Risk of costing	The risk of continuously occurring changes in the prices and costs of required resources.	3	4	To overcome this, the managers must choose to run with fixed pricing strategies and must plan well with the budget.
Environmental risk	The staff members are large in numbers which will lead to more use of canteen facilities and increased wastage.	4	3	The risk can be handled by framing effective strategies for waste management.

CONCLUSION

The above report provides a great knowledge about the process of project management. The report has described various aspects of the whole procedure including meaning and description of the project. Discussion included Aims and objectives with their relevance to the issues. The report also involves elaboration of budget, required resources, stakeholders and risk analysis.

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