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BA (Hons) Leadership and Management Skills for the Workplace

Module: Managing Projects in the Organisation.

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Assignment Title: Presentation- Proposal of Project Management Plan



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What is a Project Management

- Individual/Group of people with necessary quality and skills work together to achieve common goal or an objective, for or within an organisation.
- Project life cycle - Start and End.
- Project phases: planning, initiation, execution, monitoring and closing of the project.
- Setting Smart Goals
- Project has 3 major constrains:

Scope: refers to deliverables and tasks needs doing to achieve the goal.

Cost: total amount required to complete a project. Or can be fix budget to complete the project within the budget.

Time: to complete projects or given fix time to a project it's also called the work schedule (Coursera, n.d.).

The project is motivated by Covid-19 Pandemic.

- Children gaining weight:- prone to illness, such as non-alcoholic fatty liver disease, diabetes type 2 and cardiovascular disease (Lubrecht et al., 2022).
- Netflix sales went up by 16 millions (Thomas, 2020).
- Gaming sales increased by 30% only in the first 3 months into lockdown (Morris, 2021).
- Bromley Health Club - Project Revamp
- Increase Health Club Subscriptions

The Iron Triangle

Project start- March 2022

End date June 2022

Revamp

Physical health

free fun
activity

Budget of

£2,500

Project Statement - Revamp

- Key Objective- Targeted for children 11-16 years,
- Introduce children to physical activity
- 16-12 weeks project
- 2 hours weekly
- Team consist of project manager, fitness instructors, nutrition
- WBS deliverables:- Approval, Assembling of team, advertising, Activation, Monitoring.
- Milestones:- 1. Reaching Activation. 2. Execution 3. Reaching Evaluation.
- Boost Health club memberships

The Quad Chart- Revamp

Objectives

- Create health-conscious mind
- Promote healthy lifestyle
- Tackle overweight/obesity
- Make Physical activity fun
- Encourage subscription to health club

Desired end results

- Parents and children showing interest to similar projects
- Joining health club
- Being more health conscious
- Continuing health programs
- Adapting to healthy living styling

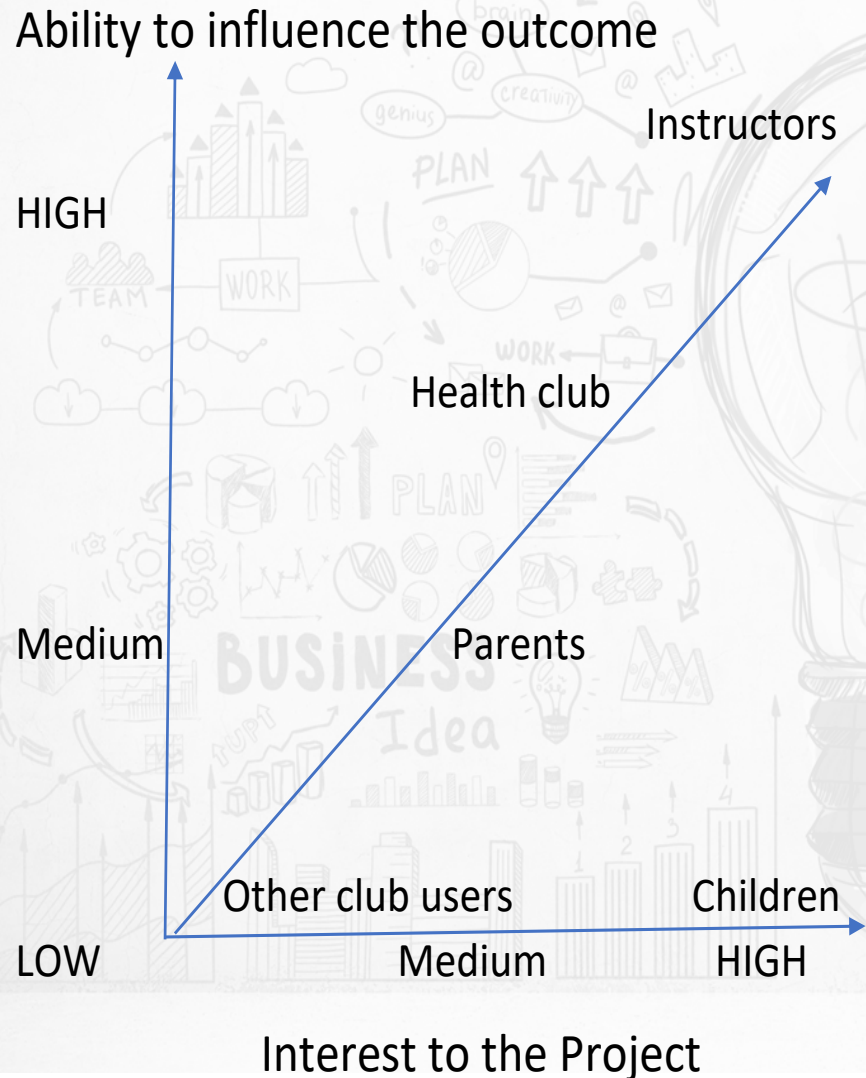
Stakeholders

- Health club
- Instructors
- Parents/Guardians
- Children
- Other club users

Measures of success

- Children enjoyed the physical activities
- Increased monthly/yearly contracts
- Demands for more similar project
- Positive feedbacks

Stake holders Analysis and Communication Plan



- Instructors- meetings every 2 weeks and each milestones
- Health club- email update on reaching the milestones and Projective Activations- every 4 week
- Parents- email updates with all relevant information at the start and as required, if any change happens
- Club users- advance notice display of any event / Class/ room change when happens.
- Children- Send emails once with activity details via guardian

Work Breakdown Structure – Project Revamp

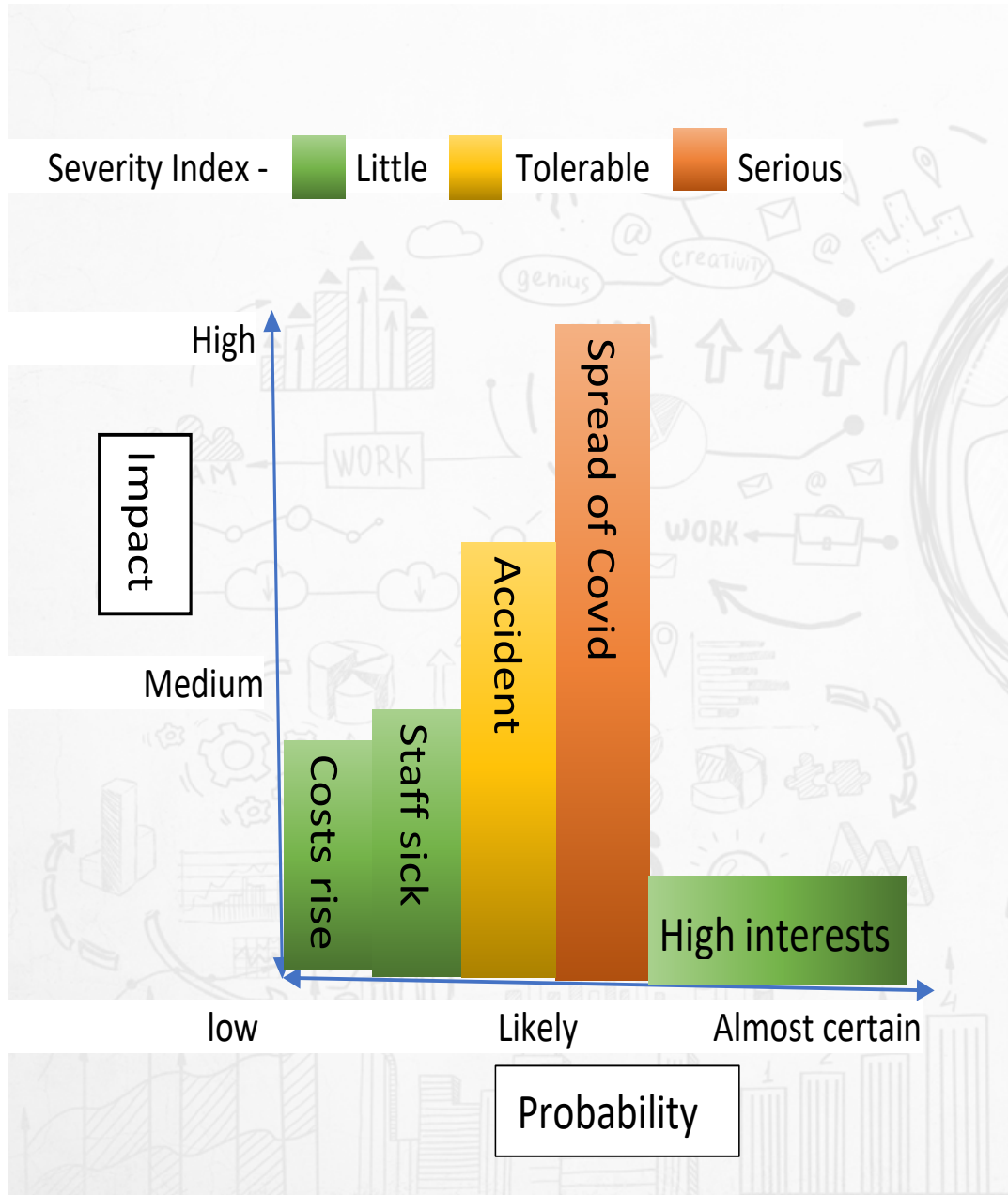
Task- Deliverables: Work Packs	Description	Date
1. Approval WP- 1.1. arrange meeting with seniors	Contact line manager. Discus plans and get signed approval. Arranging funding from account department	Beginning March. 2 weeks
2. Assigned Team WP- 2.1. fix date and time, Hall	funding authorised, assign instructors/ assistants, decide date and times slots. Allocate hall, finalize, organize equipment.	2 Weeks
3. Advertising WP- 3.1. Link online registration	Printing flyers, poster around the health club. Design online registration forms.	March 4 Weeks
Achievement of	First Milestone	April
4. Activation of the projects WP- 4.1. Meeting children	Introducing project, duration, activities, explain the objectives of the projects.	6 Weeks. May
5. Monitoring WP- 5.1. Activities effectiveness	Observing interaction to the activities children are doing.	6 Weeks. May
Achievement of	Second Milestone	June
6. Evaluations- 12 weeks WP- 6.1. Children/Parent feedbacks.	Collect feedbacks, encourage stay healthy and active.	1 week
7. Ending- Revamp WP- 7.1. measuring the success	Reporting overall achievements of the projects, improvements, closing of the projects.	1 Week End of June

Cost Breakdown Structure		Resources	Cost- Total £ 1,960
Team leader- £15.50 hour	Rupia	Access to all IT materials, admin systems	290
Fitness Instructor - £14.70 hour	Elena	Physical activity Equipment- ball mats, rackets, rope, cones, timers, whistle. Sanitations materials	550
Assistants coach- £13.50 hour	Andrew		
Nutrition- £12.30 hour	Ana	Online resource, printing, water supply	370
Advertising – £11. 25 hour	Maria	Printer, papers, online access	750

Risks Identification and Risks Register

Risks	Chance	Trigger	Impact	Mitigation
Spread of Covid	Likely	Hygiene	Shut down	Use gels/wipes
Accidents	Likely	In proper use of equipment	Cost to health club	Supervision, clear instructions
Staff of sick	low	Covid and general health	Reducing activity	book bank staff/instructor
Costs rising	Low	Change in activity/miss calculations	Reducing activity	Stay with the plan and budget
High interest/disappointment	Most likely	It free, too many interests	Costs rise, difficult to manage	Limit registrations, first come basis

Risks Management - Matrix and Contingency Plan



- Mandatory parents to check health day before.
- Have Covid- testing kit available
- Brief children the rules every session.
- Liability insurance
- Book bank staff
- Continuous monitoring of risks to eliminate existing or prevent of new risks

Conclusion - Evaluation of project

- Have more various skilled team members
- Project did not have necessary time for marketing
- Activities suitability- not all activities were suitable for older children
- Nutrition advice- some talk sessions were too long, less attractive to children
- Sessions duration- 2 hours needs reviewing
- Duration of project- 12 weeks was adequate to get understanding of importance of staying active
- Achieve the objectives, encourage children stay active, like before the covid-19

Recommendations

- Keeping the nutrition talk short- making more interactive, fun, get kids involved
- Variety of games- suitable for all ages
- Project success- project has popularity should be run more often: holidays
- Run similar project to encourage people to join the health club
- Give away goodies reminder of the project
- Increase work team and project size



Thank you for listening, any questions??



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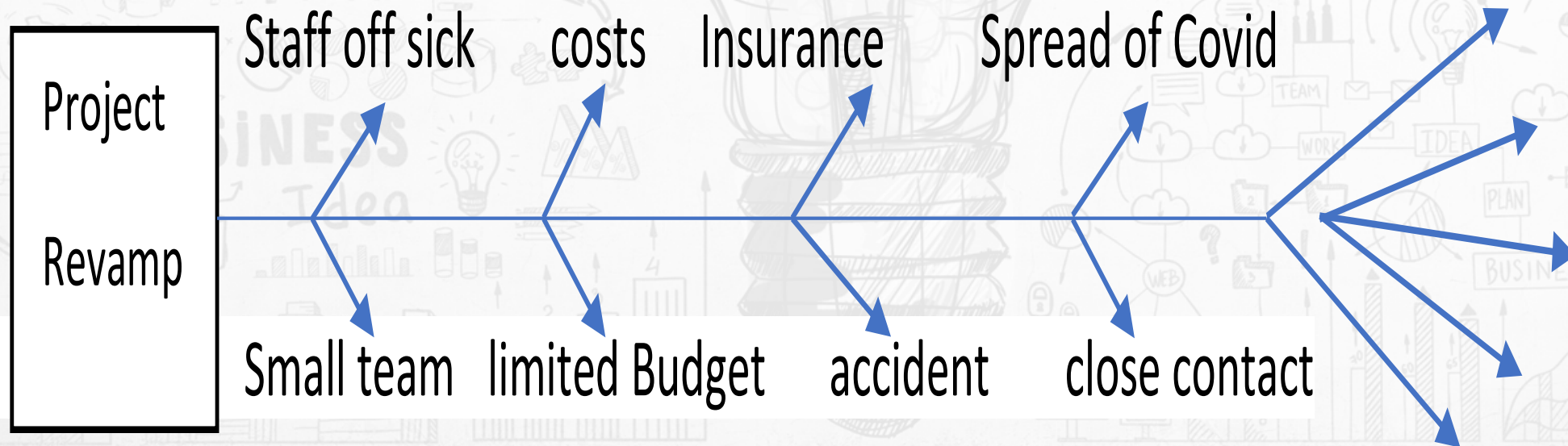
Appendix

Mind Mapping project- Revamp



Appendix

Risk Identification



Appendix – Work Packs

Work breakdown structure

Tasks	Description	Cost	dates
1.Deliverables-Approval-senior Consent 1.1. contact and Fix date/time for meeting 1.2. attend meeting with instructors 1.3. signed approval 1.4. forward account department	Contact line manager. Attend meeting with project details. Discus plans and get signed approval. Arranging funding costs from account department.		Beginning March 2 weeks
2. Deliverables- assigned instructors and assistants 2.1. fix date and time 2.2. allocate hall/room 2.3. selecting activities	Once the funding authorised, get instructors available. To decide date and times slots. Allocate hall/rooms for the activities. Finalize activities to include in the sessions. Organize equipment.		2 Weeks
3. Deliverables- Advertising-send emails, flyers 3.1. online platform 3.2. contact local schools 3.3. company website 3.4. link online registration forms.	Printing flyers, design web page. Emails schools, put out poster around the health club. Design online registration forms. Design feedback forms.		March 4 weeks
Achievement of	First milestone		April

Appendix - WBS and Work Packs

Achievement of	First milestone		April
4. Deliverables- Activation of the projects 4.1. Introduction meeting with children. 4.2 dividing age groups of 2. 4.3 assigning activities to the groups.	Introducing the project, duration, activities, explain the objectives of the projects. The rules and regulations. Expectations from the instructors and participant. Centre facilities and exit, toilets		6 Weeks May
5. Monitoring 5.1 children involvement 5.2 activities effectiveness 5.3. assessing if any alteration required.	Observing children's interest and interaction to the activities they are doing. Encourage children to complete activities. If they are enjoying.		6 Weeks May
Achievement of	Second milestone		June

Appendix – WBS and Work Packs

Achievement of	Second milestone		June
6. Evaluations after 12 weeks 6.1. gather children's feedbacks 6.2 collect parents Guardian feedbacks via forms 6.3 reminding the objective of the projects and activities. 6.4. advise the importance of physical health. 6.5 give information how they can continue the healthy activities. 6.6. promote relevant health club packages to suit them 6.7. inform of special offers for Revamp participants	Giving out feedbacks' forms and everyone's thoughts on the project's activities. Direct them to suitable package for children and adults in the health club. Encourage children to continue doing physical activities to stay healthy and active.		1 week
Ending of the projects 7.1. measuring the success of the projects. 7.2 recordings of the evaluations. 7.3 reporting to the seniors' achievements and failures 7.4. how active project was. 7.5 recommendations	Reporting to the seniors the whole overall achievements of the projects. Evaluations, success, improvements, the failures. Was the project worthwhile. Positive and negative views. closing of the projects.		1 Week End of June