

UNIVERSITY OF TRINITY

SAINT DAVID

COURSE: BUSINESS MANAGEMENT

MODULE: PROJECT MANAGEMENT

Assignment 2

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1.0 INTRODUCTION TO EOP PROJECT

1.1 Project Management

Project management can be defined as the management which exist for a limited period until the objective is achieved. If an objective arise or setup by a company or industry it's considered as a project. So always project is temporary, once the goal is been accomplished the project come to end. Further a project consist with plans, routine, time frame and budget all these together move with step goals towards the ultimate goal. There is no project that keeps continue always it got a start and an end. There are short term projects like software developments which exist only for six months and some are long term like cross railways, Highways, etc.....

1.2 End of Project Report

An End of Project Report will be prepared at the time of project closure. Project manager is the responsible person in preparing the end of project report. EOP gives a clear view on the project considering to the project plan and how the steps had been taken towards the end. Meanwhile comparing EOP with project plan it helps to analyze what implementations, turning points and extra supplies that have been taken place during the project process. The owners and company heads will assess the EOP to find the expenses and the time period against the planned cost and time frame. (Heagney.J, 2012)

2.0 QUICKCLOCK PROJECT

Project	Quickclock Mobile Phone App
Company	ITEC
Period	6 Months (01/01/2019 – 30/06/2019)
Project Manager	Dusyandan Sivapragasam Perumal

The above mentioned project was initiated by me as it is a 6 month project implementation of a mobile phone app in ITEC Company for proper records of staffs working hours and payment schemes.

In past companies use record/register books to record the attendance and time period of workers but it was not appropriate. Later on finger print lock system came into process and it was more easy than the books but still every week ends and month ends managers have to spend a huge time to calculate each worker's hours in order to prepare pay sheets for their wages.

But the Quickclock project is completely different and advanced one than the past recording systems. Time to time this app will automatically calculate the hours of each workers separately and the attendance and store them in the main data base of the company. So any time the top level managers can access recorded data through their systems. Even break time of each employees are been taken into account thorough this system. And this app itself total up the whole working hours and brings up the wage amount of each worker in a proper way. At the same time employees get access to check their working hours so they could compare it against their wages. As everyone use smart phones each employee will have to download and get registered into the app and it will make easy for them to tap and go the terminal at the company. Also this app is added with each person's ID so they don't need to carry their ids with them. Further this app will secure privacy between each employee only top management got access to look into everyone's information.

3.0 OBJECTIVES

Project objectives are decided and written at the beginning stage of project plan. It can hold a single objective or many objectives in a project. If there are many objectives it must be achieved in a sequence order to reach the ultimate target. Always objectives should be measurable according to the cost budgeting and timeframe to get a quality output. When objectives properly planned the whole project team gets more committed in their tasks through involvement and clear view towards the goal. (Harold.K, 2009)

In Quickclock project all the objectives were achieved at the end of the project. The main objective of this project was introduce a technology that connects employees with administration in an easy and appropriate way. This main objective was fulfilled with Quickclock app, at the same time to achieve the objective there were so many tiny goals to achieve in the process of project. All of them were achieved in a sequencing order from the start to end of the project. Some of them were internal networking, server mapping and contactless terminals all of them were achieved within the time period of the project.

4.0 BENEFITS

As a project manager I gained a vast knowledge and practical learning by implementing this project. As it's a technology based project it gave a clear view as how technology intervene human life day by day. Further the support of all the team mates of the project taught everyone including me that how a teamwork and unity can bring giant outputs. It can be a huge project or a small one but to achieve it as planned everyone should work fully committed in their given task to finish it at the time of due date.

Moreover working in this project taught me, how to manage time because time is very important factor in a project. Every project has a time period to start and end and all ways there will be future plans at the time of the due dates of projects. A project becomes more worth when it gives the

output at exact time, then only the pre-planned ending actions can be carried out efficiently. For example the cross rail project's (Elizabeth Line) due period was December 2018 but still they didn't launch it due to errors in the project process. So the ending actions of this project was to minimizes route traffics, speed access across London, split passengers to reduce congested trains but these factors didn't happen due to incomplete project. When projects gets further delay like cross rail the worth and expectations of ending actions becomes condensed among the stakeholders. At all times try maximum to complete the project by the time of due dates to bring out high level benefits. All the experience that I gained from this project made me to become more professional in project management and all it made the all the team members to work on next level project in future. (BBC, 2019) Each and every team member who worked in this project got vast experience and practical learnings that all of those experience will help them in their future carrier.

5.0 PROJECT SCOPE

The main scope of Quickclock project was to implement the app and make the employees connected more closely to the organization simply through the mobile phone. The estimated budget was £108,000.00 including all the expenses. This project was very successful to end up with the exact allocated amount of budget. App design and internal networking were the main deliverables and considered to be the first priority as other all breakdowns were depend on it. Next main part of scope was the time scale, as it planned there were certain number of extra days were included in preparation of the project plan and with using them in proper way the project has reached the end stage as it mentioned.

- Quality output has been proved with the implementation of the app at the end of the project.
- Maintain of cost control throughout the project was the key point for success.
- Team work and commitment on this project was the main factor that supported to the project to finish up within the time scale.

6.0 CHANGES IN THE PROJECT

Apart from the features that are been mentioned in the project plan Two more features were added to the app. Holiday notice via the app and progress level of employees are the 2 features that are been considered in middle of the process by the company heads. Successfully these 2 features were added in the app. (Heagney.J, 2012)

To add the above 2 features the app developers request 4 more days against the planned project but as per my project plan I have kept extra days for each task. So there were no changes in any other tasks except the app design. So 4 days were grabbed from other tasks including 1 extra day for design and it was successfully implemented by the developers. The purpose of adding above 2 tasks;

- **Holiday notice:** Employee can easily fill the options in the section that are asked, also they can let the management know by updating on time. The employee itself cannot update with the dates if 7 holidays are been granted on the same period. It makes easy for the management to grant permission for the holidays by looking the holiday schedule in one sheet as automatically the app does it shows in an appropriate structure. It helps to prevent employee shortage by many number of holidays at same period also lessen misunderstanding between management and employees.
- **Progress level:** Each employee can see their own progress level and also able to see the staff names who are been nominated for the best employee of the month/year. This make the employee to get motivate themselves and be more committed towards their work. Implementing this feature in the app can be considered as a motivating factor of the organization.

As the effects of above changes the app became a better system for internal communication between company management and employees. Mover over the app designed with more functions that built up with more flexibility in using.

7.0 LESSONS

Team Work

By doing this project I have been with a big team that all worked together towards one particular goal. It helped me to understand each team member and how their performance. According to that the tasks were divided. And also personally I studied each member of organization who involved in this project so it will definitely help me to select members for next upcoming projects. There were many teams involved in this project as follow,

No	Team	Responsibilities
1	Software developers team	To design and implement the app
2	Supervisory team	To supervise and go through all the tasks that take place
3	Network team	To fix electricity and networking inside the organization
4	Project team	To find and sort out all the needs for the project. And also they are fully responsible for all the supplies that are been requested in the project plan.
5	Finance team	Granting funds and maintaining accounts.

Stakeholder Analysis

An individual or group that shows interest towards the project can be defined as stakeholder. For example managers, chairpersons, team members, customers etc..... If anyone's action affect the project means that person is considered as stakeholder. In this case even our competitors, local authorities are also considered in it as they are parties who affect through negative impacts. (PMI, 2018)

Stakeholder analysis more important to identify the main and most important needs of the stakeholders in order to fulfill them at the end of the project. Because if a project doesn't fulfill stakeholder's needs means the outcome is going to be pointless. We must study properly the internal and external environment before starting the project, then only the project team able manage the quality throughout the project and explore the ultimate need at the end of the project.

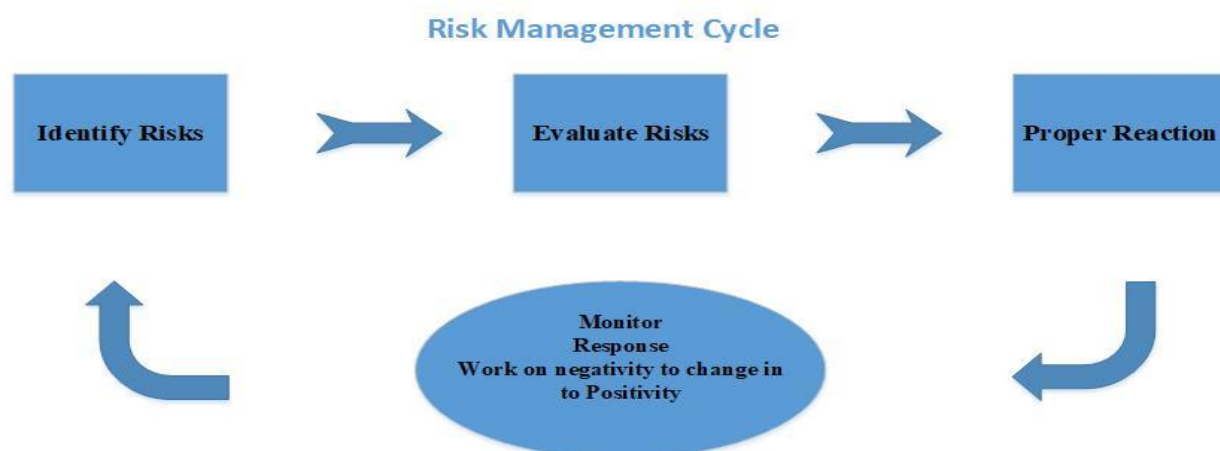
More over external environment must be considered more as once the project team found the competitors they can work more potentially to eliminate and overcome the competing projects or project products.

At the end of Quickclock project the needs of stakeholders were fulfilled in a proper way as it is been planned at the beginning of the project. A quality output for recording employee details for management and good communication access for employees were main needs of this project and successfully it's been implemented.

8.0 RISK

Risk is an event that suddenly explores at any time, any stage, any place in the project process. Always the project team must be ready to face risks and attempt them in proper way to overcome it. There are positive as well as negative risks in a project, but a project team no need to worry about the positive ones but they must work well on negative ones as its affect is high and could damage the project process. (PMI, 2018)

In order to face risks from the beginning stage itself the project team must be vigilant on what will arise as risk in their particular project and make some preparations to overcome them. In Quickclock project the team member were prepared themselves to face risks from the beginning it self but there were no risk arise throughout the process of the project. This helped the project to



become a successful one at the end. The following process cycle shows how a project team should work on attempting risks.

9.0 CONCLUSION

This report is an end of project report of Quickclock app which was started 6 month ago and now its end. As I am project manager of ITEC company the project of innovating a mobile phone app was given to me as a project with 6 month timeframe. The use app is to record all official factors of employees with easy access. Basically this app make convenience for management to manage the employees with timing as well as for employees to communicate well with management.

As throughout this report it will give a clear view on how the project was planned and how was end of the project against the planned one. Considered to that the Quickclock app was launched successfully as it planned which mean the project management team had done a good job in balancing the cost, time and quality. In order to make a project successful these 3 factors are more important as a triangle corners to give up a triangle shape. By doing this project I gained a vast knowledge and experience in handling a project and managing it towards it success. More over this experience will help me in my future career to develop myself in business field.

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