



BMSW5104

MANAGING PROJECTS IN THE ORGANISATION

Table of Contents

Introduction	3
Project Outline	3
Project Scope	4
Project Life Cycle	4
Stakeholder Analysis.....	Error! Bookmark not defined.
Essential Resources with their Costs.....	10
Consideration of Resources	12
Gantt Chart	13
Risk Assessment	Error! Bookmark not defined.
Conclusion	14
References	16

Introduction

To effectively oversee a business project, one must be familiar with an organisation's planning procedure and the steps used to complete the essential preliminary tasks. In addition to figuring out how to contact clients most effectively, the business organisation must grasp the significance of corporate social responsibility.

In this project management plan, the researcher is aiming to analyse a hypothetical in-house strategy to reduce lunchtime congestion and promote a healthy lifestyle in a big South-east London manufacturing company named ABC. Furthermore, the researcher will articulate the project's planning stages accurately with its intended scope and deliverables. The researcher will also analyze the project's stakeholders and risks.

Project Outline

The project revolves around a large manufacturing organisation which is based in Southeast London and has around 1000 employees on the site who are working and have various responsibilities like either they are the office staff, or they are factory workers. There are several structures on the vast property which contain the offices and the production facilities. But there is not any on-site food service at the moment. Additionally, the area is experiencing congestion due to everyone in the workplace having lunch breaks and going out here and there. The project mainly focuses on implementing an onsite catering and wellness initiative to mitigate the issues of congestion during lunch breaks and facilitate employee health and well-being in large manufacturing organisations (Peters et al., 2021). To address this, the organisation needs to encourage a healthy lifestyle to decrease absenteeism and restrict individual movement around lunchtime as part of its CSR objectives. Project and program office staff responsible for reviewing these objectives and developing workable plans to achieve them, which will assist the organisation in expanding and improving its operations. The project manager is responsible for devising a strategy to establish a catering service or business inside the office premises. This will ensure that the firm's employees remain on site, eat well-balanced meals, and reduce the likelihood of congestion and absenteeism.

Project Scope

By designing, implementing, and analysing on-site catering facilities, this project has the scope to promote healthy lifestyles, limit worker mobility during lunch breaks and avoid congestion in the local area, decrease staff absenteeism, and provide nutritious food alternatives. It can be stated that the organisation can gain an understanding of its growth goals and obstacles within 3 to 6 months with the help of this project. Alignment with objectives and prompt resolution of problems will be ensured by consistent monitoring and contact with project stakeholders within the project. the project goal is to make the work environment healthier and more productive so that the organisation and achieve its goals and the employees can feel happier. The project team must ensure that the project is managed in a manner that provides the optimal outcome in the end. This can only be achieved if the organisation's leadership takes the time to organise all of the relevant parties, including suppliers, investors, and business specialists, as stakeholders. It is necessary to give the resources for the building job on time. Furthermore, by using risk assessment and management techniques, one may get insight into possible obstacles, plan for the project's smooth progression, and gauge its influence on the company's overall development.

Project Life Cycle

The Project Lifecycle is a blueprint for how a project should be executed from start to finish. The precise number of phases and the sequence in which they occur in the cycle are determined by the project type and the demands of the firm. They are project-related; thus they are time-bound and they should start and end at certain points (Wang and Chen, 2023). The project lifecycle defines the essentials of what has to be done, regardless of the kind of labour involved. Below, the 5 stages of the PLC model are illustrated.

- **Initiation:** Project goals, the desires of stakeholders, and the project's scope and objectives are all set down in this stage, which lays the groundwork for the project as a whole. Initiation entails various steps, including the identification of key stakeholders, the clarification of project objectives, and the initiation of basic planning. The project start

procedure also includes getting the necessary resources and getting approval to go on with the project.

- **Planning:** During the planning stage, the project team develops and implements a comprehensive project management plan (PMP) that details the project's tasks, resources, and risk management techniques. Thorough plans are prepared to guide the project's execution. It includes the project's timeframe, deliverables, resource allocation, and reach identification (Pieterse et al., 2022). Project planning includes not just defining roles and tasks, but also developing quality standards and establishing channels of communication. After this phase, the project manager should have a comprehensive strategy for carrying out and overseeing the project.

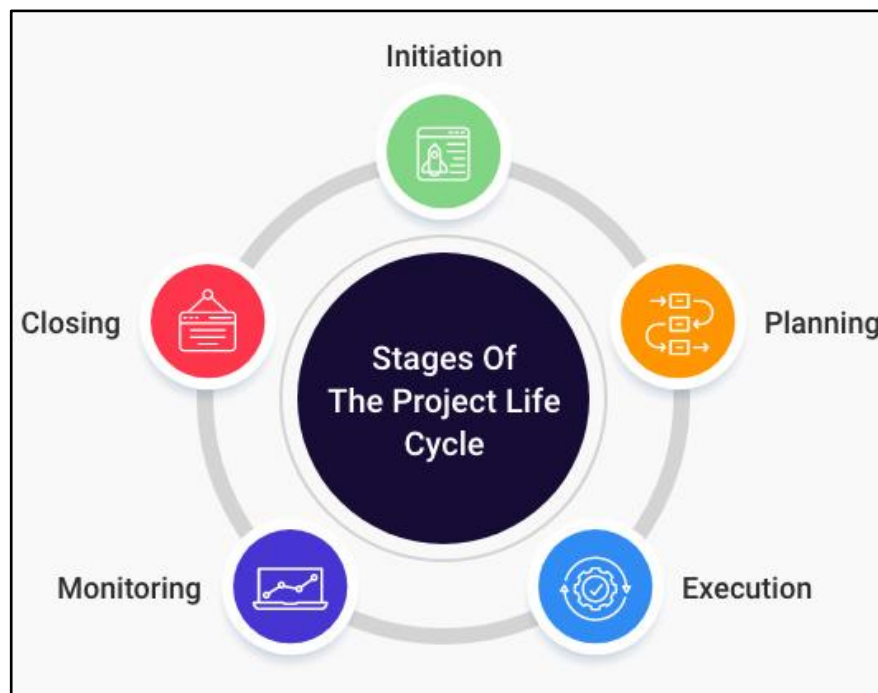


Figure: Project Life Cycle

(Source: Pieterse et al., 2022)

- **Execution:** In the execution phase, the project team puts the project plan into action and makes sure there are enough resources to complete the tasks. Implementing the project scope, managing stakeholders, and coordinating resources are all part of this step. In order to ensure that a project stays on track in terms of budget, schedule, and quality, team members carry out their duties as instructed and their progress is monitored.

- **Monitoring and controlling:** At this stage, the project team will be checking to see whether everything is still on schedule and within the defined parameters. To make sure all the deliverables are satisfied, the project team monitors performance and fixes problems at this stage.
- **Closing:** At this point in the PLC, the goal is to certify that all project deliverables have been completed to the approval of the project organiser (AlHarmoodi and Dulaimi, 2022). Additionally, the project manager should inform all stakeholders and participants of the outcome of the project. After completing all the unfinished duties, the project resources will be released, and the final product or service will be delivered to the individuals who matter the most. It makes moving on to the next phase of the project easier.

Stakeholder Analysis

Stakeholders	Internal/External	Power	Interest	Expectations	Significance
Employees	Internal	High	High	Onsite lunch alternatives are both healthy and something that employees anticipate the project will offer them. By having easier access to meals while they are on the job, they predict that this will have a good influence on their general well-being as well as their level of job satisfaction	The project's principal beneficiaries are these individuals since it is designed to offer them alternatives for lunches that are both healthy and convenient.

Management and leadership	Internal	High	High	It is the expectation of the management that the project will be successful, authorised, and funded effectively (Beauchamp et al., 2021). It is expected from them that they will improve staff happiness and loyalty, which as a result will help the corporation to achieve its goals and be more productive in the competitive business landscape.	The approval of the project, the financing of the project, and the overall performance of the project are all within their purview. Additionally, they are interested in the influence that the project has on the happiness and retention of the personnel.
Investors and shareholders	Internal	High	Low	Profits and overall financial performance at the two metrics that investors and shareholders are expecting to improve the project. They hope that by making workers happier and more productive, they will get their worth since they have invested so much in the project.	There is a possible influence on the earnings of the firm as a result of their financial interest in the project's success, which is a

					potential impact.
Suppliers	External	High	High	The suppliers expect that the initiative would open new Pathways for business and increase demand for their services. They want to have positive connections with the company and expect timely payments.	This includes the provision of building materials, kitchen equipment, and food supply by the suppliers.
Local community	External	High	High	The neighbourhood and traffic congestion are two problems that the locals hope the initiative will help to mitigate. They are hoping that the onsite catering service would make the atmosphere more comfortable and minimise traffic problems.	One of the most important stakeholders is the local community since the canteen will address the traffic problems that have been occurring.
Health and safety authorities	External	Low	High	Officials in charge of Health and safety are depending on the project to follow all rules and regulations. For the benefit of both staff and consumers, they plan to	The canteen must comply with all of the health and safety laws, and it is their responsibility

				put health and safety protocols into place correctly.	to ensure that this occurs.
Project Team	Internal	High	High	In order to design, execute, and complete the project, the -project team expects the company's management's explicit guidance and assistance. They look forward to being appreciated for all their hard work and finishing all their tiring tasks.	Every member of the project team is accountable for the planning, implementation, and delivery of the project in their respective roles.
Facility Management	Internal	High	High	The project is expected to provide an onsite catering service that is both functional and effectively operated, according to the facility management. They plan on implementing effective operations and maintenance methods to keep the place clean and functioning for the duration of its existence.	One of the responsibilities of the facilities management team is to ensure that the canteen continues to function well once it has been constructed.

Table 1: Stakeholder Analysis

(Source: Self)

WBS

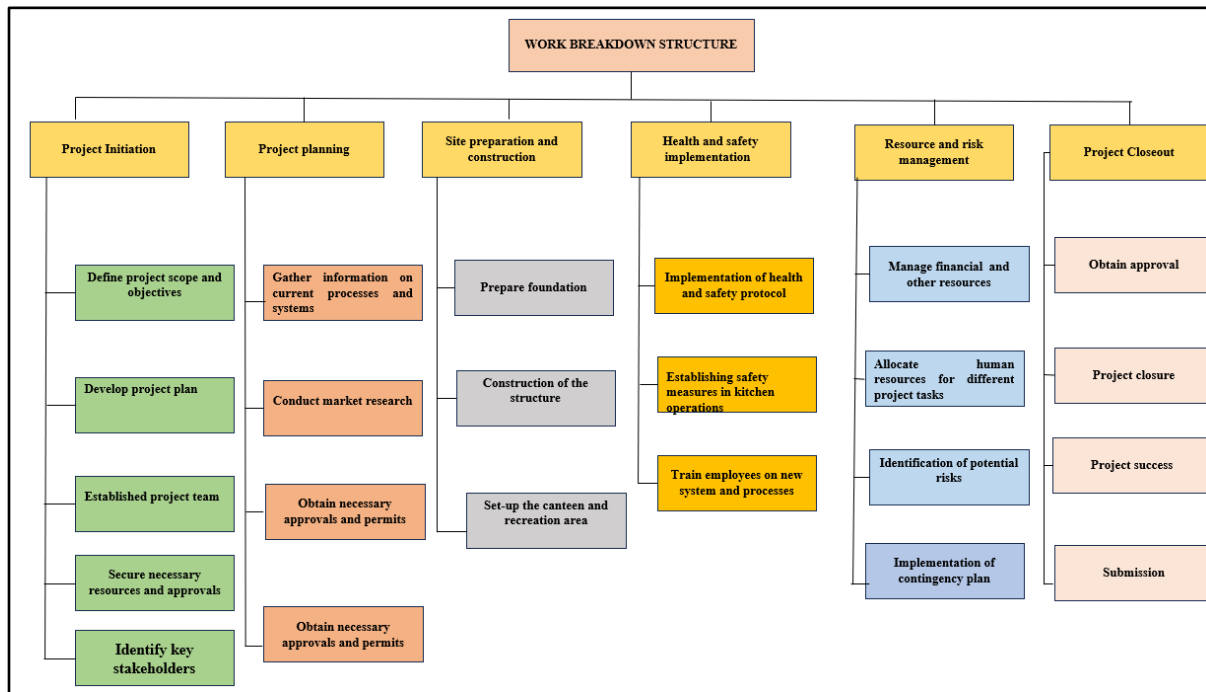


Figure: Work Breakdown Structure

(Source: Self)

Key Resources with their Costs

Resources	Importance	Impact
Financial resources	Allocation of funds for the construction of the catering facility for the workers, collection of funds, and maintaining the project's financial viability are all made possible by financial resources, which are vital to the project's accomplishment.	High
Human Resources	People, including those in managerial positions, skilled workers and project teams, are an organisation's most valuable asset. All aspects of the project, from planning to execution to supervision,	High

	rely on their knowledge and cooperation for functioning smoothly and efficiently.	
Material Resources	Project execution relies heavily on resources for materials such as building supplies, and cooking utensils for the newly launched catering services for the workers.	High
Time Resources	Although not as crucial as other resources, time is yet essential for keeping projects on track and activities well managed. The success of the project and the minimisation of any delays or interruptions depend on its timely completion.	Moderate
Technological Resources	With the initiation of technological resources, the project manager can improve communication and teamwork, tools for managing projects and draft constitutions. Their use may improve efficiency and decision-making, but they are not necessary.	Moderate
Social Resources	Social resources mean sustaining the enthusiasm of key players and appealing to the community throughout. Improving project results and reducing reach can be achieved through stakeholder engagement and community participation.	High
Others	Additional resources are equally crucial such as informational and regulatory resources.	Moderate

Table 2: Key Resources with Their Impact and Importance

(Source: Self)

Importance of Cost: Any business project for the strategy must include cost calculation. By predicting the expenses of execution, it helps the organisation to assess whether the project is financially viable. Many things must be thought about to determine how much a company project will cost. These include things like labour, materials, marketing, operational expenditures, and more. Using this information, the project manager can provide a comprehensive cost breakdown for establishing and running the project. The project manager's ability to guide the business

strategy towards success depends on the accuracy of the cost estimation. A projected cost for the project is articulated below in the table.

Items	Estimated cost (In GBP)
Supplies for Construction	60000 GBP
Kitchen Tools	20000 GBP
Furniture and Fixtures	30000 GBP
Contractors and Labour	50000 GBP
Approvals and Permits	6000 GBP
Market Research & Analysis	4000 GBP
Training and on boarding	8000 GBP
Contingency Reserve	11000 GBP
Others	5000 GBP
Total cost	194000 GBP

Table 3: Cost Estimation of the Project

(Source: Self)

Consideration of Resources

In addition to monetary assets, intangible slide time and energy put in by an individual can count as resources. Time, even if it appears like it does not cost anything, is a precious resource that helps projects succeeds. Tasks are performed effectively with the help of successful scheduling and prioritisation, which maximises productivity and minimises delays. A person's level of personal investment and devotion is also a crucial part of propelling project advancement and

conquering obstacles. Apart from that, reaching the goals of the project and guaranteeing overall accomplishment requires recognising and appreciating the significance of the project manager's energy, among other resources.

Agile Methodology: Rapid feedback and modification are made possible by the iterative technique used by the agile method, which helps to keep projects on schedule while delivering value to stakeholders rapidly. When balancing the needs of workers with the organisation's CSR objectives, using this method will become quite helpful.

Gantt chart

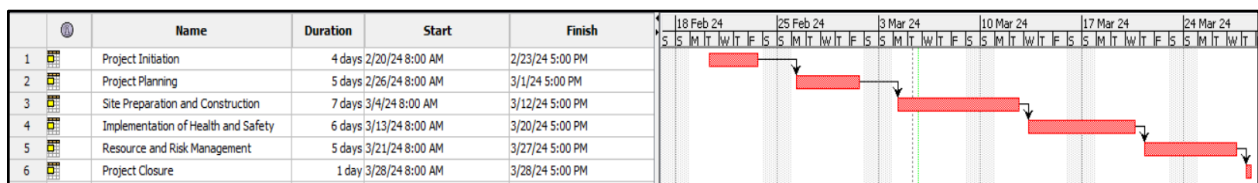


Figure: Gantt chart

(Source: Self)

Risk Assessment

<i>Potential risks</i>	<i>Assessment</i>	<i>Mitigation strategy</i>
Financial Risk	Excessive spending as a result of inflation and unusual costs.	Consistently keeping updated on projected costs and setting aside funds for unexpected expenses.
Construction Risks	Difficulty in gaining necessary permissions and clearances, as well as problems with the	Keeping the lines of communication open with the authorities and coming up with a practical schedule for the building project.

	availability of qualified personnel	
Health and Safety Risk	Occupational risks in the kitchen as well as construction-related accidents and injuries (Pócsová et al., 2020).	The construction and culinary staff should be trained and made aware of health and safety procedures regularly.
Operational Risks	Employee satisfaction is a direct outcome of concerns about the quality of the canteen's food and services.	Appoint a food safety officer to monitor compliance with the food safety rules and conduct routine facility inspections for the cafeteria and recreation centre.
Reputational Risks	- Disregard for laws and regulations about food safety. - The reputation of the brand might take a hit when unfavourable press and reviews impact it.	Resolving customer concerns and gathering staff input to enhance service.

Table 4: Risk Assessment

(Source: Self)

Conclusion

The purpose of this in-depth research was to provide an overview of the building project of an on-site catering canteen space with a recreational area for the workers that were being installed inside the office premises of a large manufacturing company known as ABC. The many phases

of project management were discussed in this research. These stages include the implementation and completion of the project, as well as the analysis of stakeholder resources and risks, as well as solutions for mitigating those risks. The Agile project methodology was also brought up as a viable technique for this project, which was explored further.

References

AlHarmoodi, S.M. and Dulaimi, M., (2022). The alignment of the open innovation process and the project lifecycle. *Built Environment Project and Asset Management*, 12(4), pp.556-572.

Al-Saeed, Y., Edwards, D.J. and Scaysbrook, S., (2020). Automating construction manufacturing procedures using BIM digital objects (BDOs) Case study of knowledge transfer partnership project in UK. *Construction Innovation*, 20(3), pp.345-377.

Beauchamp, G., Hulme, M., Clarke, L., Hamilton, L. and Harvey, J.A., (2021). 'People miss people': A study of school leadership and management in the four nations of the United Kingdom in the early stage of the COVID-19 pandemic. *Educational Management Administration & Leadership*, 49(3), pp.375-392.

Peters, S.E., Grogan, H., Henderson, G.M., López Gómez, M.A., Martínez Maldonado, M., Silva Sanhueza, I. and Dennerlein, J.T., (2021). Working conditions influencing drivers' safety and well-being in the transportation industry: "on board" program. *International journal of environmental research and public health*, 18(19), p.10173.

Pieterse, B., Agyekum, K., Manu, P., Mohandes, S.R., Cheung, C. and Yunusa-Kaltungo, A., (2022). Examining critical project management skills for successful delivery of major maintenance projects: Insights from the United Kingdom energy sector. *Engineering, Construction and Architectural Management*.

Pócsová, J., Bednárová, D., Bogdanovská, G. and Mojžišová, A., (2020). Implementation of agile methodologies in an engineering course. *Education Sciences*, 10(11), p.333.

Wang, T. and Chen, H.M., (2023). Integration of building information modeling and project management in construction project life cycle. *Automation in Construction*, 150, p.104832.