

project management

by Titu Miah

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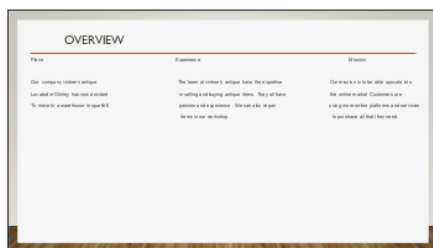
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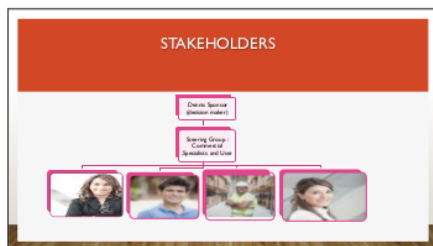
Slide 1



Slide 2



Slide 3



A steering group is used for the purpose of helping with the selection, definition and the control of the project.

The structure of steering group is used to maintain management of the team's progress, also to be able to assess project goals and deadlines are being completed.

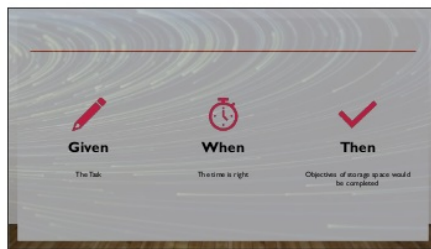
- Client representation such as a sponsor have the power to make the final decision in the project. They are the ultimate decision makers.

- Doreen will be monitoring outgoing expenses, ensuring that projects billing are issued to the clients, payments are being collected, ensure financial reporting and reviewing the projects budgets. Also recruiting and maintaining staff wages. Coordinate consultants and other sub-contractors payments. Preparing actual costs, working capital and tax reports (Clark and Gantt, 2013). support project team, show actual cost information to team and conduct transfers, conduct timely reporting and project forecasting to clients to keep them updated. Updating contracts according to client's requirements and amending the budget if needed. Monitoring the progress of the project.
- Denis will be buying items from salesrooms, at various auctions, markets, estates sales, resort towns, collectives, trade fairs, garage sales and from private owners (Curtis, 1995). He will be when he is in the warehouse to sell items to the general public, and from stalls at antique fairs. Will be in charge of negotiating purchases and sales. Buying and selling items online. Researching the identity and doing a valuation on items when selling or

purchasing. Giving advice on valuation of antiques that are in stock in the warehouse for insurance and also for sales purposes. He will also be helping in restoration of antique items if necessary.

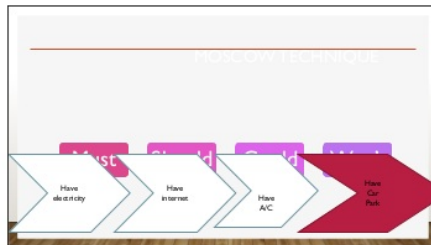
- Omar is responsible for receiving stocks and materials, processing the materials and stocks, picking items of orders for customers, filling stocks when they arrive, packing and shipping orders, organizing and retrieving stock, equipment maintenance, documentation and keeping records of items and maintaining a clean and safe environment.
- Suha will be responsible for dealing directly with customers either by telephone, electronically (online) or face to face, resolving any customer enquiries and issues, collecting customer information and analysing customer needs, working in team with other members, taking orders and processing for customers, provide pricing and delivery information, set up new customer accounts, manage customer accounts, communicate and coordinate with other team members.

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A user story describes a need by your user. The aim is to put end users in the centre of conversation and from their perspective of the product value. For example: "As a team member, I need to know which tasks have been allocated to me". "As the project manager, I need to be informed by e mail when a task is having problem, or it is being delayed".

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Moscow is a prioritisation technique which can be applied in helping to understand and manage prioritise (Clegg and Barker, 1994). The Moscow technique is used in projects to overcome the problems associated with other different approaches such as, the use of a simple low, medium or high classification which is weak due to the needs. The first focus would be on all the must have, should have

and could have requirements but if there is a delay in the delivery timescale or it is threatened then the should have and could have will be the first to be removed. The must have are very important in the timebox for it to be a success. A must have can sometimes be downgraded due to the orders of stakeholders or if another new must have is deemed more important. The should have label is important but not a necessity. The reason is if you don't complete the first label of must have then you are unable to do anything with the should have. The could have label are desirable but not a necessary because these depend on the other two labels, if the time and resources are available then can be completed. The label of wont have is the least important or critical of all the four labels. This won't have either is dropped or reconsidered at a later date. The won't have is considered as not being appropriate at the time. My diagram above is showing that electricity is a must have because the need for it is very important. Next the should have internet is dependent on the electricity being completed first so that it can then be possible for that to be delivered. Next the could have A/C is not as relevant as the other two things but

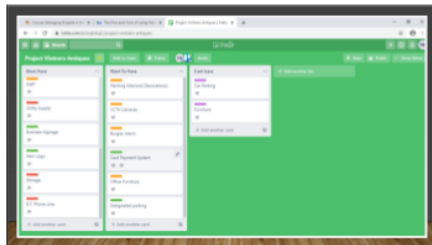
it's not deemed as a necessity but it is more like if possible then it would be delivered. The priority of this being done is very less and this relies on the timeline and on the budget. The last one which is won't have car park means that there is a slim chance of that being delivered. It's something that you know won't be happening at all.

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PROJECT PRODUCT ESTIMATE			
Complexity	Low	Medium	High
Size			
Small	2	5	8
Medium	6	11	18
High	8	16	25

In class we talked about the delphi model. Delphi method is used to obtain forecasts from a panel of people who are asked to make an estimation of products in a project. It aims is to get as much data from various people without having a direct influence on the panel of people, using the framework in which their feedback drive to the conclusion of the project tasks.

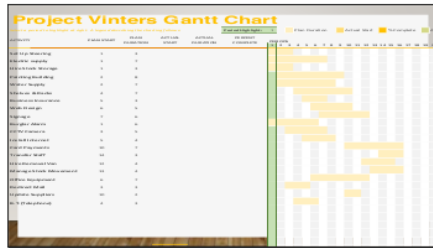
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A trello board is an online project management software. We can use trello to work with all team members who are involved in the project. All members of the team will be able to see the tasks and who they are assigned to and they can see what tasks have been completed. Once a task has been completed then it is moved to being finished. The board

is utilised by all project team members and then prioritise projects in a flexible way. The board represents the project and all information connected to it. The cards (represents tasks) and the lists is used to track the status of the project. This board lets you observe who is working on what, the status of tasks, what still needs to be done and the whole entire work progress is tracked from start to the finish. Trello can be accessed using desktop browser and android or iOS apps which is convenient for members to log in their progress using any of these from their apps. The colours on the list is showing the urgency of the tasks which means that these needs to be done as soon as possible. Every task on the board is a user story which is very important for the success of the project.

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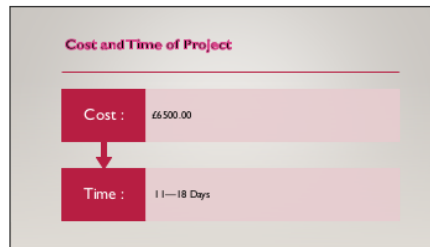


The Gantt chart was introduced by Henry Lawrence Gantt (Clark, W. and Gantt, H., 2013). The Gantt chart was, and it is still used to visualise scheduled tasks and to track the actual progress of the project against the deadline time. It is used for project planning and time management. The chart has a clear visual display showing the beginning and finishing dates of individual tasks using horizontal bar graphs. Also, it shows the representation of tasks, sub-tasks and milestones. You can use the chart for projects in various ways to see the plans by days, monthly, quarterly and yearly. All sub tasks can be put into a group which can then be placed under the main tasks. This will enable the project manager to see if team members have completed the sub tasks or if they are struggling with it then you can give some of the sub tasks to another member of the team to help to complete the task. Team members can see what their roles and responsibilities are in each task. This helps all members in understanding individual roles in the project management. These aides project managers to easily coordinate with all the team members that are involved. The percentage display in the graph will show how much of the tasks are

being completed on each activity.

The Gantt chart is a tool that can be used for presenting in team meetings, you will be able to discuss with the team about their progress and resolve any issues or problems that are delaying the progress of the project. The Gantt chart can be used at meetings with stakeholders. To establish accountability among stakeholders it is necessary to show them the Gantt chart. This would enable stakeholders to understand the timeline, it will bring clarity to them about when the project is going to start and when it will be completed, what activities are being coordinated by all members in the team. This gives the stakeholders a complete overall view of the whole project but if they are not happy with some tasks then they are able to discuss and raise the issue with the project manager for an alternative solution.

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Cost estimation in a project is the process of forecasting the financial and all other resources needed to complete. We have looked at various figures and then we used the wisdom of the crowd to work out.

Wisdom of the crowd was accessed through social media platform such as Facebook marketplace.

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The diagram above is an iron triangle. The iron triangle is used to measure the project management process by using cost, time and quality as a necessary criteria. The three factors are strongly connected to each other. As an example, this project is about moving from Shirley to sparkhill and the warehouse that will be the destination is just an empty building. This building requires a lot of work, so that it can be moved into. There is a need to calculate the cost of moving, installation of utilities, contractors, and materials etc. There must be a schedule which will tell the estimated time for completion. If for example the time is fixed, then the quality of product will depend on the costs (budget) that is available. If you work towards a fixed level of quality, then the cost is dependent upon the time (schedule) that is available. Also if the costs is fixed and there is a

deadline date to finish then the scope (functionality) starts to move, at that time functionality will need to be cut and only keep core requirements (must have) remain.

The core requirements are installing utilities, major building work etc. The three factors all have an impact on the project. The most important factor is to be able to balance all three in the project. The project can be done by either using waterfall or agile approach. If we use the waterfall triangle approach, then the scope and requirements will be fixed, but to be able to deliver all the features, flexibility with all resources is needed and the schedule as well. This means that a compromise will need to be made such as delaying the deadline in order to be able complete it.

An example if we have a blueprint diagram of how the interior of the warehouse should be looking (scope). If the doors prices increase at the time when we are about to install it, then the budget goes up. But we must install the doors because that is what's in the plan. The blueprint of the diagram is fixed at the time we started to work but our budget and date of completion is estimated.

In the agile triangle the commitment is on fixed resources and fixed

schedule (deadlines). It is about delivering the highest priority items through using the backlog of user stories. An example is if we are doing the interior work at the warehouse, we would do all the walls, rooms, floor, boards and this is more like laying in the foundations. When we start doing the offices, we begin by asking what the people using the office would want inside it. Once we know it will all be done and tested. Then you realize that the toilet has not been done at all. Then we make that the next priority on our lists and that is what the term backlog means. The advantage of doing things in an agile way is that if we are asked to make changes to one of the office rooms, then this doesn't affect any of the other rooms, but it just means that it needs to be modified. There will be a need to spend extra time to make the changes. Also, the resources and schedule are still fixed. It is all about maximising value, staying on time and within the budget.



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