



BMSW5104

**MANAGING PROJECTS IN THE
ORGANISATION**
TASK 1

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Introduction

The purpose of this study is to discuss project management within an organisation in which the researcher is going to describe the project first.

Stakeholders play vital roles in any project so the researcher is also going to identify some of the major stakeholders of this project.

The stakeholder matrix will be used by the researcher in terms of stakeholder analysis.

The analysis of work will be performed in this study to understand the structure of tasks and how they are going to be completed.

Resources and cost are always needed to complete any project so the researcher will also outline some resources and the cost of this project.

Project outline

The project is mainly focused on the improvement of performance within an organisation in which the main area of focus is congestion. The movement of staff is a major concern in this project in which the researcher is going to focus on reducing the movement of staff within the organisation.

The project manager of this project is tasked to attract staff towards the office as employees are more likely to go outside during their lunchtime. In addition to this, they are also absent which is not good for the company as well as its business (Kim *et al.* 2020).

The project is also aiming to improve the lifestyle of the employees within the workplace so that the company can reduce the number of absent people or who are absent frequently within the workplace.

When the project is focused on reducing absenteeism then it can impact the overall culture as well as the performance of the organisation. Here the main issue is being created when all the employees of the company are going outside of the office and

creating crowds on the roads. This can be very impactful for the company in terms of its reputation in the market and in the particular area where the office is established (Silvius, 2021).

Project description

The main focus of this project is to achieve the targeted objectives that can be helpful for the organisation in terms of subtle growth and development within the organisation. And the project manager is going to achieve this by reducing risks and increasing the overall performance of the company. In addition to this, the project is going to mitigate the fundamental problems that are associated with the performance of the company.

According to the information and data of this project, excessive absenteeism and congestion are the main issues for the organisation. Due to these major problems, the company can face big challenges in the future in terms of performance and productivity (Mac Donald *et al.* 2020).

Project scope

The project manager is working on this project in which the manager's focus is to avoid all types of issues that can create challenges for the company.

All the potential issues can be very dangerous for the company's overall sustainability and performance which can impact the company's reputation.

Here the scope of the project is associated with the aims and objectives of the company.

The organisation has some limited resources such as financial resources and human resources (Kerzner, 2019). All these resources can be defined as the foundation of the organisation in the UK manufacturing industry (Marnewick and Marnewick, 2019).

Stakeholder analysis

In the organisation, the key staff are the shareholders of that manufacturing unit. The growth and development, and rise of an organisation are related to its employees, therefore they are considered the base of an organisation.

Their performance helps the organisation to flourish or to fall and to avoid such situations of falling or not growing the organisation's employees having low power and low interest are needed to be keenly observed. So to gain and maintain the trust and loyalty of the staff the company should focus on improving the working environment and culture of the organisation (Fewings and Henjewe, 2019).

The organisation must maintain a track record of the employees being present or absent regularly and try to understand the expectation of the employee from the organisation and understand the reason for their being absent or taking unnecessary leave, laundering here and there in the workplace in the break-time and creating chaos, make them understand their responsibilities and duties towards their work to make them sincere towards their work. Not only the employees should try to understand the organisation's perspective but also the organisation should try to understand the employee's point and make their working environment and workplace a happy and healthy place for them which would help them to be on time and become regular to work, working happily and maintaining loyalty towards the work as well as the organisation (Team, 2023)

Other than the employees the important holders of stake in an organisation are the investors and the shareholders.

The company must try to maintain their relations properly with interest and faith with the investors and shareholders in the market.

The investors and shareholders make the funding and investments in the company which helps in the further enhancement, progression and advancement of the organisation. T

he investors and shareholders are an important aspect of the company as they have high power and high interest, they are directly involved in the projects.

Therefore the risky points are required to be eliminated and the chances of failure of the organisation could be avoided and would help to attract more shareholders and investors for funding which will lead to success in the projects and after that, the investors and shareholders could be rewarded with handsome dividends.

The Chief Executive Officer (CEO) of an organisation has high power and low interest but has the authority to settle the budget of the projects.

The CEO is the one who isn't directly involved in the project but is the reason behind the success of the projects, growth and rise of the organisation and is appreciated when projects become successful because of the impact of the CEO the employees become more loyal and sincere towards work.

Lastly, in the stakeholders category low power and high interest includes the high authority of employees which includes a team of creatives or managers.

The whole project is completed with the help of the high authority of managers and creatives are required and further after the successful accomplishment of the project, a productive impact would be seen in the position of the manager. But the managers have to work under the direction of the CEO and even the shareholders could exercise their power and take control towards guiding the project (Brandl *et al.* 2021).

A typical Work Breakdown Structure

“Activities”	“Start date” “(mm/dd/yyyy)”	“Duration”	“End date” “(mm/dd/yyyy)”
“Intaking of the project”	13-07-2023	1	14-07-2023
“Initiation of the project”	14-07-2023	3	17-07-2023
“Planning of the resources of the project”	17-07-2023	12	29-07-2023
“Execution of the project”	29-07-2023	9	07-08-2023
“Monitoring and controlling the project”	07-08-2023	18	25-08-2023
“Closure of the project”	25-08-2023	3	28-08-2023

Figure 1: Work Breakdown Structure

(Source: Created by the Learner)

Work breakdown structure can be defined as one of the most effective tools in terms of project management for a project manager.

A project manager can break down a big work into small tasks with the help of a work breakdown structure tool. This tool can be helpful for the project manager to understand different sub-deliverables in depth so that the manager can take suitable actions to complete sub-tasks.

The manager of this project has used a work breakdown structure which is mentioned above.

Here the project is going to be started on 13th July 2023. According to the work breakdown structure, it can be observed that the total number of deliverables is six in which the project is going to be started from "Intaking of the project" and this is starting

from 13th of July 2023. After that, when the Intake of the project is ended then the project manager is going to start "Initiation of the project" which is being started on the 14th of July 2023.

The duration of the first task named "Intaking of the project" was one day only. Initiation of the project has three days of task duration. After ending these two sub-tasks, the work breakdown structure shows the third sub-task which is "Planning of the resources of the project". This can be very helpful for the project manager as well as stakeholders in terms of planning resources that can be used in this project.

The starting date of this resource planning is 17th July 2023 and the total duration of this planning will be 12 days during which the manager of this project and the stakeholders will discuss what resources can be utilised and what not. After planning resources, execution of the project will take place on 29th of July 2023 where planned things will be performed and executed by the stakeholders.

Monitoring and controlling are on the 7th of August 2023. In the end, there is a project closure that will begin on the 25th of August.

A decent draft of costs/resources use

Vehicles for staff transportation	5 million pounds
Food canteen	7 million pounds
Coffee machines	250k pounds
Rooms for refreshment	500k pounds

Table 1: Decent draft of the cost

(Source: Created by the Learner)

Some crucial things are determined by the project manager which the project manager is going to establish a canteen for the employees who do not bring their lunch boxes. To build this canteen, the project manager is going to consider the employee's thoughts in terms of what they like to have in their midday meal.

After considering all the employees, the manager will establish a food canteen just beside the main office. After that, the project manager decided to bring some vehicles into the business for employees' travel purposes from home to office and office to their homes.

The project manager of this project is going to invest around 7 million pounds in building a food canteen.

On the other hand, the manager has planned to invest around 5 million pounds in purchasing employee transport vehicles.

Apart from these two investments, the manager is also planning to invest in more two things which are coffee machines and refreshment rooms.

The manager is going to install some coffee machines within the workplace or office so that employees can focus on work without any issues related to sleep. The manager has decided to invest 250k pounds in terms of installing coffee machines within the workplace.

This can be helpful for companies to keep employees in the office rather than stepping out for coffee.

The manager has also planned to build some refreshment rooms in which employees can refresh their minds whether through fun activities or something else.

These refreshment rooms will include some equipment and fun toys so that employees can refresh their minds. The estimated budget for this task is around 500k pounds which the manager is ready to invest.

The overall focus of these different investments will be on attracting and creating a suitable culture for employees so that they will not step out during lunchtime.

Consideration of resources

The manager has planned all these resources for employees by considering several things.

These considerations are working as justifications for investment decisions. Here the manager is investing in employee vehicles.

The main reason behind it is that so many employees are absent from their jobs.

The manager will set some rules by putting these vehicles at work. When the vehicles arrive at the employee's office then there are high chances that employees will not make any excuses.

Employees will reach the office at the right time. The major reason for employees to go outside is lunchtime as they have their lunch outside. After building a food canteen, employees will get better quality food at low prices as compared to the market. This can help the company to keep its employees in the office during lunch time.

In addition to this, they will also get coffee at their workplace which is more attractive for employees. Coffee can refresh the minds of employees which can increase their performance in the workplace.

Another major decision made by the project manager is to build refreshment rooms. In these rooms, employees can perform some activities that cannot be performed at the workplace such as fun or smoking. In this case, employees will prefer to go to refreshment rooms rather than outside of the office.

An Outline Project Schedule

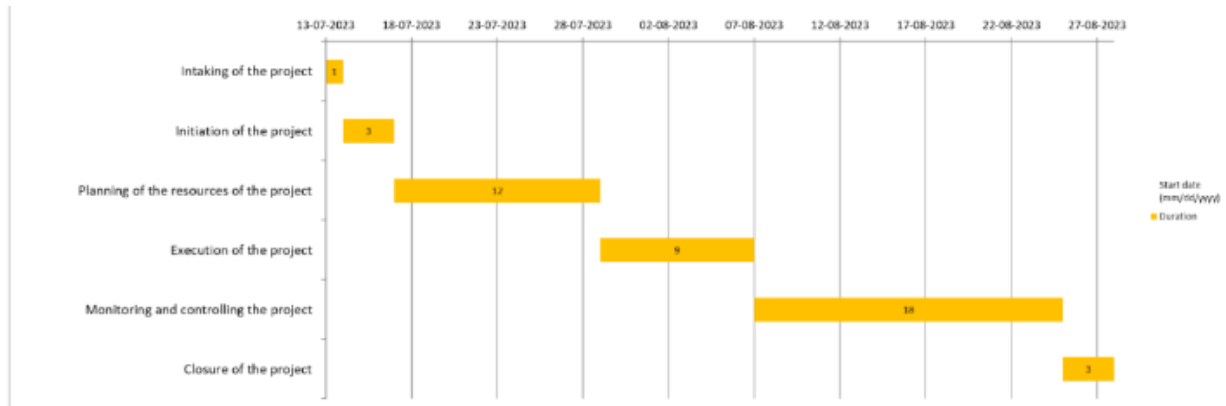


Figure 2: Project schedule

(Source: Created by the Learner)

As it has already been discussed that the project is going to be started on the 13th of July 2023 and the estimated date to end this project is around the 28th of August.

The project will be in progress for more than 1 month and the minimum time will be taken in "Intake of the project" which is 1 day. After that, the next is the initiation of the project which is planned to end in 3 days.

Apart from these things, the next aspect is the planning of resources which will take around 12 days to be completed. In this section, the manager and stakeholders of this project will plan resources that can be used in this project to achieve the goals and objectives of this project.

After planning about resources, the manager and the stakeholders will be involved in the execution of the project. In this section, the manager will be involved in the execution process for almost 9 days as it has 9 days of duration.

After executing the project, the next role of the manager is to control and monitor the stakeholders of the project in terms of maintaining consistency. The monitoring and controlling duration is 18 days and after all of these, the end part of this project is the project closure. This will start on 25th August and complete on 28th of August. This means the project closure will take three days.

A Risk Assessment

Some risks can be raised during the completion of this project because the risk is a term which is mostly seen in companies and different projects.

A risk can create challenges to the success of the project. Here the major risk is associated with the budget of this project.

The budget is suitable for all tasks but there may be some issues with this budget as the budget can fluctuate.

Another potential risk is associated with the rules of vehicles. The vehicles will have a fixed time and it becomes necessary for all employees to be ready before the vehicle arrives at the employee's pick-up place. In this case, if any employee is being late then there can create issues.

The time duration of all tasks seems very tight and there is a risk of time extension to complete the project.

The manager can focus on keeping extra funds apart from the main budget so that in case there is a shortage of funds, it can be used. Moreover, the manager needs to notify all employees to be at the pickup place.

Conclusion

When summing up all the things, the research is mainly focused on a project in which an organisation is trying to reduce staff movement outside of its workplace.

The project has been introduced by the researcher along with goals and objectives. The stakeholder analysis has been performed by the researcher of this project.

The work breakdown tool has been used by the project manager to manage the project. Employees of the organisation are absent and they also step out during lunchtime. Due to this, the sustainability of the company is unbalanced.

To keep employees regular in the office and avoid stepping out. The manager decided to establish a food canteen, coffee machines, refreshment rooms, and employee transport vehicles.

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