

Student Name: Cristina B. Rindicz Krayeski

Student Number: 1818257

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Coordinator: Dr Rexon Nting

Executive Summary

I write this report examining a project management plan for the Costa Coffee foundation, using the current COVID-19 pandemic as a scenario.

Costa Coffee started the Costa Foundation, an independent charity, in this foundation that carries out different types of projects. The project that I chose, motivated to help children in education. The project that I am going to study is a reform of a school in Colombia that was destroyed after an earthquake.

We will start it in May 2021 and the end will be in May 2022. If we cannot finish this project in 2022 for different reasons, for example, the COVID-19 pandemic will manage to do it for next year, when 70% of the world population would be vaccinated, at the moment this is the only problem that we have to get started with the project.

The application of planning, coordination, execution, and control in order to accomplish the goals that we have set for ourselves is known as project management. In difficult times, such as the one we are currently experiencing due to the pandemic, it is important to build strategies that allow optimising project management.

It is necessary to understand the techniques and tools that must be used; the tools that I will use in my report are the Gantt chart and Prince2. These tools allow me to plan the work of a project. A Gantt Chart is made up of a series of bars that represent the total number of activities that the team must complete in order to complete the work plan successfully. PRINCE2 its strengths are major project decisions should be based on a solid business case, and its detailed description of the project management team's various roles

Managing Projects

Depending on the goals and point of view of the individual carrying out the project, it may be an idea, an action, a procedure, or a text.

There are various styles or classifications of ventures, among which we may highlight those that are product or business-oriented and pursue economic benefits, as well as those that are public or social-oriented and seek to enhance people's quality of life.

Why is project management important in an organisation? Since organisations need guidance in estimating, administering, and achieving precise, observable, achievable, and practical goals for the completion of tasks throughout the organisation.

Tools and techniques

For project management, the following tools and techniques can be used: SWOT, PEST, RACI, Decision Tree, Risk Map, Cause and Effect Diagram, Risk Profile, Radar Chart, other similar and related types of analysis exist.

PRINCE2 is a project management methodology and certification programme for professionals. Most of the time, conventional (or cascade) project management follows a set of steps: Home > Planning > Execution > Monitoring and Control > Closing.

Cascade (Traditional Project Management)

Waterfall project is one that takes a conventional, linear approach to construction.

Principles, Themes, Processes, and Adaptation to the Project Setting are the four interconnected components of Prince2.

Waterfall, Agile and Prince2 advantages and disadvantages

Advantages Waterfall: Prioritising efficiency over pace

Disadvantages Waterfall: Customers are not involved in every phase of the project, since the requirements are gathered during the planning phase of the project

Advantages Agile: The most significant advantage of Agile is that it involves customers at any stage of the development process.

Disadvantage Agile: Client participation is expected at all times, but Agile projects are time-consuming for them.

Advantage Prince2: PRINCE2 is preferred by many government and international organisations because it provides a standardised approach to project management.

Disadvantages PRINCE2: PRINCE2 does not cover procurement management at all.

Finally, the project's criteria will decide the development strategy and/or solution we use. The evolution of technology allows companies to manage projects using pre-designed techniques and useful methodologies in each case.

Expansion of the Anatoli School Infrastructure Project

My plan for the project does include a project program, organisation chart, program description, reporting procedures and risk identification chart.

This project is the expansion of the facilities of an educational institution due to earthquake damage and the increasing demand for student spaces. The educational institution is located in the municipality of Mesa in Cundinamarca in Colombia. It will help 324 students and guarantee a quality education.

The project will last 12 months, beginning in May 2021 and ending in May 2022, when it will be ready for occupancy.

Schedule

32	3/5/21	15/6/21	Produce and agree the design
22	1/6/21	30/6/21	Allocate the site team and contractors
22	1/6/21	30/6/21	Procure material
22	1/7/21	30/7/21	Install the site setup
22	2/8/21	31/8/21	Carry out demolition works
65	1/9/21	30/11/21	Carry out structural and building works
85	1/11/21	28/2/22	Carry out the Internal fit out
23	1/3/22	31/3/22	Carry out ground and landscaping works
21	1/4/22	29/4/22	Test and inspection of the services
10	2/5/22	13/5/22	Hand building over to the client
12	16/5/22	31/5/22	Occupation by client

Project Personal: Client stakeholders, Project manager, Surveyor, External design team, Site manager, Assistant site manager, General labours, Specialist sub-contractors

The project stakeholders: School, Costa coffee foundation, National government, Local government, Local community, Local builders and suppliers, Local after school clubs and organisation.

Monitoring: Every month a project meeting will be held either on-site or via teams with all stakeholders.

Build the educational institute with multipurpose use for example for studies and for events in the local community.

The project costs: The project has total contributions of £204,070 of which the Federation of Coffee producers will contribute 6%, the Mayor's Office 5%, the Government 30%, and finally the Costa Foundation will contribute 59%.

The project benefits: A better learning environment

Project Risks

Project Risks H(high) M(medium) L(Low)

Risk	Possibility
Covid 19	H
Material availability	M
Labour quality	L
Weather	M
Labour skills	L
Civil unrest	L
Unforeseen build problems	H
Build delay	H
Build costs	M
Site theft	M
Site damage	L

Communication: The communication for the management of the project will be via email, site meetings and telephone.

Due to the current pandemic situation (COVID-19), the site meetings will be via the Microsoft Teams and not in person.

Most day-to-day communication will be via a telephone call in the first instance and followed by an email.

The site team will arrange a group chat will be via WhatsApp, this will only be used in an informal manner on site by the team and contractors.

My Skills in Managing Projects

I'm a good listener, but I have a hard time asking questions. It is one of my weaknesses that needs to be improved.

I am organised, but it is difficult for me to keep my calendar up to date; this will make it difficult for the rest of the team to keep track of their tasks.

I have to practice starting to incorporate myself into daily meetings, iterative sprints, or more continuous feedback.

Furthermore, I like to connect with people.

Developing a personal relationship with individual team members would assist me in better understanding and observing how things unfold.

Sometimes it is difficult for me to work under pressure, I must begin by understanding what the triggers of my stress are.

I must be able to clearly articulate the project's goal, empathise with my team, and know how to handle the project.

I am a person familiar with technology, and it is not difficult for me to learn to use programs and applications.

Furthermore, I am a person who adapts quickly to changes. The most effective way to develop these project management skills is to put them into practise on a daily basis. Like in most items, once I've identified the areas in which I want to change, I will look for ways to do so.

It will be my responsibility in managing the project, avoiding mistakes, and organising the project on time and within budget.

Para llevar a cabo un proyecto con éxito, es necesario sentar las bases, mejorar la madurez de la gestión de proyectos organizativos, la disciplina, la eficiencia de la gestión, la cooperación y la fiabilidad y disponibilidad de la documentación del proyecto.

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Introduction

I write this report examining a project management plan for the Costa Coffee foundation, using the current COVID-19 pandemic as a scenario. Costa Coffee is an international chain of coffee shops, founded in 1971 in London by two Italian brothers, Sergio Costa and Bruno Costa. After Starbucks, it is the world's second-largest coffee shop chain, and the first in the United Kingdom. It was sold in 2019 to The Coca-Cola Company. Costa Coffee started the Costa Foundation, an independent charity, in this foundation that carries out different types of projects. Its mission is to finance schools and school projects to communities, ensuring that children have access to a healthy and education of the highest standard, in water and energy supply, building new schools or improving existing ones, furnishing new homes, delivering computers and other technology, teacher housing, bathroom construction, and so on are all examples of initiatives that can be highlighted. This project that I chose, motivated to help children in education. The project that I am going to study is a reform of a school in Colombia that was destroyed after an earthquake. We will start it on May 2021 and the end will be on May 2022, If we cannot finish this project in 2022 for different reasons, for example, the COVID-19 pandemic will manage to do it for next year, when 70% of the world population would be vaccinated, at the moment this is the only problem that we have to get started with the project. The application of planning, coordination, execution, and control in order to accomplish the goals that we have set for ourselves is known as project management. In difficult times, such as the one we are currently experiencing due to the COVID-19 pandemic, it is important to build strategies that allow optimising project management. It is necessary to know the techniques, and tools that must be put into practice, the tool that I will use in my report will be the Gantt chart and Prince2, These tools allow me to plan the work of a project. Gantt Chart is made up of a series of bars that show the total of activities that the team must carry out to successfully complete the work plan. I can keep track of the deadlines, objectives, and budget that must be used in the execution of each of the phases of the project. PRINCE2 is a methodology for project management and a technical certification programme. Research is conducted in the first stage of a project to assess if the organisation can gain economic and/or strategic benefits from its implementation. Determine the potential risks, and know the total cost and quality. If the numbers are positive, it goes to the second stage, which is the planning of the work where all the planned tasks and the necessary facilities to carry out the project are informative. Review the scope analysis of the project; make estimates of effort, cost, and resources; define a project plan; and finally, write a document with the terms of the agreement, all this is necessary to avoid problems.

All the concepts, preparation, and designs are materialised during the implementation phase, using the strategies, tools, and processes previously provided. This is the most important. In the verification, it is necessary to see the works; planning; and, in order to ensure the dynamism and quality of the project. After verification, follow-ups are carried out in the areas involved with quality control and with a record of incidents, then reports are generated with the predetermined indicators to be shown to superiors. At the conclusion of the project, it should be reviewed and checked that all objectives were met and that everything went as planned. However, a project failure report must be used to track issues and aid in future decision-making. During this stage, a checklist is carried out and the closure is carried out in all areas, the information is backed up and an analysis of the results. Different methodologies can be used depending on the type of project or its needs, the most commonly used are: Traditional They are the projects that are executed stage by stage. That is, one phase must be completed to begin the next.

Agile: This divides the tasks into manageable chunks and assigns a deadline for completion. The aim is to follow extremely high quality expectations while still honouring planning goals. Change management focuses on managing change within the project. In special on risk planning and taking advantage of change when it occurs.

Managing Projects

Depending on the goals and point of view of the individual carrying out the project, it may be an idea, an action, a procedure, or a text. The preparation or execution of a series of activities to be carried out in order to accomplish a particular goal or set of goals is referred to as a project.

There are various styles or classifications of ventures, among which we may highlight those that are product or business-oriented and pursue economic benefits, as well as those that are public or social-oriented and seek to enhance people's quality of life. All projects have one thing in common: they're all trying to solve a problem, whether it's an economic, social, or personal one. A collection of theoretical and practical viewpoints must be applied to manage, design, and direct the efforts within a project.

Why is project management important in an organisation? Since organisations need guidance in estimating, administering, and achieving precise, observable, achievable, and practical goals for the completion of tasks throughout the organisation.

The goals are: Organize project start-up and evolution, Problems that can occur during the process should be managed and resolved, to make project completion and approval activities easier, a number of methods can be used.

Tools and techniques

The following methods and strategies can be used for project management.

To identify project threats and opportunities, a SWOT analysis may be used.

It has the advantage of being simple to implement and comprehend. The results of the internal business analysis and the external environmental analysis are combined in the study of strengths, weaknesses, opportunities, and threats.

PEST analysis, which explores political, economic, social, and technical factors, is another similar and related form of analysis.

RACI: It is a table that compares tasks with positions to demonstrate who is responsible, accountable, consulted, and informed. The tasks and functions of project participants in terms of producing predetermined deliverables are described using a diagram of RACI.

RACI is made up of four participatory roles that are:

Responsible: For carrying out the operation or using the tools

Accountable: To offer the activities' manager, of which there must be at least one per job, credit for success or blame for failure

Consulted: Opinions are solicited.

Informed: To keep abreast of developments

Diagram of Cause and Effect

A fishbone diagram is another name for it, a diagram that depicts the causes of events and their potential outcomes.

It's a diagram that depicts the causes of various incidents that result in one or more outcomes.

Risk map with RAG status

It is a simple way of describing risk in terms of probability and impact.

It requires a low, medium, or high rating for the probability of a risk occurring, as well as a similar rating for the impact if the risk occurs.

A high probability combined with a high impact if the risk occurs clearly shows that the risk is serious. Very low and extremely high scores can be used on the scale.

Summary risk profile

It's a graphical representation of the information typically found in a danger registry. The project manager must regularly update the risk register and then regenerate the graph, which depicts threats in terms of probability and impact, as well as the effects of mitigation behaviour.

The profile should be used with caution and not lead the reader astray.

It would be impossible to explain all of the risks in an operation with more than 200 risks. Illustrating the top 20 risks, for example, would be more fitting, as long as it is obvious what is and is not illustrated.

The risk tolerance line is a key feature. It demonstrates the organization's willingness to accept a certain degree of risk in a given situation.

Managers will see that if risk exposure is over this line, they must act quickly.

The role of determining the risk tolerance line falls to professional risk managers.

The RAGB status (the colours red, amber, grey, and blue) can be useful for integrating status reports from risk records into risk profiles, as well as providing a fast and efficient means of follow-up.

Decision Tree

A decision tree is a helpful tool for allowing a user to choose from a variety of choices. It offers a very useful structure within which alternatives can be tested and potential consequences discussed.

It also aids in the formation of a realistic image of the costs and benefits of each future course of action.

When deciding between different investment strategies, ventures, or opportunities, a decision tree comes in handy, especially when resources are limited.

Radar Chart

A spider chart, also identified as a radar map, is a graphical representation of the number of threats that various projects face. The information is first entered into a table and then transformed into a graph.

A point near the centre of each axis on a radar map denotes a small amount, while a point near the edge denotes a good impact.

Waterfall and Agile are two distinct types of growth methodologies with different principles, values, and procedures. Prince2 is a project management methodology that also serves as an accreditation. Despite the fact that Waterfall and Agile are development methods with distinct themes, principles, and processes, they share some common topics, fundamentals, and methodologies. A project management approach is a technique for handling a project step by step.

Agile

Most of the time, conventional (or cascade) project management follows a set of steps: Home > Planning > Execution > Monitoring and Control > Closing. Teams work in pushups to complete each iteration within a set amount of time, usually weeks (2-4 weeks).

Each sprint aims to produce usable applications that users can test and modify to meet their specific requirements.

The cascade (traditional Project management)

A traditional, linear approach is used in a waterfall construction project.

Prince2

The Prince2 (Projects in a Controlled Environment) methodology and technical certification programme focuses on breaking down projects into manageable and controllable elements. Many countries around the world have embraced it, primarily the United Kingdom, Western European countries, and Australia. Principles, Themes, Processes, and Adaptation to the Project Setting are the four interconnected components of Prince2.

Waterfall vs. Agile vs. Prince2: advantages and disadvantages

Waterfall Advantages

So it prioritises quality over speed, the waterfall is well suited to non-urgent projects with clients who know exactly what they want their software to do. Because the waterfall method is strictly linear, a project is more likely to be completed on time, within budget, and with usual milestones.

Waterfall Disadvantage

Deviation from the course's cascade construction could result in an increase in cost and time. Because requirements are gathered at the beginning of a project during preparation. Customers are not involved in every step of the waterfall. As a result, the waterfall system is very helpful when customers know exactly what they want their apps to be doing.

Similarly, after one waterfall project enters the testing period making improvements to the programme is extremely difficult.

Agile Advantages

The most significant benefit of Agile is that it includes customers at all stages of the development process. This method also provides clients with quicker job software, making it suitable for projects where time is of the essence.

Another benefit of Agile is the principle of quality improvement, which emphasises waste reduction.

Agile Disadvantages

Client involvement is expected at all times, so projects are intense for them. This can't possibly be a blueprint for the final product.

Prince2 Advantages

Prince2 is preferred by many government and international organisations because it provides a standardised strategy to project management.

The assumption that significant project decisions should be based on a solid business case is Prince2's greatest fortitude.

Price2's second-greatest aspect is its encompassing and succinct explanation of the numerous project management functions. A full chapter is dedicated to detailed explanations of roles for nine different positions.

Prince2 Disadvantages

Prince2 does not cover procurement accounting. Some argue that Prince2 ignores the significance of "soft skills" in project management.

Finally, the project's specifications will decide the development strategy and/or approach we use. Companies can now handle projects using pre-designed techniques and useful methodologies, thanks to technological advancements.

Planning for the Implementation of a Costa Coffee Project

Expansion of the Anatoli School Infrastructure Project

My plan for the project does include a project program, organization chart, program description, reporting procedures and risk identification chart.

This project is the expansion of the facilities of an educational institution due to earthquake damage and the increasing demand, for student spaces. The educational institution is located in the municipality of Mesa in Cundinamarca in Colombia, it will help 324 students and guarantee a quality education.

The project will last 12 months, beginning in May 2021 and ending in May 2022, when it will be ready for occupancy.

This period takes into account all national and public holidays in Colombia. It operates on a five-day work week, with office hours from 8 a.m. to 6 p.m. Monday through Friday, On Saturday they will work, If the program is late. Sunday working will not be allowed.

The project period incorporates design, construction, fit out and handover periods.

In this project the tasks include study of the soil and topographic surveys, demolition of the old school, produce plans for the construction, construction phase works and occupation. The primary objective is to remodel the current facilities, add new facilities and ensure access to a quality education for the communities in the local area.

Schedule

Duration (working days)	Start	Finish	Task	Phase
32	3/5/21	15/6/21	Produce and agree the design	1
22	1/6/21	30/6/21	Allocate the site team and contractors	2
22	1/6/21	30/6/21	Procure material	3
22	1/7/21	30/7/21	Install the site setup	4
22	2/8/21	31/8/21	Carry out demolition works	5
65	1/9/21	30/11/21	Carry out structural and building works	6
85	1/11/21	28/2/22	Carry out the Internal fit out	7
23	1/3/22	31/3/22	Carry out ground and landscaping works	8
21	1/4/22	29/4/22	Test and inspection of the services	9
10	2/5/22	13/5/22	Hand building over to the client	10
12	16/5/22	31/5/22	Occupation by client	11

Phase 1:

Produce the design and plans and specifications for the project and seek approval from the stakeholders.

Phase 2:

Pick the project's on-site management team and specialist contractors.

Phase 3:

Order of the construction building materials and internal fittings

Phase 4:

Construct the temporary site set up by the construction workers to include an office, welfare facilities, storage areas, and security fencing, making the site safe. The facilities will be mobile units that will be removed once completed, and the security measures will include 3 m high fencing with lighting.

Phase 5;

To demolish and remove all damaged areas of an existing building.

Phase 6:

To build the new building, including incorporating the existing building structure, installing the roof, and laying the water, waste, electrical, and information technology services.

Phase 7;

To carry out all internal work, connect the services and complete all finishes.

Phase 8:

Carry out the external work such as car parking areas, landscaping and tree planting.

Phase 9:

Test and inspect all the services, and make sure they are integrated into the schools' existing systems.

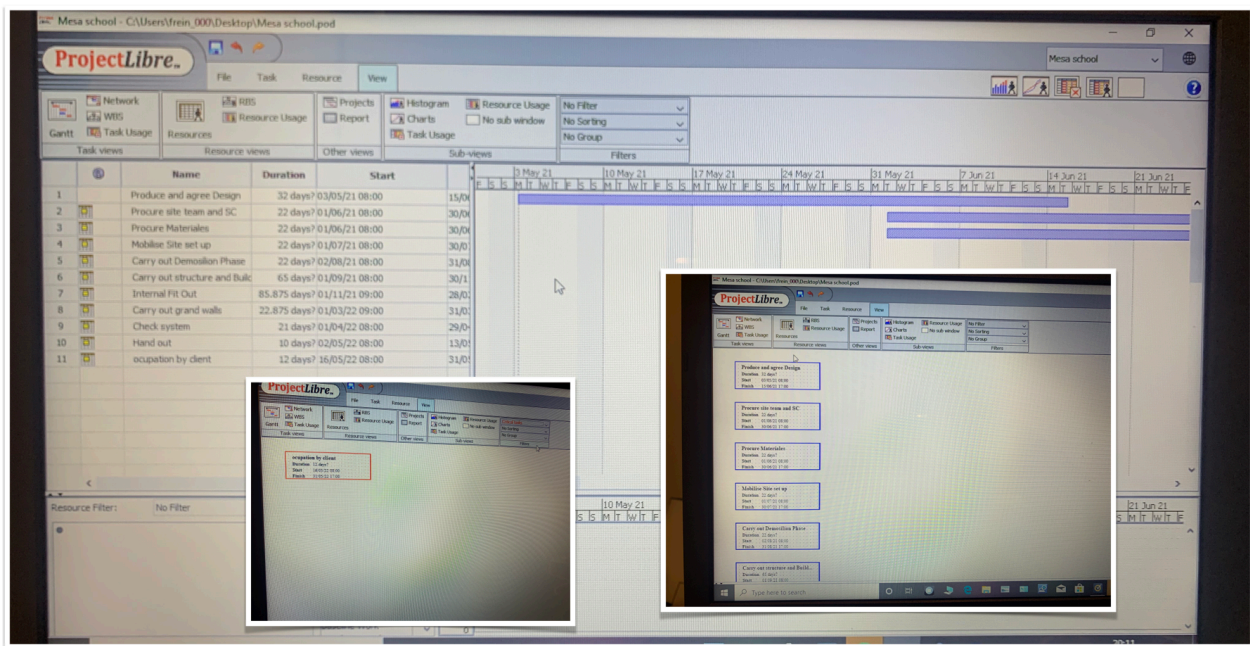
Phase 10:

Carry out a final cleaning and sanitisation of all areas before handing over the building to the client. Supply all required test certificates and project documentation for future maintenance.

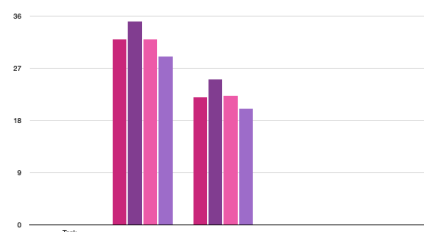
Phase 11:

Client to move in furniture and equipment ready for use in June 2022.





Task	Duration				
	Proc	OD	MD	PD	ED
Produce and agree the design (a)	-	29	32	35	32
Allocate the site team and contractors (b)	(a)	20	22	25	22.16



$$(4 \times M) + O + P/6$$

Project Personal:

Project Manager-Overall responsibility

Engineer - qualified in structure construction.

Surveyor-qualified in Quantity surveying

External Design Team-experienced in this project type

Site Manager-experienced in this project type

Assistant Site Manager-experienced in this project type

Finishing Foreman-experience in quality control

Various specialist subcontractors-fully experienced.

	Client/ Stakeholders	
	Project Manager	
Surveyor		Engineer
		External Design Team
	Site Manager	
	Assistant Site Manager	
		General Labours
	Specialist Sub-Contractors	

Projet Risks

Project Risks-1

Risk	Possibility	Impact	Mitigation of Risk
Covid 19	HIGH	Project delays	Temperature check all the workers each morning and clean the site on a regular basis
Material availability	MEDIUM	Project delays	Procure the material early
Labour quality	LOW	Project delays	Engaged with the contractors at an early stage and seek references
Weather	MEDIUM	Project delays	External works programme delays due to the Hurricane season
Labour skills	LOW	Build quality	Use known contractors and train local trades persons
Civil unrest	LOW	Project delays	Keep close ties with the local governments and trade organisations
Unforeseen build problems	HIGH	Project cost	Have spare funds available only to be used if necessary
Build delay	HIGH	Project cost	Monitor the works, update the programme and report all delays as they occur
Build costs	MEDIUM	Project cost	monitor costs against the cash flow forecast and report if a possibility of exceeding the budget
Site theft	MEDIUM	Project cost	Keep all materials within the site compound and keep locked when unoccupied
Site damage	LOW	Project delays	Maintain the site security fencing

The project stakeholders:

School

Costa coffee foundation

National government

Local government

Local community

Local builders and suppliers

Local after school clubs and organisation

The participants are the Costa Foundation, the Federation of the Cundinamarca Committee, the local Government of Cundinamarca and the Mayor's Office.

Construction professionals, Construction team (builders, architects, plumbers, electricians)

The staff of the educational institution and advisers (teachers, students, parents, principals) The construction suppliers where they will buy the materials, they will sale the products for the construction

Monitoring:

Every month a project meeting will be held either on-site or via teams with all stakeholders.

The project site team will issue a progress report, updated. Program and cash flow. The report and program will highlight any problems or delays.

Stakeholders will also be invited to the site to view progress, ask relevant questions about the building and input on any required changes to the building. All stakeholders will be able to input on the building design and advise of any particular needs to be incorporated within the design. Also, as the works progress, further stakeholders' ideas and views will be considered and the design amended if possible.

Build the educational institute with multipurpose use for example for studies and for events in the local community.

Make the new building fully integrated with the school.

Construct extra classrooms for students due to their high demand following the regulations of the Country regarding class sizes.

Project costs and benefits:

The project costs

The project has total contributions of £204,070 of which the Federation of Coffee products will contribute 6%, the Mayor's Office 5%, the Government 30%, and finally the Costa Foundation will contribute 59%.

Pre-start costs are budgeted, and a cash flow forecast is issued, which will be monitored weekly and reported on monthly.

Any cost increase will need full justification.

No additional work is to be undertaken unless agreed and instructed with the full costs given.

The project surveyor also acts as the quantity surveyor and issues a monthly cost report.

The project benefits

A better learning environment

A building that can be used by the local community out of school hours for various purposes

Local Labour to be used if possible in the construction works

Materials to be sourced from local supplies if possible.

A better working environment for the teacher

More students can be accommodated within the new building.

Communication Plan:

The communication for the management of the project will be via email, site meetings and telephone.

Due to the current pandemic situation (COVID-19), the site meetings will be via the Microsoft Teams and not in person. These will be held monthly and a report and programme update will be issued to all stakeholders 3 days before the meeting to enable it to be studied.

Most day-to-day communication will be via a telephone call in the first instance and followed by an email. All email communication will go via the Project manager who will distribute to the parties they feel should be informed. This will stop unnecessary information being sent to all parties.

The site team will organize a WhatsApp group chat, which will only be used in an informal manner on site by the team and contractors.

The Coronavirus crisis is forcing us to work at home. Work at home is not possible in all cases, but it applies to many activities in the organization. One of the activities that can become a strength is in Project Management.

Social distancing.

Given the change in our current work environment due to the Coronavirus outbreak, virtual meetings allow for effective social distancing

Costs reduction.

Businesses can incur lower hourly costs by strategically determining work, activities, and roles to perform remotely. Projects can also reduce travel expenses.

Save time.

Increased hours of productive work is a substantial benefit of remote work, which is an improvement in productivity. On the other hand, travel times can be optimised.

Increase in quality.

Obtaining talented and experienced external resources reduces risks and quality concerns and can drive further innovation.

Project management is based on the discipline of constant planning and monitoring and control of activities, with the ultimate goal of managing project risks appropriately.

It can be supported by different teleworking tools for teleconferences: Skype, zoom, MS Teams, among many others.

In addition to the above, you also have to think about the basics, mainly taking into account the privacy and security of the data

My Skills in Managing Projects

Analysis of my Strengths and weaknesses in managing projects

And my plan to improve my weaknesses

1 Communication

As a project manager, I must collaborate with a diverse group of people, including team members, other agencies, leadership, and customers.

I am a person who listens, but it is difficult for me to ask questions. It is one of my weaknesses that must be improved. It is also difficult for me to give an opinion. This is essential for feedback and is linked to professional development.

2 Organization

One of the most important qualities of a project manager is the ability to see the big picture, as planning the project in detail, and do stuff every day, such as managing personal time, which helps me to get my regular work done and be on the spot right, at the right time. I am an organised person, but it is difficult for me to keep my calendar up to date, which will make it difficult for the rest of the team to keep track of tasks.

I need to take some time to concentrate deeply, turn off notifications, and clear some space to think.

3 Adaptability

Being a little more agile is difficult for me, so I'm working on incorporating myself into regular meetings, iterative sprints, and more continuous feedback. Alternatively, you may simply inspire me by your core beliefs and ideals.

4 Empathy

Empathy allows me to engage with everyone I work with in a more caring and constructive manner as a project manager. I enjoy making connections with others. Developing a personal relationship with individual team members would assist me in better understanding how they think and see things, as well as familiarising myself with their unique communication styles.

5 imperturbability (that is, the ability to work under pressure)

I find it difficult to function under duress at times, so I need to figure out what my stress causes are. I should use my knowledge and experiences to focus on the following: What was the situation back then? What caused it to happen? What was my reaction? I'm not sure why I reacted in that manner. What do I believe you should have done differently, in my opinion? What would I do differently if I were to do it again?

6 leadership

Many of the other project management skills on the list must be incorporated in order for me to be a successful leader.

I need to be able to clearly articulate the project's goal, empathise with my team, and understand how to handle the project. In the project management skills matrix, leadership is a critical component. I'm also aware that it evolves as my project management expertise expands.

Other leaders will teach me a lot. Who and what motivates me, and why? Getting coffee with a colleague or mentor, for example, or reading about leaders.

7 Technology

I am a technologically savvy individual who finds learning new programmes and applications to be relatively easy. I am a person who adapts rapidly to changes that can occur during the course of a project's planning. Furthermore, I have effective project management and control tools.

How to develop project management skills?

The most effective way to hone these project management skills is to apply them on a daily basis.

Like in most items, once I've identified the areas that I want to change, I will look for ways to do so. To test my communication skills, I need to volunteer to give a presentation; I need to start monitoring my work with a project management tool to ensure I'm still organised and on top of things; and I need to look for ways to get involved and inspire each member of the team.

I must begin to hone my social skills and will soon find that my weaknesses will turn into strengths.

Project management is an extremely essential and critical activity for businesses in every industry because it allows them to achieve: task, location, process, and data control in order to coordinate internal operations and carry out schedules and productivity estimates.

Poor project management often leads to a lack of end-user criteria definition, cost overruns, and project completion delays. Omissions made during system construction, imprecise targeting, premature cost estimates, poor estimating methods, poor time management, and a lack of leadership are all possible causes of these issues.

It is the project manager's duty to ensure that mistakes are avoided and that the project is completed on schedule and on budget.

Planning project projects, selecting a project team, organising and planning project efforts, directing the team, and tracking project assessment are all common project management roles.

Conclusion

Projects are subject to deadlines. When it comes to deadlines, you have to deal with scarce resources based on time. Have little power over certain circumstances. Adapting and improvising, on the other hand, is the safest course of action.

The most important thing is to define work rules that regulate the expectations and rules of coexistence in a remote work modality, where flexibility is key.

This needs to be regulated remotely in the context of the project, where the use of support tools is standardised, so that anyone involved in managing the project has their 'plug and play toolbox'.

It is necessary to prepare each of the participants in the project in what teleworking means and the application of internships in this world. And with this, generate a Telework culture that is applied to Project Management.

To carry out successful projects it is necessary to lay the foundations, improve the maturity of project management in organizations, improve discipline, increase the quality of management, collaboration and the reliability and availability of project information.

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