

Project Management

LCBB5005



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Table of Contents

Introduction.....	3
What we need to understand considering a project?	3
What is the role of the project manager?	3
Organization of the project.	4
Stakeholders and clients of the project.	4
The team that will participate in the development of the project.	4
Deliveries and results.	5
Objectives of the project.	5
Work Breakdown Structure.	6
Risk management.	7
Gantt Chart.	7
Conclusion.	7
References.....	8

Introduction.

What we need to understand considering a project?

Explaining what a project means will be very easy for us, as, in our lives, we face many different projects. The most described project is a task with an endpoint of execution. Whether we're building a house or a big office building, we're going to be developing a new software project or an APS, and maybe a new product. The projects can use to perform many different tasks.

Projects usually involve tasks with a degree of complexity. We cannot use the project name for functions that can be remembered or performed too quickly. Or they could just be put on a list of things we need to do. A critical condition for projects is that they include a certain planned period, a specific cost and that there must be clearly defined objectives.

What is the role of the project manager?

Project management, as a discipline, has arisen in the last century. People are working a project without a structured approach, and a project manager is needed to follow the goals correctly and meet deadlines. This management aims to make this management predictable and determine in advance the final price and the deadlines for implementation. As in this case, we have a budget of £50,000 and a six-month deadline. So assuming we are a chain offering different types of smoothie, coffee, and healthy breakfast and we want to open a new store from the chain, we have the deadline for the task. We will call the company "Morning Smile", which is also one of our goals. Let's offer a new mood from the morning, thanks to our products. Project management is first and foremost related to control, structure, attention to detail. (Newton, 2013)

For each project manager, it is essential to follow several points:

1. To make sure that at the outset, what this project is about and what its purpose is.
2. Draw up a project plan. To understand what the price will be and how long it will take.
3. Proper management of the project throughout the implementation process. This includes compliance with the budget, implementation of deadlines.
4. Completion of the project. Check that everything executed according to the plan. Has the required quality been achieved?

Organization of the project.

Stakeholders and clients of the project.

The reason you created a project is that someone ordered it. In management theory, this man is called a client. This may be someone who buys the service, the Director-General of the organization, or the department's head. Under a client, we can also call a group of people. In some projects, the project manager does not deal with the client, but with his representative. Many projects are worked by so-called business analysts, who assess and document the client's needs in the relevant documents. In the project, it is imperative to understand who the customer is, as we will work closely with him or his representatives. One of the clients' specific responsibilities is to determine why the project is being done and give us different resources for its implementation, such as money and people, and to make other decisions during the project. In the case we are looking at with Morning Smile, the client, these are the company owners. Another term we can encounter in project management is the term "Stakeholders." In a project, this term is a concept covering a larger number of countries interested in the project. The customer is only one of these stakeholders. With larger projects, there may be more stakeholders, and that's why we have a separate section in Project Management, which we call "Stakeholder Management."

It is important to note that each project will have stakeholders influenced by the project or control it on a positive or negative side. And while some of the parties concerned may have minimal influence, others may significantly impact the project or related expected results. Here, the project manager's ability to correctly identify and manage stakeholders is of great importance, which in certain situations can lead to the success or failure of the project. (Anon., 2013)

The team that will participate in the development of the project.

The project we will manage will have different types of tasks to perform. It can only be the project manager and the person who will perform the job for smaller projects. In larger projects, we will need more people involved in different implementation periods and perform other tasks. These people call themselves a team, and the project manager is their manager.

There is a difference between the people we manage during the project and those we operate in the company's day-to-day activities. Many people who participate in different stages of the project have their managers, and for them, this can only be the performance of a task. However, we need to make them

empathetic to the project, and they should be motivated enough for its implementation. This means that we need to have a clear understanding of what we are doing in terms of the project, what the project team is doing, and how much the budget we can spend should be. We also need to make sure that people working on the project follow the assigned tasks, not just perform the tasks set by their permanent managers. In this case, the right decision is to discuss with the usual managers of the team participants what their duties are and how they should perform them.

Deliveries and results.

The word that project managers use all the time is delivery. In this case, it is about doing the tasks that we have set our goal and finishing the project and delivering the site. With the results, we have the final delivery moment—the finished house or program. Or, as in our case, the start of work on a new store from the chain. The results are defined from the beginning, and our success as managers lies in delivering them within the set time frame, at the set price (Burke, 2013).

Objectives of the project.

Each project must have clearly expressed objectives and stages of their achievement. Several essential aspects of creating each project are specific, measurable, assignable, realistic, and time-related. As mentioned earlier, our goal is to create a new store from the chain. The term we are given is six months, and the amount we have is £50,000. The ultimate goal is also after the end of the time, not only to open the store but also for the team that will work in this store to be fully prepared. To this end, recruitment will begin with the start of work on the site. The approved team will work in the already working sites, and each new member of the team will be attached to one of the veterans who will train him and work under the supervision of the managers of the respective stores. In this way, new employees will have enough time to prepare and will be ready for work. The store must be scheduled two weeks before the end of the six months, all documents and permits must be qualified, and the staff must report to work at the new site for final instructions and preparation of the modern workplace. The two-week period is necessary to check all operating and remedial systems if any. Two days before the six-month term, the store opens for special guests from the other stores and members of the community where it is located. On the last day of the period we have set, the store begins to work officially. (Newton, 2013)

Work Breakdown Structure.

The Work Breakdown Structure breaks down results and project work into smaller components, making them more manageable. This process provides us with a comprehensive and well-structured vision of what needs to be delivered. In this case, we have created a hierarchical structure of the project team's overall scope of the work to be carried out. This structure determines the total amount, the project's content, and the work to be carried out. The lowest level of the work breakdown structure components are called work packages and contain the planned job. One of the things we can use work packages is to group activities where work is controlled, evaluated, and designed. Here we need to say that the structure of the breakdown of work refers to results or work products resulting from the activity, not from itself.

Decomposition is a technique in which we have separation and subdivision of the project scope into smaller and manageable parts. The work package is the work defined at the lowest level, at which the duration and cost can be calculated and re-calculated. Typically, the level of decomposition is determined by the degree of control required for the project's effective management. How detailed the work projects will depend and is determined by the size and complexity of the project.

Often, we use expert judgment for analysis of the information necessary for the separation of project results into smaller parts. It helps us to create a more effective structure of work breakdown. This assessment or expertise we use for technical details about the project and reach an agreement in the existence of conflicting opinions on how to break down the project's parts. This is usually provided to persons with individual training in this field, similar knowledge or practice who have worked on other similar projects. We may also use pre-infected templates to guide to break down overall results properly. These templates can be industry-specific or based on previous experience. Finally, in cooperation with the relevant team, the project manager breaks down the project into manageable parts.

When decomposing the upper-level components, it is required to divide the work for each of the results obtained and break down to the main elements that are quickly verifiable products and services. With different results, we may have different levels of decomposition. To reach a work package, work for some results can only be decomposed to the next level, while others may need several pollution levels. Deteriorating the book in greater detail allows us to

manage, control, and plan the work more robustly. On the other hand, excessive decomposition can lead to inefficient use of resources, insufficiently productive management efforts, and, accordingly, the poor productive performance of the tasks assigned and difficult to aggregate the data obtained from the different levels of the breakdown structure of the work.

Risk management.

Risk management involves several main processes. These are risk management planning, identification, analysis, response planning, and risk control. The main objectives here are related to a more significant impact of festive events and influencing the project's adverse events. Project risk is a condition or circumstance which, if it happens, may have a positive or negative effect on the quality of the project, its schedule, costs. Risk conditions may also be the absence of integrated management systems, unripe project management practices, and dependence on external actors beyond the control of the project manager. The basics of project risk are usually contained in the uncertainty that accompanies each project. Some risks cannot be actively managed, and additional management staff must be appointed for them. If an adverse risk arises during the project, this should be considered a problem.

Gantt Chart.

To improve workflows and their performance and efficiency, Gantt Chart is used. Most project managers, especially software developments, are aware of their advantages and have a guarantee that their tasks will be fulfilled. These diagrams can be applied to different-scale projects. Charts these days are used by managers at all levels. Although it is imposed that they are used primarily in software protects, they are applicable in almost every sphere. They are a visual way of displaying scheduled tasks. This is also a convenient way to show the date and time at which each job should be contacted.

Conclusion.

We're not going to be wrong to say project management is a kind of art. Getting people to work as a team, sometimes for a short period, to enjoy the job well done, to adopt new ways of working, and last but not least, to build something from scratch requires a lot of knowledge and perseverance.

References

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