

Student Name	Mirica Teodor-Ioan
Student Number	1808623
Module No:	BMSW5104
Module Name	Managing Projects in the Organization
Lecturer Name	Yajesh Kumar

Managing Project in The Organisation

TABLE OF CONTENTS

INTRODUCTION	1
MAIN BODY	1
Plan for implementation of the project.....	1
Stakeholder Analysis.....	6
Communication Project plan.....	10
Budget plan	10
Self- development plan	11
Project management theories	13
CONCLUSION.....	13
REFERENCES	15

INTRODUCTION

Managing project is the key significant measure which is prominent in managing the key relevant resources and carry out the project. A project is considered to be a significant piece of work which is based on specific goal (Meredith, Shafer, and Mantel Jr, 2017). This study will focus on critically assessing the key relevance of the project management techniques and tools. Furthermore, this report also develop a specific plan for implementation related with the project. This study also communicate the project plan with the key stakeholders of the company. Moreover, a self-development plan will be carried out.

The project will focus on refurbishing the store for the better utilization of the space for the Wickes Company. This is significant in modernizing, redecorating and effectively redecorating the store to effectively make the best use of the space. It is significant in renovating the old space and helps in making the store look more workable and in the better working condition. However, the Wickes Company was founded in the year 1854 and it is a garden centre and a home improvement retailer which is based in UK.

MAIN BODY

Plan for implementation of the project

This is one of the key relevant phase which is very prominent in putting the project into the desired set of action. It helps the project team to effectively carry out the project with utmost degree of accuracy in order to relevantly produce the deliverables (Di Giuda and et.al., 2018, May). This is the key significant procedure which in turn is considered to be highly significant in re- equipping and also redecorating the building. It is the key relevant phenomenon where the key elements which is mainly linked with the retrofitting is prominent in making the building highly sustainable and more energy efficient.

SMART Objectives

Refurbishing of the store is significant because it helps in the effective and better utilization of the key relevant resources and making the better utilization of the space for the Wickes Company. It is significant in renovating the old space and helps in making the store look more workable and in the better working condition.

- To carry out major building repairs like electrical, ventilation, plumbing, heating, cooling to make the best use of space.

- The public store will be expanded by 30% more by refurbishing the store design and reassigning the inefficient space by 25th September, 2020.
- To improve the safety of the store in case of any natural calamities like earthquake, tornado, etc. by 31st October, 2020.

Key people associated with the project

Project manager: The project manager is completely responsible for ensuring that the goals and objectives associated with the project has been attained on a prescribed time (Noori and et.al., 2016). This is useful in improving and better utilization of the key resources.

Architect: The architect in turn is significant in building the key relevant structure who tends to focus on designing the space of the store in accordance with the requirement. They are highly responsible for creating sustainable, safe and aesthetically pleasing designs associated with the project. They are considered to be highly significant in redevelopments and alterations associated with the store space.

Interior designer: They mainly focuses on sketching and visualizing the relevant design plans which are useful for ensuring the specific design and is useful in sourcing the materials and the products in order to effectively carry out the project with high degree of accuracy and relevance.

Financial manager: They ensure that the refurbishment project of the Wickes store is completed within the desired budget set (Sezer, 2017). This helps in examining the key expenses and relevant expenditures which are associated with the project to complete within the stipulated budget frame.

Resource manager: They mainly focus on managing the various resources in order to effectively carry out the project. They have the relevant set of skill set to multi- task and also communicate and organize the resources in a significant manner. It helps in providing the proper overview regarding which activities will need what resources. It helps in providing the different resources and to carry out the project. Resource manager assist the project planner and manager in making variety of the different sort of decision in regards of completing the project on time in the market by ensuring they have adequate degree of resources.

Sponsor: They are the one in the organization who will be providing the funds and capital to carry out the project. It will also assist the project manager at the time of preparation of variety of different sort of strategy and tactics in the project. They generally used to provide the

information in regards of the market information which is prevailing in the market in the current scenario to ensure that the project is not over budget or under budget.

Key resources

The key resources which in turn has been required to effectively carry out the project related with the refurbishment and renovation of the Wickes store is:

Human resource: The human resource in turn is considered to be highly significance because they are the ones who tends to ensure that they focus on effectively completing the project in a reliable manner (Kim and Park, 2018). The success of the project is highly dependent upon the skills and knowledge which results in better organizing and the management of the project. The team in turn mainly comprise of those people who have the desired skill set to attain the objective of refurbishing the Wickes store.

Financial resources: The funding and finance is of key relevance importance for the company which helps in the better attainment of the goals and objectives. Understanding the key financial terms is of utmost degree of relevance to comply with the stipulated budget plan leads to greater success of the project.

Physical resources: Machinery, equipment, tools, facilities, etc. which are needed for the refurbishing the Wickes store is considered to be of utmost importance to carry out the project without any delay and results in greater success (Ali, Azmi and Baaki, 2018).

Gantt Chart

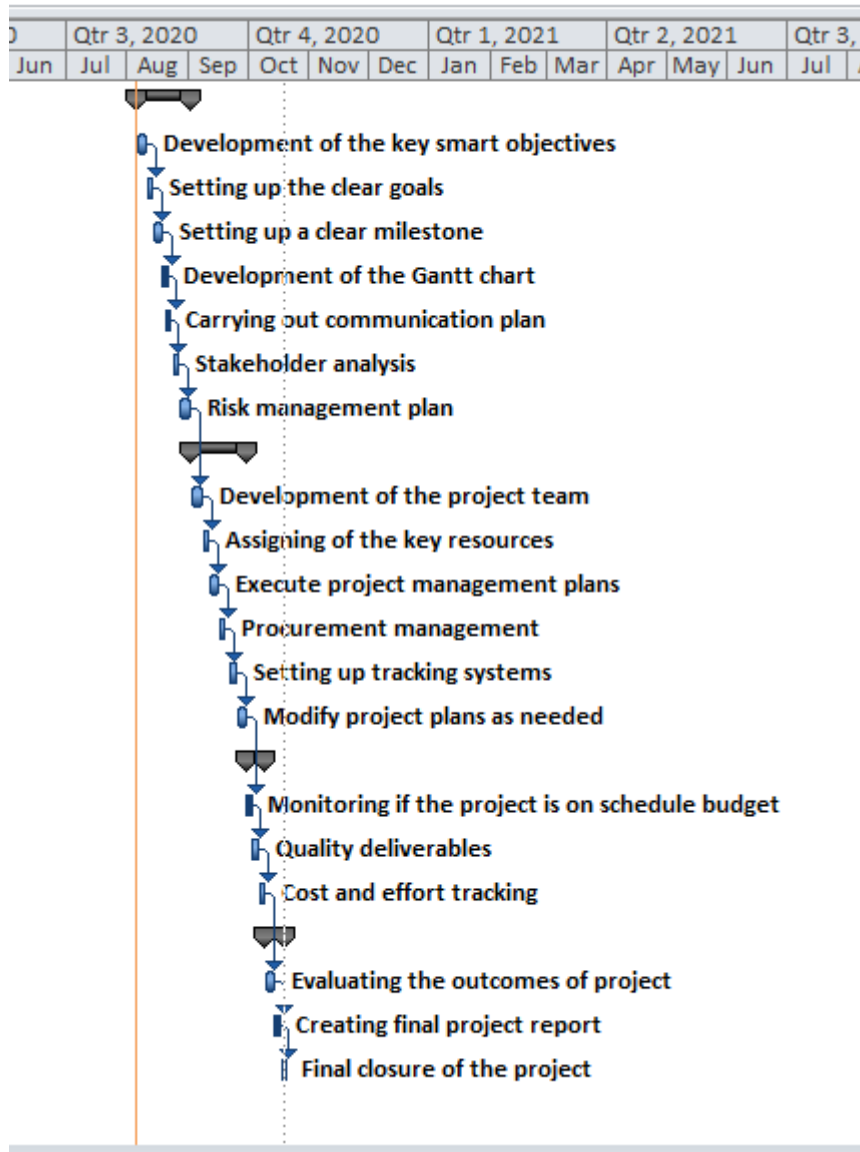
This is the horizontal representation which helps in representing the project plan over the specific period of time. This helps in examining which person is responsible for carrying out each task related with the project.

Task Mode	Task Name	Duration	Start	Finish	Predecessors
Auto Scheduled	Project initiation	19 days	Thu 8/6/20	Tue 9/1/20	
Auto Scheduled	Development of the key smart objectives	3 days	Thu 8/6/20	Mon 8/10/20	
Auto Scheduled	Setting up the clear goals	3 days	Tue 8/11/20	Thu 8/13/20	2
Auto Scheduled	Setting up a clear milestone	3 days	Fri 8/14/20	Tue 8/18/20	3
Auto Scheduled	Development of the Gantt chart	2 days	Wed 8/19/20	Thu 8/20/20	4
Auto Scheduled	Carrying out communication plan	1 day	Fri 8/21/20	Fri 8/21/20	5

Auto Scheduled	Stakeholder analysis	3 days	Mon 8/24/20	Wed 8/26/20	6
Auto Scheduled	Risk management plan	4 days	Thu 8/27/20	Tue 9/1/20	7
Auto Scheduled	Project Execution	20 days	Wed 9/2/20	Tue 9/29/20	
Auto Scheduled	Development of the project team	4 days	Wed 9/2/20	Mon 9/7/20	8
Auto Scheduled	Assigning of the key resources	3 days	Tue 9/8/20	Thu 9/10/20	10
Auto Scheduled	Execute project management plans	3 days	Fri 9/11/20	Tue 9/15/20	11
Auto Scheduled	Procurement management	3 days	Wed 9/16/20	Fri 9/18/20	12
Auto Scheduled	Setting up tracking systems	4 days	Mon 9/21/20	Thu 9/24/20	13
Auto Scheduled	Modify project plans as needed	3 days	Fri 9/25/20	Tue 9/29/20	14
Auto Scheduled	Project Performance	7 days	Wed 9/30/20	Thu 10/8/20	
Auto Scheduled	Monitoring if the project is on schedule budget	2 days	Wed 9/30/20	Thu 10/1/20	15
Auto Scheduled	Quality deliverables	2 days	Fri 10/2/20	Mon 10/5/20	17
Auto Scheduled	Cost and effort tracking	3 days	Tue 10/6/20	Thu 10/8/20	18
Auto Scheduled	Project Closure	7 days	Fri 10/9/20	Mon 10/19/20	
Auto Scheduled	Evaluating the outcomes of project	4 days	Fri 10/9/20	Wed 10/14/20	19
Auto Scheduled	Creating final project report	2 days	Thu 10/15/20	Fri 10/16/20	21
Auto Scheduled	Final closure of the project	1 day	Mon 10/19/20	Mon 10/19/20	22

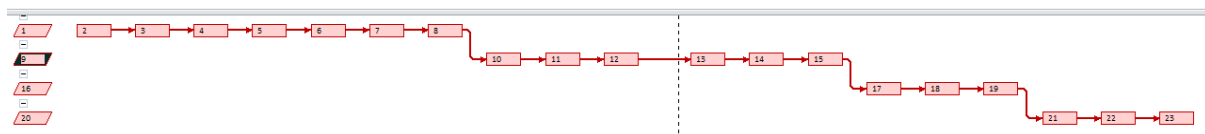
Work breakdown structure

This is one of the prominent in gaining deliverables related with the breakdown of the project. It is significant in breaking down the project into smaller set of components. It is useful in organizing the team work and carry out the action in a manageable manner.



Network Diagram

This is referred to as one of the appropriate graphical representation which helps in carrying out all the task in a reliable manner. This helps in determining the work flow related with the project.



Stakeholder Analysis

Stakeholder	Role and Responsibility	Impact	Interest	Management Strategy
Project Manager	Project manager are the one in the organization who will be providing the variety of the different sort of the guidelines to the project team, so that on the basis of same different activity can be performed in the project by the project team. They generally have main responsibility to present project team in front of other.	High	High	To manage Project manager in the project, project sponsor or the owners has to make sure that good sort of clarity is maintain throughout the project which will help project manager in planning different activity accordingly (Krishna, 2020).
Project sponsor and owner	They are the one in the organization who will be providing the money and will also assist the project manager at the time of preparation of variety of different sort of strategy and tactics in the project. They generally used to provide the information in regards of the market information which is prevailing in the market in the current scenario.	Medium	High	To manage Project sponsor and owner in the project all the individual generally has to make sure that they used to provide good sort of clarity in term of the finance require, it will eventually help the sponsor in providing the financial help whenever requires in the organization.
Employee	Employee are the one for	Low	Medium	To manage employee interest in

	whom the project is mainly targeted. Needs and preference of variety of different employee will be taken and on the basis of same different activity in the project will be managed and perform			the project, project team has to make sure that they generally used to understand the need and preference of different individual in the market and on the basis of same make sure that employee need are met in the organization.
Project team	Project team are the one who generally used to carry out the different activity which has been generally passed on by the different individual in the market. They are generally responsible for carrying out the different activity which are pass on by the project manager. They generally used to has monetary interest linked with the outcome of the project (Eskerod and Larsen, 2018).	Medium	Medium	Interest level of different employee in the project can be maintain by providing variety of the different sort of motivational and growth opportunity to the employee in the process of completing the project for the organization.
Resource manager	Resource manager is the one in the projects which generally used to provide the different resources and on the basis of the same different activity in the project are being carried	High	Low	To manage the interest level of resource manager in the project individual has to make sure that they used to maintain good sort of clarity in term of resources will be require to carry out different project and on the basis

	out. Resource manager generally used to assist the project planner and manager in making variety of the different sort of decision in regards of completing the project on time in the market.			of the same organizations will be able to manage the wastage of resources. As well as it will help the company in managing the interest level of resource manager in the organization
--	--	--	--	---

RISK REGISTER

Risk	Impact	Responsible Authority	Mitigation Strategy
Delay in project Wrong planning and schedule of different activity in the organization can create the issue of delay in the project. This type of risk generally occurs in the project if there is no proper planning of different activity. Delay project generally used to impact relationship with the client in the market.	High	Project manager and project planner are the one who are generally responsible for scheduling of different activity in the organization.	To overcome such type of the risk in the project, project manager and planner has to make sure that they are ready with the alternate plan as well in the project (Amon, 2019).
Employee Conflict It is another sort of risk which is generally associated with the process of carrying out the project in the organization. As it has been identified that any misunderstanding in the project generally used to create the	Medium	Generally project manager and human resource manager are the two authority who are generally responsible for these sort of risk in the market.	To overcome these sort of the issue and the risk in the organization firm has to make sure that they used to maintain good sort of clarity in the organization which

situation in which there is conflict between different individual in the market in a long run.			will help in overcoming employee conflict.
Scarcity of fund: It is another sort of the risk which is associated with the project as any wrong assumption and prediction of the finance in the project may create the issue in the organization in which it used to get difficult for the team to have good sort finance in the project (O'Har, Senesi, and Molenaar, 2017).	High	Project sponsor and owner are the two authorities whom are very much responsible for occurrence of these sort of risk in organization.	To manage these sort of the risk in the organization, individual has to make sure that they are providing the information about the different finance which will require at different stages.
Non optimum utilization of resources It is another sort of the risk which is associated with the process of carrying out different activity in the project. As it has been identified that wastage of the resources in the organization used to create the situation where efficiency of variety of the activity carried out is affected.	Medium	Resource manager are the one in the project which are generally responsible for these sort of risk occurrence in the organization in long run.	To manage and overcome these sort of the risk Resource manager has to make sure to monitor different progress and on the basis of same they used to optimum use different resources in the project this will help in managing the resources in the better way.
Operational risk	High	Project manager and project planner are the	They must focus on the developing the

		one who are generally responsible for evaluating the key operations of the project.	Gantt chart and use proper project management tools in order to ensure that the project is completed with utmost degree of accuracy and on a timely manner.
--	--	---	---

Communication Project plan

Communication plan associated with the management of the project is highly significant because it is prominent in enabling the individual to communicate actively with the team members associated with the project. It is significant in setting clear set of guidelines and deadlines to accomplish the task related with the refurbishment of the store (Okakpu and et.al., 2018). An effective communication plan is necessary because it helps in looping in each set of project and examining who is responsible for which activity.

Direct phone calls is one of the key prominent medium which helps in connecting with the team members and sharing key relevant information. This is one of the easy and quick method.

Email is also one of the professional method which helps in attaching the necessary documents and sending the message to wide set of group members in a professional manner.

Face to face meeting: It is useful in giving appropriate set of presentation associated with the project. This is in turn highly prominent in identifying any set of loopholes within the project (Yacob, Saruwono and Ismail, 2018). It is highly significant in setting clear set of guidelines to carry out the project in a reliable manner.

Text messages: It is also one of the relevant procedure which helps in writing down the key relevant information within the text box and sending it to the relevant people to perform the project task on a timely manner and with greater set of accuracy.

Budget plan

The project budget is considered to be as one of the key significant tool which is highly relevant in effectively estimating the income and expenditures related with the project. The

project budget mainly comprise of the key estimation related with the cost which in turn is likely to be incurred at the time of carrying out the project. It is usually carried out at the initial stage of the project which helps in scheduling the specific project (O'Har, Senesi, and Molenaar, 2017). The cost attached with the activities is mainly associated with the staff salary, machinery, equipment, refurbishment tools, fees to the interior designer and architect, other expenses and cost associated with the research and development. The total budget related with the refurbishment of the Wickes store mainly comprise of £2200. This helps in completing the project within the stipulated set of timeframe by effectively estimating the cost linked with each activity.

PARTICULARS	COST
Staff salary	£700
Equipment	£300
Machinery	£200
Refurbishment tools	£250
Fees to interior designer	£250
Fees to architect	£200
Research and Development	£180
Other expenses	£120
Total	£2200

Self- development plan

The personal development plan is one of the prominent action plan which has been effectively designed in order to improve the skills sets, abilities and also helps in improving the knowledge. This is effectively developed by the proper planning and self-assessment to complete the project in a significant and reliable manner. This is considered to be as one of the formal analysis technique for the individual person to carry out the project in a future with utmost degree of accuracy.

Development plan	Action Plan	Progress report
Developing skills like	To effectively develop the	Skills like professional

completing the project before deadline	timeline for each activities of the project before 5 th August, 2020.	relationship, building connection, management and leadership skills, analytical skills and problem solving skills has been developed to carry out the project with utmost degree of accuracy.
Proficiency in communication and allocating task to each members of the group	To engage in communicating with the group members to build confidence and effectively transmitting key relevant information by 20 th August, 2020.	I have communicated with the wide set of designers, architects, resource manager and financial manager to complete the tasks which are related with the refurbishment of the project.
Effectively utilizing the key resources	To analyse the resources required for each task.	The Gantt chart is prepared because it has helped me analyse which task needs what resources.
Engaging in management coursework to develop relevant knowledge	To carry out specific certification program and develop the relevant degree of skill set associated with the management by the end of the year 2020.	I have enrolled in the management course work which will help understand the theoretical knowledge related with the study.
Engaging in training programs coursework to develop relevant skill set and practical knowledge	To indulge with the company to develop relevant skill set and practical knowledge by the year 2021.	I have given interviews in the company to understand how the real world works and helps in the better attainment of the future goals.

The key strengths while carrying out the project was to critically understand the skills of the each individual person within the group to carry out the project with utmost degree of accuracy. I believe that, I have strong degree of the communication skills which in turn eventually helps in transmitting the relevant set of information. I know how to take strong decisions to complete the project within the stipulated time frame without any delay. I have the key capability, knowledge and skills on how to refurbish the specific Wickes store and helps in creating the better space for the project. I have the potential to complete the project the project within the stipulated time frame without missing out the deadlines. This way it helps in attaining better results and outcomes for refurbishing the store.

The major weakness is that, I need to gain more practical knowledge related with the practicality of the project. This is one of the key prominent measure which helps in improving the results and key outcomes which are linked with the project. Another major weakness is that I have difficulty in the delegation of the task which leads to burdensome of work.

Project management theories

Prince 2 method: This is one of the prominent method which helps in processing the data in order to effectively manage the project. This method eventually tends to have one of the most controlled and organized set of start to the project of refurbishing the store of Wickes store to make it more spacious. The Prince 2 method mainly focuses on emphasizing on the dividing the key tasks of the project into the relevant controllable and manageable stages. It helps in making the project more responsive and flexible (*All Benefits of Choosing PRINCE2 Methodology for Development*, 2019). It is useful in determining who is responsible for carrying out the project. It is significant in setting the appropriate process in order to work in a reliable manner. It is useful in improving the communication between all the team members. It is also prominent to give all the key stakeholders of the project for carrying out the decision making. The key integrated associated with the Prince 2 methodology is process, themes, principles and tailoring. It is useful in managing the delivery of the product. It is useful for controlling the each stages of the project. This methodology also uses the resources in a controlled manner. It helps in setting the procedure and system.

CONCLUSION

From the conducted study it has been summarized that, the project has focused on refurbishing the store for the better utilization of the space for the Wickes Company. This is the

key significant procedure which is considered to be highly significant in re- equipping and also redecorating the building. Project manager, architect, financial manager, interior designer, resource manager are the key people associated with the project. Moreover, human resource, physical resource and financial resources are the key resources required to carry out the project. Wrong planning and schedule of different activity in the organization can create the issue of delay in the project is the major risk related with the project. Scarcity of fund is another sort of the risk. Non optimum utilization of resources is another sort of the risk which is associated with the process of carrying out different activity in the project. Direct phone calls, Email, Face to face meeting and Text messages are the key project management plan. The project budget mainly comprise of the key estimation related with the cost which in turn is likely to be incurred at the time of carrying out the project. The total budget related with the refurbishment of the Wickes store mainly comprise of £2200. The key strengths while carrying out the project was to critically understand the skills of the each individual person within the group to carry out the project with utmost degree of accuracy. Prince 2 method is one of the prominent method which helps in processing the data in order to effectively manage the project.

REFERENCES

Books and Journals

Ali, A.S., Azmi, N.F. and Baaki, T.K., 2018. Cost performance of building refurbishment works: the case of Malaysia. *International Journal of Building Pathology and Adaptation*.

Amon, E., 2019. Risk Management Plan and Risk Register for Design Low-Power Wave Energy Converter for Non-Grid Applications (No. 312). *Marine and Hydrokinetic Data Repository (MHKDR)*; Columbia Power Technologies, Inc..

Di Giuda, G.M and et.al., 2018, May. Refurbishment and school buildings management in a smart building environment. In *AIP Conference Proceedings* (Vol. 1968, No. 1, p. 030070). AIP Publishing LLC.

Eslerod, P. and Larsen, T., 2018. Advancing project stakeholder analysis by the concept 'shadows of the context'. *International Journal of Project Management*. 36(1), pp.161-169.

Kim, K.P. and Park, K.S., 2018. Housing information modelling for BIM-embedded housing refurbishment. *Journal of Facilities Management*.

Krishna, D. K., 2020. Status and Growth Prospects of Agritourism: Multi-stakeholder Analysis. *International Journal of Agriculture Sciences*, ISSN, pp.0975-3710.

Meredith, J.R., Shafer, S.M. and Mantel Jr, S.J., 2017. *Project Management: A Strategic Managerial Approach*. John Wiley & Sons.

Noori, A and et.al., 2016. Conflict, complexity, and uncertainty in building refurbishment projects. In *InCIEC 2015* (pp. 251-258). Springer, Singapore.

O'Har, J. P., Senesi, C. W. and Molenaar, K. R., 2017. Development of a risk register spreadsheet tool for enterprise-and program-level risk management. *Transportation research record*. 2604(1). pp.19-27.

Okakpu, A and et.al., 2018. A proposed framework to investigate effective BIM adoption for refurbishment of building projects. *Architectural Science Review*, 61(6), pp.467-479.

Sezer, A.A., 2017. Factors influencing building refurbishment site managers' waste management efforts. *Journal of Facilities Management*.

Yacob, R., Saruwono, M. and Ismail, Z., 2018. A Review of Leadership Qualities among Building Refurbishment Project Managers. *International Journal of Engineering & Technology*, 7(4.22), pp.126-131.

Online

All Benefits of Choosing PRINCE2 Methodology for Development. 2019. [ONLINE]. Available through< <https://hygger.io/blog/benefits-choosing-prince2-methodology-development/>>