



UNIVERSITY OF WALES
TRINITY SAINT DAVID

Managing Projects in the Organisation

BMSW5104

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Task 1

1. Introduction

The project management plan is to create an event to increase the visibility of the photography among the customers. The planning of the event will be covering a wedding event post-pandemic. The report's primary focus is to develop a plan to incorporate the new changes in the photography post-pandemic. The information will evaluate a project management plan that highlights the difference in the working system in photography while covering an event. The report will also demonstrate the project's practical project management tools and techniques. In addition to that, the report will focus on the stakeholder's matrix, communication process, WBS, and a Gantt chart to demonstrate effective project planning. Along with that, a risk assessment for the following project will also be discussed.

2. Background of the Organization

Mell Photography Ltd is a photography company that includes multi-passionate photographers. Their base is in London. The photography

organization is a sole proprietorship company specializing in weddings and events planning (instagram, 2021).

Project management tool and techniques

The project manager must select or identify an appropriate project management methodology before planning the project. The relevant project management tool will help the project manager formulate an effective plan for the successful completion of the project. The agile project methodology will be used for this project as it is most suitable for event planning. To meet the project's objective to establish a successful wedding event with light to the new perception of the customer and increase the revenue earnings (teamwork, 2021).

Agile methodology

It is one of the famous project management techniques as its application is unique, and it distinctly deals with each project. In the Agile approach, the significant project steps are converted into shorter sprints to help implement a detailed analysis of the project development stage. Furthermore, the detailed analysis will help in adaptive and effective planning based on the changes and needs required within the project (ntaskmanager, 2021). The activities involved or determined in the planning stage demonstrate continual improvement, and frequent changes can be incorporated as per the client's need. Moreover, the agile

framework is more organized and collaborative teamwork to produce high-end results. There are various Agile methodology techniques such as Kanban, Scrum, DSDM, and others. Therefore, its flexibility towards frequent changes and development and effective teamwork are adequate for the abovementioned project (apm, 2021). The agile method will ease the work of the project manager. A proper structure can be developed, formulating a track of the project schedule to follow and maintain by the project manager.

Advantages

1. customer satisfaction is given prime importance as after every Sprint, the track or progress of the project is provided.
2. Changes are flexible implement at any stage of the development process.
3. Customer feedback and daily interaction between the developers and the organization's management are maintained (Ciric et al., 2018).

Disadvantages

1. Documentation is significantly less, which may develop issues in the project's progress.
2. Often, the requirement is unclear under agile methodology as various changes occur.
3. During complex projects, the requirement of resources and efforts is tough to determine.

3. Project Scope

The project's scope is to establish a wedding photography event to maintain post-pandemic regulations. The project's primary focus is to develop in-house wedding photography to support the pandemic's protocols. The project outline is beneficial for the project manager to determine the appropriate activities and the framework based on which the plan will be executed. Further, the scope also justifies the objectives and provides a virtue to the project manager, which can accumulate funds for the project.

Aim

To understand the in-house wedding photography event process, post the outbreak of Covid-19.

Objectives

1. To identify the new developments required for capturing the best moments of the in-house wedding photography event.
2. To determine ways the photographer overcame event photography challenges through high-tech technology and creativity in Mell photography.
3. To enhance the visibility of Mell photography Ltd in the market.

The project mainly concentrates on developing a new in-house wedding event coverage to generate high revenue earnings for the company and customer satisfaction. Further, the project manager will help implement the change in the organizational functions to increase the company's productivity level. The organization has selected a team of experts to work on this particular project with the project manager to formulate the planning systematically. The planning of the project will determine the success of the project that will further be helpful to achieve the goal of the company.

A detailed project plans

Overview of the project

The project is based on a change approach to overcome the pandemic and increase the visibility of photography in the market. Furthermore, the project management plan will overcome the challenge by creating a new in-house wedding event (Simplilearn, 2021). Moreover, the plan will demonstrate the overall planning required for the wedding event to meet the company's goals. The project manager will showcase the project management plan to the senior management to ascertain the funds needed for the project. Thus, it will help Mell photography Ltd overcome the loss faced by the organization, sustain the customer requirements, and incorporate transformation in photography.

Project Communication process

Project management communication procedures include several actions needed to maintain formal communication throughout the project. The project planner can easily accomplish all the project's objectives through effective communication. The project members are required to maintain a proper communication channel throughout the project. Along with this, adequate project communication effectively consists of a suitable and timely collection, control, storage, and planning of all the resources (Thomas, 2015). Moreover, ineffective communication, all the stakeholders in the project need to communicate effectively as they can belong from various backgrounds and cultures. For that reason, in managing a successful project, a proper communication channel is highly required.

Plan communication management

Developing a suitable plan for AI and personalized apps in Mell Photography requires an effective communication process. In this process, all the stakeholders need to communicate with each other.

Manage communication

This specific process of storing, collecting, distributing, retrieving, and creating is significant. Due to this, an effective communication process is highly needed (Waida, 2020).

Control communication

With the help of effective communication, the project manager needs to use proper communication channels. Through this way, they can easily monitor the organization's overall process.

4. Human Resources Requirements

Stakeholder	Different kinds of stakeholders	Power 1: High 2: Medium 3: Low	Requirements
Sponsors	External stakeholders		1- As they are funding the entire event, they are the prime stakeholders of the event. 2- They also need to communicate among themselves with the help of a proper communication channel (management, 2021).

			3- They also need to make proper decisions about the project effectively.
Client	External stakeholders		1- They will provide effective feedback on the development purpose. 2- They also need to monitor the development of the project.
Team members	Internal stakeholders		1- Conducts all the jobs directly and indirectly linked with the project. 2- Select a suitable project methodology to quickly achieve the desired outcome (Grégoire, 2019).

			3- They also need to list the activities to avoid missing anything.
Governments	External stakeholders		1- Highly required to monitor all the aspects of the project so that the organization can quickly achieve the desired goal (Grégoire, 2019). 2- Provide permission on several aspects and check the submitted documentation.

Analysis

The stakeholders are directly and indirectly associated with the project in the project. They are the main stakeholders of the organization as they are funding the project. Along with this, they also need to maintain a

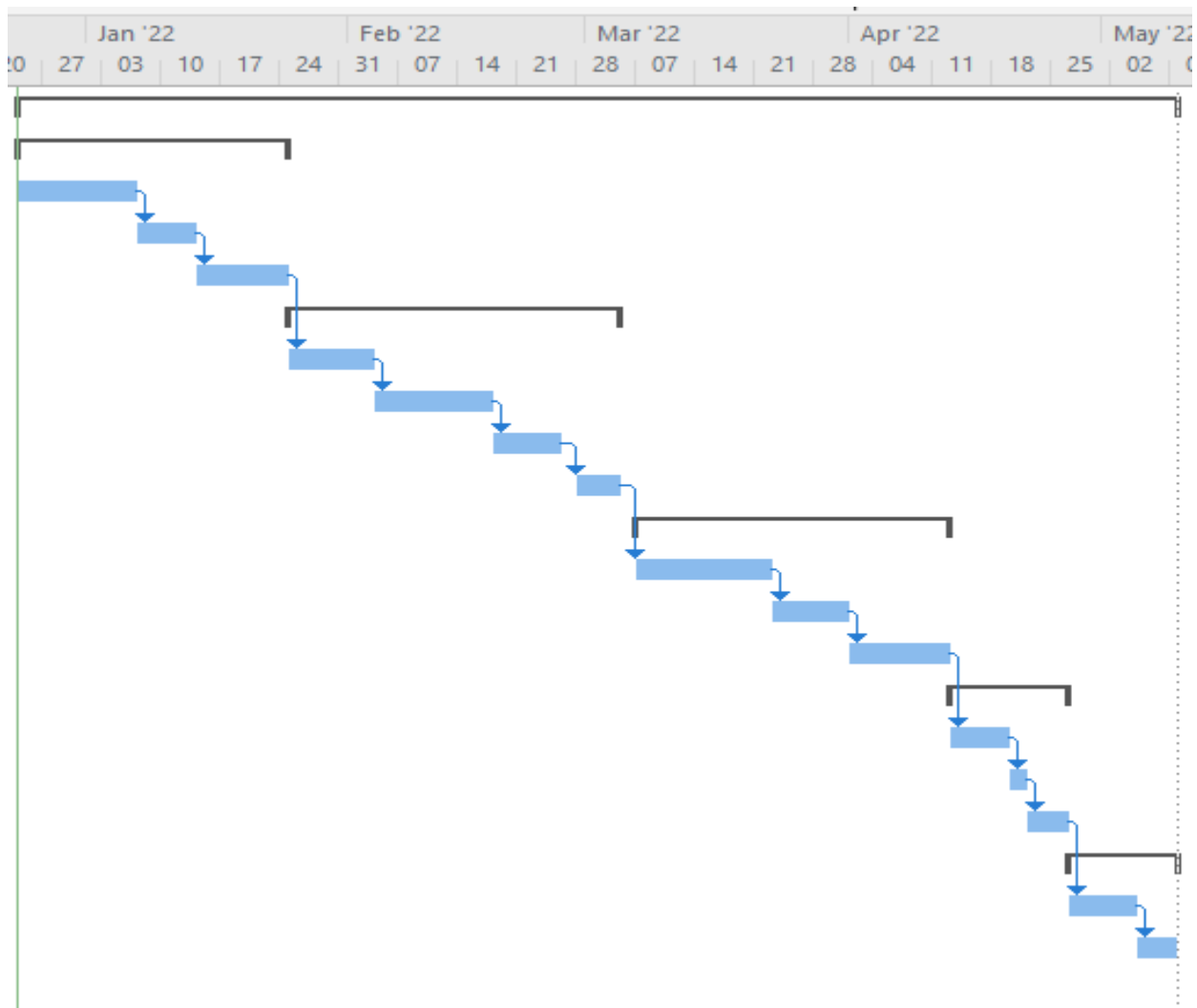
proper communication channel throughout the project. Feedbacks plays an essential role in any project. For that reason, the project manager needs to gather various kinds of feedback from the users to enhance the project quality easily.

Moreover, the government also plays a massive role in the project. They provide various kinds of consent in each aspect of the project. Further, the project team members also need to select a proper methodology in this project o that they can quickly get an optimistic outcome.

5. Project Organization structure for Mell Photography Ltd

Work breakdown structure is regarded as breaking up the work into small tasks to make the job more manageable by the project manager. Furthermore, this tool is one of the most effective techniques of project management (workbreakdownstructure, 2021). Moreover, WBS helps integrate the scope, schedule of baselines, and cost to ensure that the project plan is aligned appropriately. It is a deliverable-oriented, systematic approach that delivers the activities based on the project schedule. It is an iterative procedure that interprets the gathering of the critical documents and the identification of the essential members of the project.

Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessors ▾
	▸ Inhouse wedding event by Mell photographers	97 days	Fri 24-12-21	Mon 09-05-22	
	▸ Planning	22 days	Fri 24-12-21	Mon 24-01-22	
	Location Analysis	10 days	Fri 24-12-21	Thu 06-01-22	
	Planning of program	5 days	Fri 07-01-22	Thu 13-01-22	3
	Budget	7 days	Fri 14-01-22	Mon 24-01-22	4
	▸ Human Resource	29 days	Tue 25-01-22	Fri 04-03-22	
	Recruitment of the staff	8 days	Tue 25-01-22	Thu 03-02-22	5
	experienced photographers	10 days	Fri 04-02-22	Thu 17-02-22	7
	Event planners	6 days	Fri 18-02-22	Fri 25-02-22	8
	project coordinator	5 days	Mon 28-02-22	Fri 04-03-22	9
	▸ Photography Equipments	27 days	Mon 07-03-22	Tue 12-04-22	
	High power lens	12 days	Mon 07-03-22	Tue 22-03-22	10
	Checking of instruments	7 days	Wed 23-03-22	Thu 31-03-22	12
	Testing of instruments	8 days	Fri 01-04-22	Tue 12-04-22	13
	▸ Hygiene maintainence	10 days	Wed 13-04-22	Tue 26-04-22	
	Sanitizer spray	5 days	Wed 13-04-22	Tue 19-04-22	14
	Cleansing of lens	2 days	Wed 20-04-22	Thu 21-04-22	16
	Safe distance maintenance	3 days	Fri 22-04-22	Tue 26-04-22	17
	▸ Monitoring & Controlling	9 days	Wed 27-04-22	Mon 09-05-22	
	Feedback of clients	6 days	Wed 27-04-22	Wed 04-05-22	18
	Promotion of event	3 days	Thu 05-05-22	Mon 09-05-22	20



(Source: author)

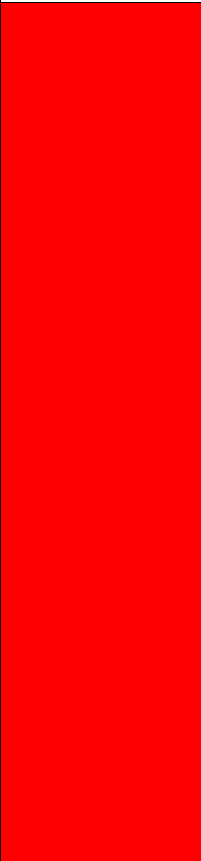
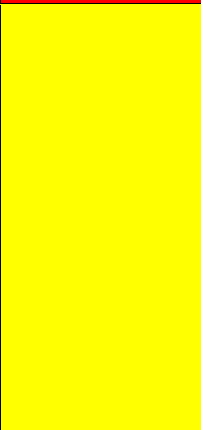
Cost Analysis

A	B	C	D
Activity	Sub-activity	Number of days/ Weeks/Months	Cost
Planning		22 days	
	Location Analysis		100
	Planning of program		150
	Budget		70
Human Resource		29 days	
	Recruitment of the staffs		100
	Experienced photographers		120
	Event planners		250
	project coordinator		
Photography equipments		27 days	
	High power lens		200
	checking of instruments		125
	Testing of instruments		80
Hygiene & maintenance		10 days	
	Sanitizer spray		50
	cleansing of lens		40
	safe distance maintenance		20
Monitoring & Controlling		9 days	
	Feedback of events		80
	Promotion of events		180
Total			1565

Analysis

The cost analysis demonstrates the cost comparisons and the act of breaking down the cost in a summary of studying and reporting each of the factors (mindtools, 2021). The above budget plan estimates that the cost of the whole project management plan is determined to be £ 1565. The above plan illustrates the deliverable and the estimated cost of each activity. The project is expected to be completed within 97 days from the starting date.

Risk Analysis

Potential risk	Impact	Ranking High  Mid  Low 	Mitigation plan
Financial problems	The cost can be overrun, and the lack of appropriate finance can hinder the completion of the project. (computools, 2020)		Preparing proper documentation for the senior management showing the project's progress to accumulate funds and maintain a reasonable budget.
Recruitment problems	For software development, efficient IT professionals are needed		The proper job advertisement is needed to be conducted by the HR professionals of the

	because the whole product will be halted if they fail to be productive. If ineligible candidates are added to the developing team, many problems resulting from their incapability will create problems for the whole team.		company to generate effective candidates for the job role. Further, social coordination with the workforce is required to resolve any problems regarding recruitment.
Staff illness	It can happen that during		It is the organization's responsibility to

	the project, the staff may fall ill due to an unhealthy environment, or extreme pressure can lead to loss of mental balance. The ill-health of one team member can negatively impact the other members. This can demotivate the whole team hinders		incorporate appropriate health and safety measures for the safety of the staff. Furthermore, the team should be provided proper food to concentrate on, and hygiene is also maintained. The management should give rewards and feedbacks frequently to keep the staff motivated. Psychological consultation should be provided to the staff to avoid a mental breakdown. Frequent breaks should be
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	the progress of the work.		given to the team to focus better on the work.
Defective component	The equipment such as computers. or issues regarding the equipment of photography can occur due to some defective components. Defects in the kit can suddenly stop the progress of the ongoing		It is essential that proper monitoring and checking of the equipment are carried out. Further, the professional photographers hired have to be well experienced in this field to detect any defects within the system. Replacements for defective systems should be purchased beforehand.

	development work.		
Technological risk	Any technical fault can occur, which may hinder the progress of the work.		The technical experts must be hired, and a separate IT department must be built to handle any technical issues occurring during the project. The management should obtain new and developed technologies for better performance.
Electric hazard	Electrical faults such as short circuits and circuit issues may catch fire and		The proper electrician needs to be hired who knows the work. The circuits, boards, and electrical devices should be checked

	lead to a considerable loss for the company.		regularly to avoid accidents and sort circuits.
Cyber security risk	The cyber security breach can result in the loss of essential data. The loss of data can badly affect the development of work.		The management should build a team of cyber security experts to handle the security breaches. The experts should solely focus on finding bugs and securing the servers. In this manner, cyber security can be ensured. (securityscorecard, 2021)
Conflict with customers	Considering frequent changes in the software		A team should be created to coordinate efficiently between the development team

	based on the customers' demands can hinder the progress of the software (Bicudo, Faulkner, and Li, 2021). Conflict with customers can slow down the progress of the work.		and the customers to avoid miscommunication and conflicts among the customer. Frequent feedback to the customers' comments can satisfy their curiosity and make them feel important. The customers' complaints should be delivered to the developing team to solve the bugs and problems.
Operational Risk	Operational risk is unavoidable as it covers many		Operational risk can be avoided by creating a proper plan to tackle the problem and regularly reporting to

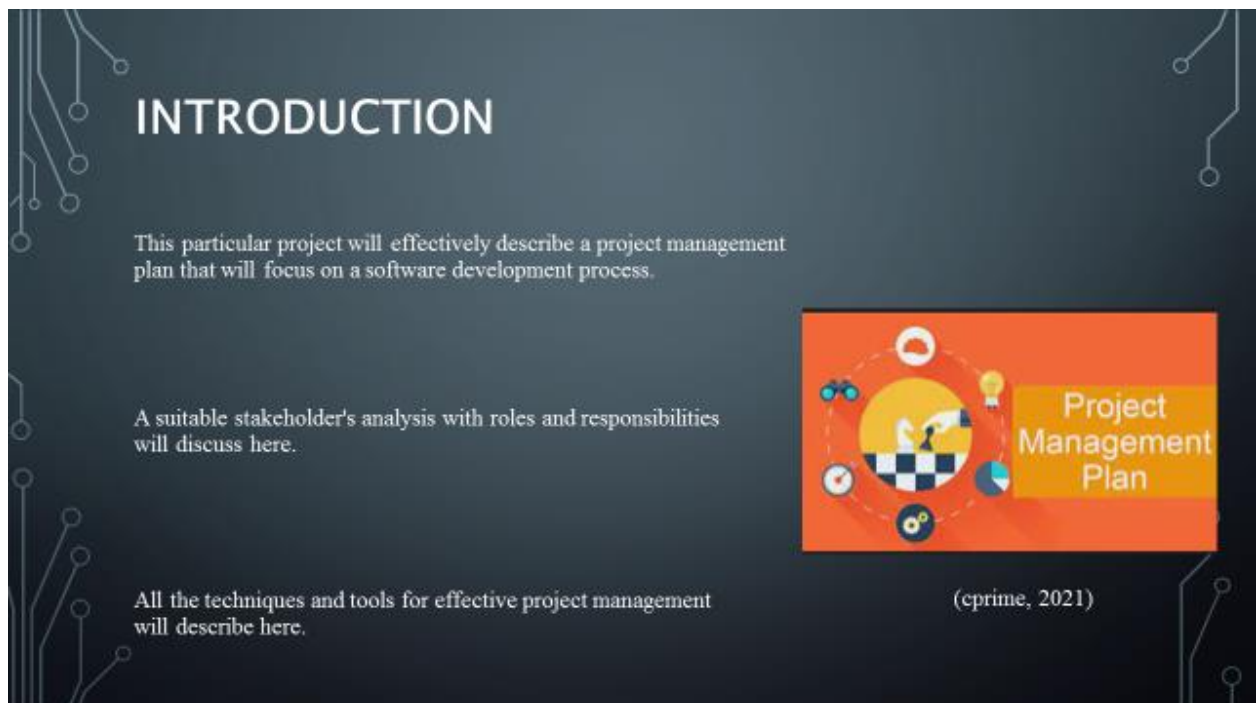
	problems and is difficult to point out at the initial stage. Operational risks can reduce the pace of development of the software. It can also result in financial loss. Financial loss can hugely impact the whole business.		the management about the results. Early identification of the operational risks is the best solution to avoid operational risks (Leite et al., 2021). An instrument to identify the risks is an audit based on risks. The workforce should be monitored and guided efficiently to avoid the operational risks that occur from the individuals.
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6. Conclusion

The report has demonstrated the aims and objectives of the project management plan. The plan has outlined the project objective, scope, work breakdown structure, communication process, stakeholders' analysis, and risk analysis. Furthermore, the report highlighted the breakdown, schedule, and cost estimation through the Gantt chart and work breakdown structure. Therefore, the report has discussed organizing an in-house wedding photography event.

Task 2

Evaluation of Project Management Plan in Mell Photography Ltd

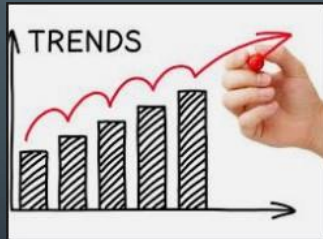


Introduction

This particular project will effectively describe a project management plan that will focus on a software development process. A suitable aim and some objectives will also be provided to make the project authentic. A proper stakeholder analysis with roles and responsibilities will discuss here. Moreover, all the techniques and tools for effective project management will describe here. Further, the risk analysis and budget will also showcase here.

THE BASIC OUTLINE OF THE PROJECT

- The main focus of the project is to establish a in house wedding photography maintaining the protocols of the pandemic .

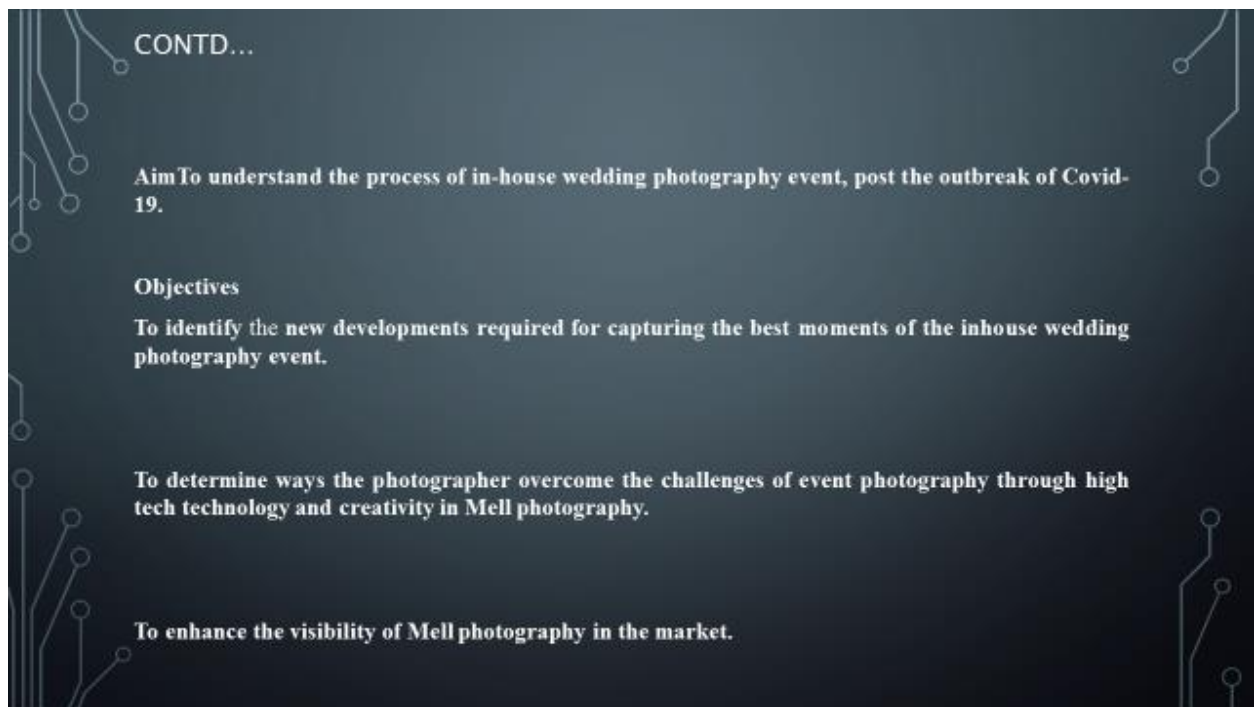


(Hamilton, 2021)

- The project outline is beneficial for the project manager to determine the appropriate activities along with the framework based on which the plan will be executed.

The basic outline of the project

The project's scope is to establish a wedding photography event to maintain post-pandemic regulations. The project's primary focus is to establish a house wedding photography, supporting the protocols of the pandemic. The project manager has effectively adopted various tools and techniques to make the project successful. Further, the project manager needs to quickly focus on the objectives to achieve the desired aim.



Aim

To understand the in-house wedding photography event process, post the outbreak of Covid-19.

Objectives

To identify the new developments required for capturing the best moments of the in-house wedding photography event.

To determine ways the photographer overcame event photography challenges through high tech technology and creativity in Mell photography.

To enhance the visibility of Mell photography in the market.

PROJECT MANAGEMENT TOOL AND TECHNIQUES

Agile methodology

The agile project methodology is a well-known process through which the project manager can easily deal with the issues or development.

Advantage of agile project methodology

- 1- The agile methodology has huge flexibility for that reason, the project manager can easily make changes in the project.
- 2- In this process, the project manager gathers a huge amount of feedback so that project can easily complete all the development processes



(Sacolick, 2020)

Project management tool and techniques

The project manager needs to select an appropriate methodology to succeed. In such a way, the project manager can easily effectively lead the project. The project manager can also gain various kinds of benefits by implementing proper project planning. The agile methodology will be chosen (cprime, 2021). By adopting this project methodology, the researcher can easily accomplish the project's desired goal. Further, it will also help them develop suitable development to cope with the latest market trends.

Agile methodology

The agile project methodology is a well-known process through which the project manager can efficiently deal with the development issues. In this process, the projects can be divided into smaller parts to quickly focus on

various aspects of the task. Moreover, with the help of this agile methodology, the project manager can efficiently conduct in-depth critical research. This particular methodology required an effective team to get an optimistic outcome (Hamilton, 2021). Moreover, due to the flexibility of the project methodology, the project manager can easily make changes in the project. The project manager can efficiently deliver a suitable outcome by managing the proper timing and process.

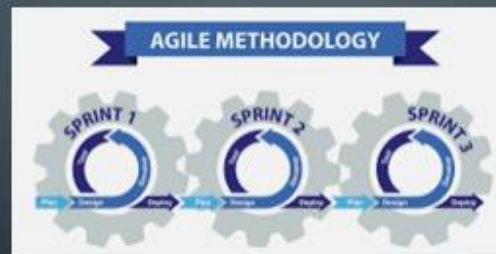
Advantage of agile project methodology

- 1- The agile methodology has tremendous flexibility. For that reason, the project manager can easily make changes in the project.
- 2- In this process, the project manager gathers a considerable amount of feedback to quickly complete all the development processes (Sacolick, 2020).

CONTD...

The disadvantage of agile project methodology

1- The documentation process is very much low in this kind of project methodology.



(nngroup, 2021)

2- As the changes are very frequent in this process, it is a very time consuming process

The disadvantage of agile project methodology

The disadvantage of agile project methodology

1- The documentation process is deficient in this kind of project methodology.

2- As the changes are persistent in this process, it is a very time-consuming process

PROJECT COMMUNICATION TOOLS

In order to make the project successful, the project manager needs to ensure a proper communication channel.

The stakeholders and team members of the organisation can effectively communicate among themselves.

With the help of effective communication, the project manager can easily coordinate with the members.



(reqtest, 2019)

Project communication tools

The project manager needs to ensure a proper communication channel to succeed. Through this manner, the stakeholders and team members of the organization can effectively communicate among themselves. The project manager also needs to monitor the overall process and provide essential feedback on the specific area that requires some development (Hamilton, 2021). With the help of effective communication, the project manager can easily coordinate with the members.

Contd...

Stakeholder's analysis

There are various kinds of stakeholders in the project. As the sponsors are providing funds to the project, they are key stakeholders of the project

Budget

An effective budget is highly required to complete a project. Without a proper budget, the project manager can face various kinds of issues.

Risk analysis

In any project, the risk is the most essential factor. For that reason, the project manager needs to analyse all the risks before starting any project.



(twproject, 2021)

Stakeholder's analysis

There are various kinds of stakeholders in the project. As the sponsors provide funds to the project, they are critical stakeholders (nngroup, 2021). Along with this, the team members of Mell Photography Ltd have effectively focused on the development purpose. In this case, they have gone through all the aspects and generated a suitable plan for the project. Besides that, the users mainly provide various kinds of feedback on the ongoing project, and it has helped the project manager to bring changes to the project (reqtest, 2019). Further, the government also observes the entire project and verifies all the documents that are related to the project.

Budget

An effective budget is highly required to complete a project. Without a proper budget, the project manager can face various issues. The project manager also needs to focus on every aspect of the project and correctly list expenses. In such a manner, the project can quickly effectively achieve an optimal outcome.

Risk analysis

In any project, the risk is the essential factor. For that reason, the project manager needs to analyze all the risks before starting any project. In such a way, the project manager can quickly deal with the risk effectively. Risk like financial issues, technological issues, and government policies can effectively hamper the project's outcome can the project can also fail due to this (twproject, 2021).

CONCLUSION

This particular part has effectively described a project management plan of Mell Photography.



(twproject, 2021)

The project has effectively include a proper communication approach that has helped the project manager to complete the project.

Conclusion

This particular part has effectively described a project management plan of Mell Photography Ltd. It has also provided an outline of the project with some objectives—a practical methodology with disadvantages and advantages. Moreover, the project effectively includes a proper communication approach that has helped the project manager complete the project. Further, the project has effectively included project risk management and stakeholder analysis.

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