

PROJECT MANAGEMENT

Assignment 1

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PROJECT MANAGEMENT PLAN

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MAIN BODY

Project Background

Kings college London is looking to improve the space of IT wing of the company so that more number of the students can be address by the tutor at one go. As in current scenario IT wing has 5 different rooms with good sort of space differentiating all. University is looking to use the vacant space in a way that size and space of all the IT rooms are enhanced. University is also looking to renovate the structure of all the room so that it provides good space for the professor and student to enhance learning in the university.

Goal and Objective

Goal

‘To renovate and restructure IT wing of Kings college London in a way that it help University in having better space for student and teacher in University’

Objective

- To use vacant space of It wing by incorporating the same with IT room in IT wings

Current IT wing of the University generally has good amount of the space vacant, hence the current project first objective to use the vacant space of the University in a way that it used to help the University in improving the level of space of all the different rooms of IT wings in the University.

- To Restructure and renovate the Seating arrangement in a way that it provides the better space for the teacher and student.

In the current scenario the seating arrangement of the University is not up to the mark, for the same reason this project will look to fix the same in a way that it used to provide good sort of the space for the Student and teacher in the class rooms.

Project Scope

Conducting and finishing this project for the company in the market will eventually open up a good sort of the scope for the company in the long run. It has been identified that it will help the University in improving the level of learning of the student in the organization. Not only that conducting this project in the organization will also help the University in using the different resources of the company in the better way. This will eventually result in optimum utilization of variety of different resources processed by the University. Not only that it will also open up the scope for the University in regards of building good image of University in front of the others in open market.

Stakeholder management plan

Name	Level of Interest	Level of Influence	Potential Management Strategies
Project Manager Project manager is the one who generally used to make the variety of the different sort of the guideline in the project and on the basis of the same different team member in the organization used to follow same guideline. Also,	High	High	To manage the interest level of the project manager in the organization all the client has to make sure that they used to provide the clear guidance to all the project manager. Also, team member has to make sure that they provide the clear idea about the different situation through which project is going. It will

Project manager used has the responsibility to carry out the project in the efficient way in the project.			eventually help project manager in managing the interest of different individual in the better way in the organization.
Project Sponsor Project sponsor are the one in the project who generally used to provide the financial resources to the organization and also used to assist the project manager by providing the variety of the different external environment information to the project manager in the market	High	Moderate	To manage the interest level of project sponsor in the organization, project manager generally has to make sure that good sort of the clarity is maintain throughout the project of the company. As it has been identified that if project manager is clear about the different activity which need to be carried out it will help them in getting better result in the market as compare to the past.
Student and professor They are another important stakeholder in the project. They are the one in the project who generally used to provide the	High	Low	To manage the interest level of different student and professor in the organization it has been identified that organization has to make sure that they used to understand the need and preference of all the student and

different guideline and on the basis of the same different action are taken to full fill the need of student and professor in the market.			professor and student in the University. Reason behind identifying the same is that they are the one in the university for whom the variety of different type of the activity will be carried out in the organization.
Project Team Project team is the group of the team in the organization who generally used to carry out the different guideline which has been passed on by the project manager in the organization. Project team are the one who generally used to has monetary interest linked with the project	Moderate	Moderate	Interest level of the project team can be improved in the organization by explaining the different benefit which is linked with the process of carrying out the outcome of the project. This will eventually increase the interest level of the project team toward carrying out project in an organization. This will help the organization in improving the motivation level of project team in the organization.
Third party Agency	Low	Moderate	Interest level of the third party agency can be maintain in the organization by making

They are the one in the project who generally used to provide variety of the different sort of raw material to the project on the basis of the same variety of the different sort of the activity will be planned in the organization			sure that there is good sort of the clarity is maintain throughout the time of carrying out the project in the organization. This can be done by explaining them on the timely basis about the
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Risk

Type of risk	Impact	Authority responsible	Mitigating action
Scarcity of fund It is the biggest sort of the risk which is in front of the project as any wrong interpretation or analysis of data will eventually create the situation in the organization where organization will not be having	High	Project manager and project sponsor are the two authorities who are highly liable for these sort of the risk in the organization.	To manage these sort of the risk in the organization has to make sure that they generally used to pass on all the important and condition of the project to the sponsor on the regular basis. This will eventually help the company in assisting

good sort of fund to carry out different operation.			company in reducing this sort of risk in the organization. This will ultimately help the company in overcoming the variety of the issue in the better way.
Planning issue It is another sort of the risk which may be occur in the project, as it has been identified that any issue in the planning issue used to impact the efficiency of variety of activity carried out in organization.	Moderate	Project planner and planning are two of the most important authority who in regards of these authority	To manage this type of the issue in the organization it is very much important for the business to forecast the future activity and on the basis of the same different plan should be made in the project. So that this sort of the issue can be overcome easily in market.
Employee turnover is another sort of the risk which may occur in the	Moderate	In regards of the issue of employee turnover in the organization project manager and human	To overcome the same sort of the risk in the project, project manager has to

organization at any point of time in the organization, reason behind the same is identified that if any sort of conflict in between employee it used to create the risk of employee turnover in the organization		resource manager are two authority which are responsible for these sort of risk	make sure that they used to provide the good sort of motivational factor to all the employee in the organizations which will eventually help the project manager in managing the risk of employee turnover in the better way in the project
Another sort of the risk in relation to the project is in regards of not optimum utilization of the resources in the project. This sort of the risk generally used to arise in the organizations if organizations are not able to plan the different activity in the	Low	Resource planner and manager are two authority in the project who are responsible for managing these sort of the risk in the organization	To overcome the issue of these sort of the risk in the organizations. Project manager has to make sure that they used to pass on clear vision to resource manager so that on the basis of the same different decision can be made in regards of managing

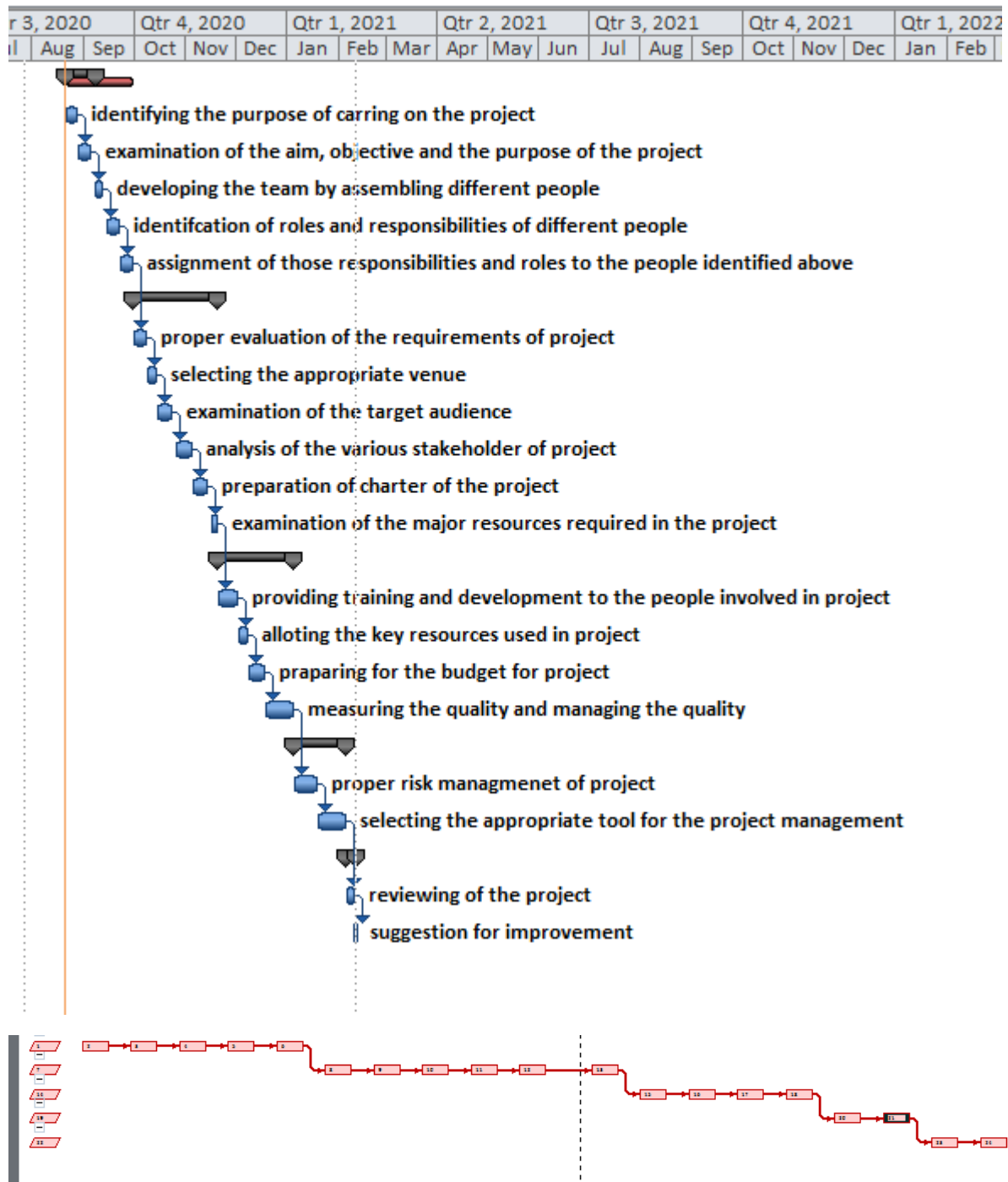
better way in the organizations. This generally used to arise because of uncertainty among different employee			resources in the organization
In addition to this another type of risk which the college will face at time of the execution of the project is the changes in the market trends. This is the risk as there are many different types of changes in the technological sector and it is very essential for the college to adapt to these.	High	For this the research and development department of the project will be responsible. This is majorly because of the reason that it is the duty of the research and development department for the analysis of the changes taking place and then tries to adapt it if it is good for the college (Fleming and Koppelman, 2016).	The mitigating action for this risk is that the college must hire a particular person just for keeping the track that whether the college must adapt to the different type of changes in the technological sector or not. Also, the college must have an expert who will assist the company in identifying the fact that which type of change is beneficial for the company and which is not.

Gantt chart

Task Mode	Task Name	Duration	Start	Finish	Predecessors
Manually Scheduled	Project initiation	12 days	Fri 8/21/20	Mon 9/7/20	
Auto Scheduled	Identifying the purpose of carrying on the project	5 days	Fri 8/21/20	Thu 8/27/20	
Auto Scheduled	Examination of the aim, objective and the purpose of the project	6 days	Fri 8/28/20	Fri 9/4/20	2
Auto Scheduled	Developing the team by assembling different people	5 days	Mon 9/7/20	Fri 9/11/20	3
Auto Scheduled	Identification of roles and responsibilities of different people	6 days	Mon 9/14/20	Mon 9/21/20	4
Auto Scheduled	Assignment of those responsibilities and roles to the people identified above	6 days	Tue 9/22/20	Tue 9/29/20	5
Auto Scheduled	Project planning	37 days	Wed 9/30/20	Thu 11/19/20	

Auto Scheduled	Proper evaluation of the requirements of project	7 days	Wed 9/30/20	Thu 10/8/20	6
Auto Scheduled	Selecting the appropriate venue	4 days	Fri 10/9/20	Wed 10/14/20	8
Auto Scheduled	Examination of the target audience	7 days	Thu 10/15/20	Fri 10/23/20	9
Auto Scheduled	Analysis of the various stakeholder of project	8 days	Mon 10/26/20	Wed 11/4/20	10
Auto Scheduled	Preparation of charter of the project	7 days	Thu 11/5/20	Fri 11/13/20	11
Auto Scheduled	Examination of the major resources required in the project	4 days	Mon 11/16/20	Thu 11/19/20	12
Auto Scheduled	Project execution	32 days	Fri 11/20/20	Mon 1/4/21	
Auto Scheduled	Providing training and development to the people involved in project	8 days	Fri 11/20/20	Tue 12/1/20	13

Auto Scheduled	Allotting the key resources used in project	4 days	Wed 12/2/20	Mon 12/7/20	15
Auto Scheduled	Preparing for the budget for project	8 days	Tue 12/8/20	Thu 12/17/20	16
Auto Scheduled	Measuring the quality and managing the quality	12 days	Fri 12/18/20	Mon 1/4/21	17
Auto Scheduled	Project monitoring	23 days	Tue 1/5/21	Thu 2/4/21	
Auto Scheduled	Proper risk management of project	10 days	Tue 1/5/21	Mon 1/18/21	18
Auto Scheduled	Selecting the appropriate tool for the project management	13 days	Tue 1/19/21	Thu 2/4/21	20
Auto Scheduled	Project closure	4 days	Fri 2/5/21	Wed 2/10/21	
Auto Scheduled	Reviewing of the project	3 days	Fri 2/5/21	Tue 2/9/21	21
Auto Scheduled	Suggestion for improvement	1 day	Wed 2/10/21	Wed 2/10/21	23



Budget

This is the most important aspect for the project to be successful as without finance the company cannot work and the project cannot be executed. The cost estimation in the project is as follows-

Activities	Cost
Local advertising	£15000
Raw material	£5000
Labor	£10000
Food	£10000
Other expenses	£10000
Total	£50000

Project execution

This is the most important stage as here the project is being executed and all the planned activities of the business are implemented in actual (Kerzner, 2019). If the planned activities will take place in the same and intended manner then the project will be a surely a successful event. Thus, for the implementation of the project the technique of PRINCE 2 will be used. The PRINCE 2 is a process based technique which will assist the project manager in successfully accomplishing the project. The PRINCE 2 stands for PProject IN Controlled Environment and this technique is being used in the project management in very good and effective manner.

The major benefit of using the technique of PRINCE 2 is that this is very common and consistent method to be used for the effective completion of the project. This is majorly because of the reason that when the use of this method is very controlled and is very organized as this includes the inspection and monitoring of the project at starting, middle and the end of the project. In addition to this, the technique PRINCE 2 also assures that the project is continued till it gets successful and is implemented in the intended manner only (Radujković and Sjekavica, 2017).

On the other side the major drawback of the PRINCE 2 method of project management is that this technique does not include and cover the soft skills which are required for the completion of the

project in successful manner. This is majorly because of the reason that if the soft skills will not be involved in project management then this will not bring out the exact position of the project.

In the end the project monitoring and evaluation is the phase which is very essential. Thus, it is because of the reason that at this stage the project manager will try to track the performance of the project (Meredith, Shafer and Mantel Jr, 2017). It means that here the project manager will compare the actual performance with that of the planned performance and if there will be no or very less deviation then this will suggest that project has been successfully completed.

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

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