



University of Wales  
Trinity Saint David



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# **Assessment**

## **On**

### **Project Management Plan for the Construction of a Hotel**

**Moodle name: Managing Project in the Organization (BMSW 5104-  
London)**

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## **Introduction**

Establishing a hotel on the premises of a huge manufacturing company in Southeast London is a strategic step to meet the core business objectives and improve the employees'

perception of work. This introduction starts by describing the project's objectives, highlighting its two-fold objective of ensuring staff do not move during the lunch break and inspiring employees to change to a healthy lifestyle. The project is positioned to resolve the traffic snarl in the operation area and provide a friendly workplace by providing on-site catering within the hotel grounds. Also, the organization will establish health-oriented undertakings, such as dietary menu options, fitness facilities, and corporate wellness programs, manifesting the organization's dedication to Corporate Social Responsibility goals. This initiative will solve the intensive issues and accomplish the team's goals by improving staff satisfaction, labour productivity, and company performance. The completion of this project has a multi-dimensional purpose towards the community at large and employees. It will mitigate operational challenges beyond well-being and contribute to the holistic field. Having an unclouded vision of their project's objectives and the degree of the positive effect, the stakeholders can work together, avoiding project failures in the future, making use of modern project management methodologies, effective communication means, and early risk management calculated and arranged with organizational goals and objectives.

## **Project Outline**

The proposed project involves the construction of a hotel on the organization's premises strategically designed to address specific business objectives. The basic idea is to keep the team members within the organization during lunchtime and maintain a healthy lifestyle (Noordzy & Whitfield, 2016). Providing on-site catering within the hotel premises will eliminate the need for employees to travel outside their place of work to get their meals during working hours.

The hotel's scope extends beyond mere catering, incorporating health-conscious initiatives to align with the organization's Corporate Social Responsibility (CSR) goals.

Therefore, a company can have good menus, well-fitted fitness facilities, and healthy offerings for staff. Through its wide-ranging nature, the project could resolve the issues of congestion but primarily contribute to long-term wellbeing among employees, bringing a positive workplace environment (Opere, 2021). Owing to the inclusion of CSR initiatives, the project not only conveys value and importance but also indirectly attests to societal and employee welfare. Thus, the hotel construction project is acknowledged not only for its value but also for its contributions to society as well.

## **Stakeholder Analysis**

The stakeholder analysis is the cornerstone of the hotel project and ensures the project will be successful. Identifying the key stakeholders is crucial for effective communication and management of the project. The main stakeholders are the group of representatives who have the project's objectives. Employees belong to the key shareholder group that is targeted for the project (Anastasiadou et al., 2022). The main motives of employees are the ease of the on-site catering, the avoidance of commuting during lunch breaks, and the pleasure of the various amenities that help them live a healthy lifestyle (Frýdlová, 2016). Addressing their expectations is vital for garnering support and cooperation throughout the project.

**Management** is another important stakeholder that performs a supervisory role and helps make crucial decisions. Their primary focus is on achieving the project's definite completion and participating as per time and cost requirements. Concretizing the management's requirements is an essential part of project alignment (Farmaki, 2019). The local authorities are a voice to external representatives of agencies which have regulatory powers (Fewings & Henjewe, 2019). With them, we remain in compliance with the provisions of the zoning ordinances, building codes and other regulations that the lawmakers may pass. The development of constructive links between the local authorities helps reduce doubts and problems that might stand in the way of smooth project implementation.

**Investors**, including internal and external investors, watch closely what happens to the project financially. Their expectations centre on a return on investment and adherence to budgetary constraints. The necessary communication stresses the investment project's milestones, costs, and risks, ensuring that investors' information and support are sustained. Knowing these stakeholders' objectives, expectations, and obstacles helps the project management team design the communication techniques to respond to these issues most

appropriately and create collaboration based on a common vision and interests (Dogru et al., 2020). Continuous involvement with the help of progress reports, feedback sessions, and transparent communication modules will ensure that the range of needs of all stakeholders will be considered, and the decisions will include constructive inputs from stakeholders, thus increasing the likelihood of project success.

### **Work Breakdown Structure (WBS)**

The Work Breakdown Structure (WBS) for the hotel construction project is a hierarchical decomposition of the entire endeavour into manageable, well-defined tasks. WBS is significant in that it gives a comprehensive picture of the project and makes it possible to plan, structure, and control various workplace components for quality standards (Nugroho & Latife, 2021). At the top level, the WBS encompasses major project phases: site preparation, construction, interior design, catering facilities setup, and health-conscious amenities implementation. Each of these main categories is further subdivided into specific tasks and subtasks.

Under site preparation, tasks include clearing the area, soil testing, and obtaining necessary permits. In the construction process, the WBS tasks are laying the foundation, structural framing and roofing, and building (Al-Kasasbeh et al., 2021). The work is divided into space planning, decor selection, and furniture procurement in the interior design category (Al-Kasasbeh et al., 2020). Within this scope, the task will address the installation of kitchens, menu planning, and staff training (Cerezo-Narváez et al., 2020). Simultaneously, health-conscious amenities implementation may be subdivided into fitness facility setup, wellness program development, and the integration of sustainable practices.

The WBS constitutes a construction of details that enables task identification, resource allocation, and timely progress tracking. It provides such a perfect technical framework aimed at considering each aspect of the project separately, hence promoting efficiency and minimizing the risk of omission (Saputra & Latief, 2020). The WBS plays the key role of being deeply rooted in the yarns of the project management team as it is a detailed map that provides clarity and direction throughout the hotel construction project process.

### **Draft of Costs and Resources Use**

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The initial cost estimation for the building of the hotel is introduced to the amount of £5 million in UK pounds with a detailed allocation to various essential components. This budget focuses on major constituent areas such as construction materials, labor, hospitality equipment, and health and wellness features. Approximately £2 million is spent on construction materials and on expenses such as concrete, steel, wood, and other significant building materials, which are the project components (Yadegaridehkordi et al., 2020). Labour costs, estimated at £1.5 million, encompass skilled and unskilled workers involved in diverse project phases, from site preparation to implementing health-conscious amenities.

The catering equipment budget sums up to about £8000,000, including purchasing kitchen tools, lighting fittings, and other vital things required to set up a complete hotel food facility. An allocation of £700,000 is directed toward health-based amenities and programs, including equipment, wellbeing products development, and implementation of environmental-related activities (Yadegaridehkordi et al., 2020). In parallel with the development of a resource plan, responsible budgeting and asset utilization are carried out, which allows comprehensive use of the assigned £5 million during the project's lifespan. This strategic distribution refers to the human resources, timesaving, and material availability formalities of each project open to facilitate optimum resource utilization and prevent any obstacles while organizing the entire financial process (Rahat et al., 2024). This

detailed approach gives a complete description of all the processes related to planning, that is, executing and following the established budgetary system.

## **Consideration of Resources**

Regarding resource utilization for hotel construction project capital, human resources, skills, and timescale are essential factors to be noted for project accomplishment. Human resources require a team of different people who work to accomplish the project, including the project manager, personnel, and catering people. The project management group, incorporated with the members of the project managers, coordinators, and specialists, frames the work plan concurrently with the decision-making actions (Suga, 2021). The involvement of construction contractors brings their experience, which leads to alignment with project objectives, observance of regulation, and eventually, to ensure project success.

Construction workers make up most of the workforce in the project's execution and have the required skills to ensure the projects are completed. From the initial site preparation up to the project's completion to the last-minute touch-ups with the interior decoration, their skills and diligence are essential to this project's success (Anggraeni et al., 2023). As for the catering personnel, specifically hired for the hotel's catering services, they are considered the engine of the machine in the smooth starting and continuous process of on-site food and beverage service. Their involvement contributes to achieving the project's objective of reducing staff movement during lunch breaks.

Effective time management ensures each project phase adheres to established timelines. The conclusion of activities in time prevents delays, optimizes resource utilization, and enhances overall project efficiency. The task force can ensure a comprehensive approach to resource planning through the agreement on the decisions related to human resources and time management, providing financial backing (Adetola, 2021). This helps to develop teamwork, improve the project quality, and make the effective and on-time hotel construction project possible.

## Project Schedule by Use of Gantt Chart

A Gantt Chart is a tool widely used in planning, synchronizing, and illustrating the timeline for any project. In this case, it will be used to help with project management (Kusumadarma et al., 2020). Gantt chart is a graphical project management tool that shows the activities, milestones, dependencies, and critical paths over time, reflecting the overall view of the project for the team and stakeholders.

**Gantt Chart Table**

| Task                                      | Start Date | End Date   | Duration | Dependencies                              |
|-------------------------------------------|------------|------------|----------|-------------------------------------------|
| Site Preparation                          | 1/04/2024  | 15/04/2024 | 15       |                                           |
| Foundation Laying                         | 16/04/2024 | 30/04/2024 | 15       | Site preparation                          |
| Structural Framing                        | 01/05/2024 | 15/05/2024 | 15       | Foundation Laying                         |
| Roofing Installation                      | 16/05/2024 | 30/05/2024 | 15       | Structural Framing                        |
| Interior Design Planning                  | 01/06/2024 | 15/06/2024 | 15       | Roofing Installation                      |
| Catering Facilities Setup                 | 16/06/2024 | 30/06/2024 | 15       | Interior Design Planning                  |
| Health-Conscious Amenities Implementation | 01/07/2024 | 15/07/2024 | 15       | Catering Facilities Setup                 |
| Quality Assurance                         | 16/07/2024 | 30/07/2024 | 15       | Health-Conscious Amenities Implementation |
| Final Touches and inspection              | 01/08/2024 | 15/08/2024 | 15       | Quality Assurance                         |

The project execution chart presented in the Gantt Chart is a dynamic tool for project management. It makes it possible to alter and restructure the resource management part

and monitor progress. Gantt Chart is updated regularly and thoroughly reviewed, enabling anticipated and timely management of emergent risks and uncertainties (Kartikeyan et al., 2021). Therefore, the right road to the successful building of the hotel is chosen. The visualization features of the chart provide clarity, which helps in the proficient communication among the team members and the stakeholders, which in turn carries out a shared understanding of the project's temporal dynamics such as time.

## **Risk Assessment**

The hotel construction program will go through a thorough risk assessment to identify various hazards and uncertainties that make the successful implantation of the projects possible. Some of the risks are construction delays, inadequate budget outlays, regulatory changes, unfavourable weather conditions, and supply chain disruptions (Zhao & Obonyo, 2021). The risk assessment underlines risk management, which helps mitigate risks impacting the project objective (Fewings & Henjewe, 2019). With risk identified, several mitigation strategies will be drawn up to reduce the negative consequences of the risk factors (Badi, et al., 2022). The risk mitigation strategy may entail provisions for contingency planning, creating, and using alternative suppliers, establishing robust project management processes, and creating risk response plans.

On the other hand, risk identification should be done constantly and during the project lifecycle. Re-assessment of the threats and their ways of response is inherent to receiving a valid response toward an emerging problem (Sanni-Anibire et al., 2020). The team can establish preventative risk evaluation and risk detection strategies (Noordzy & Whitfield, 2021). Thus, it will be able to identify and respond to potential challenges early, saving the proceeding process and controlling the completion period.

## **Application of Project Management Tools and Techniques**

In realizing the business goal of reducing the amount of employee movement during lunch breaks and encouraging healthy living patterns for employees, the hotel construction project will utilize several project managements tools and techniques, concentrating on the Project Life Cycle model. Every project of the PLC model gets initiated to conclude with tracking of milestones, status reports and constant updates, which permits the running of the project in an orderly manner across the stages (Rew et al., 2020). The first phase in the course is often called initiation, which aims to define the project objective and scope and identify relevant project stakeholders, giving the base for further planning steps (Popovic et al., 2019). This in-depth analysis of the business's objectives will ensure the right balance between those needs and the aims of the business.

During the planning phase, we will prepare the project plans, including a schedule that lists tasks and time duration for each task, resource allocation, and risk management strategies. Applying Gantt charts, other WBS, and Risk Registers will streamline proper planning and information sharing. The execution phase is defined as the practical accomplishment of the project activities and the control of the progress made in comparing the acquired plan. Progress track systems and performance metrics will be applied as project management tools to guide activities correctly and precisely (Sinclair & Sinclair, 2009). Finally, the closure phase will involve formalizing project deliverables, conducting post-project reviews, and transitioning the project outcomes to operational teams. The project management team will follow the PLC model and apply the most adequate project management methodologies and techniques to the project (Nicholas & Steyn, 020). With the core objective of making the hotel construction project a success while embracing industry best practices for effective project management, the team leads the project.

### **Evaluation of Communication Strategies**

Communication strategies are necessary for the success of the hotel construction project. Communication channels will be provided equally to warrant smooth communication between the interested parties. A constant stream of project updates, progress reports and feedback channels will prove pivotal in ensuring full transparency and access-to-concerns facility. The plan of communication will be worked out as to the periodic (frequency), format (content), and types (channels) of the communication for various stakeholders. This will ensure, regardless of their various information platforms, that the people responsible for certain aspects of decision-making get the right information in time (Xie & Yin, 2022). For example, the weekly schedule could include progress meetings with the project team to discuss milestones, which are also provided in the monthly reports for the senior management to see a higher-level overview of project status.

Being responsive to stakeholders will be done through feedback mechanisms such as setting up suggestion boxes or surveys sent online to allow for the sending of concerns and thoughts. It will be the role of the group in this way to act promptly and avoidably and correct planning or project approaches accordingly. By starting with accessible communication approaches, the project team can develop a spirit of unity, avoid miscommunication cases, and create trust among these stakeholders (Zeng et al., 2022). This will yield a solid foundation for the overall implementation of the hotel construction project that will guarantee the accomplishment of its goals.

### **Conclusion**

Therefore, the hotel project is the most important for this organization, closely tied to its strategic goals of lowering staff out during lunches and encouraging healthy lifestyles among staff. This entire project management plan has come with key considerations such as assessing stakeholder interest, doing a risk assessment, allocating the project gets done on the given timeline. With the support of project management techniques and instruments, the Company will be able to cope with a construction project by the book and to deadlines and financial parameters. Additionally, the focus on the approach is designed to encourage cooperation and ensure that the project remains on the same track. Managing risks and constantly monitoring progress and plans as the project evolves will help maximize the effectiveness of the settings in place and ensure that the desired results are reached. This hotel building completion addresses the current operational challenges and is a foundation stone for the company's employees' well-being and corporate social responsibility (CSR) plans. With such an undertaking, the organization is impressing the public that it is a responsible corporate citizen, which makes the work environment conducive to the wellness and productivity of the workers.

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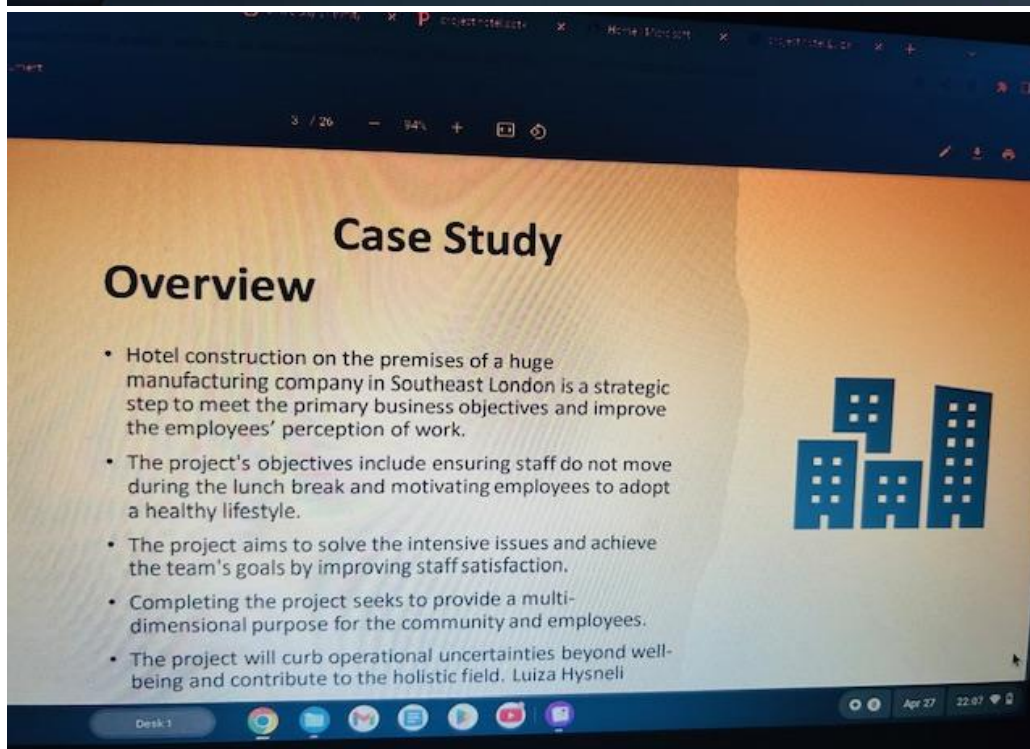
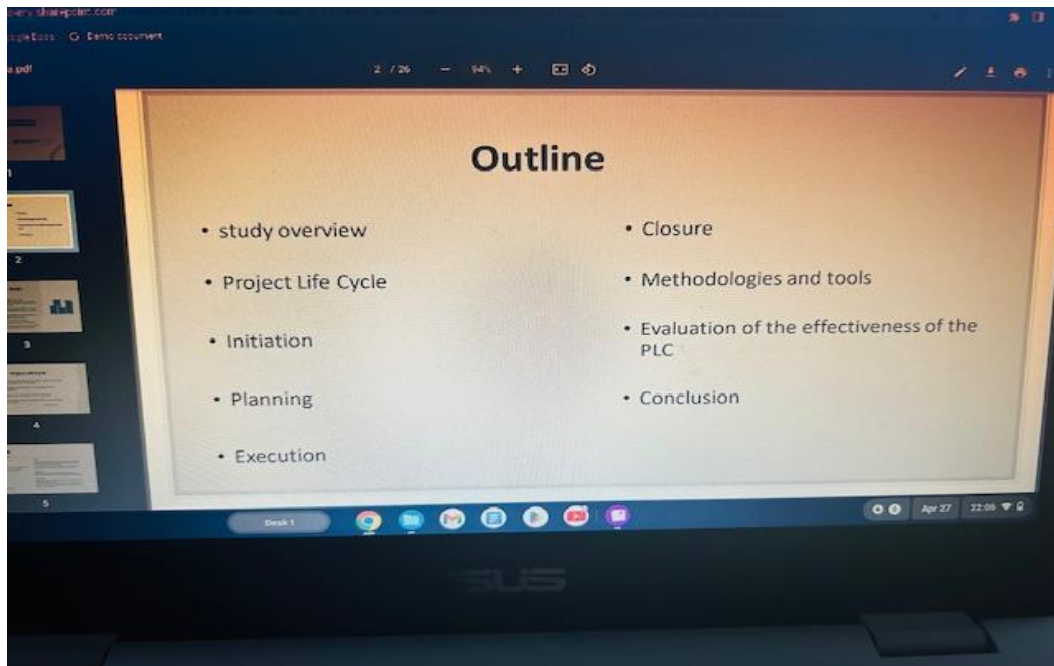
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## Appendix



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# Project Life Cycle

- This project plans to use the project life cycle as a guide to achieve a smooth and successful outcome of the hotel construction.
- PLC consists of four phases which the project must undergo from the beginning to the completion.
- These phases include initiation, planning, execution, and closing.
- Below is a detailed illustration of how these phases will be used to achieve a successful hotel construction

Luiza Hysneli

Apr 27 22:55

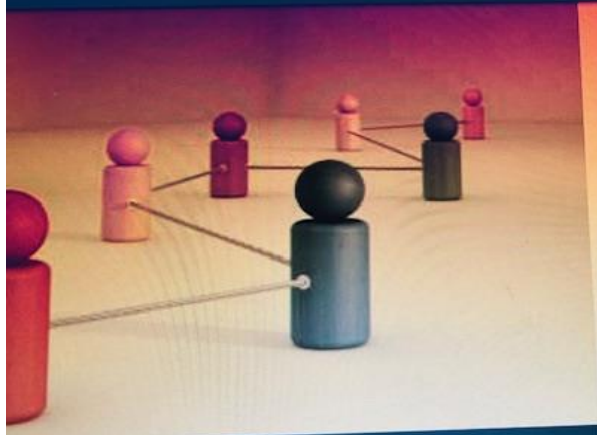
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## Execution

- **Risk Management**
  - Several mitigation strategies will be drawn up to minimize the negative consequences of the risk factors (Badi et al., 2022).
  - These mitigation strategies include contingency planning, creating, and using alternative suppliers, establishing a robust project management process, and creating risk response plans.
- **Meetings**
  - The project includes weekly scheduled progress meetings with the project team to discuss milestones, which are also provided in the monthly reports for senior management to see a higher-level overview of project status.

Desk 1

Apr 27 22:08

A diagram showing several stylized human figures in various colors (red, orange, purple, black) arranged in a circle on a light-colored floor. They are connected by thin lines, representing a network or communication structure. The background is a soft, out-of-focus indoor setting.

## Stakeholders engagement

- Stakeholders engagement will be done through feedback mechanisms such as setting up suggestion boxes or surveys sent online to allow for the sending of concerns and thoughts.

• Luiza Hysneli

Apr 27 22:08

## Closure

- This phase involves formalizing project deliverables, conducting post-project reviews, and transitioning the project outcome to the team.
- The stakeholders can arrange a celebration party for the successful outcome, review the project lessons and identify the areas that would need improvement for future projects.
- In this phase, the project managers hand over relevant documents to the organization to mark their work's end.

• Luiza Hysneli

Apr 27 22:08

**Pay Report**

The pay report will be assessed through Mendelow's matrix whose aim is to analyze the stakeholder's interest and power based on the specific strategic

The diagram is a 2x2 matrix with 'Power' on the vertical axis (Low to High) and 'Interest' on the horizontal axis (Low to High). The quadrants are labeled as follows:

|                                              |                                           |
|----------------------------------------------|-------------------------------------------|
| Low Interest                                 | High Interest                             |
| Low Power                                    | High Power                                |
| Society, local authorities (monitor)         | Project managers, management (key People) |
| The organization, investors (keep satisfied) | Employees (keep informed)                 |

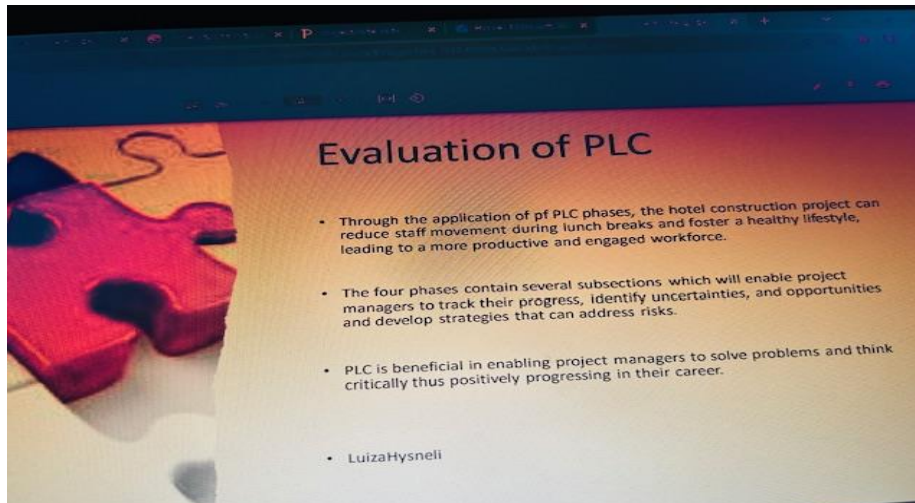
Initiation for presentation and report

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**Tools and Techniques**

- In realizing the business goal of minimizing the amount of employee movement during lunchtime and encouraging healthy living patterns for employees, the hotel construction project will use several project management tools and techniques, emphasizing on the project life cycle model.
- PLC enables the tracking of milestones, status reports, and constant updates, which allows the running of the project systematically across the stages (Rew et al., 2020).
- The project management team will follow the PLC model and apply the most adequate project management methodologies and techniques to the project.

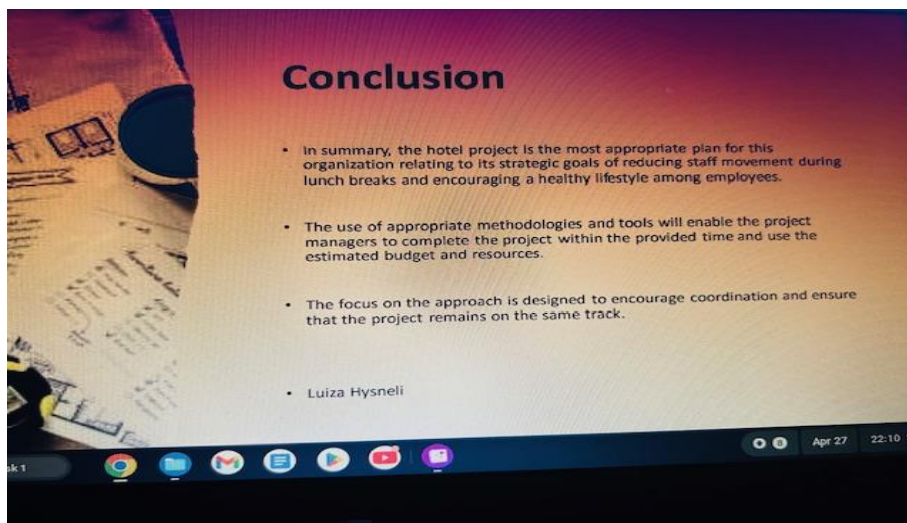
Luiza Hysneli



## Evaluation of PLC

- Through the application of pf PLC phases, the hotel construction project can reduce staff movement during lunch breaks and foster a healthy lifestyle, leading to a more productive and engaged workforce.
- The four phases contain several subsections which will enable project managers to track their progress, identify uncertainties, and opportunities and develop strategies that can address risks.
- PLC is beneficial in enabling project managers to solve problems and think critically thus positively progressing in their career.

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## Conclusion

- In summary, the hotel project is the most appropriate plan for this organization relating to its strategic goals of reducing staff movement during lunch breaks and encouraging a healthy lifestyle among employees.
- The use of appropriate methodologies and tools will enable the project managers to complete the project within the provided time and use the estimated budget and resources.
- The focus on the approach is designed to encourage coordination and ensure that the project remains on the same track.

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