

MANAGING PROJECTS IN THE WORKPLACE

Project management plan for building a new hostel

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THE AIM OF THE PROJECT IS TO ESTABLISH HOSTEL FOR THE STUDENTS OF UWTSO

OBJECTIVES:

- ENSURE THE SAFETY OF THE STUDENTS
- ENHANCE THE ECONOMY OF THE LOCALITY
- IMPROVE THE REVENUE OF THE ORGANIZATION

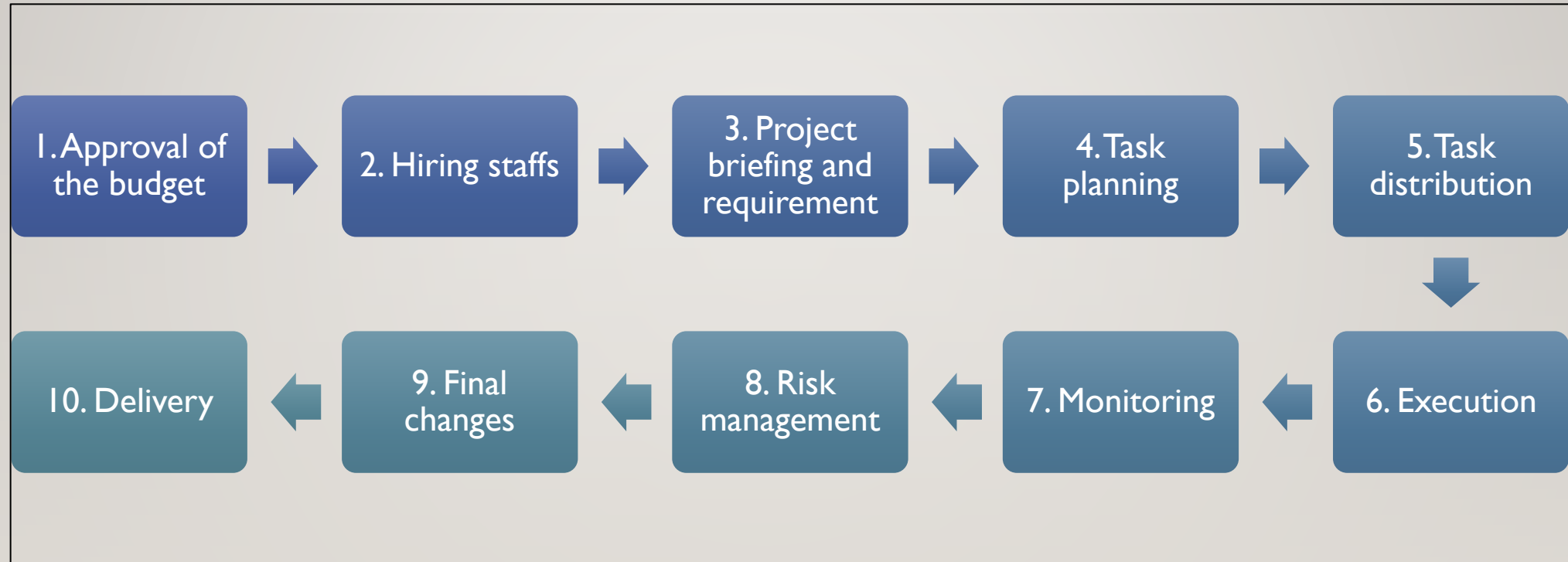


PROJECT METHODOLOGY

- The methodology is the planning that is to be undertaken by the organizations to make sure of the enhancement of the performance of the same

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- **Agile methodology** has been able to develop the project performance in a data driven change management process. The development of the understanding of the maintenance of communication and collaboration will be beneficial for the project
 - **Waterfall methodology** is based in the differentiation of the stages of the task performance, can be helpful for the understanding of the timeframe for the finishing of every task

CRITICAL PATHS FOR THE PROJECT



SHORTEST POSSIBLE TIMELINE FOR THE PROJECT

Activity serial no.	Name of the activity	Span (Days)
1	Approval of the budget	1
2	Hiring staffs	15
3	Project briefing and requirement	8
4	Task planning	10
5	Task distribution	4
6	Execution	90
7	Monitoring	4
8	Risk management	15
9	Final changes	10
10	Delivery	1

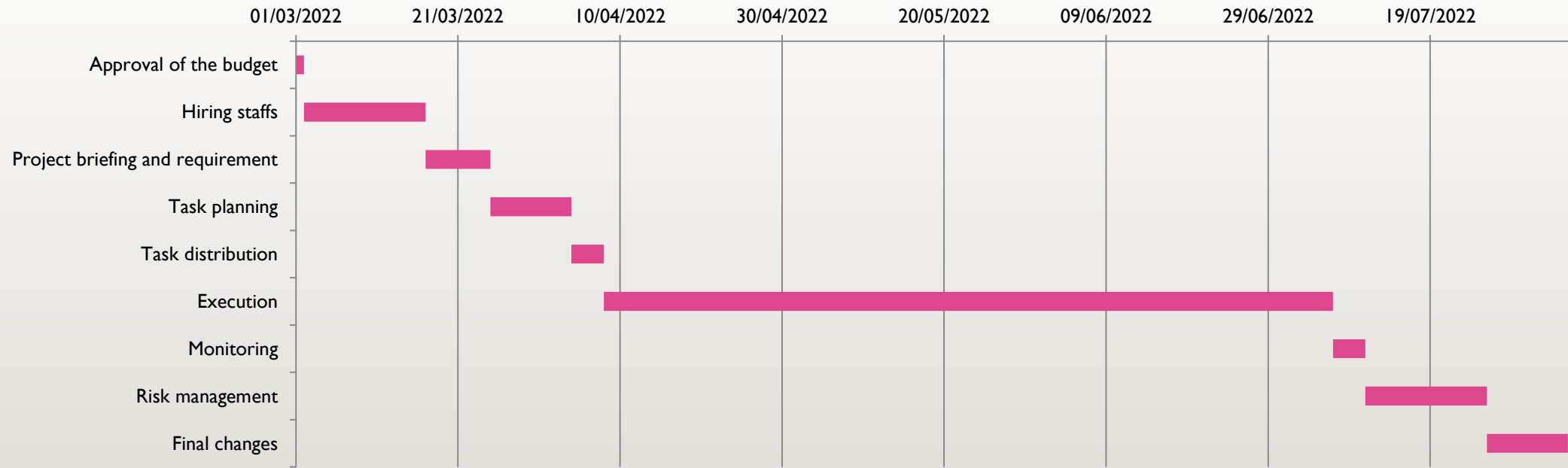
GANT CHART

I.0 Timeline

Task description	Start date	Task duration	End date
Approval of the budget	3/1/2022	1	3/2/2022
Hiring staffs	3/2/2022	15	3/17/2022
Project briefing and requirement	3/17/2022	8	3/25/2022
Task planning	3/25/2022	10	4/4/2022
Task distribution	4/4/2022	4	4/8/2022
Execution	4/8/2022	90	7/7/2022
Monitoring	7/7/2022	4	7/11/2022
Risk management	7/11/2022	15	7/26/2022
Final changes	7/26/2022	10	8/5/2022

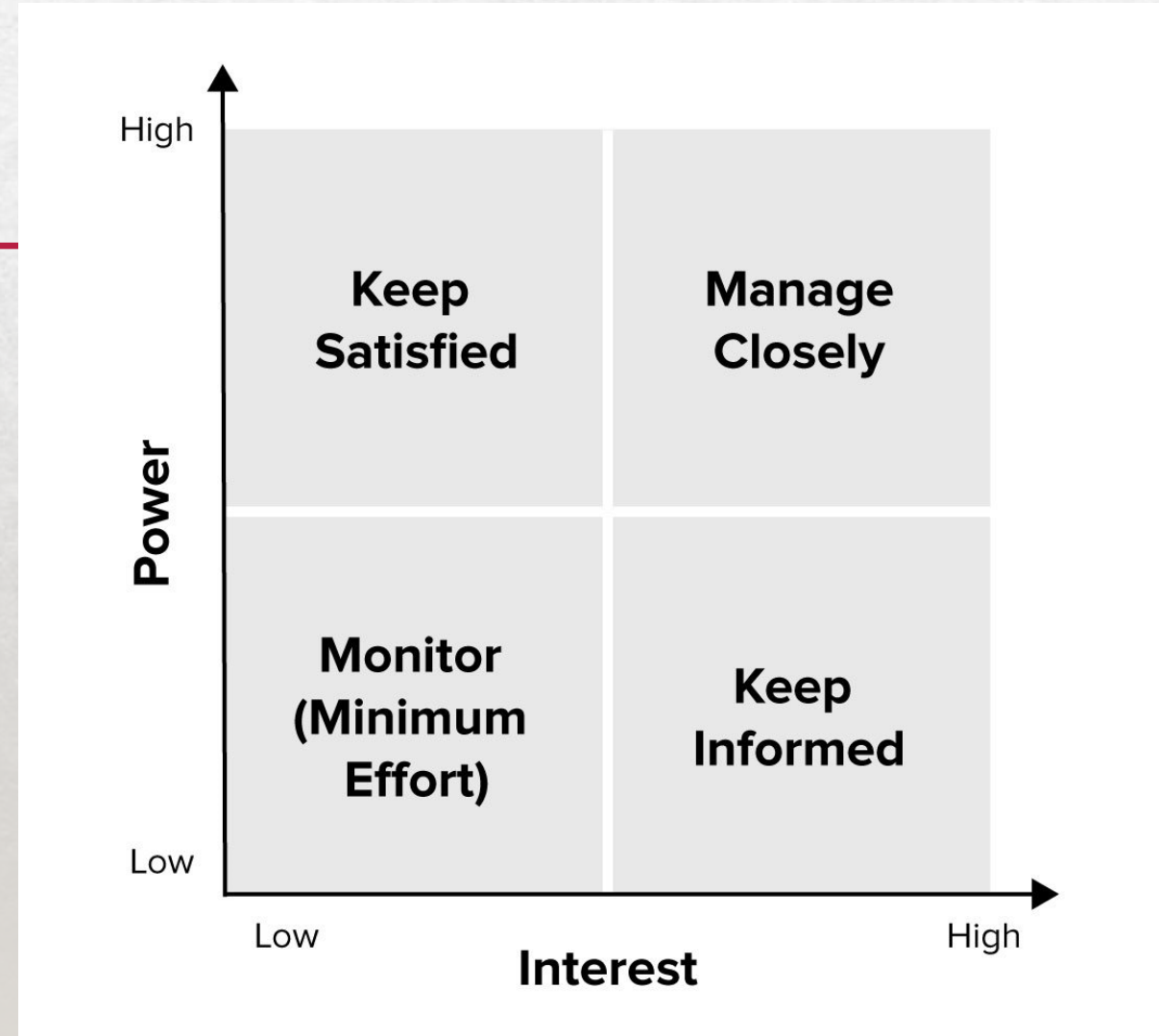
I.I Grant chart

I.I Grant chart



STAKEHOLDER POWER INTEREST MATRIX

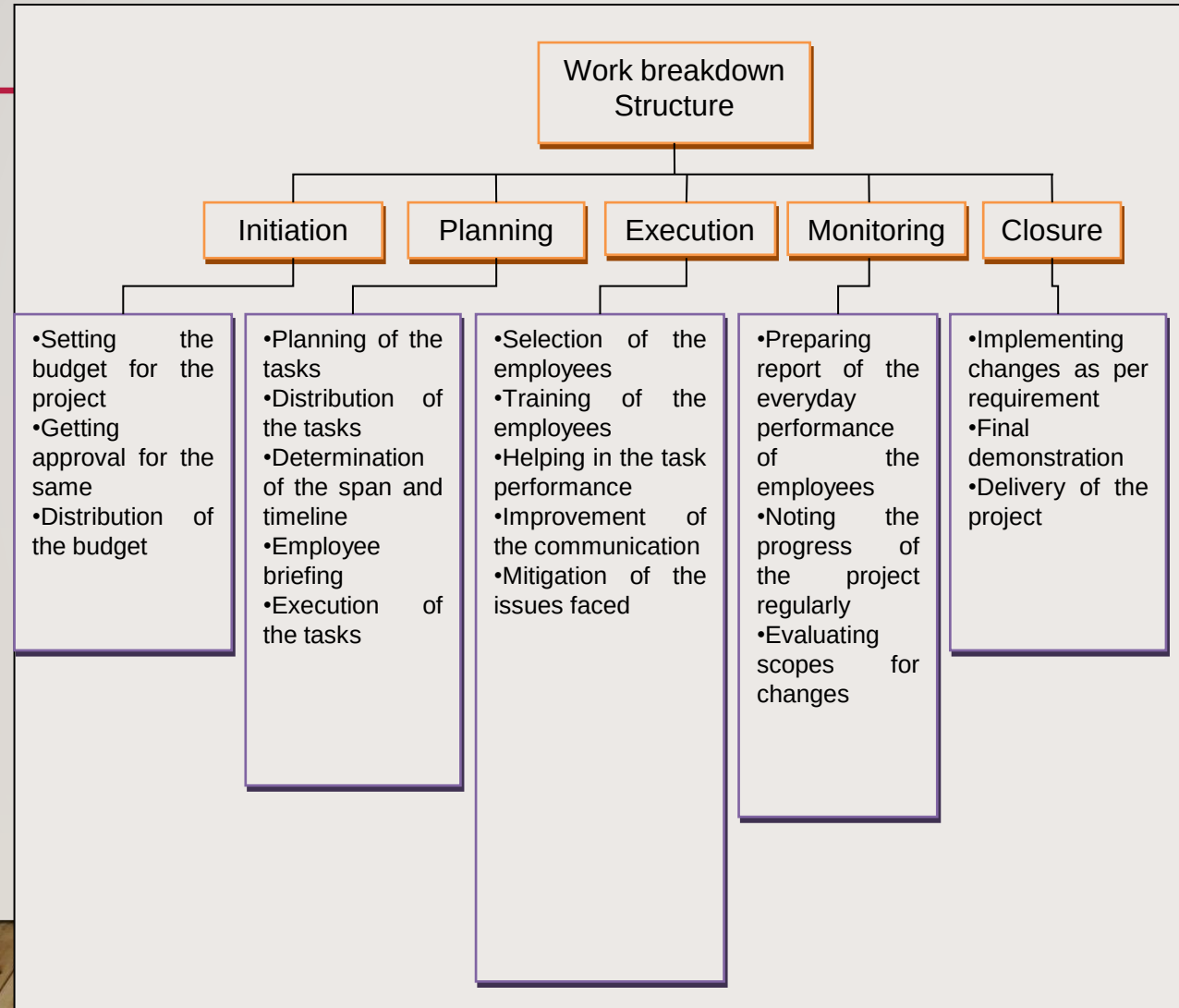
As mentioned in a study by Silvius and Schipper (2019), the stakeholders are a vital aspect for the performance of a project efficiently.



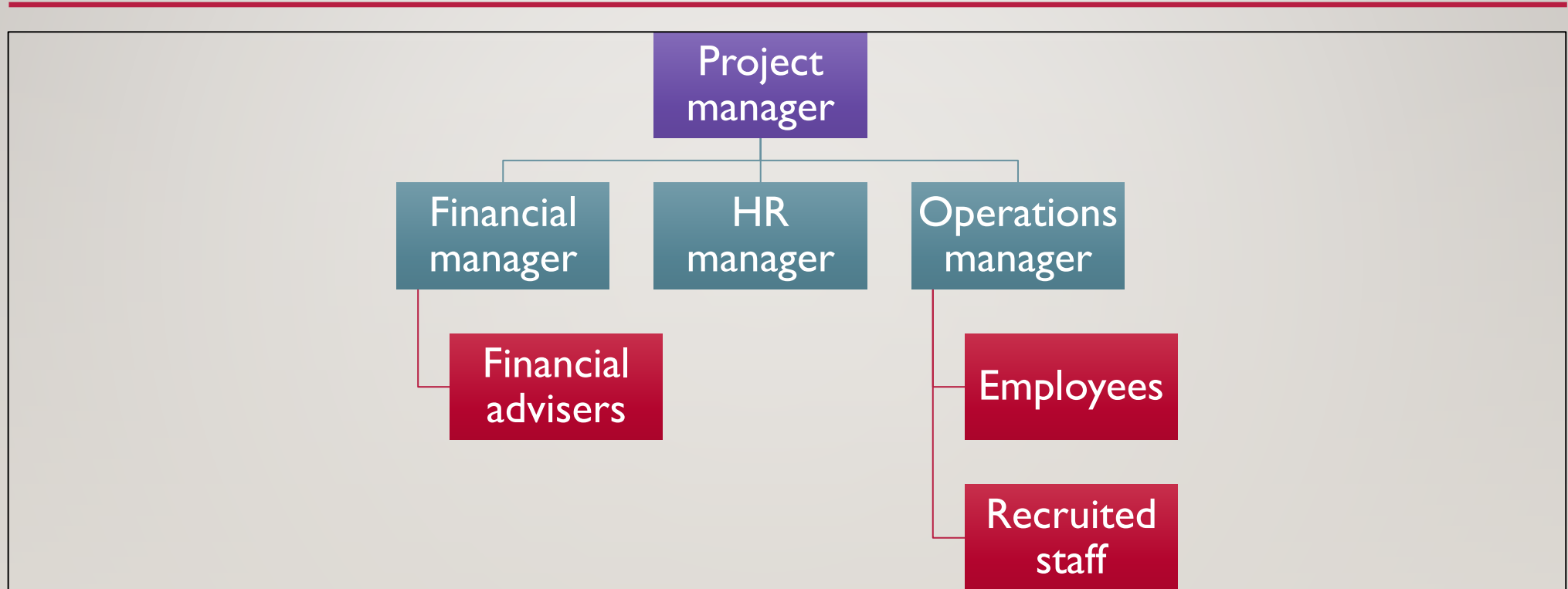
Stakeholder communication

Stakeholders	Internal/External	Amount of Power/Interest the stakeholder has	How would the stakeholder affect the project or be affected by the project?	Communication Strategy
Employees	Employees are the internal stakeholders	The power of the employees is high in the project and the interest in the outcome is low.	The performance of the employees is related to the improvement of the task performance in the project. It can be mentioned that the understanding of the needs of the same will help the manager develop betterment in the project.	The employees will be communicated through face-to-face meetings and mail for the notification of the meetings.
Management board of the university	The university management board is the internal stakeholder of the project.	The power and interest are both high for the management board in this project.	The management board of the project will be able to validate the project tasks and the performance of the same. It can be mentioned that the enhancement of the project performance will be reliant on the validation of the university management board.	The medium of communication for the management will be mail to notify on the progress of the project.
Local government	The local government will be helpful with the collection of permission for the establishment of the hostel in the locality.	The power of the local government is low in the project but the interest in the outcome is high.	The local government will make sure that the performance of the tasks and the planning for the same is being in an authorized and legal way to improve the support of the local people in this aspect.	The local government will be contacted and communicated through formal mails and face to face meetings.

WORK BREAKDOWN STRUCTURE



ORGANISATIONAL STRUCTURES



Risk (What is the name of the risk ?)	Description of the risk Negative / Positive (Negative or Positive and why?)	Probability / Impact (High or Low) probability/High or Low impact?)	Strategy to deal with the risk (avoid, accept, mitigate, transfer, exploit, enhance, share and why?)
Natural disaster	Negative. It can be mentioned that the chances of the natural disaster has been	Low/High	No strategy for this risk.
Corruption	It can be mentioned that the chances of corruption in near to null in this project.	Low/High	Maintenance of the clear flow of information in the project management process.
Fire accident	Its ca be mentioned that the chances of fire accident has been resolved by the management to make sure that the project is capable to avoid the same. In this regard the chances of fire accidents are low for the project.	Low/High	The local government is to be taken in the loop to make sure of the overall avoidance of the issues.
Financial crisis	There is a chance of facing financial crisis by the management as the last-minute changes may need the allocation of new funds.	Low/High	The finance team needs to maintain a budget for the mitigation of the risk.
Resource shortage	The project team has planned the project in a way that will not have the issues regarding the shortage of the labour.	Low/High	The manager has pipelined the resources for the filling up of the places that can be beneficial for the labour shortage.
Security issues	The university board is in the charge of the security maintenance of the project> Therefore the chances of the same happening are negative.	Low/High	The management needs to recruit security officers to make sure that the operations is being done in a safe way.
Lack of skilled workforce	It can be mentioned that the understanding of the skill development of the employees will be better for the improvement of the project. As the manager has arranged training for the employees the risk is negative in the project.	Low/High	The management has planned for the development of the skills of the employees.
Pollution increase	There is a chance of increase pollution in the university campus because of the construction of the hostel.	Low/High	The management will develop strategies to reduce waste in the project to make sure that they are being able to sustain the environment as well.
Internal conflicts	The chances of internal conflict are negative in the project. The management has planned the leadership aspect in the process of project management. It can be asserted that the internal conflicts will not occur at the time of the project management process.	Low/High	The management of the organization will take care of the development of the communication in a clear way to make sure of the mitigation of the issue if occurred.

QUALITY EXPECTATION

- The quality of the products needs to be better with the enhancement of the skills of the employees
- The quality of the project needs to be excellent to make sure that the reputation of the organisation can be sustained in the global market
- The students that are accommodated in the hostel will be from around the world and the experience of the same will determine the brand image improvement of the company.

REFERENCES

- Silvius, G. and Schipper, R., 2019. Planning project stakeholder engagement from a sustainable development perspective. *Administrative Sciences*, 9(2), p.46.