

Good morning everyone, I am Nehar. Today I would like to discuss our project planning of Communities for work +. To start a project, it is essential that you have a strategy to follow in order to progress. Project planning plays a key role in helping guide teams, sponsors, project champions, stakeholders and the project manager throughout the project cycle. Planning is very important because it allows to identify desired aims, goals, reduces risk, anticipate potential problems and act before they happen and deliver the project on agreed time.

The planning of our project date started from 15/10/19, we had timeframe of 1-6 weeks, the completion time was on 19/11/19.

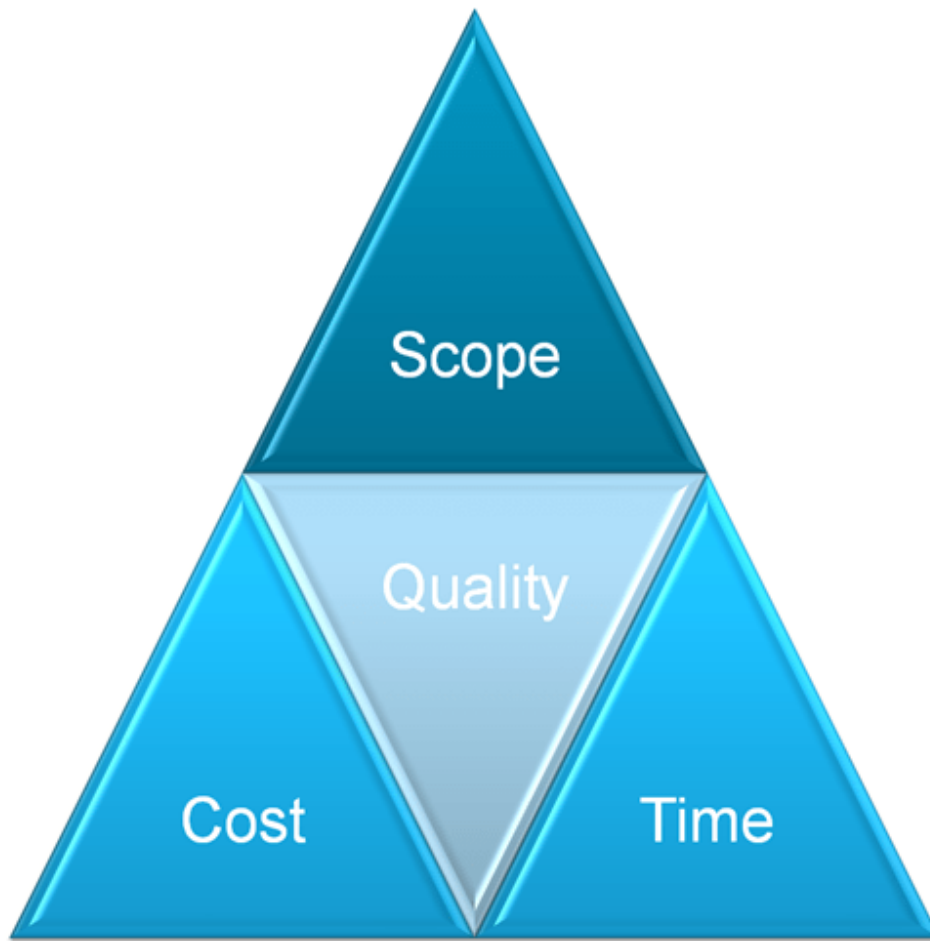
The tools/techniques we incorporated to support planning stage of the project, those include; Iron triangle, risk analysis and Gantt chart.

Iron triangle

Definition of Iron Triangle

The Iron triangle is a project management tool to ensure projects are efficient and successful. This tool was developed by DR Martin Barnes in 1969. The Iron triangle expresses the triple constraint of time, cost and quality or scope. That must be analysed and managed throughout the project cycle. Focusing on one part of the triangle will have impact on the other elements of the triangle (Stakeholder map, 2019).

The triple constraints are about the scope of the project, it is a basic parameter for measuring success or failures through cost, time and quality and risk assessment and eliminating the risk factors that are obstruction of successful outcome (Newton, 2016). We have identified that, the most important two constraints in our project are, time and product/quality, as there is no cost involved in this project. The scope of our project is to have a successful job fair and to enrol up to twenty clients who want to learn and develop and get employment ready.



Risk analysis

Definition of Risk analysis

“Risk Analysis is a proven way of identifying and assessing factors that could negatively affect the success of a business or project. It allows you to examine the risks that you or your organization face, and helps you decide whether or not to move forward with a decision” (Mindtool, 2019).

It is important to identify possible risks and the impact it can have on your projects, time, cost, quality and objectives as early in the planning stage. The concept of risk and risk assessment has been practiced in Organizations since 1970s (Aven,2016). There are effective risk management strategies, by implementing the risk management continuous process, this will enable us to identify, analyse, and evaluate the risk factors, select risk actions and manage risk throughout the project this will ensure the project is delivered successfully.

To understand the risks of the project we have conducted a risk analysis, this what we believe to be the risks and priority, for example; the weather, because it is the Autumn season more possibility of weather warning.

- The warning mechanisms is that it is potential that clients, and employers will not attend the jobs fair.
- Mitigating action is to Check weather Forecast, Check for confirmation of clients/employers will attend.
- Another high priority risk is, not enough vacancies at the job fairs, warning mechanisms Employers could decline, the Mitigating action Check Email for confirmation contact employers/Organisation to confirm the attendance.

Risk Analysis

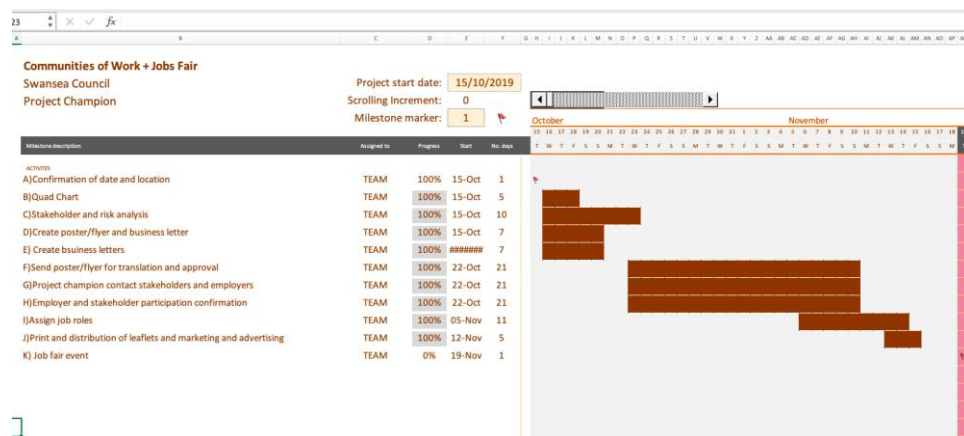
Priority H/M/L	Likelihood H/M/L	Risk	Warning Mechanisms	Mitigating Action
High	High	One team Member not From local area.	Unfamiliar of The local area, Navigation system not Reliable, Public transport disruption	Project manager will safeguard team Member through communication via telephone of there whereabouts
High	Medium	Not enough vacancies At the job fairs	Employers could Decline	Check email For confirmation Contact employers/ Organisation To confirm the attendance.
High	Low	Fire safety	Unforeseen circumstances	Check safety beforehand, Test the fire alarm, layout of the fair should not block fire exits, fire Marshall
High	Low	Health and Safety	Accidents	To ensure first aider on the site.
High	Medium	weather	It is potential that clients, and employers will not attend job fairs	Check weather Forecast. Check for confirmation of clients/employers will Attend

Gantt chart

Definition of Gantt chart

A Gantt chart is a bar chart that illustrates a project schedule, it was developed by Henry Gantt in 1910s. The chart consists of tasks, duration of tasks from the start date to the end dates, deadlines and shows how many task or activities are completed. This project management tool is most influential tool as many large organisations adopted for project management, it simplifies the breakdown of large documents for organisations (Stephen ,2014).

We have conducted a Gantt chart for our project schedule to breakdown the project activities and track of our project progress, the charts were regularly updated up to the completion of the project. It has helped us to monitor project progress, manage each task effectively and communicate any issues. The Gantt chart links with the Network diagram, which Asma will explain in detail in the execution phase.



Reference list

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