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Managing Projects in the Organisation

Topic: Developing a work from home management framework that could help in improving the employee productivity and morale- a case study of Bitmore company

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Task 1- Project Management Plan

1. Introduction

This section of the report will mainly focus on providing a brief introduction of the project plan. It would provide a brief overview of the organisation chosen for the project plan. The aim, objectives, scope and project questions would be framed within this section of the report plan. Different kinds of project management tools that would be further used for developing this project would be briefly specified within this section of the project management plan.

1.1 Overview of the organisation

Bitmore company is one of the most established start-up technology based company within the UK. The company specialises in manufacturing different kinds of audio tech devices which are quite innovative within the market. The company also sell its manufacturing devices on its official websites and different kinds of stores within the UK market. With the implementation of Covid-19 rules and regulations, the technological department of the company were shifted to the work from home facilities. However, the productivity of the company decreased to a certain level. The employees and management team of the company faced huge problems in adapting to the situations. Thus, this project will mainly focus on developing an effective work from home framework for the employees and managers in order to improve the productivity.

1.2 Aim of the Project

The main aim of the project is to provide a work from home management plan for the company Bitmore that could help in improving the morale of the employee as well as enhancing the productivity that could improve in catering the workplace projects in an efficient manner.

1.3 Objectives of the Project

The major objectives of this project has been stated below in an efficient manner.

1.3.1 To frame a project management plan that could help in developing a proper work from home management framework for the company Bitmore.

1.3.2 To understand the challenges of the employees that they are facing during work from facilities during the pandemic.

1.3.3 To instigate a work from home culture that could help to adapt the post covid condition and improve the productivity of the company.

1.4 Project Questions

The various project questions that could be framed will be stated below in an effective manner.

1.4.1 What are the various ways that could help to develop an effective work from home management framework for the employees of Bitmore?

1.4.2 What are the various challenges that employees of Bitmore company are facing because of work from home facilities during the post covid pandemic situation?

1.4.3 What are the various ways that could help in developing an effective work from home culture for the employees of Bitmore company to effectively adapt to the post covid condition and improve their productivity and morale in an efficient manner?

1.5 Scope of the project

The main scope of this project is to effectively design a project management plan that helps to build a work from home framework for the employees and management of Bitmore company in an effective manner. The scope of the project revolves around utilising different kinds of project management techniques and tools that could create a work from home framework for employees which would ultimately benefit them through improving their productivity and morale.

1.6 Project Management Tools used for this project

There are different kinds of project management tools that will be utilised for framing this project management plan in an efficient manner. Agile methodology would be effectively used for developing this project. Furthermore, for this project management plan, one of the most effective tool that would be used is stakeholder matrix. Moreover, communication matrix as well as risk assessment tools would also be used to frame the project management plan in an efficient manner. Techniques like cost breakdown structure and work breakdown structure would also be used for developing the project management plan. Application of Gantt chart and resource allocation technique would also be used for developing this project management plan for the company.

2. Project Plan

This section of the project management plan will provide the overall planning of the ways through which the project would be carried out. Effective stakeholder analysis along with communication matrix would be carried out to frame the project plan. Moreover, effective assessment of the risks involved within the project and allocation of the resources would be provided in this section of the project management plan in an effective manner.

2.1 Stakeholder analysis

This is one of the most essential project management tool that helps to analyse the power and interest of different stakeholders who are directly or indirectly involved with the project process. For this project, the main stakeholders are the project manager, finance head, operation team, employees, management of the company. In order to analyse the stakeholders power and interest, the power/ interest matrix has been developed and mentioned below in an effective manner.

Stakeholders	Power	Interest
Project manager	High	High
Finance Head	High	High
Operation Team	Moderate	Moderate
Employees	Low	High
Management of the company	High	High

Table 1: Stakeholder Analysis

(Source: Learner)

2.2 Communication Matrix

Communication Objectives	Whom to Communicate	Who will communicate	Way of communication	When time communication will be carried out
To understand the requirements of the employees	Employees of Bitmore	Project Manager	Through Video conferencing	During the initiation phase of the project

of Bitmore				
To understand the financial requirements and budgetary details	Finance head	Project Manager	Through Video conferencing	During the initiation phase of the project
To manage the operational processes	Operational Team	Project Manager	Through Video conferencing	During the various phases of the project

Table 2: Communication Matrix

(Source: Learner)

2.3 Risk Assessment Analysis

Risks Associated	Probability	Impact	Action Plan
Financial Risk	High	High	Effective budgetary plan needed to be framed before initiation of the project
Operational Risk	Moderate	High	Implementation of new work from home technologies needed to carried out Proper communication with the operational team throughout the project is essential

Table 3: Risk Assessment Analysis

(Source: Learner)

2.4 Cost Structure

<i>Activities</i>	<i>Cost</i>
<i>Developing new work from home technologies</i>	<i>£4000</i>

<i>Market Research for development of idea</i>	£350
<i>Taking Expert opinions</i>	£500
<i>Additional Expenses</i>	£1000
<i>Total Cost</i>	£5850

Table 4: Cost Breakdown Structure

(Source: Learner)

2.6 Work Breakdown Structure

<i>Activities</i>	<i>Start Date</i>	<i>Duration</i>	<i>End Date</i>
Setting of project aim and scope	01-11-2021	2	03-11-2021
Market Research and taking expert opinion	04-11-2021	4	08-11-2021
Selection of the methodology	09-11-2021	2	11-11-2021
Execution of the project	12-11-2021	30	12-12-2021
Submission	13-12-2021	2	15-12-2021

Table 5: Cost Breakdown Structure

(Source: Learner)

2.7 Gantt Chart

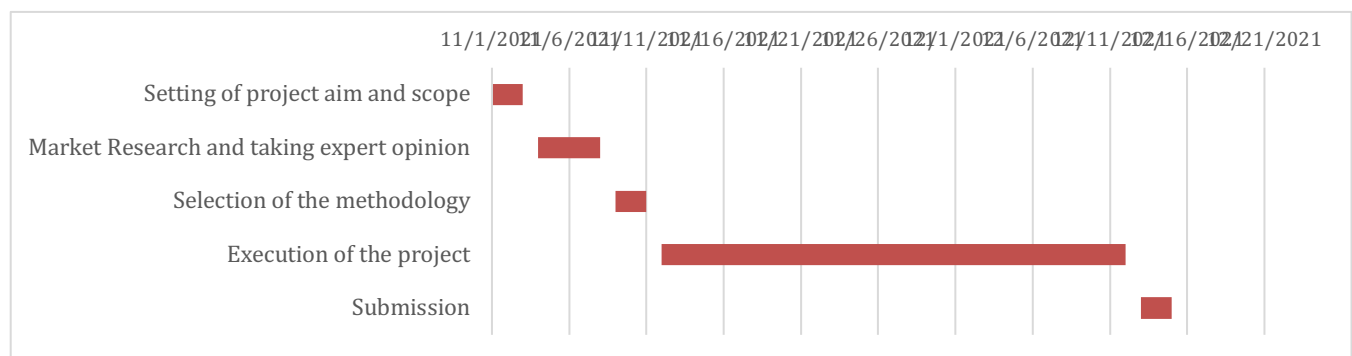


Figure 1: Gantt Chart

(Source: Learner)

3. Methodologies

This section of the project management report plan will mainly focus on selection of the most effective project methodology that could help in developing the project in an effective manner and in short time period. This section of the project plan will analyse different methodologies available for the projects. Selection of a particular methodology will be carried out through stating its advantages and disadvantages. Then finally a justification for choosing the methodology will be carried out in an effective manner.

3.1 Different kinds of project management methodologies

In order to develop any business project, there are different kinds of project management methodologies available for the project managers. Among all the project methodologies available for the project managers, there are mainly three types of project methodologies that usually company choose to implement. These are agile methodology, waterfall methodology and Prince2 methodology. All of these project methodologies has its own way of developing a project in an effective manner (Jovanovic and Beric, 2018). Agile project management methodology is considered to be one of the most effective project management methodologies available for any project managers. Because of its open to “data driven change” most of the project manager prefer this methodology for developing the project within quick time period. Waterfall methodology is another project methodology available for the project managers. This methodology is considered to be one of the most traditional approach of project management methodology. In waterfall methodology each and every activities are completed through a linear fashion and through a sequential aspects. One of the most interesting concept of waterfall methodology is that if one task doesn't complete, another task or activities could not be initiated until and unless the first task gets finished within proper time. PRINCE2 methodology or Projects In Controlled Methodology is another efficient project methodology for the project managers. The main focus of this project management methodology is to incorporate best processes and practices within the project activities. Requirement of different kinds of prerequisites is not at all required while implementing this project management methodology (Pajares *et al.*, 2017). This is one of the major reasons that it is one of the most best project methodology choice for the project managers. This methodology effectively revolves around 7 different kinds of principles that highly governs the various processes of this methodology. These 7 principles effectively helps to develop the seven processes that are incorporated within the project.

3.2 Methodology Chosen for this project

Among all the project management methodologies that are stated above, this particular research project will mainly be focusing on application of agile methodology. Agile methodology is one of the most effective iterative models that could help in adapting to the project environment as the project effectively progress with time. There are three main key principles of agile methodology that will certainly be used while developing this particular project. The collaborative aspects of the project management methodology is one of the guiding principle. The second principle is that the quick nature and the third one is that it is highly open to “data- driven change” as already stated earlier in this project plan (Anand and Dinakaran, 2016). Through implementation of agile project management methodology within this project, the project will be sub divided into three main phases. These are “frequent testing” and then effective reassessment and finally proper adaptation to project environment. The main activity of the project would be first prioritised. The prioritised work would be focused more in each phases of the project. This will certainly help in developing the project in an effective manner.

3.3 Advantages and Disadvantages of this methodology

Each and every methodology has its own advantages and limitations. In a similar fashion, agile methodology has several benefits and limitations that could highly impact on the project activities. The advantages and disadvantages of agile project methodology has been discussed below in an efficient manner.

Advantages of Agile Project Methodology

- ***Higher satisfaction rate***

One of the major advantages of agile methodology is that it provides a high satisfaction rate throughout the project activities. Agile project methodology effectively delivers incremental delivery process. As a result, the project managers and the project associates could effectively monitors the complete progress of the project. More engagement rate could be achieved for the stakeholders of the project through effective demonstration of different kinds of work functionalities that are associated with the project environment. More effective feedbacks could be achieved through completion of each steps within the project and this highly helps in development of the project in an efficient manner. Thus, deriving a greater satisfaction rate for the project associates and managers of the company (Team, 2019).

- ***Effective reduction of the risk processes***

Risk reduction throughout the development of the project is considered to be one of the most essential aspects of the project development and management process. One of the major limitations of traditional project management methodologies is that the outcome of the project could only be noticed after the completion of the project. No monitoring processes could be achieved in an effective manner. However, in agile methodology activities are developed through development of sprints. This certainly helps the vendors and the project managers to ensure that every features of project processes are achieved in time. This certainly reduces any kinds of risks involved within the development of the project activities. Furthermore, if any risks has been encountered, within quick time period risks could be mitigated and any changes could be initiated as the method is highly adaptive to the project environment. This is one of the major benefit that it provides to the vendors, project managers and project associates of the project (Rasnacis and Berzisa, 2017).

- ***High Quality of the products achieved***

Quality of the project activity is what matters the most for any project processes. The outcome of the project if not delivered to what it has been expected during initiation of the project, it creates a loss of financial resources. Detecting issues within the project is what lacks if waterfall methodology is being used. However, in agile methodology the chances of achieving low quality outcome of the project is much less. This is because in agile methods each and every stages of iteration is being tested on a repetitive basis. Thus, the chances of any errors are reduced to a maximum extent. Each and every stages are effectively planned in order to make minimal errors. This certainly results in delivering the best outcome of the project in an efficient manner.

- ***Enhanced prioritisation of the tasks***

Prioritisation of tasks and activities during each stages of the project is one of the major benefits of agile methodology. Effective identification of the most best sequence and order through which the project could be completed is one of the best advantage that helps in completion of the project activities within proper deadline (Bogojević, 2017).

Disadvantages of Agile Project Methodology

Although there are a wide range of benefits available with the application of agile project method, there are certain limitations of this methodology. These limitations has been stated below in an effective manner.

- ***Limited Documentation***

The documentation process within the agile methods is one of the major limitations for the project managers. The documentation process is certainly being carried out while the project progress. During initiation phase, no documentation process is being carried out. As a result, the project may fall of less detailing during the beginning phases only and may impact on the outcome of the project (Team, 2019).

- ***Difficulty in measurement process***

In various project activities, the agile process is being used to deliver the progress in iterative and incremental process. Thus, setting of effective KPIs for each stages of the project seems to be much difficult for the project managers during project development process. This is certainly one of the major limitations that the agile methodology brings with its implementation within the project framework (Team, 2019).

3.4 Justification for choosing the methodology

As already stated earlier, Agile methodology is considered to be one of the most effective project management methodology because of its features and iterative process. The project manager certainly justified the application of agile method for this project. In accordance with the project manager, this method would help to deliver the project within quick time period. Moreover, because of its openness to data driven change capability, the framework for creating a suitable work from home facilities for the employees could be delivered in a more efficient manner. The project manager has justified that the prioritisation capability available within the method would certainly help in development of the project framework with good quality outcome.

4. References

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Task 2- Evaluation of the Project Management Plan

1. Introduction

This section of the assessment will eventually provide a deep evaluation in form of presentation regarding the project management plan framed above in an effective manner. The presentation that would be carried out will certainly contains different findings that could be derived from the above stated project management plan. This findings would be further categorised into the sections of challenges and benefits for the project stated above. From the above findings conclusion could be derived which would state whether the above stated project management plan would be beneficial for developing the project in an effective manner. Further, some of the effective recommendations would be provided to mitigate the challenges identified within the project management plan.

2. Findings from the project management plan

The above project management plan has specifically stated the various activities and the way the project will be carried out in order to achieve its major aim and objectives of the project. From the above project management plan, it could be found that there are five different stakeholders who are associated directly or indirectly with the project. From the project management plan it could be found that project manager of this project has the maximum power and interest. However, employees have low power but the interest rate for this project development process is much high. Moreover, it was found that the overall expenses for this project would be around £5850. The project would nearly take around 40 days for total completion and would use agile methodology for development and achieving the project aim and objectives in an efficient manner. Mainly it was found that operational risks and financial risks are the two major risk factors that are associated with this project. These are some of the major findings from the above stated project management plan. Further, evaluation of the above stated project management plan would be carried out in the below section of the assessment.

2.1. Challenges and limitations that could be faced

From the above stated project management plan, some of the limitations could be effectively identified. These challenges and limitations may impact on the outcome of the project development process. These challenges and limitations has been stated below in an efficient manner:

- ***Not much effective risk management plan***

One of the major limitation of this project management plan is that the risk management plan is not much effective in nature. Risk assessment is considered to be one of the most essential and fundamental aspects of the project management plan. Even after taking proper action plan to mitigate the risks, the probability and impact level of the risk still remains to some extent. Therefore, further contingency plan is required. However, the risk assessment framed within the project plan does not include further contingency plan and has also not stated the probability and impact level of the risk after action plan is being carried out (Szymański, 2017).

- ***Ineffective stakeholder assessment process***

Stakeholder assessment is also considered an important aspect within the project management plan for any project. Within the stakeholder assessment, ways to engaging the stakeholders in also essential. However, the stakeholder assessment framed above does not contain any engagement strategies. This could impact in engaging the stakeholders within the project in a degrading manner (Nguyen and Mohamed, 2018).

- ***Furthermore, the cost breakdown structure could have been more detailed.***

This could help in deeply analysing the costs involved during the development and completion of the project

2.2 Benefits that could be received from the project management plan

Although there are limitations and challenges that could be faced from the above stated project management plan, but there are certain benefits that the project could receive from the project management plan. These benefits has been stated below in an efficient manner.

- The project management plan effectively stated the work breakdown structure and the Gantt chart which would certainly help the project in completion within the proper deadline.
- The project management plan effectively identified the use of agile methodology for development of the project. This would certainly benefit the project through delivering the project outcome with quality and with less costings.
- Effective communication matrix has been provided within the project management plan. This communication matrix will certainly help to identify the ways through which

communications could be carried out in order to achieve the major aim and objectives of this project.

4. Conclusion

It could be effectively stated that although there are certain limitations with the project management plan stated above, however the benefits that the company could receive from this project management plan in order to develop the project surpasses the limitations. Furthermore, the limitations could be mitigated with the recommendations stated below in this assessment. Thus, the project management plan framed above is much beneficial for the project. Effective findings from the project management plan has also been derived which would further help in development of the project in real time.

5. Recommendations to mitigate the challenges

There are certain challenges and limitations that has been identified with the above stated project management plan. These challenges could highly impact on the project outcome. Thus, effective recommendations to mitigate those challenges is required for making the project plan effective in nature. Thus, some of the recommendations has been stated below in an efficient manner.

- ***Recommendation 1***

It could be recommended that the risk assessment plan needed to include a further set of contingency plan and extended probability and impact assessment even after action plan has been carried out. This would ensure that no such risk exists within the project in an effective manner (Hopkin, 2018).

- ***Recommendation 2***

It was found that stakeholder assessment is not much effective in nature. The engagement strategies are not well stated. Thus, it could be recommended that effective engagement strategies for every stakeholders needed to be drawn in order to enhance the engagement rate of the stakeholders within the project (Zarewa, 2019).

6. References

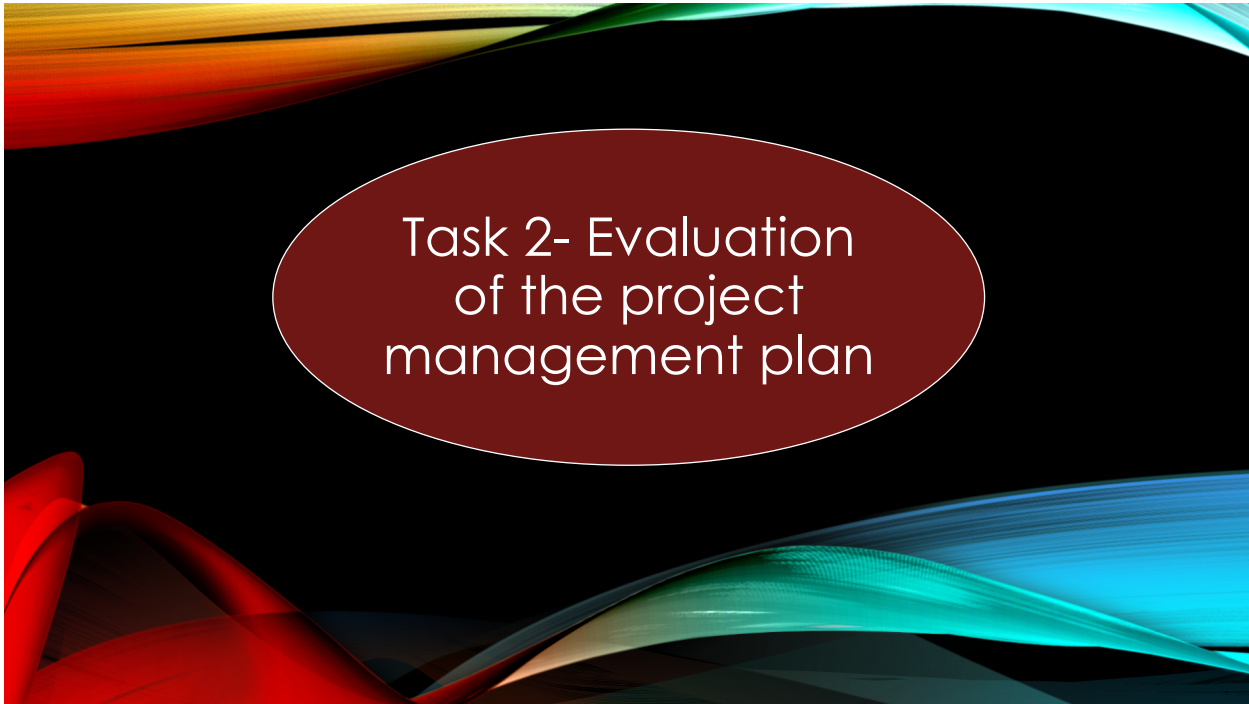
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Task 2

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Task 2- Evaluation of the project management plan

A presentation slide with a dark background featuring abstract, flowing, colorful shapes in shades of red, orange, yellow, and blue. A white rectangular box with a thin orange border is positioned in the upper right, containing the text "Table of Contents" in bold black font. Below this box, a list of bullet points is displayed in white text.

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- Slide 4 → Findings
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- Slide 10 → Thank You slide

Introduction

This section of the assessment will eventually provide a deep evaluation in form of presentation regarding the project management plan framed above in an effective manner

The presentation that would be carried out will certainly contains different findings that could be derived from the project management plan.

Some of the effective recommendations would be provided to mitigate the challenges identified within the project management plan.

Findings

There are five different stakeholders who are associated directly or indirectly with the project

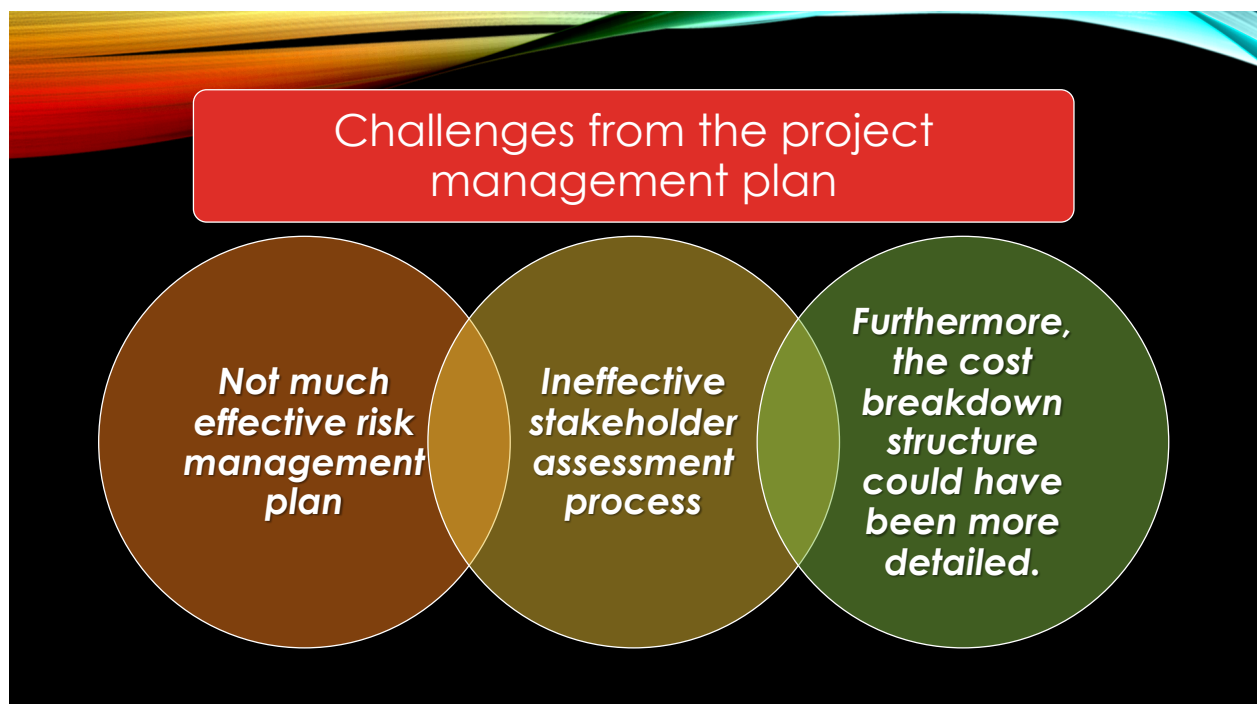
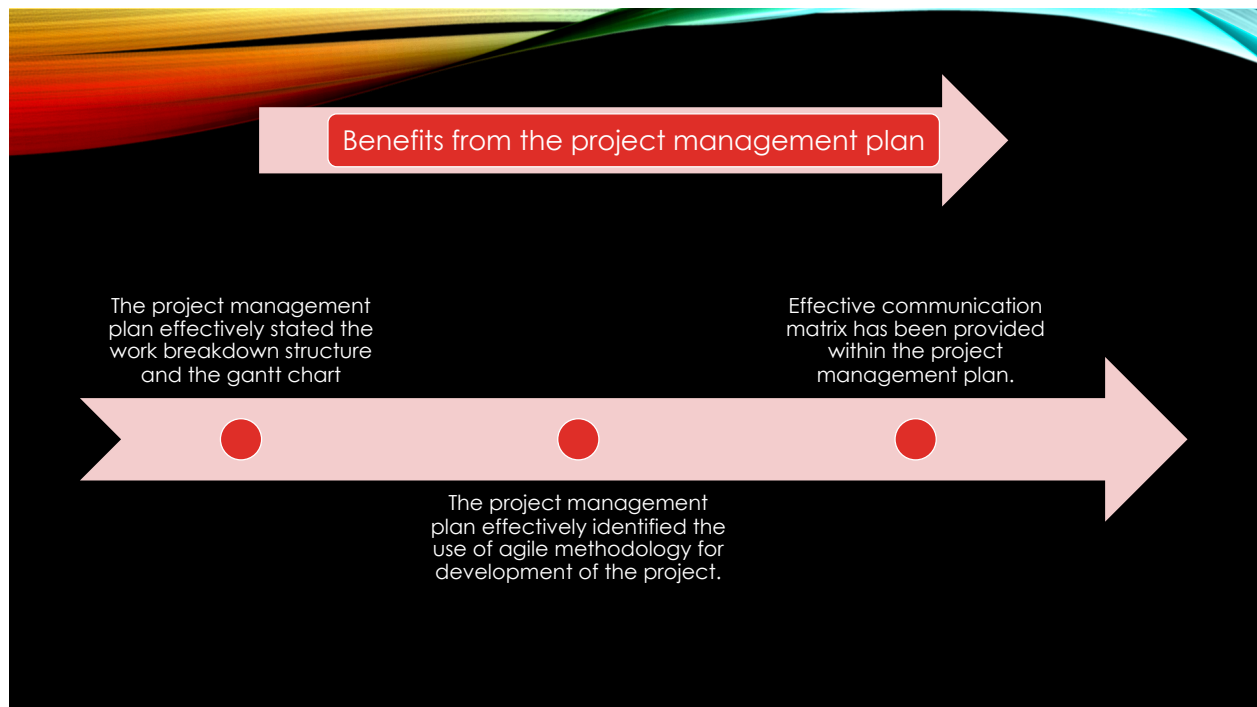
Project manager of this project has the maximum power and interest while employees have low power but the interest rate for this project development process is much high

Overall expenses for this project would be around £5850.

The project would nearly take around 40 days for total completion

Agile Methodology would be used for project development and completion

Mainly it was found that operational risks and financial risks are the two major risk factors that are associated with this project.



Conclusion

The benefits that the company could receive from this project management plan in order to develop the project surpasses the limitations

Furthermore, the limitations could be mitigated with the recommendations

Thus, the project management plan framed above is much beneficial for the project.

Recommendations

It could be recommended that the risk assessment plan needed to include a further set of contingency plan and extended probability and impact assessment even after action plan has been carried out

It could be recommended that effective engagement strategies for every stakeholders needed to be drawn

REFERENCES

Hopkin, P., 2018. *Fundamentals of risk management: understanding, evaluating and implementing effective risk management*. Kogan Page Publishers.

Nguyen, T.S. and Mohamed, S., 2018. Stakeholder management in complex projects. In *The 7th World Construction Symposium* (pp. 497-506).

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