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Managing Projects in the Organisation

(BMSW5009_SWAN)

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Promoting Romanian Desserts- Reflective Blogs

Blog 1 – My Role in the Project Team



Figure 1: Mariana Danescu at the Promoting Romanian Desserts event.

The project Promoting Romanian Desserts was organised to introduce Romanian traditional desserts to students and staff while raising money for EYST Wales through voluntary donations. The project did not have an external sponsor. The project team self-funded the event by purchasing the materials, decorations and desserts required for the project. Therefore, the project team acted as the sponsor of the project, while EYST Wales was the charity organisation that benefited from the donations collected.

Based on my contribution to the project, I believe my main Belbin role was Implementer (Belbin, 2010). I was responsible for organising the banner, donation box, flyers, printed materials and allergen information. I also collected the dessert order on the morning of the event and helped set up the stall.

One challenge I faced was ensuring that the banner and donation box arrived before the event. There were delays with the order, so I regularly contacted the supplier to check progress. This experience improved my communication and organisational skills. Meredith and Mantel (2017) suggest that monitoring project activities is important to ensure successful project delivery.

Although I found the Belbin model useful, it does have limitations because people often perform more than one role within a team (West, 2012). Overall, this project helped me understand the importance of teamwork, communication and planning.

Blog 2 – Project Initiation, Scope, Aims and Objectives

The initiation stage helped the team establish clear aims and objectives for the Promoting Romanian Desserts project. The main aim was to promote Romanian culture while raising money for EYST Wales. Objectives included selecting traditional Romanian desserts, creating promotional materials, organising the venue, preparing allergen information and encouraging students and staff to attend the event. According to Kerzner (2022), clearly defined objectives help projects remain focused and improve the chances of success.

The project scope was relatively small but involved several activities that required planning and coordination. These included purchasing desserts, designing posters and flyers, preparing the donation box, promoting the event and managing activities on the event day. Defining the scope helped the team understand what was included in the project and prevented unnecessary tasks from being added.

The team also considered the project management triangle of time, cost and quality. We had a limited budget because the project was self-funded by team members, and we also had a fixed deadline because the event had to take place on a specific day. At the same time, we wanted to provide a high-quality experience for visitors. PMBOK (2021) states that balancing these constraints is important for project success.

Overall, the initiation stage provided a clear direction for the project and helped ensure that all team members understood the aims, objectives and expected outcomes.

Blog 3 – Stakeholder Analysis and Communication

Stakeholder analysis was an important part of the Promoting Romanian Desserts project because it helped the team identify the people and organisations affected by

the event. According to Freeman (2010), stakeholders are individuals or groups who can influence or be influenced by a project. The main stakeholders for this project were EYST Wales, the project team, university staff, students and visitors. Understanding their level of power and interest helped the team decide how to communicate with each group.

Table 1. Stakeholder Analysis Table

Stakeholder	Power	Interest	Communication strategy
EYST Wales	High	High	Regular updates and close communication
Project Team	High	High	Meetings and daily communication
University Staff	High	Low	Keep informed and obtain approvals
Students/Visitors	Low	High	Posters, flyers and face-to-face communication
General Public	Low	Low	Monitor interest when required

The stakeholder table helped the team understand which groups required the most attention. EYST Wales and the project team had both high power and high interest, so they were managed closely throughout the project. University staff had influence over permissions and venue arrangements, while students and visitors were the target audience for the event.

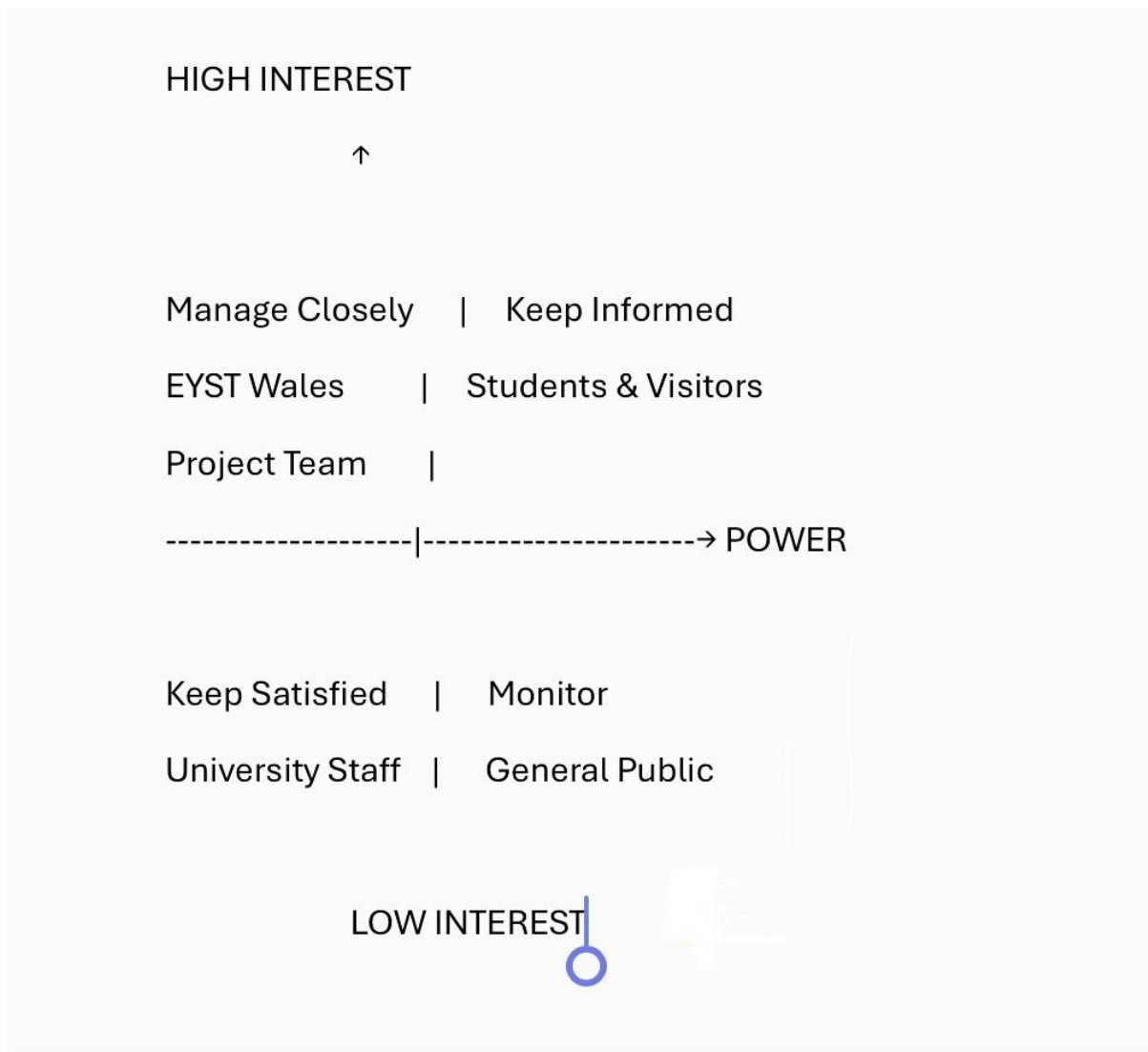


Figure 2: Power- Interest Grid for the Promoting Romanian Desserts Project.

The Power-Interest Grid (Figure 2) provided a visual representation of stakeholder priorities and communication needs. Bourne (2016) suggests that effective stakeholder management increases the likelihood of project success. Overall, stakeholder analysis improved communication and helped ensure that the project met its objectives successfully.

The team communicated with stakeholders through meetings, emails, posters and face to face interaction during the event. Effective communication helped ensure that stakeholders remained informed and supported the success of the project.

Blog 4- Gantt Chart and Project Planning

Effective planning was essential for the success of the Promoting Romanian Desserts project. To help organise activities and manage deadlines, the team used a Gantt Chart. This tool provided a visual timeline of project tasks and allowed team members to monitor progress throughout the project.

The Gantt Chart included key activities such as project planning, poster design, promotion, ordering desserts, event delivery and evaluation. By assigning activities to specific weeks, the team understood what needed to be completed and when. This helped ensure that important tasks were not overlooked and that preparations were completed before the event day. According to Meredith and Mantel (2017), scheduling tools such as Gantt Charts improve project coordination and help teams manage time effectively.

I found the Gantt Chart particularly useful because it helped me understand my responsibilities and deadlines. As I was responsible for organising promotional materials, including the banner, flyers and allergen information, the timeline helped me prioritise tasks and ensure everything was prepared on time. When delays occurred with the banner and donation box order, the Gantt Chart encouraged me to follow up with the supplier and monitor progress closely.

Overall, the Gantt Chart improved organisation, communication and time management within the team. It played an important role in helping us deliver the project successfully and achieve our objectives

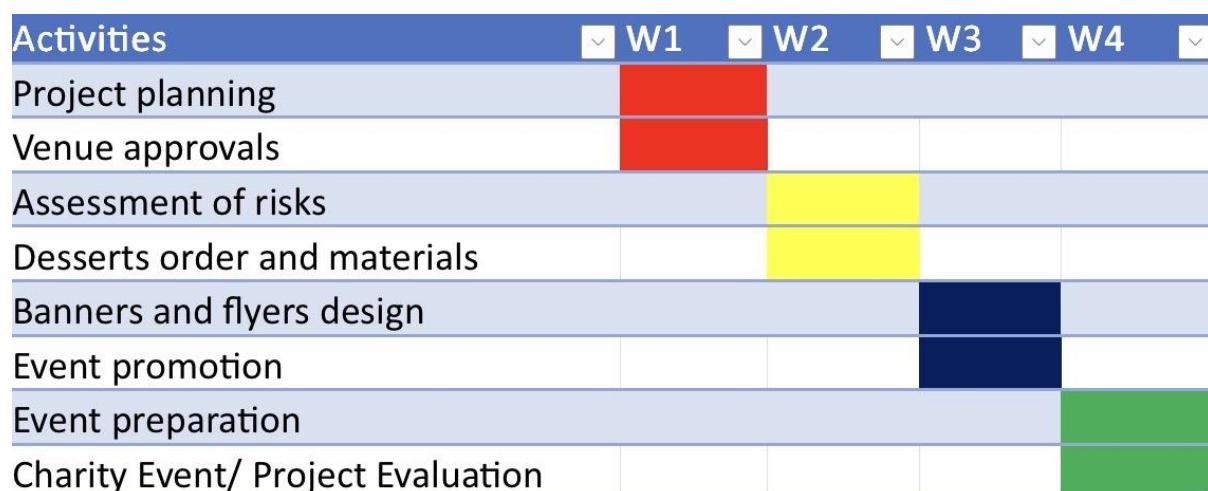


Figure 3: Gantt Chart for the Promoting Romanian Desserts project.

Blog 5 – Reflection and Personal Development

The Promoting Romanian Desserts project was a valuable learning experience that helped me develop my organisational, communication and teamwork skills. Throughout the project, I was responsible for organising promotional materials, preparing allergen information, collecting desserts and supporting the event on the day.

One challenge I faced before the event was ensuring that the banner and donation box arrived on time. There were delays with the order, so I regularly contacted the supplier to check progress. This experience improved my communication and organisational skills.

During the event, the team encountered an unexpected problem when we realised that we had not brought enough plates for the number of visitors attending. We solved the issue by borrowing additional plates from the university canteen. This highlighted the importance of careful planning and preparation.

The team also received positive feedback from visitors. Several participants shared their opinions about the Romanian desserts, and one visitor returned to the stall four times. This showed that the event successfully promoted Romanian culture and engaged visitors.

Using Gibbs' Reflective Cycle helped me evaluate my experience and identify areas for improvement (Gibbs, 1988). Overall, this project increased my confidence and provided valuable skills that I can use in future projects and in my career.

In future projects, I would like to improve my risk management skills by preparing alternative solutions for potential problems such as supplier delays or shortages of materials. To achieve this, I plan to develop my project management knowledge by studying project risk management techniques and gaining further practical experience through future team projects. I would also like to improve my leadership and communication skills by taking a more active role in coordinating project activities. These improvements will help me become a more effective project team member in the future.



Figure 4: Project team during the Promoting Romanian deserts event.



Figure 5: Visitors enjoying Romanian desserts during the event.



Figure 6: Feedback collected from participants during the event.

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