

Project Management

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Assessment 2

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INTRODUCTION

Project management is the process of leading the work of a team to achieve the organizational goals and objectives. This is important for organization to understand or decide their objectives and formulate the planning which can help to deal with problems and attain the productivity (Kerzner, 2019). This basis of project is QAHE that means (QA Higher Education) that have decided to renovate the computing labs, structure, classrooms, presentation room with all facilities and others in Manchester, London that can help to provide the good education to their students. By this project, students will surely enhance their skills and learning experience so success would be celebrating by students by developing their professional skills . Topics which are covered in report are objectives of project, benefits that have achieved, scope, and changes that are made in completion of project.

MAIN BODY

Project initiation document

This can be explained as important artefacts that states the foundation of project and in how much time the project would be complete. For focusing on specific task or project there is need to consider PRINCE2 methodology that helps to assess the project environment. This can be referring as existing process that involves various activities, required for managing and controlling the project (Müller, Drouin and Sankaran, 2019). In relation to QAHE, an event is launching by management of such institution for the purpose of attracting number of students by providing them information, courses and facilities of such place that would help to increase the productivity. In initially various information such as budget, allocation of fund, time scale, objectives and different approaches are involved that are discussed below:

Outline the objectives of the project and indicate if they were achieved or not

Project is defined as assignment which is given by superior to their employees that is required to be complete on time. For all individual it is important to understand what the project is and how it should be complete for the purpose of getting better outcomes. If all activities and functions are properly managed, then it can be considered as opportunity for organization as it develops their business and its brand image in competitive environment. The whole project is about renovating the classes for higher education people. The main objective of QAHE project is as defined:

QAHE is accomplished as a continuous process in which renovation of classroom, presentation room, computing labs and structure are going to complete effectively. For this, an event is going to launch by management that will help to grab the attention of more students so high range of students can get registered in different courses (Ika and et.al., 2020).

Project Title: “Launching an event for enhancing students’ knowledge”

Background details: The management of QAHE University has recently renovate the different activities which is required to current demand and attracting the more students.

Objectives:

- To provide the information and publicise the renovation of University structure by using new technology and conducting proper research.
- To promote the University by influencing the number of students as they get registered to different courses.
- To develop the understanding and learning skills of their students.
- To gain the competitive advantages within 6 months.
- To bring the new courses and learning classes that can help to build the future of students.

Outline any benefits that have been achieved and if these were expected or unexpected.

The Project is all about launching an event and developing an understanding of people that QAHE University is refurbishing the classrooms, computing labs, internal structure, and others where students can feel comfortable and increase their understanding about their future. The project has been achieved as many students have got register in different courses as per their interest and abilities. This developed the confidence level and learning experience of people by making the right business decision. Before starting such project, numerous goals and expectation has expected by top management so such planning and project is benefited to organization as well as students by building their career (Zhou and Cao, 2019).

Thus, productivity and brand image of selected University will be increase by influencing the number of students who wants to get good education and development of themselves.

Did the project stay within its original scope? This is the project's timescale, the budget, and the projects tolerances

Thus, scope of such project is wider as by launching event number of candidates start to take right decision and get registered in London University. The project obvious stay in original scope as change are accepted by top executives which were required to increase the number of students. New technology and well refurbished classes are provided by implementing the changes that provides higher profitability (Hoffmann, Ahlemann and Reining, 2020).

Project's Time scale

Timescale is considered as amount of time which is required to complete the project-by-project managers. In a project, different roles and responsibilities of people are divided so that all activities and functions can be perform effectively and develop the understanding that how to attain the higher performance. This is important for all individual and other people to identify the goals and decide the project time scale by stating the project completion period that can help to operate the business and develop the business performance. The management are responsible for each function and activity as it brings the new ideas and guide others for completion the project. The launching an event for informing the students is required time of 3 days and the completion period of project is 6 month that would help to get the high range of customers. The time and week are selected by management as when students are thinking to get resister in higher educational courses. By this event number of students will be attracted as they got the opportunity of increasing their learning skills and experience that

would help to build their career in upcoming period (Safapour, Kermanshachi and Jafari, 2020).

Explain the changes that were made in the run up to the completion of the project - These are changes made in original plan. Also, what were effects of these changes on this project.

Changes are the important for all people and organization as it brings the new products and services in changing environment by taking the right steps. If changes are made by knowing the needs and wants of people, then it will be easy for employer and employer to develop their business understanding and attain the higher productivity. Project management is the continuous process of arranging all activities and functions which are related to business and influence number of people which can help to develop all performance. In relation to current project such as refurbish the classroom, computing labs, internal structure, and ultrasound room are introduced by project management which is high in demand by getting the feedback from previous students. These changes were made after analysing the performance of pass out students, feedback form, evaluating the competition from other universities and bring the changes accordingly which can help to develop the business performance and productivity effectively (Petroutsatou, 2019).

To complete the project various changes has been made such as to change the internal structure, change lighting, providing A.C, decorative walls, ultrasound rooms, selecting presentation room and many more where students can easily develop their understanding and skills by taking the learning classes and managing all performance. This can be beneficial for all as project manager formulate the plans to develop the understanding and managing all functions effectively. This provides the good results as increment in number of candidates who have taken the register in degree courses. For all changes which have decided by management, project manager is responsible who have allocated the work and handling the activities by using their skills and availability of resources.

On the other side, completing the launching event in decided period is handled by top executives who were made the changes as preparing schedule, deciding time, selecting different method of promotion, selecting activities which is required to be done, deciding budget, allocating the work in the responsible hand, and evaluating each activity step by step that have provided the good results and higher outcomes.

Summarisation of lessons learnt during the project

The QAHE Programme which was initiated in my institution for the purpose of bringing an overall improvement in the Educational standards was a good programme which helped a lot in ensuring that the overall standards of the institution can be improved in a proper way. My reflection from the experience is as follows-

Lessons learnt during the project- The project of bringing out improvements in the institution was initiated by us and as I oversaw overlooking that project, I learnt that there is a particular requirement to identify the specific needs and requirements which are quite helpful for the purpose of addressing them. For bringing improvements in the institution there is a requirement to make sure that the opinion of the students who are studying in it as well as the teachers is considered. This is a lesson which I learnt (Ika and et.al., 2020).

What went well- in the project of bringing out specific improvements in the institution I was able to ensure that I cooperate and coordinate in the right manner with the team members so that the project was completed successfully to perfection. Thus, in this way I can say that the overall cooperation, coordination between the team members was quite well of QAHE project which helped a lot in ensuring that the project goals and objectives were attained successfully.

What will you differently next time- Next time whenever there is a plan for bringing out specific improvements in the institutions, I will take the feedback from the teachers as well as the students regarding the improvements which they desire. Thus, I can say that I will make sure that I identify these improvements and initiate the project properly (Müller, Drouin and Sankaran, 2019).

Project's successes- The QAHE project was successful as the overall quality of the higher education in our institution was improved a lot. This ensured that the project was able to fulfil the needs and requirements of improvement quite successfully.

Areas in which improvement is required- QAHE project has specific areas in which improvement is required. These areas are explained as follows-

- There is a requirement of improvement in identifying the specific parameters on which the improvements must be made specifically which will be helpful in achieving the desired goals and objectives related to Quality of Higher Education. I think that this will help in bringing of finer improvements.
- The improvement in methods to be used for the purpose of improving the quality is also required to be made. I think that for providing Quality Education this can be essential.

Recommendation- My recommendation for the Project Managers in the future will be that they should take the option of all the important stakeholders before they can come up with an important decision regarding the specific improvements which are desired to be made. This will help in bringing of the improvements in the right manner which will make these types of projects successful.

Were there any risks which you felt you could have identified earlier on in the project? What do you feel prevented you from identifying them, or were they unavoidable and unpredictable?

As QAHE project is decided to influence the number of students for the purpose of increasing skills and professional development of students by attending the learning classes. In completing the project of renovating classrooms, computing labs, and launching event various risk have identified by me that are as defined:

Financial Risk: This is major risk which arises while completing and starting any project as it can help to perform all activities and functions. As I was working on the refurbishing the higher education classes which is required to arrange the funds to complete the project. Without efficient fund it will not be possible to run all activities and task as it creates the problems in managing project (Yemini, Oplatka and Sagie, 2019).

Allocation of budget: For any project completion it is needed that budget should be allocated properly and according to required activity that can help to develop the organizational performance and productivity. When changes were introducing by me allocation of budget problem faced by me as I got confused in predicting the amount that is require in promotional activity, bringing changes, developing structure, computing labs and others that affected the productivity.

Management risk: Another risk faced by me is management risk as many tasks overloaded that needs to be manage properly. This problem might be affecting the operation of University and reduce the number of students because all functions are not properly managed. This is unpredictable risk as it can be arising any time due to mismanagement and improper communication between students and management (Cardone and Grous, 2020).

Therefore, it has analysed that such risks are identified by me while working on current project that is needed to be prevent by formulating effective strategies.

Prevention from risk

To solve the risk after measuring there is need to have effective planning and strategies where activities and funds should be allocated between responsible hands that can help to complete the project on certain time (Wallner, 2019). To reduce the risk and completing the project I arranged the funds 60% from personal assets and 40% from bank loan. And activities are allocated between different employees as they are talented and experienced in managing all functions as well as activities.

CONCLUSION

From the above project it can be concluded that to complete any project there is need to conduct the proper research and then decide goals which are important to run a business. If goals are decided, then next task to do is formulation of plans and strategies that provides the good results and outcomes. The management are playing an important role as they organise and arrange all resources which are needed to complete the project. Risks are the crucial factor or activity for project manager that identify risk and get the solution by formulating effective planning.

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