

Managing Projects in the Organisation

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Introduction

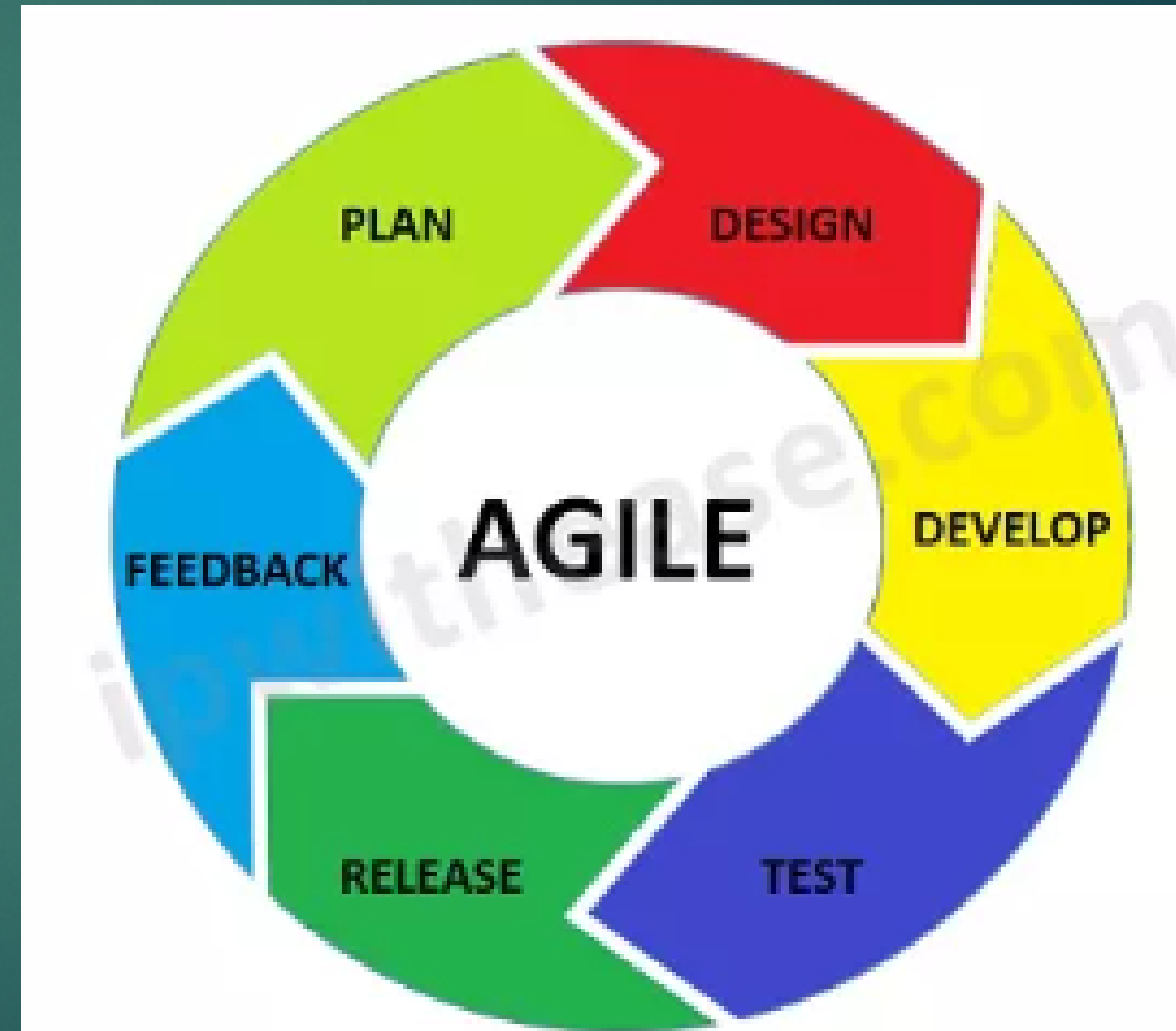
Before initiation of any project, a project manager is required to prepare a project plan document. The project plan includes the description of project, cost analysis and budgeting, stakeholder analysis, risk analysis etc. The Dashro Solution is one of the IT solutions providers in the UK.

Description and scope of the project

- ◆ Potential skill gap in some employees regarding use of communication and collaboration tools.
- ◆ The name of the project “Employee Training Project.”
- ◆ The project aims to train selected employees.
- ◆ The objective is to improve knowledge and expertise.
- ◆ The project aims to complete within 3 and a half month.
- ◆ The training should be provided by external training institute.

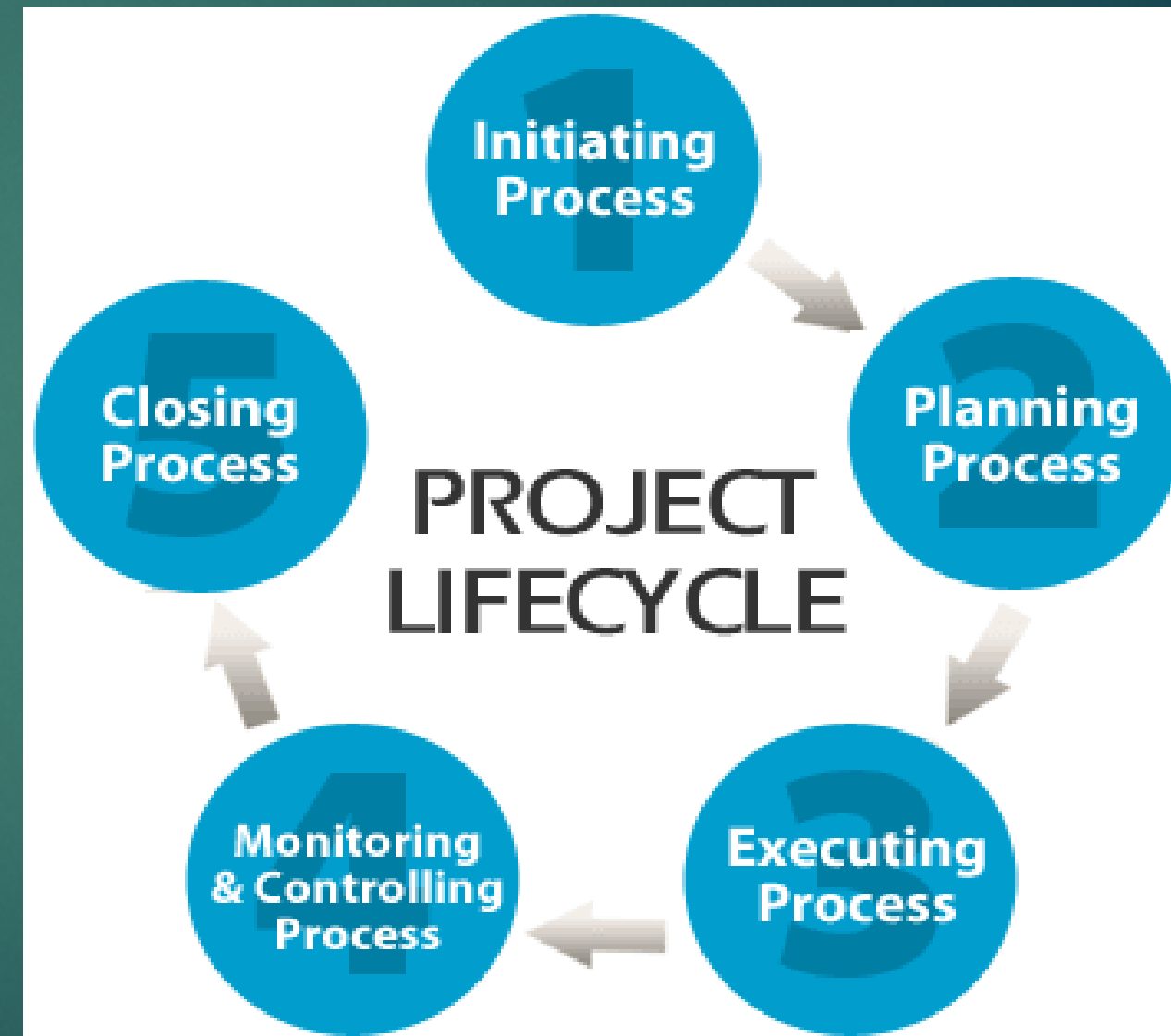
Project management methodology

- ◆ An agile project management methodology will be used in this project.
- ◆ Follows a stage by stage process (Joslin, 2019).
- ◆ Focusing in consistent improvement.
- ◆ Focuses on effective stakeholder management.
- ◆ So, it will be the best option for implementing the project.



Project lifecycle

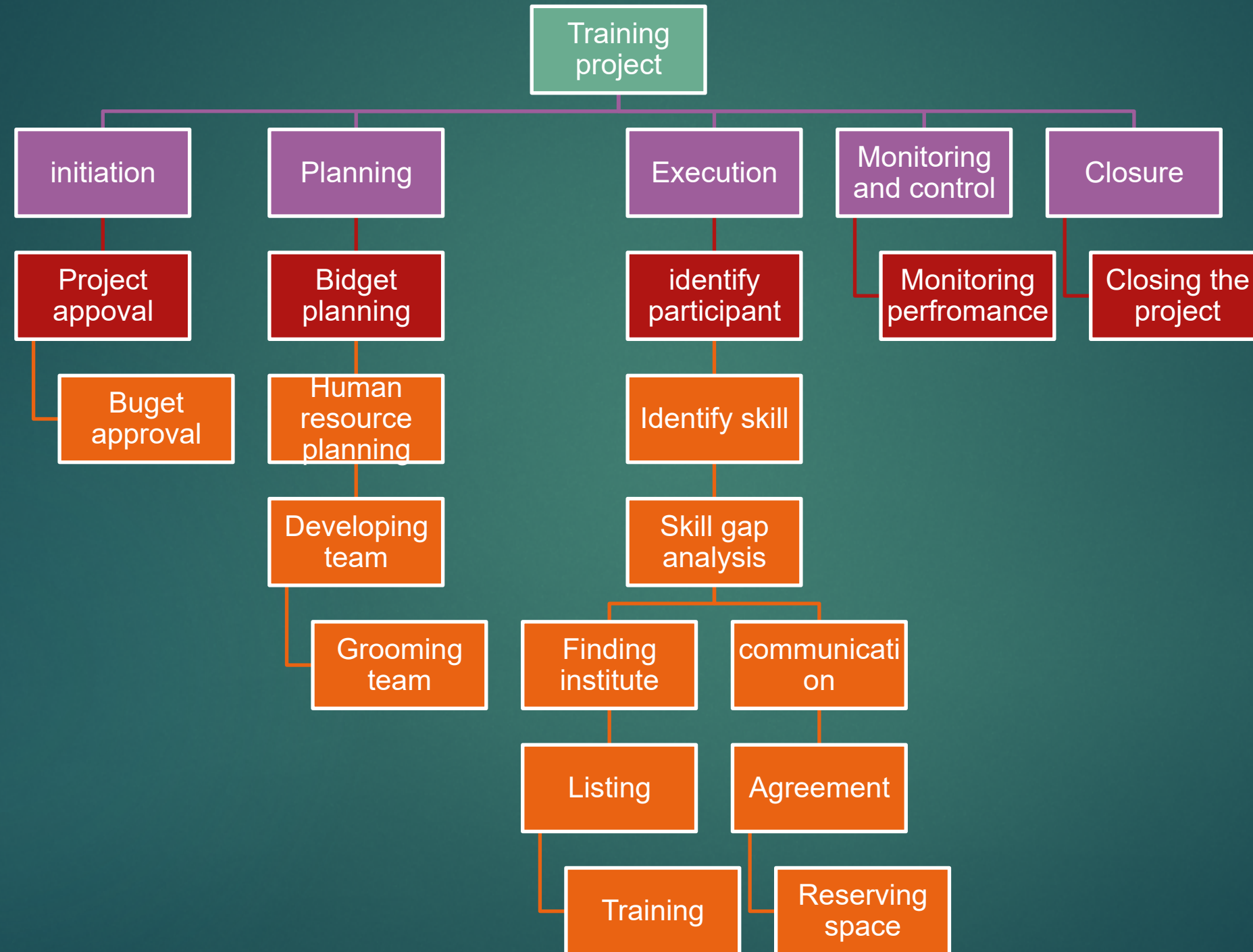
- ◆ Initiation stage (Thinking about the project, research advantages and disadvantages etc.)
- ◆ Planning stage (budget planning, HR planning, management planning) (Lavold, 2016)
- ◆ Executing stage (listing employees, finding training centre, training employees)
- ◆ Monitoring and controlling stage (Setting benchmark, monitoring performance. Comparing with benchmark) (Gtiti, 2013).
- ◆ Closing stage (Handover and close the project)



Stakeholder analysis

- ◆ Stakeholder analysis plays a significant role in managing a project effectively.
- ◆ The stakeholders are the potential parties who have an interest in the activities of the project (Heagney, 2022). The employee training project involves different types of stakeholders from the internal and external sides.
- ◆ The project manager should recognise and manage them effectively.

Work Breakdown Structure (WBS)

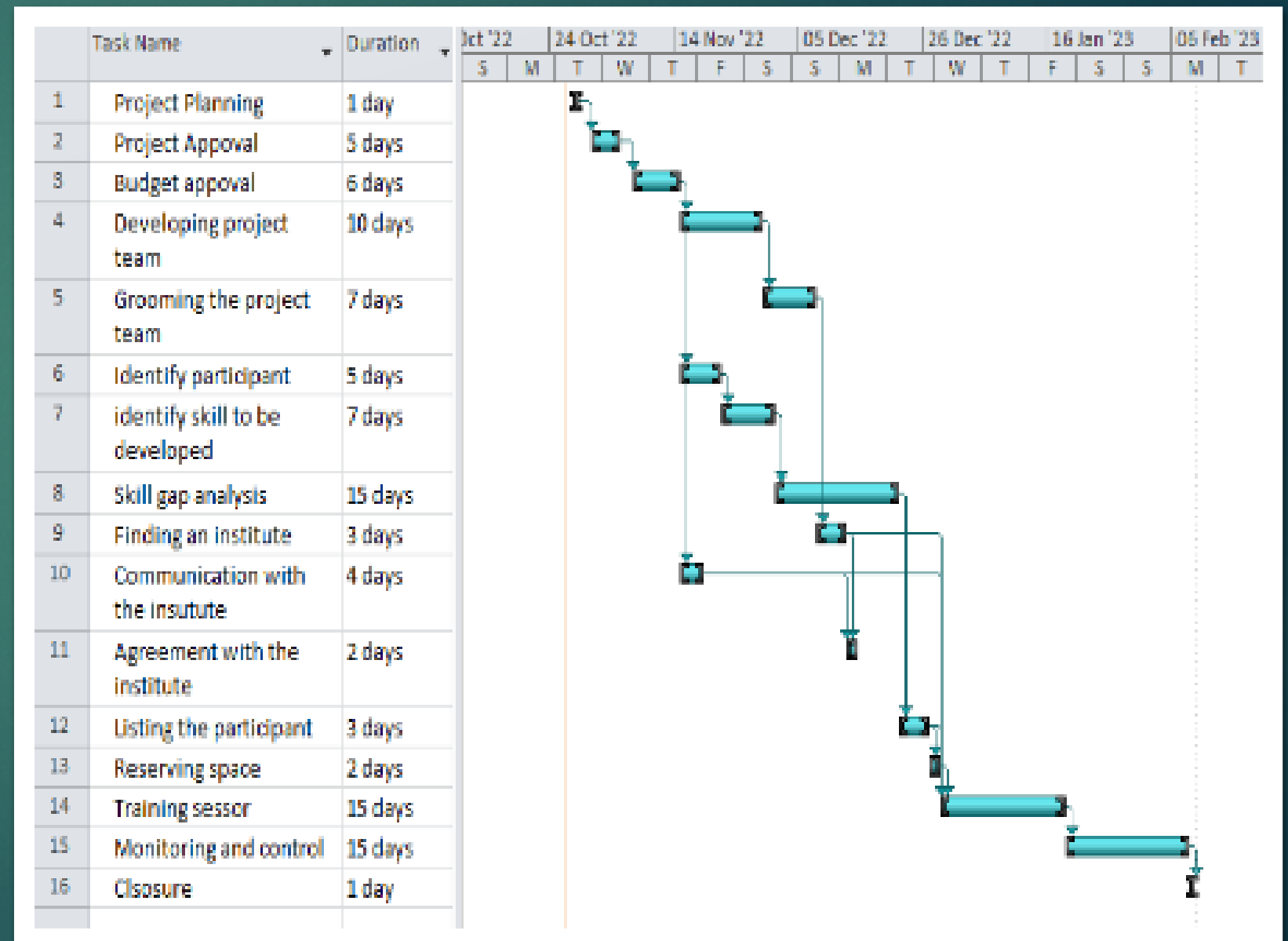


Project cost estimation

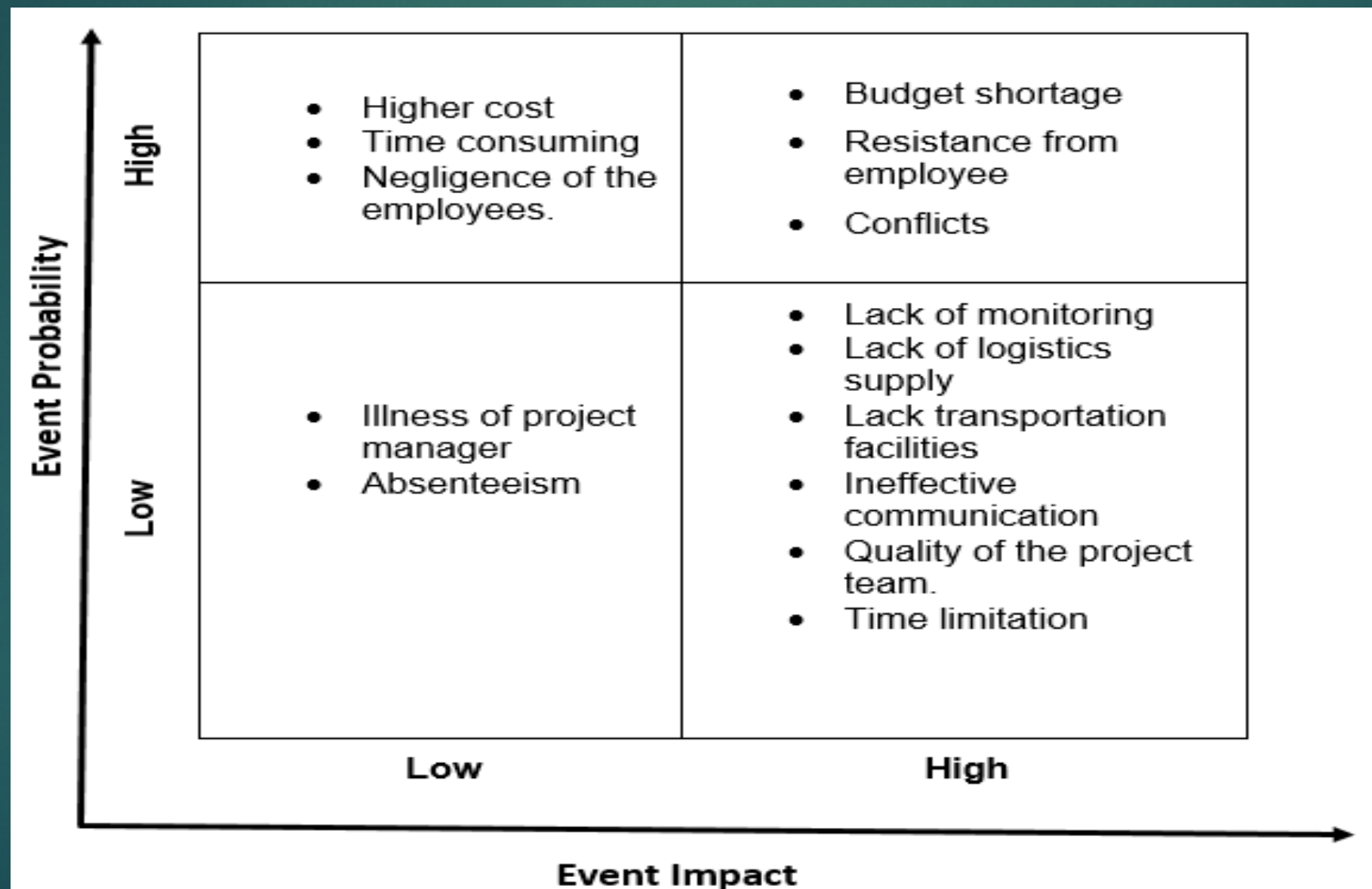
Particulars	Estimated cost
Project planning consultation fee	£2000
Remuneration of project manager	£5000
Remuneration of project crew	£8000
Research cost	£1000
Communication	£2000
Space reservation	£4000
Logistics	£200
Transportation	£500
Training fee	£20,000
Total	£42700

Project Gantt chart

- ◆ Gantt chart is the visualisation of project timeline (Lennon, 2021).
- ◆ Start date of the project is 9th June 2022.
- ◆ End date of the project is 28th October 2022.



Project risk assessment



Project quality expectation and measures to control the event.

Quality expectation and specification

- ◆ Developing effective skill among the employees.
- ◆ Ability to utilise the communication and collaboration tools.
- ◆ The project should be completed within time (Heagney, 2021).
- ◆ The project should be completed within budgeted cost.
- ◆ The quality of training should be up to the mark.

Measures to control the event

- ◆ Developing effective monitoring team.
- ◆ Establishing benchmark performance.
- ◆ Comparing performance with benchmark.

Conclusion

To conclude, the project aims to improve the performance of employees and enhance their capabilities in utilising communication and collaboration tools. The project plan indicates that it should a step by step process for implementing the project. Following the project plan, the project manager will be capable of completing the project effectively.

References

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