

Assignment 1

Project Management

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1. INTRODUCTION

Project management is referring to the process of leading the work of team to achieve all project goals within the given constraints. This is related to science as well art by organising all component of the project (Müller, Drouin and Sankaran, 2019). For instance, launching new service, marketing campaign development of new product. The chosen project is related to virtual delivery system that is help to provide online lectures due to Covid 19, this is necessary for developing the knowledge of student in effective manner by online delivery. This project will focus on project management plan by which it discusses stakeholder, risk, budget, time, budget, quality, communication, benefit and realisation and human resource management. Also, it will show Gantt chart in order to plan around deadlines and properly allocate resources.

1. Investigate the project

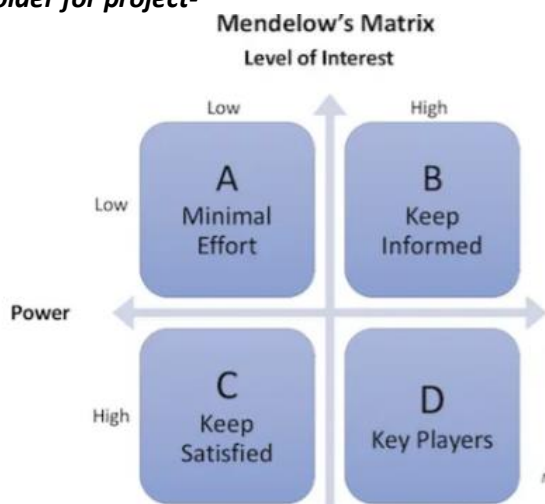
The name of the project is virtual delivery system that is related to The university of Wales Trinity Saint David, London. It has been mentioned that there were face2face lectures provided to student but dues to Covid 19 it can be impacted by changing the way of delivery in the form of virtual delivery (Tereso, and et.al 2019). After this situation get normal and college want to start again face2 face in order to there is normality after lockdown. Also, there will be effectives project team hired by college in order to manage all the things.

2. Construct the project management plan

1. **Introduction of the project:** The project is based on the Virtual delivery system that is offered by University of Wales Trinity David London. The project on switching from the online delivery lectures to full face to face delivery of the lectures In order to accomplish the task the core elements included will be budget ,time , quality and human resource management. The main aim is to provide the students with face to face delivery of the education(O'Donoghue, 2018). There are various critical success factors involved while carrying out the project that in order to accomplish the it is necessary that everyone should be agree on the project goals and there should be defines roles and responsibility. In addition to this there should be effective communication at all the levels while carrying out the project.
2. **Project Scope:** Project scope sets the boundaries on the project which includes the goals, deadlines in order to ensure that the project is achieved without any delay. The main purpose of the project is to provide the students with better quality services that they experienced during online delivery of lectures during covid-19. The project quality management is the process where the quality of the project is managed throughout while conducting the project. The project is required to conduct the analysis of incurring costs in making required arrangements in order to successfully carry out the project and complete the project in specific time.
3. **Budget Assumptions:** In order to carry put the project it is necessary to set the expected costs that will be incurred while carrying out the activities that helps in successful completion of the work. It is necessary to set the respective costs that will be used in carrying out the project which involves determining the costs of the resources that will be used(Kopp, Gröblinger, and Adams, 2019). Furthermore it is also important to maintain the quality of the service and in order to achieve this cots is incurred in quality management while undertaking the project work.
4. **Assumptions:**Before carrying out the project, project manager carefully plans the assumption based upon the knowledge. Based on these assumption the team members creates estimation based on these assumption which can affect the project. They also ensure that these assumptions are visible to the project stakeholders. The assumptions can be related to budget, costs involved in the budget. On the basis of these assumptions, the project manager can identify the costs and budgets that can be involved in carrying out the project.

5. **Constraints:** While carrying out the project various limitation and risk is involved which can be an issue in achieving the objectives of the project. The major constraints faced by the project manager is the time constraints which refers to the projects schedule to complete the project. The other constraints can be scope constraints that defines the various goals and features relevant to the project. The other constraints can be cost related issues as there are various changes that takes place regarding the cost of raw materials which is necessary.
6. **Project Organisation Structure and Roles and Responsibilities:** In order to carry out the projects successfully it is necessary that all the team members are assigned with the specific roles and responsibilities in order to perform the task effectively(Keers, and van Fenema, 2018). The structure of the project is created in such as way in which all the members are accountable for the roles and work assigned and can take decisions accordingly in order to successfully accomplish the project.
7. **Project Control Mechanisms:** Project control mechanisms is considered as an important part in order to keep the track of the activities that are undertaken to complete the project(Borkovskaya, 2018). The University members are assigned with the roles and responsibilities who have to perform their job within their department . The project control systems helps in minimising the gap between planning and execution of the project activities in order to achieve the task of the given project.
8. **Reporting Framework:**While undertaking the project , it is necessary that there should be effectively communicate with all the members that are involved in carrying out the activities. In order to effectively carry out the task there should be proper flow of communication which helps in achieving the work effectively. The lower level employees will coordinate with their superiors in order to resolve the issues regarding the budget , costs. Various mediums are used by the project manager to communicate with their team members and provide support that helps in effectively completion of the project with the given resources.

Stakeholder for project-



From the above matrix it has been anised that stakeholder played important roles in order to manage the project as well as connect to the organisation. Mainly there are 2 types of stakeholder which are internal and external. Internal stakeholder are comes from in house people within institution, company, manager, executives. On the other hand, external stakeholder are related to investor, government, student, teachers, customer. There are 4 blocks in this matrix which shows different interest such as follows:

1. **Minimal efforts-** In this group those stakeholder are included which have low power and low interest such as locals authority, community groups etc.

2. Keep informed- In this mainly those are included who have high interest-and low power such as student and teacher for chosen project. Both of them have very high interest but they did not have power to taking any action.
3. Keep satisfied- In this group those people are included which are related to high power and low interest such as government have high power to take any action on the other ahnd they have very low interest (Vasylieva, and Davlikanova,,2020)
4. Key players- These stakeholders are decision makers and have the biggest impact on the project success thus need to manage closely. In this CEO & director of college are involved.

Milestones of projects- This project is completed in 102 days on the basis chart it has been identified that it is necessary to develop the knowledge by completing on time.

Then it is also including the external reviews which helps to provide information of success of project.

On the basis of quality of work, it helps to completed on time with adequate information and resources.

1. **Project life cycle-** There are five stages are included in this project life cycle which are as follows:
Project initiations- This is the first stage of the project life cycle in which aims and objective of the project are completed in order to develop the knowledge for how project will made (Jovanovic, and Beric, 2018).
Project Planning- This is the second stage in which planning for the project are involved by managing the stage of resources and market research which is important for identifying what kind of resources are need. Such as, technical department, hiring teachers and professional etc.
*Execution phase-*In this stage there are implementation of plan are involved by defining roles and responsibilities of team so that everyone will work according to their capabilities.
Monitoring and controlling phase- In this stage there are projects completed and then measuring the performance of team and how they have completed the project.
Closing phase- This is lasts stage of the project in which it is including the process of measuring the success of the project by collecting feedback.

1. Critically analyse Project management plan

1. **Stakeholder-** For the chosen project stakeholder are related to members of project team, executives, project managers, project sponsors. Also, student and teacher are main stakeholder's holders who are responsible for managing the online class so that student can take it online. Also, stakeholder played important role in order to perform all the function according to their responsibilities(Farshid, Goharrostami, and Ramekin Nudged, 2020). There are different responsibilities provided in order to consider both external and internal organisation. Some typical stakeholder for the project are employees, suppliers, customers, investors, communities, trade association, government etc. There are both external and internal stakeholders are involved.
2. **Risks-** For any project risk is unexpected which can be affect the project for worse or better. This is affected people, process, resources and technology, also for the chosen project people are affected in order to not understand the responsibilities and it can create confusion for them. Also, in reference to cost risk it can possible when estimation of risk of the project planning . The risk for resources are also affected by not managing effectively. It can be also related to technology that can be become major risk for the project, for online delivery of content need for training session which help to manage the software accordingly also
3. **Budget-** The budget for chosen project is estimated on \$56,000, it can be planned all the stages which is necessary to examine also when the budget gone above from estimation it can be affected on whole planning (Carstens, and Richardson, 2019). Further, it is necessary to planned

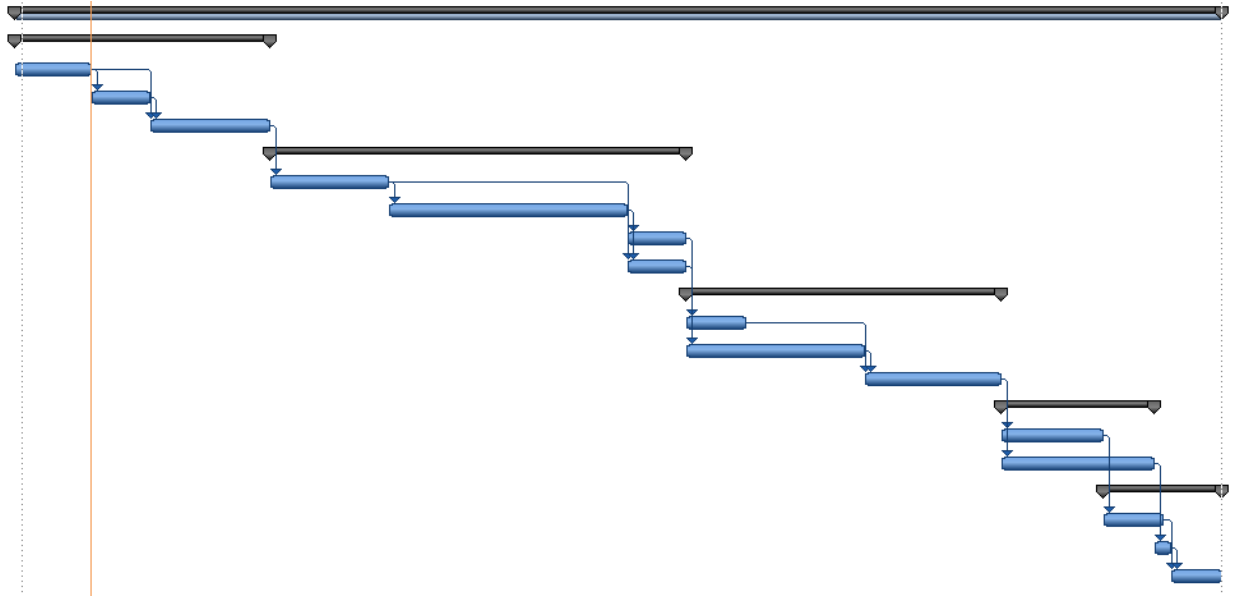
in such a way or make it the alternative option which helped to focus on perfect planning for budget. On the other hand, when affect it impacted on each of the stage or element which is related to resources, technology, other assumption. Some suggestions followed by the company which are related to reviewing budget, forecasting and identifying revenue for upcoming period in order to assign amount for spending on various cost of company.

4. **Time-** Chosen project will have completed in 102 days that will start from April to September 2022. This is the estimated time but it is necessary to focus on completing the project at time. Otherwise it can be impacted bad on the times period as well ass project.
5. **Quality-** Project quality management is referring to the process which is equally managed for maintaining throughout project also it is related to quality and then perfection. This is necessary to control the element of the project which help to established standard and also determining the step for achieving and confirming those standard. For the chosen project it can be related to provide the high quality of educations to the student. That is why it is necessary to manage it accordingly. The effective quality management of the project help to lower the risk of production failure or unsatisfied, unhappy client.
6. **Communication-** This is the major element of project management in order to more focus on sharing the idea and opinion between professionals who are working on sharing the ideas as well as it gives the priority project leader who are responsible for communicate with the team in effective manner. Also, it is necessary to give the chance to team so that they can give their opinion in order to share ideas and suggestion. It can be possible that workers have good idea to change the strategy and how it can be improved in better manner (Böhlich 2021). So this is also helped to working on the project which is help[s to achieve goal and objective effectively.
7. **Human resource management-** Project human resource management are responsible for the process that help to organise, manage and leads the project team. Also, it is help to comprised of people with assigned roles and responsibilities in order to complete the project. It is important to measure the project success that help to benefit and innovations in the project. Further, human resource management can be ensured for high quality of personnel at workplace which is necessary for creating the opportunities that is help for motivate the group in order improve their work efficiency. They are also responsible for providing the opportunity of motivate the individual for advanced career.
8. **Benefits and realisation** - This is also related to the document which is responsible for achieving the planned benefits and also help to identify the timelines and tools. There are several benefits of resources in order to improve the benefits that are help fort developing the knowledge and also provide benefit of it by associating the assumption (Aartsengel, and Kurtoglu, 2020). On the other hand, it is possible that without planning project obstacle are seen in order to offer the framework that is necessary for specific task and also help to ensure about the task which is created by measurable value on managed schedule.

Gantt chart

Task Mode	Task Name	Duration	Start	Finish	Predecessors
Manually Scheduled	Virtual delivery system project	102 days	Mon 4/25/22	Tue 9/13/22	
Auto Scheduled	Project initiation	22 days	Mon 4/25/22	Tue 5/24/22	
Auto Scheduled	Aim and objectives	7 days	Mon 4/25/22	Tue 5/3/22	

Auto Scheduled	Recruiting project team	5 days	Wed 5/4/22	Tue 5/10/22	3
Auto Scheduled	Budget	10 days	Wed 5/11/22	Tue 5/24/22	3,4
Auto Scheduled	Project planning	35 days	Wed 5/25/22	Tue 7/12/22	
Auto Scheduled	Market research	10 days	Wed 5/25/22	Tue 6/7/22	5
Auto Scheduled	expert advice	20 days	Wed 6/8/22	Tue 7/5/22	7
Auto Scheduled	Build the timeline	5 days	Wed 7/6/22	Tue 7/12/22	8
Auto Scheduled	Financial resources	5 days	Wed 7/6/22	Tue 7/12/22	7,8
Auto Scheduled	Implementation	27 days	Wed 7/13/22	Thu 8/18/22	
Auto Scheduled	Alternative of application	5 days	Wed 7/13/22	Tue 7/19/22	9
Auto Scheduled	Roles and responsibility	15 days	Wed 7/13/22	Tue 8/2/22	10
Auto Scheduled	Hiring teachers	12 days	Wed 8/3/22	Thu 8/18/22	12,13
Auto Scheduled	Monitoring	12 days	Fri 8/19/22	Mon 9/5/22	
Auto Scheduled	Risk implementation	8 days	Fri 8/19/22	Tue 8/30/22	14
Auto Scheduled	Backup plan	12 days	Fri 8/19/22	Mon 9/5/22	14
Auto Scheduled	Closure	10 days	Wed 8/31/22	Tue 9/13/22	
Auto Scheduled	Feedback	5 days	Wed 8/31/22	Tue 9/6/22	16
Auto Scheduled	Testing	2 days	Tue 9/6/22	Wed 9/7/22	17
Auto Scheduled	Success of program	4 days	Thu 9/8/22	Tue 9/13/22	19,20



9. CONCLUSION

It has been concluded that project management help to manage all the stage of new project in order to makes it successful. Also, it is discussed project brief and project management plan that help to consider all the stages. Further, critically analysed the project management plan by including all the element such, quality, stakeholder, benefit and realisation, timeline by Gantt chart.

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