

University of Wales Trinity Saint David

Managing Projects in the Organisation(BMSW5104)

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Executive Summary

ALDI is the leading grocery retailer in the UK which provides effective services to their potential customer. It is identified from the report that the company used different project management techniques in Covid-19. Apart from that, it is considered that communication helps in financial crises. On the other hand, it is recognized that reflection of personal skill provides detailed information about the strength and weaknesses. It examines various communication techniques used by ALDI to interact with their potential customer during the current pandemic. Apart from that, it is observed that a project management plan plays an important role that provides an effective advantage to the chosen organization.

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Introduction

This report mainly provides a concise description of different project management techniques during this pandemic. It has mainly developed effective communication strategies to deal with the financial crisis. The report has also provided critical reflection based on personal strengths and weaknesses during this pandemic. It has mainly focused on the successful implementation of a project management plan within ALDI. It. The report has mainly demonstrated that how a project management plan may provide potential benefits to ALDI. It mainly revolves around the implementation of training projects within ALDI along with its clear objectives.

Company Overview

ALDI is the mainly low-cost discounted retailer in the UK. The company mainly operates its services in around 18 countries and generates a huge income of around 53 billion. On the other side, ALDI is based upon certain ideologies which are operational excellence, highest quality standards, and promoting greater cost savings among customers (Taylor et al., 2020). The company is quite specialized in creating its own branded labels for customers.



(Taylor et al., 2020)

Importance of Project Management

The project management tool is quite useful for developing a strategic plan and make consistent improvements in their product offerings. Nowadays, Multinational companies are constantly using project management tools like Trello and Dashboards to evaluate potential risks on regular basis. (Radujković et al.,2017). The company has mainly taken advantage of different performance management software to track employee progress on regular basis. On the other side, ALDI is highly committed to conducting successful training projects. These project management tools mainly simplify workflow systems and contribute towards better financial results.

Tools which are suitable for ALDI

Zoom: It is online video conferencing software used for conducting virtual meetings and seminars for staff members. During this pandemic, Zoom is the perfect project management tool to offer proper guidance to staff members regarding day to day schedules. ALDI can use Zoom to bridge communication gap among staff members (Papke-Shields et al., 2017).. This tool can help supermarkets to plan important meetings, maintaining separate documentation and updating team members regarding project completion. With this app, The company can digitally record all important details and collect honest feedback from employees. In this way, ALDI can enjoy several features such as tracking expenses; file sharing, setting virtual webinars and creating archiving templates.



Source: (Llorens et al., 2021).

Trello: It is mainly regarded as visual collaboration platform used for tracking the progress of relevant projects. During this pandemic, ALDI can use Trello to examine stakeholder mapping, tracking project milestones and focusing upon resource allocation. During this pandemic, Trello is quite suitable for managing budget, suitable timelines and reviewing procedures on regular basis. ALDI can use Trello to establish open and transparent communication with different stakeholders (Llorens et al., 2021). In this way, ALDI can collect relevant information about employees responsibilities, metrics and strategic roadmap.

Workzone: It is another effective project management tool used for customizable reporting, task allocation and tracking suitable deadlines. ALDI can use workzone system to break complex tasks into simpler ones (Papke-Shields et al., 2017). In this global outbreak, The Company can use workzone to track their communication strategies, project deadlines and set appropriate permissions for different users. By using workzone, ALDI may enjoy several features such as creating separate to do list for important tasks, establishing clear reporting structure and creating relevant tasks for staff members.

From above analysis, it can be stated that these tools are quite suitable for ALDI to manage reporting structure and delegate equal responsibilities among staff members. These project management tools mainly help businesses to create highly dedicated team and complete above project within the given time period. During this pandemic, ALDI can take advantage of Zoom and Trello to resolve their reporting issues and simplify workflow systems.

Tools which are not suitable for ALDI

Monday.com: This project management software is mainly associated with additional costs which may affect business productivity. The basic plan of Monday.com does not incorporate management features. On the other side, Firms may find difficult to track their expenses and project timelines (Radujković et al., 2017). Apart from this, ALDI could face several integration problems. Thus, The supermarket should not use this tool due to limited timeline buttons. On the other side, Firms may find difficulty in managing folder storage.

Gantt Charts: This tool often creates high level of uncertainty for project managers. Gantt Charts are quite time consuming and complicated process. In such conditions, ALDI may find difficult to display project scope and other additional costs in front of stakeholders. Apart from this, Gantt chart mainly require large resources in terms of budget, team members and necessary equipments (Llorens et al., 2021). These tools often take longer time in scheduling complicated tasks and unable to manage stakeholder expectations. Thus, Gantt Charts are not appropriate for managing complex tasks.

From above analysis, It can be stated that above tools are not suitable for ALDI. The reason is that both Gantt chart and Monday.com are quite complicated and involve additional expenses. These tools are less flexible as compared to other project management tools. It often takes much time in producing desired outcome (Radujković et al., 2017). In such conditions, Firms often find difficult to make certain changes in their project schedules.

Project Management Plan for ALDI

In the post-COVID 19 contexts, ALDI may initiate new training projects to promote the personal as well as professional development of employees. The company may initiate this project from 1 May 2021 to 2 June 2021. During this training project, the supermarket may initiate online vocational and skill development programs for staff members. The company may invest a huge amount of money and time on this training project to motivate employees in completing challenging tasks (Radujković et al., 2017). In this way, The company may prepare employees for future challenges and guide them to deal effectively with customers. This training project may encourage employees to pay much attention to academic and technical capabilities. In this financial crisis, ALDI may initiate training projects to tackle employment and inculcate digital skills among the target audience. This project may help ALDI to develop mutual collaboration and acceptance among employees. Thus, Training developmental programs may help ALDI to mitigate the implications of COVID 19 upon employee performance.

During this training project, The company may initiate new on-site vaccination to promote employee wellbeing. Through this training project, The company was able to facilitate better working conditions, work from home policy, and flexible working hours for customers. This training project can bring several changes in this COVID 19 working environment such as wider promotional opportunities, promotes knowledge expansion, and create a safer environment for

staff members. In this training project, The company may provide proper guidance to staff members regarding hygienic and safety protocols. The ultimate objective of this training project is to demonstrate greater enthusiasm and curiosity among staff members regarding the new working environment. Apart from this, The above training project is based upon the following objectives which are described below:

- To guide employees regarding new social distancing restrictions.
- To provide proper training to staff members regarding customer safety and completing challenging tasks within a suitable period.
- To make employees more efficient and specialized in the latest technological trends.
- Ensuring that all staff members are staying updated with health & safety guidelines.
- Preparing employees to adjust to changing working environments.

This training project is very much important to operate within a socially distancing workplace. The above project may help ALDI to pay much attention to working shifts, social distancing, and minimizing operational costs as much as possible. Through this training project, ALDI may promote virtual communication among staff members (Li and X., 2021). During this training project, The supermarket may collaborate with learning instructions to build an emotional bond with staff members during this pandemic. This training project may help ALDI to promote greater adaptability and happiness among staff members. In this COVID 19 crisis, The training project mainly served as greater inspiration for staff members for developing new skills and become highly committed to scheduled tasks (Victorivna et al., 2019). In this training project, ALDI may develop a strategic roadmap for staff members regarding new career directions and embrace new technologies in business operations. The company will also take advantage of an efficient learning management system for the successful completion of the training project. Through this training project, The company also tried to test technical aptitude and patience among staff members. The company may create new staffing policies to promote a positive attitude and greater creativity among staff members.

Initiatives for the above training plan

Workplace safety training is regarded as the most crucial element for a successful business. ALDI may invest sufficient money in their training projects to provide all relevant equipment and educational materials for staff members. The company will provide proper training to staff

members regarding public health issues and safety guidelines. During this training project, The company may provide proper mentorship to staff members regarding infectious disease control, PPE equipment, and COVID-related laws. ALDI may motivate its staff members to adjust to safety protocols and guidelines (Llorens et al., 2021). On the other side, The company will take advantage of social media platforms to interact with employees regarding the frequent shift in performance standards and changing safety protocols. On the other side, ALDI may consider the following steps to implement a successful training plan. Some of them are described below:

Staying Updated with changing protocols: During this training project, ALDI will provide proper documentation to employees regarding Occupational Safety Act and other health guidelines. The company will send automated email notifications to staff members regarding new health guidelines. In this way, Staff members may feel more valued and respected in the workplace.

Shift Delivery Methods: ALDI will pay much attention to online training courses to increase employee motivation. The company will use different digital channels to collaborate with subordinates (Schofield and D., 2020). During this training project, The company will train employees regarding tracking social media accounts, ensuring customer safety, and checking hand sanitization facilities on regular basis.

Improving Measurement Standards: ALDI may implement different engagement metrics to provide proper training to staff members. Through this training project, The company will emphasize activity completion rates, total time taken by employees, and analyzing employee progress. The company will use online surveys to collect valuable feedback from employees for the successful completion of the above project. ALDI may be tried to improve training standards through a slide presentation and video marketing.

Real-Time Compliance Tracking: ALDI will use spreadsheets to track that whether each employee is receiving proper training or not. In this way, the supermarket may able to adapt

itself to changing landscape. In this COVID 19 context, The company will implement a compliance solution to analyze the entire tracking history of employees. Apart from this, ALDI may focus upon licensing, instant email notifications, and provide all relevant educational materials to employees. In this way, ALDI will create greater goodwill and job satisfaction among staff members.

Learning Management System: ALDI will mainly use the LMS system to conduct successful training programs for staff members (Schofield and D., 2020). To implement their training project, The supermarket will focus upon certain initiatives such as conflict resolution, security procedures, and updating employees regarding cybercrime security policies. The company may also provide necessary educational certification to customers at the end of the training project. The above project mainly helps ALDI to deal with the financial outbreak and boost employee confidence.

Post COVID changes in training project

COVID 19 is constantly transforming entire leadership & developmental programs. Thus, ALDI will focus on remote-friendly solutions to build a productive workforce. In this post-COVID 19 world, the company is paying much attention to conference development opportunities, online learning courses, and physical infrastructure to execute their training projects. The company will develop a strong partnership with other telecommunication providers to build strong coordination with staff members. On the other side, ALDI may focus on regular communication channels and employee engagement surveys for the successful execution of the training project. The company will collaborate with other digital marketing teams to promote skill development among staff members.

Implementation of Training Plan

Actions	Timeline
Establishing realistic program goals At first, ALDI will set clear and honest goals to improve employee performance. The company will ask sophisticated questions from	The company may try to accomplish this goal within 5-6 months.

team members regarding professional plans and job positions they wanted to achieve in the upcoming period (Victorivna et al., 2019).	
Adopting efficient employee training software The company will use different content authoring and collaboration tools to deliver proper training courses to staff members (Torres Hostench and O., 2020).	The company may try to achieve this target within 7-8 months.
Delivering training at the right time ALDI may use efficient training delivery models to promote employee development. The company will use the JIT system to provide proper guidance to staff members regarding new projects.	The company may try to accomplish this goal within 8 months.
Creating a useful engaging employee learning experience The company will conduct efficient orientation programs to maintain long-term relationships with employees (Schofield and D., 2020).	The company may try to accomplish this task within 7 months
Leveraging social learning ALDI may collaborate with other L & D teams to conduct proper career and leadership workshops for their staff members.	The company may accomplish this task within 6 months.

From the above analysis, it can be stated that the training project is quite beneficial for potential stakeholders. This training project may help ALDI to collect valuable feedback from employees regarding day-to-day operations and customer service. Through this training program, the supermarket can become more conscious regarding call volume, real-time dashboards, and customizable performance metrics to track employee progress on regular basis. In this COVID

19 crisis, the Training project mainly contributes towards higher employee retention rates and improve operational efficiency (Schofield and D., 2020). With this training project, the employee can gain a depth understanding of regarding business mission and values. This project mainly helps ALDI to pay much attention to efficiency dynamics and employee productivity. This training project may help ALDI to improve employee engagement and gain customer satisfaction. In this way, Firms can notify staff members regarding relevant tasks.

Reflection upon managing plan in this COVID pandemic

Reflective writing is mainly defined as an analytical practice where the writer expresses their feelings and experiences towards the particular event. The above task has mainly helped me to manage big projects and develop interpersonal skills. Through this task, I have mainly realized that COVID 19 has negative implications for project management. During this task, I was able to collaborate with others regarding the training project (Harold and K., 2021). Here, Gibbs Reflection Model is applied to demonstrate personal experiences based on the above project. Some of the stages are described below:

Description: Our tutor has been assigned the responsibility to conduct meaningful group projects upon training programs within ALDI. Thus, Our work has been divided among 6 members regarding the scheduled task. At first, I have mainly paid much attention to documentation, deadlines, and ICT technology to complete the relevant task within a given period. I have mainly tried to incorporate team feedback in the strategic plan to gain higher success. On the other side, I have mainly used Gantt Charts to track my progress on regular basis. Throughout this training project, I have mainly paid much attention to project control structure, networking diagrams, and PowerPoint presentation slides to communicate effectively with subordinates. My biggest strength under this task is that I have tried to manage multiple tasks within a given period. I was very well equipped with technical terms that help me to achieve higher grades and create a professional impression among tutors (Li and X., 2021). During this task, I was mainly surrounded by an objective-oriented person. In this way, I have become more passionate and committed to the successful completion of the above task. To lead a successful project, I have mainly tried to create a compelling vision among team members. I have also used project management software to collect valuable suggestions from team members.

Feelings: In the initial stages, I was quite nervous about managing a diverse project. With changing times, my team members have mainly supported me in setting a realistic timeline. I have mainly tried to develop a can-do attitude and greater positivism among staff members. During the I have mainly tried to develop a can-do attitude and greater positivism among staff members. During this training project, I have mainly encouraged my team members to become more bold, conscious, and confident among others. During this task, I have tried to demonstrate greater empathy and compassion among staff members. In this project, I have tried to showcase my communication skills by listening to other's suggestions (Peña et al., 2020). I have mainly used email, newsletter, intranet bulletin board, and webcast to communicate effectively with team members. During this project, I have focused upon webinars; stand-up presentations, and video conferencing to interact with team members regarding project deadlines, different ICT technologies, and future career plans. This project has also helped me to showcase leadership skills by instructing team members regarding relevant tasks, online learning materials, and responding to tutor instructions. During this project, I have mainly tried to incorporate relevant tables and charts with insignificant tasks.

Evaluation: Overall, This task has helped me to become more accountable and self-confident in front of others. During this task, I was able to improve my teamwork skills by attaching concrete timelines and ensuring that all team members move in the same direction. During this task, I have also demonstrated my research skills by collecting large information about project management at ALDI within COVID 19. On the other side, COVID 19 has already brought lower confidence and tension among subordinates. Thus, I have motivated my team members to perform well. I was a very much calm and well-organized person in my professional life. I have mainly ensured that member's role is completely aligned with weekly goals. I have also acknowledged positive feedback from others (Harold and K., 2021). To deliver an effective project, I have mainly emphasized file sharing, group messaging and celebrated small achievements with team members. During this project, I was fully aware of my body language and attitude while interacting with others. I have tried to delegate equal responsibilities among team members as per their expertise and knowledge. During this project, I have mainly acted as a specialist who was task-oriented and highly dedicated towards scheduled projects.

Analysis: Overall, This project has helped me to stay calm and determined under complex situations. I was quite sensible and strategic in analyzing valuable insights. However, I have faced several challenges in the completion of the above task. At first, I often find it difficult to maintain a perfect work/ life balance. Being an introvert, I often find it difficult to deal with aggressive personalities. Some team members often get aggressive with me over relevant tasks. In such conditions, I have become more frustrated and impatient with certain tasks. In certain situations, I often feel uncomfortable giving the right direction to team members. On the other side, Poor decision-making skills have made it difficult for me to achieve a certain goal. Thus, I have decided to conduct online regular meetings to interact with team members. This project has mainly helped me to become more conscious regarding personal strengths and weaknesses. This project has mainly helped me to engage in active team-building sessions to interact with team members. This task has helped me to handle diversified projects in a more professional way (Bruce and G., 2021). I have mainly conducted extensive research upon different project management tools applied by ALDI to deal with the financial crisis. Throughout this group project, I have mainly paid much attention to effective planning, editing and practiced emotional intelligence to communicate effectively with others. During this task, I was able to build interpersonal skills by sharing relevant knowledge and information with others (Victorivna et al., 2019). I have also created separate schedules upon important tasks and created suitable templates under tutor instructions. I have mainly given utmost importance to content accuracy, attractive presentation, and estimated all relevant educational resources. This project has mainly helped me to engage in creative activities such as designing, coding, and writing. I have mainly taken advantage of Gantt Charts and spreadsheets to monitor project success on regular basis.

Conclusion: Overall, This project was a quite memorable and overwhelming experience for me as I was able to gain in-depth knowledge about project management techniques. This task has mainly helped me to pay much attention to visualization, task delegation, and relevant tasks. I have mainly divided the entire project into separate milestones and scheduled important tasks as per suitable deadlines. I have mainly focused on the presentation skills to deliver high-quality projects among tutors (Papke-Shields et al., 2017). I have also scheduled weekly meetings to interact with team members regarding recent updates and delivered email notifications. To complete this project successfully, I have mainly paid much attention to time tracking, file storage, and chat in the app to collaborate with team members regarding scheduled projects. I

have also appreciated my team members for their project contributions and celebrated greater milestones with team members. I have also created a to-do list and online group discussions to assign equal responsibilities among team members. I have mainly invested sufficient time in revising my entire plan and staying focused on balancing multiple projects. I have also tried to reduce immense workload among team members through frequent interval suggestions and conducting online team building activities to uplift staff engagement.

Action Plan: I will try to improve my decision-making skills by focusing upon relevant facts and figures. I will mainly pay much attention to cost optimization, valuable suggestions, and personal skills to improve my decision-making skills. I will mainly try to develop critical thinking skills to manage projects more professionally. I will mainly set realistic timescales to complete relevant projects within a given period. I will focus on constructive feedback to improve my skills. I will use Basecamp and Trello to share relevant updates and procedures with team members (Llorens et al., 2021). The following table mainly showcases a personal development plan to manage projects effectively. Some of them are described below:

Skills for Improvement	Time Scale
To improve problem-solving skills I will use a Mind map to identify the appropriate solution for a specific problem. I will mainly apply critical thinking to solve day-to-day problems.	I will mainly try to improve my problem-solving skills in 3-4 months.
To improve decision-making skills I will try to make a logical decision by evaluating the positive and negative consequences of each problem.	I will try to accomplish this goal within 7 months.

Conclusion

It is concluded from the report that how ALDI used various project management techniques to gain a competitive advantage during this pandemic. It highlighted the effective communication strategies that help to deal with economic crises. On the other hand, it demonstrated the critical reflection of personal skills during Covid-19. The report described the project management plan within ALDI to make it successful. Moreover, it is concluded that ALDI adopts different communication systems to maintain a strong relationship with their customers. This report concluded that a project management plan gives many advantages to the company.

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