

Project Management - Vasilica Voinea

by Vasilica Voinea

Submission date: 30-Jun-2023 05:48PM (UTC+0100)

Submission ID: 209678918

File name: 31785_Vasilica_Voinea_Project_Management_-_Vasilica_Voinea_504307_579853526.docx
(181.97K)

Word count: 2825

Character count: 15941



BA in Business Management

Project Management

LCBB5005

Student Name: Vasilica Voinea

Student ID: 2108810

Contents

Introduction	4
WBS	5
Project background	5
Aim and Vision	6
Reason for project selection	6
Relevant elements involved	7
Specific issues	8
Project Initiation Document	9
Project Introduction	9
7 Project Scope	9
Budget assumptions	9
Assumptions	10
Constraints	10
Stakeholders and their Involvement	11
Project Organization Structure	12
Roles and responsibilities	13
Project control mechanism	13
Reporting Framework	14
Project Planning with Milestones	14
Conclusion	16
References	17

List of figures

Figure I WBS	5
Figure II Managing project	6
Figure III Stakeholder map	12
Figure IV Organization structure	13
Figure 5: Gantt chart	15

Introduction

The project for planning to design a work remote plan is described within the report. Remote working is essential for better services can be provided to the employees and customers. The project management tasks are planned for the business goals and priorities can be known. The project needs to be developed on time and the different factors involved in designing the project are identified at the initial stage. The report discusses the different issues that can be faced while designing a project. The WBS is designed for the different activities being involved in the project can be known.

WBS

The WBS is developed for business processes. The analysis of different processes is done to identify the tasks that are involved in project initiation. The project will be developed on time and the business requirements will be met. The innovation is decided to be planned for the current work infrastructure can be improved and the day-to-day business activities get improved. Remote working is essential to meet the requirements of business.

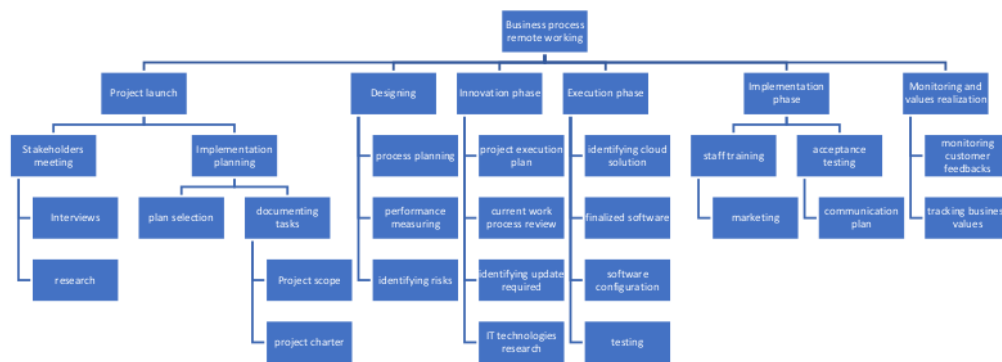


Figure 1 WBS

(Source: Author)

Project background

The need for remote working is essential within business for the business processes can be handled remotely from a distance. The use of advanced technologies for completing tasks is useful for the business population can be maintained. The business operations are improved through the use of remote setup and distributed companies. The employees will be having the flexibility to work from any location and the products can be launched (Coutinho, et.al, 2019) to the market. The team bonding within the business is formed strong and the distributed teams are formed. Remote working is essential to meet the requirements of customers. According to the surveys, the use of remote working proved to be useful for business productivity can be increased.

Aim and Vision

The development of remote working is useful for a balanced and happy workforce gets formed. Flexibility is provided to the employees for better management of the services gets done. The tasks get completed easily from any location and the business potential gets increased. The urgent tasks can be developed on time through remote working as the employees will be having access to complete the tasks on time. The business performance is improved to manage the services.

Reason for project selection

The project for the work remote plan is selected to analyze the employee's needs and the better work platform to be designed within the business. The best services are provided to the customers for the management of tasks. The project is selected based on business requirements. The business needs to plan for remote work for the best services get (Judge and Harrie, 2020) implemented within the system. The projects being formed will be useful for the management of different tasks to be done.

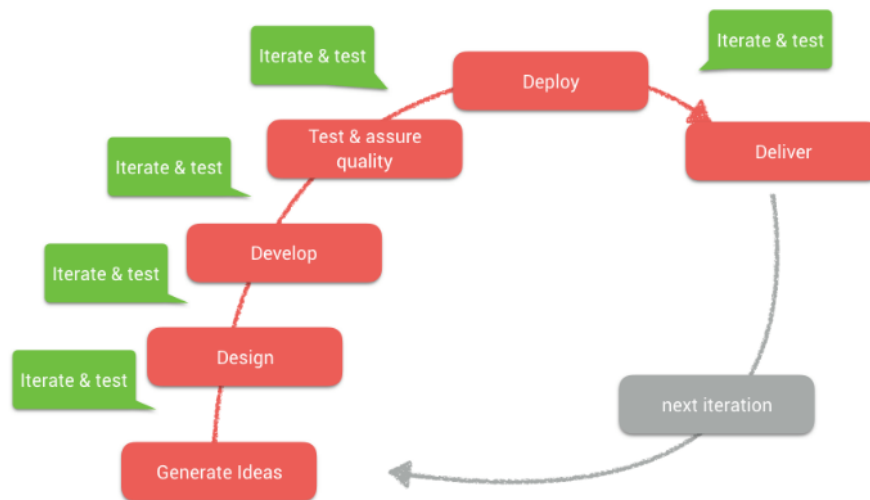


Figure II Managing project

(Source: Peham, 2016)

Flexibility gets provided to the employees for the tasks to be completed within the entire period. The traveling costs involved for the employees will be reduced and the person having health issues

can also manage the tasks. The employees can complete the allotted tasks according to their needs. The employees can work securely from any location where the proper internet connection is received.

Remote working is useful for the better quality of the work can be formed and business productivity can be improved. The professional business reputation is improved and better productivity is received through employees. The workforce being developed for the business is balanced and the scheduling of the tasks is done. The contribution of employees is done for the benefits of remote work can be formed.

Relevant elements involved

The elements involved within the WBS are:

- Project launch: The products are launched to the market with interviews and meetings with stakeholders. The planning is done for the selection of a plan that is to be developed within the business. The documentation of the process is done for the project charter and the project scope can be known.
- Designing: The designing phase involves forming a visual representation of the tasks and the planning is done for the overall business processes to be improved. The business performance is measured according to the requirements of the business and the risks being faced within the project are identified. The risks that can be faced by the project are identified and the best solution that must be implemented for the project is known (Silvius and Schipper, 2019).
- Innovation phase: Innovation is required for the execution of tasks. The work progress being formed is reviewed and the necessary updates being required within the tasks are known. The use of IT technologies is beneficial to meet the requirements of business. The better productivity reach of the customers is formed for the best services get delivered to the customers.
- Execution phase: The execution phase describes the best solution that must be implemented within the business and the finalized software that must be implemented for the business tasks. The business infrastructure is improved through remote working and the proper training is provided to the employees for the tasks management. The software is finalized according to the needs of the business and the testing for different tasks is done.

- Implementation phase: The implementation of the project involves acceptance training and staff training. The training is provided for the marketing and use of software within the business. The communication plan is followed for the management of business tasks.
- Monitoring and values realization: The monitoring of the tasks is important for the business values can be tracked and the proper monitoring of the customer feedback is done for the management of business requirements. The proper management of business requirements helps to manage tasks easily (Asana 2023).

Specific issues

The specific issues ¹ that are faced for the successful development of the project are:

- Business tasks get delayed: ¹ The issues can be faced by delayed tasks. Proper monitoring is required for the maintenance of business processes. The scheduling of the tasks is important for the best services gets offered to the customers. The delayed tasks lead to a decrease in business reputation.
- Project budget exceeds: The project budget needs to be planned additionally for the proper management of the tasks gets done. Proper monitoring of the budget is important for maintaining the business costs. The large expenses involved in the project are to be maintained so that the project gets developed under the budget planned. The selection of the products being done must be according to the business requirements (Kashyap, 2023).
- Proper planning not done: Proper planning over the tasks is important for the business requirements to be met. The planning for the tasks helps to manage the workflow and the issues being faced for tasks sub-divided are resolved. The business needs to plan for better services that can be formed within the teams.
- Collaboration among teams: The issues faced for team collaboration. The team members' collaboration is important for the best services that can be provided to the customers. Stress is formed among the teams for task management.

Project Initiation Document

Project Introduction

The project is designed for work remote management ¹² within the business. The project is essential to be formed for the issues being faced by the employees in maintaining day-to-day activities. Proper monitoring of the activities is required ¹ for the best services gets delivered to the customers. The project ¹ will be beneficial for the management of business tasks gets done. The remote management of the tasks will provide employees with the best services (Kashyap, 2023).

Project Scope

The project for remote management is useful for a better workplace gets designed. The project allows users to be connected to the system and a better work platform gets formed. The project will be beneficial for a large number of customers to get attracted to the business. The business goals are set so that better productivity of the business can be formed ¹ and the management of different requirements gets done for the business.

Budget assumptions

The assumptions are formed for the project budget as:

Table 1 Budget plan

Resources involved	Budget planner
Gathering resources	£500
Designing software	£200
Purchase software	£600
Installation	£600
Testing	£300

The project budget is planned according to the requirements of customers. The project will be beneficial to meet the customer demands and a better workplace can be designed. The project budget is approved by the teams and provides ⁴ the best services for task completion. The customers are involved actively within the business for the management of business requirements gets done.

Assumptions

The assumptions for the project completion are:

- The team members must coordinate with each other for the issues encountered while completing the tasks on time.
- Proper planning must be done at the project initiation for that better services can be provided to the teams.
- The goals are to be focused for the project tasks get completed easily and the management of business tasks gets done.
- The business rules and regulations are followed for the customer information to be secured.
- The tracking of the milestones is done for the proper management of the project tasks.
- The interruptions being formed on the tasks are identified for the best services that can be provided to the customers.
- The costs being planned for the project development will not affect the overall development of the tasks.

Constraints

The purpose of designing the project is to develop a better solution for the business so that tracking over the tasks gets done (Kashyap, 2023). The project will manage the overall requirements of the business. The risks are faced within the project for the management of different business tasks. The project needs to be improved through the risks being faced by the teams. The better management of the services makes it easier to improve the overall business performance. The risks being faced by the project involve:

Table 2 Project constraints

Risks faced	Priority	Description	Mitigation plan
Delayed tasks	High	The business tasks may be delayed due to many reasons and there is a need for a better work infrastructure to be designed.	The monitoring over the tasks is required for the tasks being completed can be known.

Budget over exceed	High	The business budget needs to be maintained earlier for the tasks to get completed on time. The business project will be designed according to the budget being planned	The budget plan is formed at initial stages for the completion of project tasks.
Team coordination	Medium	Team coordination is necessary for project completion. The team members need to communicate the issues faced and complete the overall business processes.	The team coordination is formed through handing team meetings.
Planning not formed	High	The planning for task completion is important so the tasks can be prioritized and categorized according to their needs within the business.	The planning is required with the teams for managing tasks on time.

Stakeholders and their Involvement

The external stakeholders that are involved in the project are customers, government, etc. The internal stakeholders for the project are managers, CEO, admin, employees, etc. that are involved closely in the project and develop the tasks (Kashyap, 2022). The stakeholders are prioritized and identified according to their needs within the business. The proper management of the tasks makes it easier to improve business productivity. The stakeholders are categorized based on their involvement and participation in the project completion.

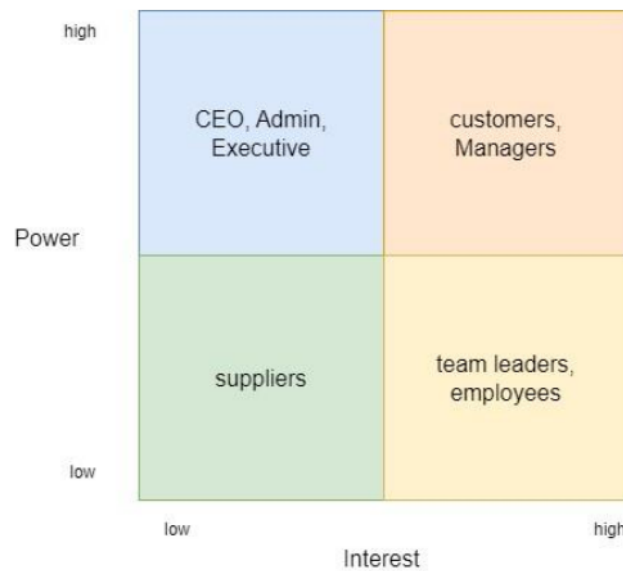


Figure III Stakeholder map

(Source: Author, 2023)

The categorization of the tasks ² makes it easier to manage the tasks and business productivity. The proper services are provided to the customers for the monitoring of the task's progress can be formed.

Project Organization Structure

The organization structure chart is shown. The team members are having equal responsibilities for the completion of project tasks (Apm.org.uk. 2022). The team members are categorized according to their priorities on the business project. The organizational chart shows the different processes that are involved with the completion of the project.

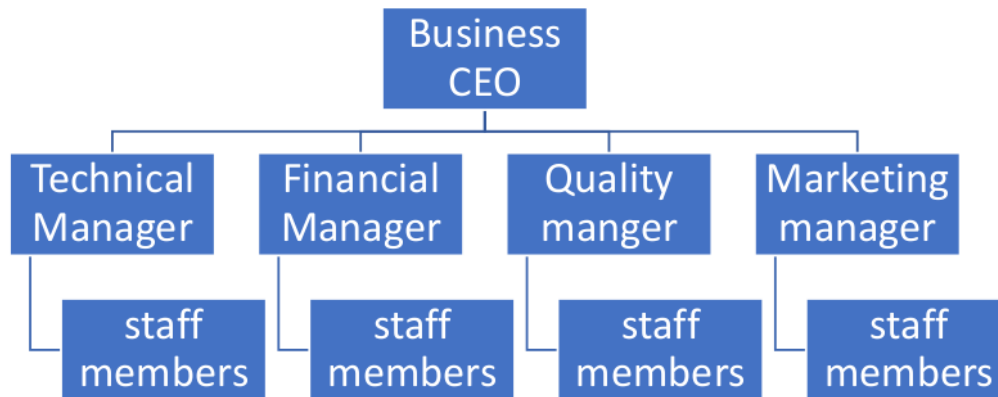


Figure IV Organization structure

(Source: Author, 2023)

Roles and responsibilities

The roles and responsibilities of each member can be known:

- CEO: The CEO of the project will be monitoring the overall activities of the business.
- Staff members: ¹⁷ The team members are involved in completing the project on time.
- Financial Manager: The financial manager will be maintaining the budget of the project and the overall development of the processes is done.
- Technical Manager: The technicians involved in the project can be developed on time and the requirements are provided for the project design.
- Quality Manager: The quality manager will be monitoring the overall progress of the tasks. The tasks quality is maintained by the quality manager for the completion of different tasks.
- Marketing Manager: The marketing manager involves promoting products and managing sales.

Project control mechanism

The control mechanism is formed for the project so that proper monitoring of the tasks can be formed. The control mechanism involves maintaining the tasks and tracking the progress. The

involvement of teams is done according to the business requirements. The control mechanism makes it easier to manage the work progress. The involvement of teams is done for the improvements being required within the project can be known. The better services are involved for the customers' involvement within the business can be known.

Reporting Framework

¹⁵ The people involved in the project communicate through the use of:

- e-mails: The e-mails are safe and secured for the communication among the users gets done. The important files can be shared with the g-mail so that prevention from data loss can be formed. The e-mails are used widely for the group members can communicate their daily progress.
- Social media application: Social media tools are used widely for day-to-day conversation for the tasks that get done. ² The use of social media makes it easier to manage tasks and provide the best services to customers. Social media applications are useful for monitoring daily progress can be formed (Teamwork.com. 2023).
- Chat: The chat services are involved within the business processes for the business tasks status ² can be conveyed to the teams. Regular communication makes it easier to manage the workflow of the business. The best services are involved in the management of tasks within the business.

Project Planning with Milestones

The milestones are set for the project at different stages of the project involving project planning, budget planning, gathering resources, implementation, and testing.

Table 3 tasks milestone

Tasks	Sub-tasks	Time
Planning		
	Project initiation	12
	Team meetings	12
	Research	15
	Identifying solutions	5
	Budget planning	2
Gathering resources		

	Resources gathering	8
	Purchasing resources	8
Implementation		
	Implementing software	15
	Connecting devices	15
	Wiring	5
	Setup installation	6
Testing		
	Testing code	12
	Identifying bugs	5
	Managing improvements	2
Delivering		
	Documentation	5
	Hand over	1

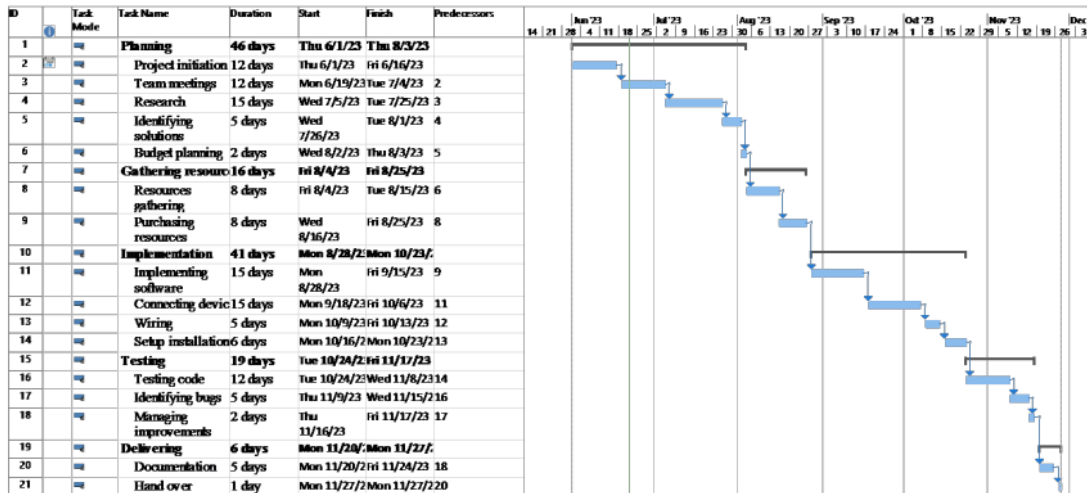


Figure 5: Gantt chart

(Source: Author, 2023)

Conclusion

The research discusses the project's remote working plan. The business plan is formed for the improvement required within certain tasks. The proper analysis of the tasks is done for the project plan can be formed. The project plan describes the different stages that are involved with the completion of tasks. The PID is formed for the management of different tasks within the project.

References

- Apm.org.uk. (2022). *What is project Management*. Available at: <https://www.apm.org.uk/resources/what-is-project-management/> [Accessed 14 Jun. 2023].
- Asana (2023). *Asana*. [online] Asana. Available at: <https://asana.com/templates/project-initiation> [Accessed 14 Jun. 2023].
- ³ Coutinho, M., Bynoe, M., Pires, S.M., Leão, F., Bento, S. and Borrego, C. (2019) 'Impact assessment: tiering approaches for sustainable development planning and decision-making of a large infrastructure project', *Impact Assessment and Project Appraisal*, 37(6), pp.460-470. <https://www.tandfonline.com/doi/full/10.1080/14615517.2019.1578481>
- ⁸ Judge, S. and Harrie, L. (2020) 'Visualizing a possible future: map guidelines for a 3D detailed development plan', *Journal of Geovisualization and Spatial Analysis*, 4(1), p.7. <https://link.springer.com/article/10.1007/s41651-020-00049-4>
- ¹⁶
- ⁶ Kashyap, S. (2022). *Why Is Project Management Important For Your Business: Benefits and Significance*. [online] ProofHub. Available at: <https://www.proofhub.com/articles/why-is-project-management-important> [Accessed 14 Jun. 2023].
- ¹⁴ Kashyap, S. (2023). *The Best Business Project Management Guide to Refer to in 2023*. [online] ProofHub. Available at: <https://www.proofhub.com/articles/business-project-management> [Accessed 14 Jun. 2023].
- Peham, T. (2016). *Manage Your Software Development Without A Project Manager!* [online] Usersnap Blog. Available at: <https://usersnap.com/blog/pm-software-development/> [Accessed 22 Jun. 2023].
- ⁵ Silvius, G. and Schipper, R. (2019) 'Planning project stakeholder engagement from a sustainable development perspective', *Administrative sciences*, 9(2), p.46. <https://www.mdpi.com/2076-3387/9/2/46>
- ¹¹ Teamwork.com. (2023). *Why Is Project Management Important? | Teamwork.com*. [online] Available at: <https://www.teamwork.com/project-management-guide/why-is-project-management-important/> [Accessed 14 Jun. 2023].

10

Wrike.com. (2023). *What Is Business Project Management?* [online] Available at: <https://www.wrike.com/project-management-guide/faq/what-is-business-project-management/> [Accessed 14 Jun. 2023].

Project Management - Vasilica Voinea

ORIGINALITY REPORT

18%

SIMILARITY INDEX

8%

INTERNET SOURCES

2%

PUBLICATIONS

17%

STUDENT PAPERS

PRIMARY SOURCES

1

Submitted to University of Wales Institute,
Cardiff

Student Paper

4%

2

Submitted to Buckinghamshire Chilterns
University College

Student Paper

2%

3

Submitted to Sheffield Hallam University

Student Paper

2%

4

Submitted to Victorian Institute of Technology

Student Paper

1%

5

Submitted to University of Glamorgan

Student Paper

1%

6

Submitted to University of Kent at Canterbury

Student Paper

1%

7

Submitted to University of Wales, Lampeter

Student Paper

1%

8

hal.archives-ouvertes.fr

Internet Source

1%

9

Submitted to Kaplan College

10

Submitted to University of Greenwich

Student Paper

1 %

11

Submitted to University of Sussex

Student Paper

1 %

12

Submitted to University of South Australia

Student Paper

1 %

13

Submitted to De Montfort University

Student Paper

1 %

14

scitepress.org

Internet Source

<1 %

15

elib.uacu.edu.ua

Internet Source

<1 %

16

profiles.ucalgary.ca

Internet Source

<1 %

17

www.eps2021-wiki2.dee.isep.ipp.pt

Internet Source

<1 %

Exclude quotes Off

Exclude matches Off

Exclude bibliography Off