

Managing Project in Organisation
BMSW5104
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INTRODUCTION

Project management is the approach which imply the particular experience, methods, skills and knowledge with the aim to complete the project in a specific period of time and within the allotted budget by the project sponsor (Lock, 2020). In this project management plan the chosen setting is establishing a canteen in Adidas warehouse. Adidas warehouse is facing several issues regarding the employee movement during the lunch and hours and several other issues which will be addressed through the establishment of canteen. This project plan will cover all the fundamental assessment of project management such as stakeholder analysis, risk assessment, project schedule assessment and more.

MAIN BODY

Project Description

The propose of establishing the canteen in warehouse is provided by the senior management of the company as there are several issues related to staff movement in lunch hours, staff absenteeism, and developing their healthy lifestyle. As Adidas is one of the well-known and huge size organisations. the employees are also in numbers, in the warehouse setting only the organisation have around 1000 employees. To cater and resolve the issues of these employees is the main objective of warehouse manager to initiate this project of canteen. In this project, a construction of canteen in this project will be done by a project team and all the key requirements are provided by the sponsor of the project who is Adidas warehouse manager. A specific area is allotted for the canteen and all the installations and design of the canteen will be clearly specified by the warehouse manager to the project manager.

Project Objective

The main objective of the project is to establish a canteen that can serve prominently the huge workforce of Adidas warehouse, specifically in the lunch hours which happens on different timings according to the shift of workers.

Project deliverables

- All necessary installations are made in the canteen for the employees.
- Kitchen design should be done in a manner which is effective enough to manage the orders during rush hours.
- Complete the construction of both kitchen and dining area.
- Furnish with canteen management software or POS and linked it with HR portal for employee order tacking.
- Project should achieve all the 5 milestones phases which are research, procurement, renovation, and styling staff and the grand open of the canteen.
- Project should not exceed the budget allotted to project team.
- Project will be completed in 6 months.

Project Constraints

- **Location Inspection** – Offered location for the canteen by the Adidas warehouse needs complete location inspection in time, without this the project manager will not be able to acquire the different permits necessary (Fewings, and Henjeweale, 2019).
- **Obtain Pre-construction, final construction, health permits** – Delay in the opening of canteen may occur if assorted permits from the food departments or the Adidas quality inspection team are not approved in a timely manner.
- **Vendor Acquisition-** With limited vendors, this project will not be able to gather the appropriate services and resources which are needed to launch the canteen.

Assumptions

- Each worker will only work for the project up to a maximum of 8 hours per day.
- The durations of activity are anticipated to be correct, although scope for extra flexibility has been kept in standby into the plan to mitigate any problems related to time (Venczel, Berényi and Hriczó, 2021).
- All the fixed cost is estimated and any changes to these fixed costs will automatically impact the total cost of project.
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Project Life Cycle of Canteen:

It includes 5 phases which are as follows:

1. **Designing conception phase:** It is the first process of determining the objectives of the project and also analysing the feasibility. At this stage the owner, architect, and the construction manager have a discussion that includes the what will be built and various factors like scope and quality assumptions. The clear and smart goals are set to be achieved. A proper budget for the construction of canteen is ascertained at this stage which includes time frame, material and labour and equipment costs.
2. **Pre-construction phase:** At this stage pre-construction begins with the proper documents related with construction that carries the translated planning into the contract agreements which are required for submitting the building permit. It includes the three document which are schematic design, design development and construction development. In last the DD is created as plan check set with a variety of series of approval. The following subjects are discussed with the project team which includes

Deadline for submittal delivery, transmission methods, the procedures required for reviewing submission, reviewing the deadlines and controlling communications.

3. Construction phase: At this stage the construction manager and the contractor will start the activities required for the construction of canteen. Various teams are formed and work is allocated to them. The quality control committee inspects the quality that guarantee the quality of every process. If the team will follow the steps as per the planning in the pre-construction phase, then the process of construction moves forward very smoothly. Effective communication is very necessary at this stage to avoid any problems. At the implementation stage the following things should be handled carefully which includes task management, logistics, daily status meeting, quality control, safety management and tracking project execution.

4. Performance and monitoring phase: This stage occurs with the third stage at the same time as implementation procedure. Performance monitoring is very important as it ensure about the completion of various activities on time as according to the project schedule. At this stage various key performance indicators are tools which should be employed at this stage which are as follows:

4.1. Quality management- This indicator determines whether the particular task deliverables have been met or not (Wu and et.al, 2021).

4.2. Performance management – It tracks various changes and unforeseen hurdles.

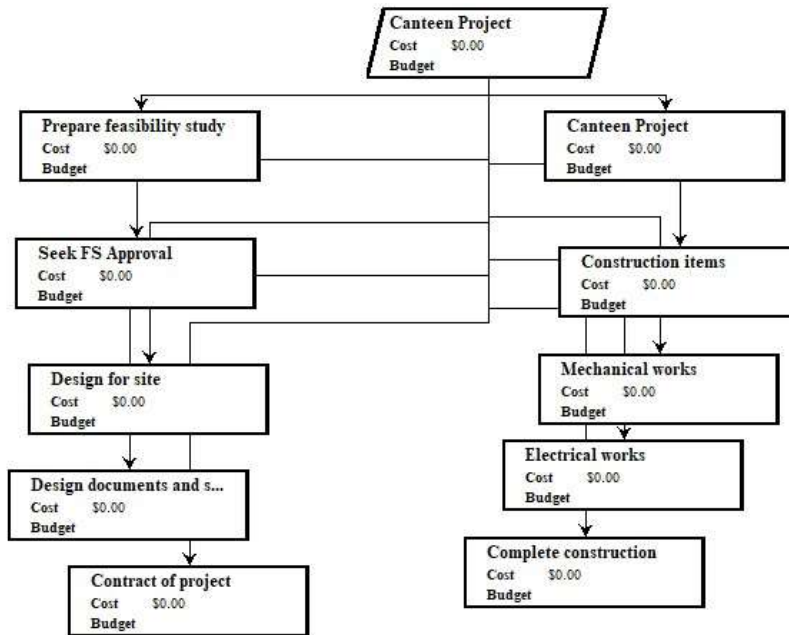
4.3. Tracking costs- It determines whether the budget is on track or not.

So by these key indicators the progress of project can be measured and modification can be done if required.

5. Project Closure Phase: This is the last stage of the project life cycle of canteen. This stage must be handled properly otherwise it will become headache for the project manager. It includes the handing over of the project to the client so that operation can begin on the canteen premises. A set of documents including manuals, warranties and final accounting documents regarding the canteen construction must be submitted to the Adidas so they it can be used for the purpose it was constructed. Commissioning can be used to ensure that project meet the set specifications.

Work-Breakdown Structure

Work-Break structure can be defined as a tool which adopts step by step approach for the completion of large project with several moving pieces. Through breaking down the project into these smaller components the work-breakdown structure can integrate the cost, scope and



deliverables in a single tool.

Consideration of resources in the canteen construction

There are various resources which are required for the construction of canteen in the Adidas Warehouse which are as follows:

- 1. Human resource:** Human resource is the most crucial resource required for the construction purpose. The whole process is initiated by the people and every resource is employed by the humans in the project. The construction manager and contractor are the main responsible persons for initiating the project. The suppliers, workers, contractors and various other stakeholders are covered under the human resources.
- 2. Financial resources:** Financial resources are the funds which are the main resources. Without these resources a project cannot be started as funds are very necessary to undertake various activities. Salaries of workers, funds for material, funds required for

legal obligation fulfilment can be only met by the financial resourced. In constructing a canteen, a proper budget is ascertained which requires a certain amount.

3. **Technological resources:** It includes all the tools and equipment's required to carry the process of construction. There are two methods through which these resources can be bring to the project which includes renting this equipment's or permanently purchasing these resources (Pan, Yin, and Chen,2019),
4. **IT resources:** These includes various resources like progress tracking software, project management resources which can be used in allocating the work, tracking daily progress of the project.
5. **Natural resources:** Various natural resources including stones, sand, wood, timber etc. are requires for the construction of the canteen. Natural resources are very important.

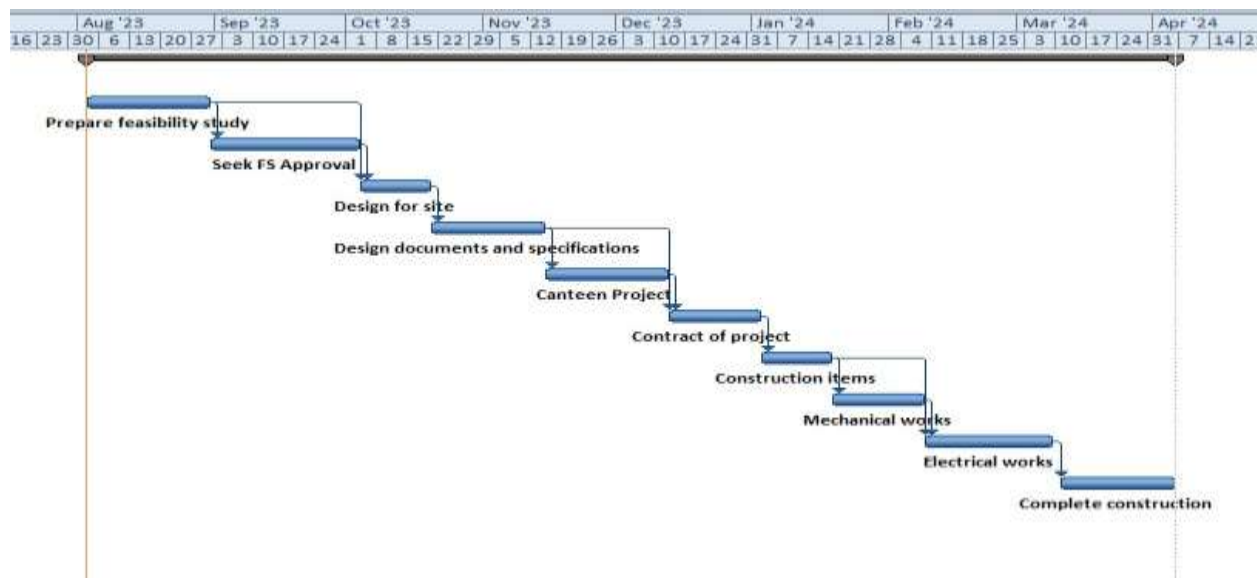
Stakeholder Analysis

It is considered as one of the primary process of project management, this is the process of gathering the information and requirements about any individual who are associated with the project. This process groups them according to their level of participation, influence and interest in the project which makes it easy to assess their requirements regarding project (de Oliveira, and Rabechini Jr, 2019). The key stakeholders of this project are employees of warehouse, warehouse manager, project manager, designer, government authorities, cooks and canteen manager. Analysis of stakeholder is highly valuable for this project with the aim to kicking off the project. In the stakeholder analysis there is a power-interest grid which have four quadrants that indicates the power and interest of each stakeholder.

- **High Power Low Interest** - It is the first quadrant in which government authorities who deals in the food safety and its regulations are included. Their interest is low as they are not directly benefited from the canteen as well as they have other important things to look. The power of authorities is high as they can stop the construction and operations of canteen if it does not comply the rules and regulations of food safety.
- **High Power High Interest** – In the second quadrant, warehouse manager and project manager are included because they both have the most power to make important decisions in the project (Derakhshan, Turner, and Mancini, 2019). Warehouse manager's level of interest is also high as this project will solve the problems which they are facing. Project manager is personal progress will depend on this project so the interest level is high.
- **Low Power High Interest** – In this category, employees of warehouse and canteen manager is categorised. Their power is low because both are at junior level in the warehouse so their inputs are not considered as valuable requirements, only most essential requirements of them are documented. Their interest in this project is very high as they will be the real users of canteen.
- **Low Power Low Interest** - The last quadrant includes designer of canteen and the cooks because both of them have low power to influence the decision of project, they only perform the actions what is instructed by the project manager or canteen manager. Their interest is also low in the project because both of them are performing their duties.

Gantt chart:

		Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessors ▾
1			 Canteen Project	177 days	Aug 3 '23	Apr 5 '24	
2			Prepare feasibility stu	20 days	Aug 3 '23	Aug 30 '23	
3			Seek FS Approval	24 days	Aug 31 '23	Oct 3 '23	2
4			Design for site	12 days	Oct 4 '23	Oct 19 '23	2,3
5			Design documents and specifications	18 days	Oct 20 '23	Nov 14 '23	4
6			Canteen Project	20 days	Nov 15 '23	Dec 12 '23	5
7			Contract of project	15 days	Dec 13 '23	Jan 2 '24	5,6
8			Construction items	12 days	Jan 3 '24	Jan 18 '24	7
9			Mechanical works	15 days	Jan 19 '24	Feb 8 '24	8
10			Electrical works	21 days	Feb 9 '24	Mar 8 '24	8,9
11			Complete construction	20 days	Mar 11 '24	Apr 5 '24	10



Risk Assessment

The risk assessment is one of the significant tools which is vital for the project success. It is the process of identifying, assessing, and controlling the hazards or risks in a structured manner. These evaluation helps in determining these innate risks as well as offer mitigation strategies, procedures, and controls in order to lessen their negative impact on the project operations and deliverables (Wang, Qian, and Goh, 2022). In this project of canteen establishment there will be several potential risks which may impact the project deliverables, such risk is evaluated and mentioned with their mitigation strategies into the risk register.

Risk Type	Risk Description	Severity (1-5)	Probability (1- 5)	Mitigation of risk
Technical risk	Lack of understanding about the technical installations- If canteen is not equipped with all necessary technical equipment's like hi-tech chimneys, chillers, quick exhaust system and more than it will reduce the efficiency.	3	2	To mitigate this risk, requirements gathering from the warehouse manager and the canteen manager about the technical installations should be properly documented and take proper sign-off for them to eliminate any chances of omission.
Cost risk	Change in the prices of resources - All the	2	5	For this risk, the project manager

	resources for establish the sources are price sensitive, specifically stones, wood, and electric equipment's. These products price rise may increase the project overall budget.			needs to opt the fixed price strategy for every possible resources. This will eliminate the risk of fluctuating prices and budget of the project will be in control.
Change management	Change in the design of canteen- Once the design of canteen is constructed and entertaining the changes after that is the tough job, it will increase the schedule and overall budget of the project extensively.	4	2	In order to mitigate this risk, the project manager can use the physical prototype of the canteen which provides the clearer picture of canteen to the warehouse manager.
Environmental risk	Poor canteen waste management strategy – The employees in the warehouse are of huge strength so waste management plan must meet the level of food consumption otherwise it will decrease the effectiveness of project.	3	3	The risk can be mitigated by include the experts in the project meetings who will provide the in-depth solution and effective waste management strategies for the canteen.
Operational	Poor infrastructure of	5	3	To mitigate this

risk	canteen – If the infrastructure is not adequate to take the load of huge workforce than it will create the trouble for the company and employees will again have to move outside in lunch (Qazi, Daghfous, and Khan, 2021).		risk, the project manager and team needs to conduct the brainstorming session with the users of canteen to exactly figure out how much area is sufficient and what there should be specifically in the canteen to serve the employees at one sitting.
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CONCLUSION

From the above report it is concluded that project management is very necessary to manage the project. The description of project, its objective the budget required are included in the above report. Along with it the various phases of the project life cycle also have been discussed. The required resources like technological, human, financial and other resources are described briefly, and a proper work-breakdown structure is also included in the above project. There are various types of risks associated with the project and assessment of these risks are very necessary to prepare the strategies and planning for the project. A Gantt chart is also included in the above report.

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