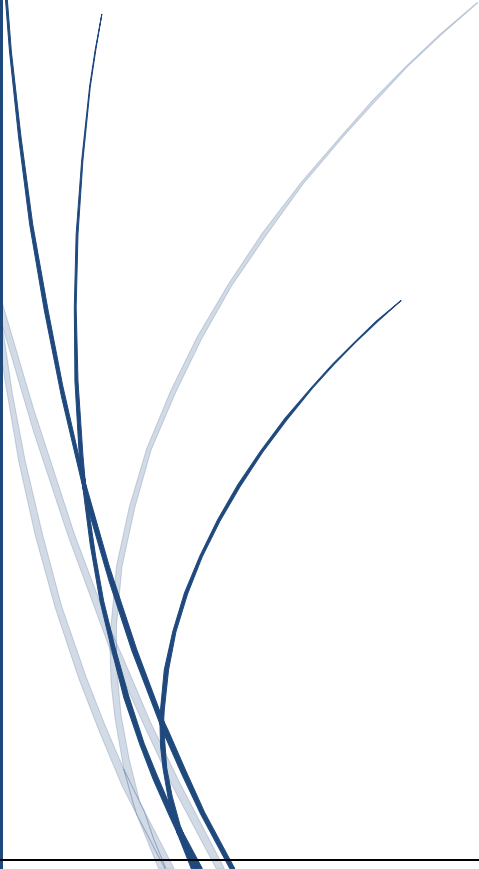


8/25/2023

MANAGING PROJECTS IN THE ORGANISATION BMSW5104

TASK 1



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A basic project outline/description/scope

Project outline

The basic outline of the project is the major factor here and that is the congestion that occurs each day during the lunch break which is becoming the key factor in the performance of the company named Southeast London-based manufacturing organization.

The focus of the existing project management is to decrease employee movement inside the premises of the organization. At lunchtime, each employee of the organization goes out which results in a rush outside the roads and it can damage the reputation of the company.

The project management is now against congestion due to employee movement during the lunch hour as all of them are going out from different buildings and creating a rush. The key aim of the project is to sort out the problem so that the employees and also the outsiders peoples. By solving this issue, the company will be able to have no problem at the time of commuting and the image will also be enhanced by this of the company (Marnewick and Marnewick, 2019).

Another prime objective of the project is to concern the organization to enhance the lifestyle of the employees to make them regular at the workplace and to reduce their absenteeism. This can be considered as a major approach of CSR for the company which will help the business to develop the entire performance of the company to bring advancement and subtle development of the major problems and challenges that are connected to the organization.

If the management tries to reduce employee absenteeism, then it will be able to enhance and improve the organization's culture (Kim *et al.* 2020).

Project description

The concern of the project is to focus on the attainment of the major aims which can drive the development and subtle growth with the sustainability of the company via developing its entire performance and reducing the risks that are linked with the betterment of the organization. In addition, the focus of the project is to reduce the fundamental issues. Excessive congestion and absenteeism are the major problems for the company, and this can impact the business performance and might raise serious problems in the future (Kerzner, 2019).

Scope of the project

The project wants to avoid each type of instance that can take the business into serious turmoil. The problems can cause serious issues to the entire performance and sustainability of the company and will challenge the overall upgradation of the basic sides of the company like human resources and financial resources. These are the basic resources and act as pillars of the company in the manufacturing industry.

The project's scope revolves around the objectives and aims. For this project, the Waterfall Model must be introduced to manage the project. This model will clearly define and document all the requirements of the project and it will follow a step-by-step process to execute the overall project.

The well-known tool that is preferred for this model is the Gantt Chart which will visualize dependencies, subtasks, and project phases and this will go through the entire life cycle of the project (Actitime, 2023).

Stakeholder analysis

For this recent project, the key stakeholders are the staff of the manufacturing organization.

Employees are also the basis of an organization like this as employees can take to development and subtle rise in the performance of the company.

The performance of the company is associated with the employees and the work culture of the company needs to be enhanced to gain the loyalty of the staff for the company.

The employees have low power and low interest and for this, the employees need to be observed properly.

The organization needs to keep track of all employees and need to know what they are doing. The employees of this manufacturing company are irregular and absent.

The project is planned to understand the issues for which the employees are not being sincere in their duties and the reasons they are being absent and going outside during lunchtime and causing congestion. Employees' welfare is essential, and the company needs to make its workplace more interesting and healthier to attract the employees to keep them inside the office premises and make them come to the workplace each day with happiness. If the company provides a healthy culture to the staff, then they will show loyalty to the company and it will help in the development and subtle growth of the organization (Team, 2023).

Other major stakeholders of this manufacturing company are its shareholders and investors. The company must ensure that it can maintain and manage the faith and interests of the shareholders and investors in the market. Through this investment and funding can be improved which will advance the entire evolution of the company. If the pointed risks are reduced, then the failure of the company can be avoided, and the shareholders and investors will be more focused on investing and funding the manufacturing company.

In the stakeholder matrix, the shareholders and investors have high power and interest. The shareholders and investors are essential for the company and after the succession

of the project the company will be able to attract more shareholders and investors as they have high power to direct the company and they will also get success if the project gets succession.

The CEO of the company has high power and low interest but has the power to set the budget for the project. The CEO may not get involved directly in the project but if the project succeeds then the company will develop and rise high, and the CEO will also be appreciated if the employees become more sincere and loyal towards the organization. The last category of the stakeholder's matrix is low power and high interest in which senior employees such as the leader of a creative team or managers can be included.

To accomplish the entire project the help of the managers and senior employees will be needed and after the success of the project, a positive impact will be seen on the position of the managers. However, these stakeholders do have the power to take control to direct the entire project and they have to work under the direction of the CEO (Planning, 2023).

A typical Work Breakdown Structure

"Activities"	"Start date" "(mm/dd/yyyy)"	"Duration"	"End date" "(mm/dd/yyyy)"
"Intaking of the project"	13-07-2023	1	14-07-2023
"Initiation of the project"	14-07-2023	3	17-07-2023
"Planning of the resources of the project"	17-07-2023	12	29-07-2023
"Execution of the project"	29-07-2023	9	07-08-2023
"Monitoring and controlling the project"	07-08-2023	18	25-08-2023
"Closure of the project"	25-08-2023	3	28-08-2023

Figure 1: Work Breakdown Structure

(Source: Self-created)

A WBS is a tool that assists a manager in arranging his or her project by hierarchy. With a WBS, deliverables can be broken down into sub-deliverables by the manager to visualize the entire project and outline major dependencies.

Here is the Work Breakdown Structure of the project the intaking of the project will begin on 13 th of July 2023 and will end on the 14th of July 2023 and the duration will be one

day only. The project initiation will start on the 14th of July 2023 and will go on till the 17th of July 2023 and the duration will be three days. Making a plan to get all the resources for the project will begin on the 17th of July and it will take 12 days in total, and the end date will be 29th of July 2023. The project will be executed from the 29th of July 2023 and after nine days it will end on the 7th of August 2023.

The monitoring and controlling of the upcoming project will start from 7th August 2023 and it will take a total of 18 days to monitor and control the overall project. This will end on 25th August 2023. Hopefully, the project will be completed with success on the 25th of August 2023 the closure will take 3 days and the entire project will be finished by the 28th of August 2023. A WBS structure will be introduced for all the stakeholders of the company.

A decent draft of the cost

Gymnasiums	40 million pounds
Common rooms	10 million pounds
Pick and drop vehicles	30 million pounds
Coffee machines	5 million pounds
Food courts or canteens	15 million pounds

Table 1: Decent draft of the cost

(Source: self-created)

To execute this project the project manager is thinking of introducing 10 gymnasiums for the physical welfare of the employees and an official common room in each building from which the company is operating with its 1000 employees. Also, the project manager wants to introduce the pick-and-drop service for the employees of the company, but the employees have to pay half the expense to use this facility.

To use the facility of the gym the employees have to pay a minimum expense and through this, the employees have to spend less. Common rooms can be used for free and coffee machines will be introduced for the employees and ingredients for making coffee will also

be provided by the company. Food courts or canteens will be introduced inside the office premises and quality food will be served at low prices to the employees.

Green parks will be introduced in which the employees can sit while they feel low or stressed out and all these will be introduced inside the premises of the office area so that the employees do not need to go outside and will be attracted to come to the office daily. To fulfil all these projects the project manager will need a minimum budget of 100 million pounds.

Consideration of resources

The project manager selected the gymnasium as a resource for the welfare of the employees as the employees of the company work $\frac{3}{4}$ of the day sitting down on a chair. They can become fat or obese like this and they can feel ill or have back injuries. Also, they feel stressed out sitting and working in the same place for hours and from these, they can be absent in the office. While physically active employees can enjoy working and can prevent many diseases like stroke, cancer, and diabetes.

The employees of this company are struggling to be active physically, so, introducing gyms can be a huge facility for them to save money as well as being super active at work. Also, the Cycle to Work tax exemption will facilitate the employees as well as the company. With healthy and active employees, the company will face more development and subtle growth in the organization. The facility gym will be provided to the employees at a cheap rate and research says that employees will be encouraged by it (GOV.UK, 2023).

The common room is an area in which employees can socialize with others without distracting anybody while working employees cannot talk with each other.

The area of the common room feels like home where employees can sit comfortably and interact with each other without any load. Also, coffee refreshes each person when they are feeling dizzy or stressed after a hard work session.

The food courts or canteens will provide hot, fresh, and cheap food to the employees so that they will not feel any urge to go outside of the office premises. They can sit with their

food in the food courts or canteens and also in the green park and have their lunch peacefully (Trakstar, 2023).

Lastly, the pick and drop service will be provided for the employees at a cheap rate also and through which they will be able to save their money and they do not have to wait for vehicles. Also, they can reach the office on time. From their nearest place, the company bus will pick them up and also drop them in the same place.

For the accomplishment of this project, the project manager will collect funding from the shareholders and investors of the company as they relate to the development of the company. They will get more profit if the company experiences development in the future. So, funding needs to be delivered by the investors. Also, the project manager will arrange more funding by taking a loan amount from the banks which control all the financial things on behalf of the company.

The management and the owner of the company also need to provide funding for the project (Editorial, 2022).

An Outline Project Schedule

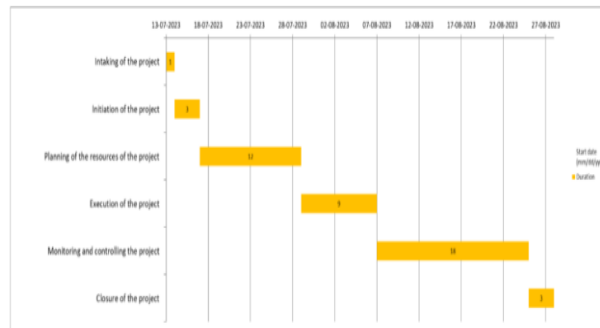


Figure 2: Project schedule

(Source: Self-created)

The project will start on the 13th of July 2023 and hopefully end on the 28th of August 2023. Project intaking will take one day to accomplish. The next one is project initiation which will take the time of three days.

The next resection will take twelve days in total in which the project manager will make a plan for getting the resources for the accomplishment of the project. After confirming the resources to complete the project the project manager will start the execution of the project which will take a total of nine days. After executing the project, the next segment will be observing and taking the entire project.

To take full control and overall observation of the project, the project manager will take a total of eighteen days. After taking full control the project will be closed and it will take three days. After monitoring all the sides of the project and after succession the project will be ended.

A Risk management

It is a part of the operations of any indispensable business.

As stated by Fraser *et al.* (2021), companies recognize risks that are related to legal compliance, security, finance, and strategy in this procedure and evolve mechanisms to avoid all these risks.

This is a project that will be executed for the welfare of the employees and to make them happy and healthy. Also, after the accomplishment of this project, the employees will feel more encouraged and motivated when they realize that their company is doing many things to facilitate the employees.

With happy employees, the company can achieve any biggest goal and all the stakeholders of the company will get the profit, so there will be no issue to raise funds for this project. If the bank refuses to provide loans, then the project manager will go to other banks and also to the banks of the United Kingdom.

The project manager will designate owners to take charge of some particular risks and they have to help the company if any kind of risk happens due to the execution of the project. Primarily, this project will need funding to execute properly.

The project manager will try to identify the issue for which the project may face risk which is mostly the funding risk.

To fulfil the need for funding the project manager will ask for debt from other manufacturing companies from the same industry. Also, will try to make all the investors understand the profits that the accomplishment of the project will deliver to the company. The project manager will analyse all the factors for the investors through which they might understand the profits that the company can gain after the accomplishment of the project. To avoid any kind of accident on the project site, the project manager will take insurance for the entire project and the workers who will be working on the project.

To avoid any kind of accidental risks the project manager will hire an expert team to execute the project and will ask for help from each employee to become the part of succession of the entire project (Team, 2022).

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