

This essay I will demonstrate the understanding and ability to manage a project within the workplace, it will demonstrate the knowledge and understanding of project management tools, and techniques. The project that was chosen is moving office from one location to the next. We will be relocating from St. Johns wood to Newham, the purpose of my move will be for a better location, in terms of parking, convenience to the customers, and accessibility to services. The situation that led to our decision to relocate was the difficulties in accessibility in parking, an availability to public transport i.e. central line to Newham

In relocated to Newham from St. Johns wood it would be both convenience for drivers and non-drivers alike due to the Central Line being a main, and popular line That connects to most destination, and for the drivers there is a multi-storage car park which customers would find Ideal, and would make it attractive to customers.

I will also enclose targets relating to the relocation budget plan, the amount of project planning, presentation outline which had to be planned several months before the move. This is just a few of the issues which need to be dealt with before such a task is taken onboard.

(ESD) Education for sustainable development

Education for sustainable development is a system to train and supply students with the knowledge and know how on eco-friendly issues, on sustainability, skills, and attributes that are required to work and live in compliance with safeguarding the environments wellbeing, and both at present, and the future. The ability to continue an activity in the long term, continuing growth or development without affecting the environment negatively.

One of the most often quoted definition is taken from the UN Brundtland commission, sustainability development that meet the needs of the present circumstances without comprising the progress of the future.

The term Sustainability is a broad term, giving graduates, and students an outlook into most aspects of the world prospective, from business to environment, to technology, and the social sciences.

The core skills with which a graduate's leaves University or college with are highly sought-after assets, especially in today's modern climate, when everyone is looking to reduce their carbon footprint, and develop and discover greener technology for the future.

What is Sustainability?

The definition of sustainability is the study of how the natural systems function, and remain productive, and diverse, and produces everything it needs for the ecology to remain balanced. It also recognizes that human civilization takes resources to sustain itself, and its modern way of life.

There are countries today throughout human history, where a civilization has damaged its own environment, and seriously threatened its own survival. We now live in a modern

consumerist culture, mainly in urban setting throughout the developing world, consuming estimated 40% more power, compared to rural areas.

(Enviromentalscience.org)

10 STEPS TO PLANNING AND RELOCATING AN OFFICE MOVE

Relocating your business to a smaller or larger location can bring on many difficulties you were never prepared for if you do not prepare and plan beforehand. It can become very overwhelming, daunting and most of all time consuming and this can cost you and your business money or the closer of your business if not done correctly. To cope with both deadlines and organising the people and your company it would help to follow 10 basic steps. These will help you to be able to cover all of your important issues and to plan, organise and execute a quick and easy move.

WHAT IS THE REASONING FOR MOVING?

Is it to expand or downing size or to move to another country? You must know your reason or reasons to understand this will give you a better and clearer understanding of why you are willing to make these changes. This will make you able to know what is required and needed for you and your company in the future

1. SET OUT A CHECKLIST.

This will help you plan and guide you from the start and to the end of you journey.

2. KNOW YOUR IMPORTANT DATES.

Dates such as vacating your existing premises, and moving into your new one, staff holidays. Make a list of events and make a daily or weekly reminder this way you will not miss any important dates or deadline.

3. SET A BUDGET.

You must have a budget when relocating so that you know roughly what the cost will be, and where the money will be coming from for the move. This will help you keep track of what you are spending and avoid any unnecessary overspending.

4. SELECT A PROPERTY AGENT.

They are very helpful in finding the correct office space and negotiating the best office lease terms. You may know what you think is better for your business, but they will be able to advise you on what size office to look for. They are there to advise you the best location for your business, and what facilities you will need.

5. HIRE A REMOVALS COMPANY.

Look at several first before you choose, meeting with them will help you decide. Go over and establish what furniture is going to move, what will be replaced and what will be disposed of.

DESIGN YOUR NEW OFFICE SPACE IN ADVANCE

This must be done before you move the overall layout of the space, furniture and design of your office will be central to the ongoing success of your business. A good design will help to improve productivity and help increase staff and customers morale. If you require, you can appoint an Office Fit-Out Company they will help you design your new offices into an effective and a functional workplace for all.

6. PLAN YOUR IT RELOCATION.

This is one of the things which will keep your business running and enable you to start and continue your business without losing too much time. Plan out the re-commissioning of your PCs and telephones in the new office, the correct IT infrastructures must be in their correct place so that your IT equipment is working correctly. This will help prevent any disruptions to your services, which could cost you money.

7. OFFICE LEASE FINILES

Before you sign your release, papers Invest in a property Solicitor to check over your office lease to make sure that everything has been documented correctly.

8. DILAPIDATIONS.

Do not hand over your old office space until you have made sure that all dilapidations have been carried out. The office must be in a good state of repair so that there are no disputes in you getting back your rental deposit.

Moorhouse, C. (2012).

OUTLINE OF THE PROJECT

Why is it necessary to have a list and to prepare for the future? Why not just go with the flow and hope that all things turn out correct?

Lists are an essential item of any move or relocation, and this should be done several months if not a few years before the move. Staff will need to be placed in charge of certain sections of the move, regarding relocation, IT, finance and budget this is just a few of the areas which are important.

When the move should take place, and how long it will take to relocate. One of the best times to move is at the company's slowest times of the year, and to use this time has holiday pay for all staff.

The list should state what the overall move will consist of and to keep everyone informed with what needs to and should be done, to help plan the move to keep the company focus and running.

Reason's should be given to why the move is necessary, and where the relocation will be, how it will improve the company's income and foot flow.

PROJECT MANAGEMENT TOOLS

There are a variety of tools that make project management more efficient and effective, the commonly used ones are PRINCE2, Gants chart, PERTS chart, Mind map, Timeline, Calendar. Status table, WBS chart, PID (Program initiation document) and fishbone diagram. These are all incredibly useful tools for visualizing the scope of your project.

Project management tools are usually by the different features offered, but are not limited to planning and scheduling, Project planning tools also allows you to delegate work all in one place with tasks subtasks, template, folders, workflow, and calendar.

Top Project Management Software

Harvard Business Review INC (2020)

Social Value Act

another system is (social impact Factor), meaning what benefits will you bring to the local community which is now a claw called the public service (section **106 social claws**). The government has passed a law in 2012 called the public service (**Social Value Act**). introduced by the MP Chris White. The act called for all public sector commissioning to factor in social, economic, and environmental wellbeing in connection with public services contracts. And for connected purposes. in Olympic park in Stratford by the year 2028 they will be 30,000 people living in and around the area. a city within a city, with major developments in process over the next 10 years. there is a small local authority called LLDC (London Legacy development corporation), Which provides funding to local projects, the funds come from corporation building projects in the area, which has to donate a percentage of 10% to the area. to invest back into the local community, in terms or providing employment, building schools, and green agender is used, in terms of protecting the ecosystem and planting trees etc.

Public services (Social Value) Act 2012. Open Government Licence v3.0.

WHAT IS PROJECT MANAGEMENT

A Project can be defined as a large-scale systematic plan with a certain time frame, that is intended to fulfil a desired purpose. A project needs careful planning and preparation by a grouped of people, there are different parts to a project such as

- **A scheme:** a Clair and unique plan or enterprise.
- **Fulfil a define purpose:** a project is designed to achieve particular specific aims.
- **Is undertaken within a certain time frame:** the project has a schedule with an agreed start and end date.
- **Is undertaken by a group of people:** a project is carried out by a group of people, and not by an individual.
- **Needs careful planning:** in terms of resources such as money and personnel. It is vital to plan and organise for the project.
- **Needs concentrated efforts:** completing a project is hard work

Manser (2016 p6)

Project management is the application of methods, processes, knowledge, skills, and experience to achieve the objective of the project. management also involves making sure you complete the project within a given time frame.

According to **PMI** (Project Management Institute)

Project management is the application of Knowledge, tools, skills, and techniques to project activities to meet the project requirements.

Market Business News (2019). Stages and example.

STAGES OF PROJECT MANAGEMENT

Plan your project carefully, it is important to resist the temptation to just proceed with the work, instead do further preparation, for example when decorating a room, most of the work is in preparation i.e. striping off wallpaper, and rubbing down walls before you can proceed, similarly, writing an essay at school your teacher encourages you to create a structure before you start writing, and you realize that had you not done so, you wouldn't have gotten anywhere, and wondered where you were going. The same principals apply to managing a project.

The way in which we can come to grips with something complex is by planning, time well spent in planning and preparing is time well spent.

- What needs to be achieved in every stage of the project
- The resources needed for each stage
- The person required to implement the task
- Equipment needed such as offices, Computers, and other resources
- When will the task be done, time when each stage will happen?

Manser, (2016, p24)

Nowadays they are specialised project management templates that are tailored to certain industry. each company has a specific set of requirements and priorities

(market & business news (2019)

THE BENEFITS OF PROJECT MANAGEMENT

Project management is a specific initiative way in carrying out an objective. The benefits of project management are time, quality, and cost. time as in efficiency and working to a specific time frame. Quality as in maintaining standard and Cost as in monitoring and staying within a budget. As House contractors need a blueprint before they can construct the work, so to dose the project leader needs a Project Plan. the Purpose of the Project plan will vary the in content, detail and complexity. Depending on the Project. The project plan will target specific areas through its life cycle. The plan should include a number of command elements such as the **Mission statement**, the mission statement lays out the basic purpose of the project the **Project objectives**, is what the project is trying to achieve in direct term. **Deliverables and quality criteria**. Deliverables include both the final, and the set given to

the client. Also, any additional deliverables relating to quality. **A complete Work breakdown structure.** This is a complete invention of all the work that needs to be done. the **Project schedules.** This schedule shows which tasks are to be done, by what date within the project, generally the scheduled pinpoints that starts, the end, and completion dates for the cost of the project.

Andrew Maud (2018) Skills for the workplace

One of the most important tasks to enable you to benefit from your project when relocating is to have a relocation budget project plan, this will consist of several important factors.

1. Where is the money coming from for the move and how much does the company have in its saving to use?
2. How much will be used for its contingency plan in case of emergency.
3. What is the overall case flow for the move?
4. How much will the removal company coast.
5. What is the amount for the new furniture?
6. What is the amount for the new flooring?
7. How much will the new computers and teck cost
8. Will it cost to decorate the new offices?
9. Cost of updating the company vehicle's, website and documentations.
9. Keep a documentation of spending.

BUDGET FOR RELOCATION

1. The company has £2 million overall in their savings, this will be used for relocation.
2. Contingency money for emergency only is £1 million.
3. Removal will cost £50.000.
4. All new furnishings will cost 200.000.
5. Entire new flooring 50.000.
6. All new Tec's and Computers including security cameras. £1 million
7. Design and decorate entire offices £100.000
8. Redesign and update all vehicle's, documentation and website, £300.000.

CASH FLOW FORECAST

Payments and receipts. The state of your finance, which goes into your account every month, a prime example is that your customers may not pay you for the following month for goods and services rendered, but on the other hand you still may have to pay for your rent, gas bill, electricity bill, and insurance bill in advance, and at the same time you may have to pay extra cost, such as wages, and materials. This must be budgeted for. As businesses expand it is commonplace for them to need extra cash because of the difference in timing, and payment.

MSc Information system management April 2014 [!](#)

CHARACTERISTICS OF PROJECT MANAGERS

Characteristics of project management can be separated into task, such as **planning**; **set** your goals, Delegate authority work and responsibility, coordinate with others, encourage and motivate. **Skilled in leadership**: clear vision and good communication skills are essential, **a good team leader**: respecting others and focusing on people's strength. **Committed to the project**: having an active positive belief, **skilled in management**: with the ability to think strategically, chair meetings well, respect colleagues and lead effectively, **skilled in negotiation**: with the ability to think strategically, **skilled in delegation**: to trust colleagues to avoid becoming stressed by taking on too much on yourself, **organized**: a person who is sloppy, and careless in their personal life will not make a good project manager, **highly numerate**: you must be good with figures, **good business sense**: someone to keep an eye on the cost, **an eye for detail**: someone who is meticulous and thorough, but sees the next quality, **able to see the big picture**: a person who sees only details, will quickly become overwhelmed and be unable to see things in perspective and move on,

THE CORE COMPONENT OF PROJECT MANAGEMENT

The core component that forms part of the project management are as follows

- Liaising with stakeholders and the project organisation
- making sure the project is within budgets
- managing any changes to the project, issues, and risk
- leading and motivating all team leaders
- developing and management plan for the project
- securing funds
- justifying investment by preparing a business case

As mentioned previously Projects are different to the everyday business activities. they involve people coming together for a limited time, and to concentrate on a specific objective Apparently effective teamwork is the key to a successful Project.

WHAT IS A PROJECT MISSION STATEMENT?

A project mission statement is the aim of the project ,Its general direction, and objective ,in a few paragraphs or sentences will indicate what the project, and the sponsors and clients intend to achieve, a mission statement covers many roles in the project ,but a couple are very important, the first is that it helps to establish and identify the role and direction in which the project takes. The second is that it can maintain a common ground amongst stakeholders of the project. Many individuals play different roles in the project, and make a variety of contributions, all those roles and contributions are supposed to fit together in some way and produce what the project is expecting to deliver. A mission statement helps to combine all these contributions together. It helps to provide a common effort by Clarifying requirements, and the projects goals. When the project team is first put together, a mission statement provides a common Direction and approach to the project.

Maud, (2018) BA in Leadership and Management

PROJECT SPONSORS, STAKEHOLDERS AND SCOPE

My sponsors and stakeholders within my project are my bank manager, my customers, my staff, my neighbours, and my suppliers. There are four types of stakeholders, which are users, providers, governance, and influence. Regular customers and suppliers will be kept informed by email, WhatsApp, and texts on a regular basis in regards to the progress of my relocation. The scope statement is a written documented account of events, covering the background project events, project objectives, the major deliverables, risks, project assumptions, resource requirements, acceptance criteria, the statements of work, and project constraints,

(Project management institute. *guide to the project management body of knowledge*. Newtown Square, PA; Institute (2004) Ward Leroy, ed project management team; He is working glossary.

Arlington VA; ESI international 2000.);

ACTIVITIES OF A PROJECT

- Document security
- Location
- Informing stakeholders
- Changing of address
- Transport / Removal company
- Staff meeting
- Health & safety
- Parking

QUESTIONS OF A PROJECT

What is the scope? what are the different parts of the project scope Document? what are the limits and exclusions? The scope document is used to manage the project. The key Concepts and fundamental principles behind the best practice of project management techniques. the mindset and the skills set of effective project managers, lessons from failed projects, how to respond when the reality of the project does not match the text books in order, Inside of experts online project management Concepts and tools, Importance and the value project management versus project management leadership, The common elements of successful projects, project techniques that work in an industry noodles,

Horine, (2010) Project Management: absolute Beginner's Guide.

RISK INVOLVED IN RELOCATING

- damage to stock or items, Hiring a reputable moving Firm.

- risk of losing suppliers, Do research on local suppliers.
- Risk of losing customers, notify of our new location
- risk of stakeholder's objectives
- risk of getting planning rights from the council
- health and safety risks, be mindful that health and safety processes are met
- loss of documentaries, backup hard drive, store in iCloud, keep hard copy.
- risk of time management, project to be executed within a given time frame.

RISK MANAGEMENT

Companies face a variety of potential risks that can determine the outcome of their operation, the main aim may be set as a mission, or is set up corporate targets. The circumstances that can impose on a company May occupy what it is seeking to achieve.

A risk management standard Is constituted by a combined risk management process along with a description of a framework for supporting this process, there are a wide range of risk management standards in place ,which includes(the British Standard BS 31100:2011) (the Australian standard, AS 4360) (The American COSO ERM cube) plus many more,

(Paul Hopkins (2018) Risk management)

WHAT IS RISK

Risk is defined as unforeseeable events that could affect the success and completion of a project. Your aim should be to recognize those risk before they occur, and to do all you can to reduce the likelihood of them occurring. And minimizing those risk. Without encountering certain risk, you will not survive a project, so it is better to plan in advance and deal with them rather than be surprised when they occur.

There used to be only two main risk known fire and IT failure, but according to Kit Sad grove Sadgrove (2015), there were too many to consider at the time. The government decided to put together a risk awareness legislation focus towards workers and customers; this would make businesses think more about the risks involved.

Manser, (2016 p,58)

YOUR FIRE RISK ASSESSMENT DEALING WITH RISK

1. If there is more than 5 or more people on the premises it must be written down.
2. Must be given a reviewed annually as a matter of importance.
3. When there is a change to the premises it must always be reviewed.

Sadgrove, (2015)

If there are any fire safety recommendations given during your fire risk assessment you must make sure that you implement them ASAP.

It is very important that you keep to your schedules with having your fire risk assessments, it is a key point to your fire safety plan. This is something we recommended you carry out if you have not done so already, if this goes undone you could be endangering your staff.

If you have a fire safety regulation premises you should have a L1 fire alarm system. This means you will give you the highest level of cover from a fire alarm system that you can get. This will give your staff more time to evacuate the premises if there is a fire.

All L1 Systems provide automatic detection from smoke in all rooms and can also dictate smoke in a large cupboard.

You must make sure that the L1 system is serviced on a regular basis at least every 6 months, this must be done by a qualified fire alarm engineer. It must also be tested weekly by a competent person.

Each check must always be logged, that way you will be able to keep up to date with your service records by your most recent fire alarm service certificate and your fire logbook.

FIRE EXTINGUISHERS

You must have the correct extinguishers in the correct locations, so that if there is a fire you will be able to tackle it, there are so many different fires which can occur and there is an extinguisher for that fire if it occurs. You should also make so that all extinguishers can be lifted and used by the majority of your staff members.

All fire extinguishers must be serviced on a regular basis which means they should be checked annually and replace when they are out of date. This can be checked by the date of the most recent service, check the service label on the extinguishers which should always be issued once they have been serviced.

FIRE DOORS

You should always have a good quality fire door which is in working order this is essential for business premises, these will slow down or even limit the spread of any fire which would give the staff time to evacuate themselves and customers.

To even be more protected you can have your fire door connected to your fire alarm this means that they can be kept open on a day-to-day basis however they will automatically close if the fire alarm goes off. If you decide not to have the fire doors connected to your alarm, then the doors must always be kept closed.

You must make sure that all fire doors closed properly they must shut squarely against the door stop. they should be visually inspected at least once a quarter and must be repaired as

soon as a damage arises if required. You can check when you're fired or was last inspected Weekly or quarterly by looking at your fire logbook again whenever the doors are checked they should be logged in on the date it was checked.

Surry Fire & Safety Ltd, (2017)

HEALTH AND SAFETY AT WORK

A risk management technique would be such as the (EMSA) THE EMPLOYMENT MEDICAL ADVISORY SERVICE. The (EMSA) is fundamentally a medical division of human resources, which is comprise of a national network of approximately 150 doctors and nurses, who are accountable to senior EMA.s and the director of the medical service.

Every year approximately 22,000 statutory examinations are carried out, with over 50% been carried out by the company's occupational physicians who are specified as physicians under the system. Under these statuarities' requirement,

- The employer is notified of the fit ness of the employee
- The employer has to monitor the employee
- The company cannot lawfully continue to hire any worker who is found to be unfit for duty.
- The employee must be removed from his post, and given light duties if available
- A record of the medical report must be kept for future reference.

Stranks, (2006, p.180)

PLAN RELOCATION FOR I.T. EQUITMENT

Organize the layout of moving and recommissioning you're PC's and telephones in their new office, making sure each item is placed in its correct place. The correct IT infrastructure must be in place in your new office so that the IT equipment is working correctly in the new office without any disruptions to your service.

Many factors which can contribute to the move if the relocation has not been done correctly. If you were not able to send out notification to your customers stating that you will be moving, you can always fill out a form at the post office to redirect their mail until you have notified them.

Work breakdown structure

Work breakdown structure is an important aspect in planning in project management (Debbie and ready 2012) it is a main project deliverable, that organize teamwork into manageable sections. The (PMBOK) Problem management body of knowledge has defined breakdown structure as Deliverable oriented decomposition body of work to be executed by the project.

Debby & Ready (2012)

HOW DO YOU CREATE A WORK BREAKDOWN STRUCTURE?

Divide the deliverables in manageable tasks

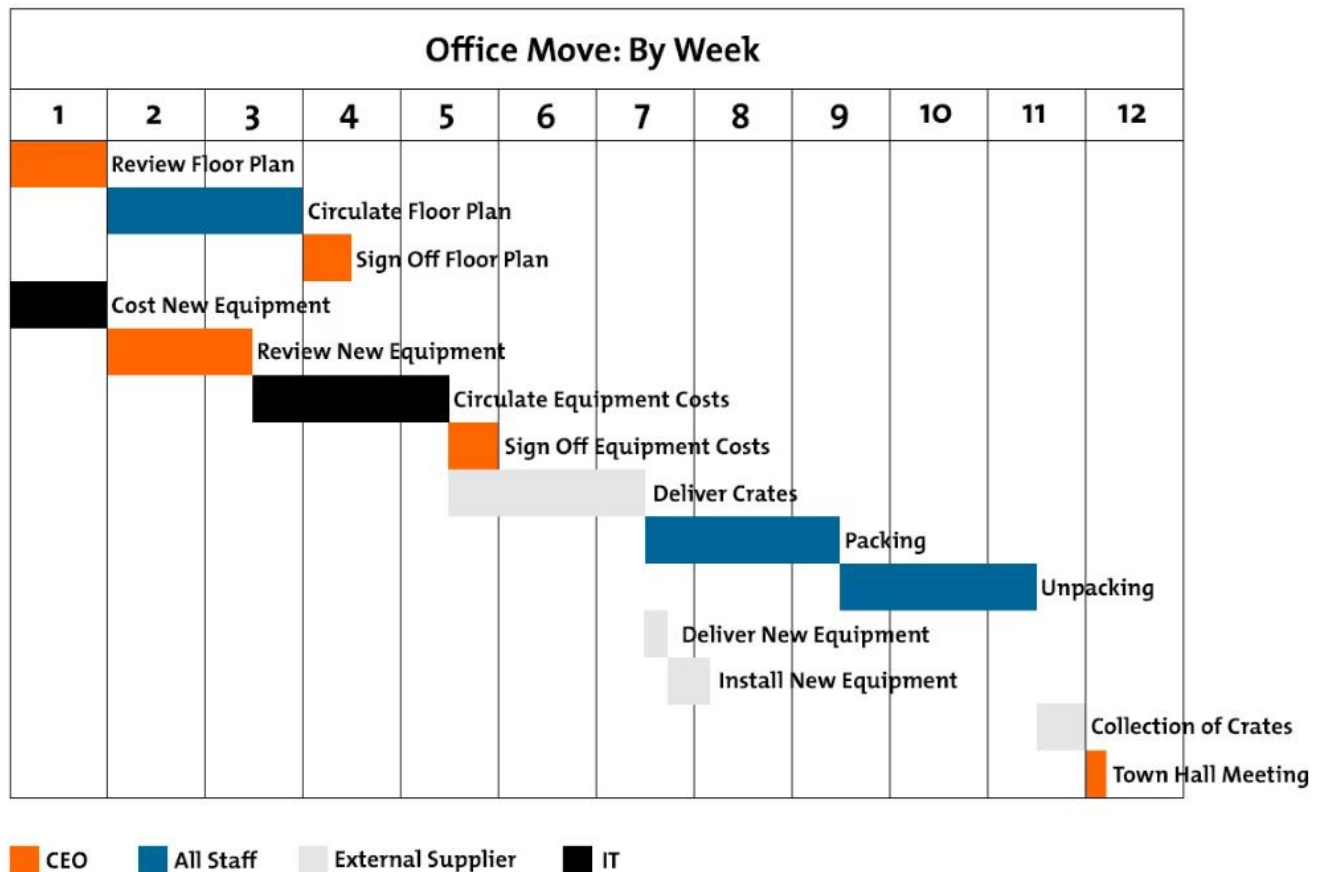
10. Create a list of the deliverables and how success will be measured
11. Make note of all the necessary steps in the project
12. Describe and determine the project statement.

Workbrerakdownstructure.com (2019)

WHAT IS A GANTT CHART?

Using a Gantt Chart will help you stay ahead and focus, these types of bar charts are used to illustrate any form of project schedule. Within these charts you list the types of tasks which you will carry out during your project. A Gantt chart basically shows you what task you need to do to complete the project and when they need to be done.

EXAMPLE OF A GANTTS CHART



■ Kienapple, (2019)

MY PROJECT OBJECTIVE

My project objective is to relocate My company from St. Johns wood to Newham My communication method would be by using phone, Emails and a Gantt chart. I shall be implementing a (Progress risk management process) which will cover a broad category of risk such as market risk, Financial risk, Technical risk, People risk, and structure and process risk. Topics that would be addressed are Methodology, roles and responsibilities, budget and schedule, risk categories, risk probabilities and impact, revised stakeholders' tolerance, tracking and risk documents.

Giving certain staff members an overall job and role to complete within a certain time limit, will hopefully make this project run much more smoothly. I shall be overseeing each task I have given to each staff member daily, to make sure that all necessary tasks have been carried out on time and correctly.

Conclusion

Through this essay I have demonstrated my understanding of project management tools and techniques within my chosen project which is relocation / moving office, from one location to the next.

I have given a definition of (ESD) Education sustainable development and sustainability. I have given my reason for moving and the 10 steps to planning and relocating an office move.

I have given a definition of what is project management, the characteristics of project management, project management tools, the stages of project management, the core competence of project management, the activities of a project, the questions of a project, Our projects sponsors stakeholders and scope, and the benefits of project management.

I have given the definition of risk, the risk involves in relocation, a fire assessment risk, and risk management.

I have given a definition on the management guide to health and safety at work.

I have given a definition of a work breakdown structure, a brake down of how to create a work brake down structure.

And i have also given an example of a Gants Chart, and my project objective.

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