

UNIVERSITY OF WALES TRINITY

SAINT DAVID

COURSE: BUSINESS MANAGEMENT

MODULE: PROJECT MANAGEMENT

16/01/2019

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1.0 Project

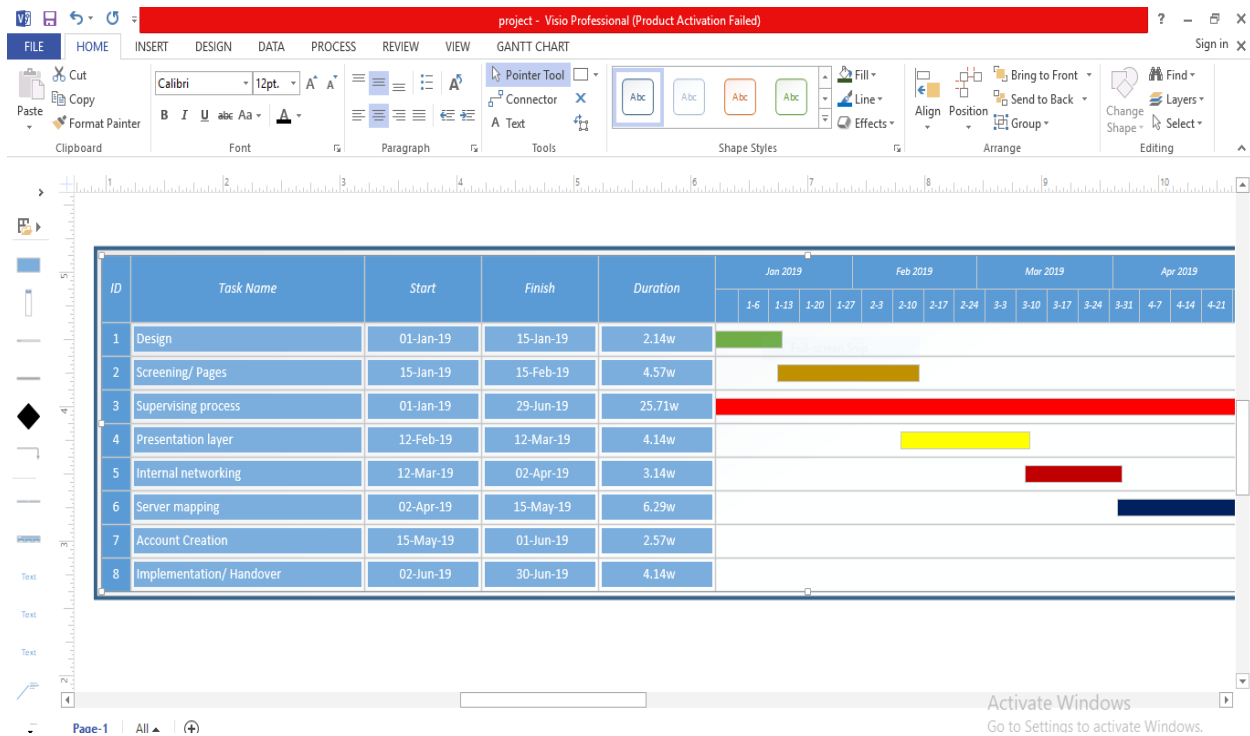
Project	Quickclock Mobile Phone App
Company	ITEC
Period	6 Months (01/01/2019 – 30/06/2019)
Project Manager	Dusyandan Sivapragasam Perumal

This project is been taken into account to make easy for the management to count working hours for each shift and for each staff. This app brings flexibility for both management and the employees as its real time app, so it gets updated each time when staff clock in and clock out. Also the break time is been counted in to hours as they touch their phones on the reader. Each staff will be having their own account in the app just they need to touch their phones in the reader to clock in and clock out. All data will be saved and anytime staffs can check their working hours and shift timetable from the app. For management this app will count the total hours of each staff and provides the final report at the end the month which can be easily counted into pay sheet and salary. This is how this app will be working.

1.1 Schedule

Schedule is the main plan/timetable in managing a project. It is done at the beginning before starting up the process. When making a schedule resource onwards everything related to the project are been assumed as stable. Then only a proper work plan can be made according to the time period.

In this project I have used the following Gantt chart into account explaining how the time is been split for making Quickclock app.



The above chart is made covering up 6months of this project from start to end. Clearly it shows all the tasks which will be covered one after another with different time frames. Only supervising process is been continued from start to end as it's a must in all the stages of the project.

1.2 Scope

Scope is a part of project plan which is done to list out all the goals to be achieved step by step. It explore the deliverables, tasks and the cost to be incurred to achieve those goals.

In this project the main goal is to make the ITEC Company's employees connect easily with the administration of the organization. As everyone use mobile phones it makes their work easy with counting up their working hours and getting their work shift time table. Also it brings easy way to the administration to find out the total work hours and to manage the employees with their interest towards the organization. Also it reduce the expense of the company by paying only the exact amount for the employees according to the hours they work in the shift.

1.3 Requirements

Requirements are the expectations of the stakeholders from the project end and it's liable for the project manager to fulfill the stakeholders' requirement at the closure of the project. There are situations where the requirements of stakeholders change in between the project process. So always a project manager must be vigilant in identifying them and adding them into the process. If there are many stakeholders involved in a project, first the project manager must analyze all their requirement and group them with similar connectivity then it will be easy to add in to account.

In this project the main requirement of stakeholders are to get an easy and fast way of connecting technology for them to make their work life balanced. Considering this requirement it's been chosen with great IT expertise in software development and they are hired for the whole project period. They agreed to make the app according to our requirements and time period it's also considered in the scope as one of the goal achieved.

Following table shows the accessible factors for the administration and employee from the app and its anytime accessible 24*7

Accessible	Administration	Employee
Working hours	√	√
Shift sheet	√	√
Break time	√	√
Salary	√	×
Bonus	√	×
Overtime	√	√
Holiday pay	√	×
Sick pay	√	×
Pay sheet	√	√

1.4 Deliverables

Deliverables are known as the products or services that are been delivered at the end of the project. It could be tangible or intangible asset. The main thing is that there will be a due date for it and it's mentioned in the agreement when starting a project.

In this project the main deliverable is the Quick clock software. And the agreement is signed with the software developers to get it done before the due date. And all the requirements of developers are arranged as well so there will be no delays. Apart from that there are some internal Networking deliverable to make contactless scanner in the entrance and exit of the workplace. It's a minor milestones to be archived as well. According to developers first 3 months will be taken to complete the software and after the 3 months will be for other factors like networking.

1.5 Cost

The cost is the expense that an organization bare when doing a project. It is done through budgeting. Budget will be prepared before starting up a project and been approved by head of the company and then only the project gets started.

In this project a perfect budget is been done estimating all the cost (direct + indirect) and top levels approved it for the project.

Budget for the project tasks as per schedule

1	Designs	£21,000.00
2	Screening/Pages	£17,000.00
3	Supervising	£8,000.00
4	Presentation Layer	£9,000.00
5	Internal Networking	£22,000.00
6	Server Mapping	£16,000.00
7	Account Creations	£8,000.00
8	Implement & Handover	£7,000.00
	Total	£108,000.00

According to above estimated budget the total cost will be £108,000.00 about 30% of this will be the wages for the software developers and other workers who involves in this project. And the rest 60% going be the other expenses like machineries, materials and indirect costs. In this project the total cost is reviewed as it's below the benefit of the project. Which means it more favorable for company to recover this expenses after the project closure.

1.6 Time

Time is the key thing to be estimated in completing each task in order get the final out put before the deadline. Usually when estimating time project managers undergo survey on previous projects and its time durations by studying those they come with estimated time for future project.

As per that Quickclock app developing duration is been planned with many previous studies of app developments. In this case I have kept 1 day extra in every tasks except supervising in case we may be facing accidents, employee sick, could network failures, delivery postpones etc..... According to this calculation if everything goes on perfectly without any co incidence we get the project at least 1 week before the due date.

Task	Actual days	Extra days	Total
Design	14	1	15
Screening/Pages	30	1	31
Supervising	180	-	180
Presentation layer	27	1	28
Internal Networking	20	1	21
Server mapping	41	1	42
Account creation	16	1	17
Implementation & Handover	27	1	28

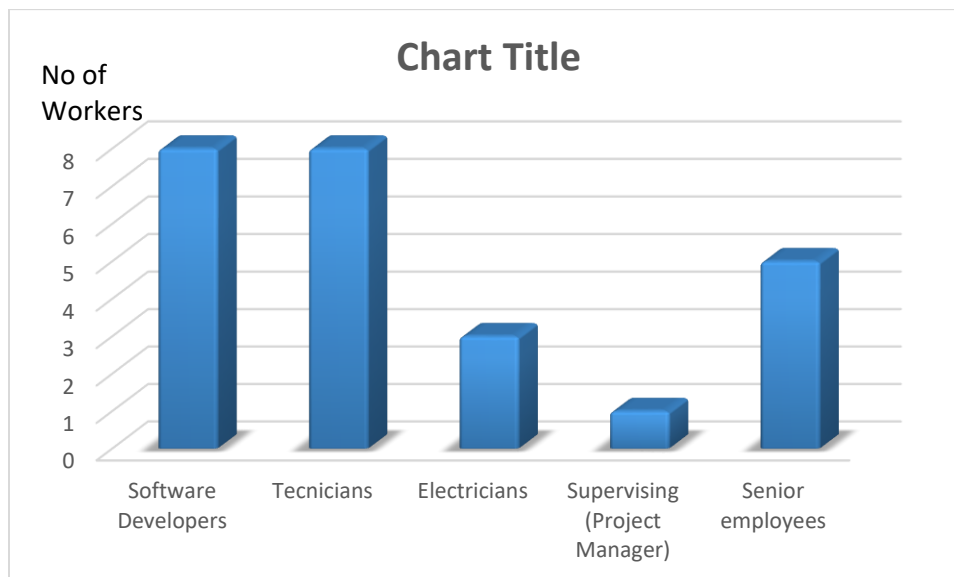
According to the above table supervising process got the highest number of days as it been continuously planned process from start to end. By supervising it time to time the project will be

comes out better as faultless. Same time any wrong paths can be identified quickly and correct them on real time. Secondly server mapping takes 41 days to cover up its process. The 27 days of implementation is covered up with all test rides to be taken place before handover.

1.7 Human Resource

All the personals who's going to involve in a project come under human resource of the project and it's considered as one of the important resources. Even indirect stakeholders are been considered in the human resource as their mind change can be impact the project at any time while the process is going on.

In this project Software developers are the main human resource involved. Apart from that Chief executives, technicians, electricians, senior employees will be involved in this project process. And already it is been planned to fulfill all their requirements on time so they don't get depress on their work. Mainly I prefer to get maximum output from each of them which will be reflected in the result of the project success.

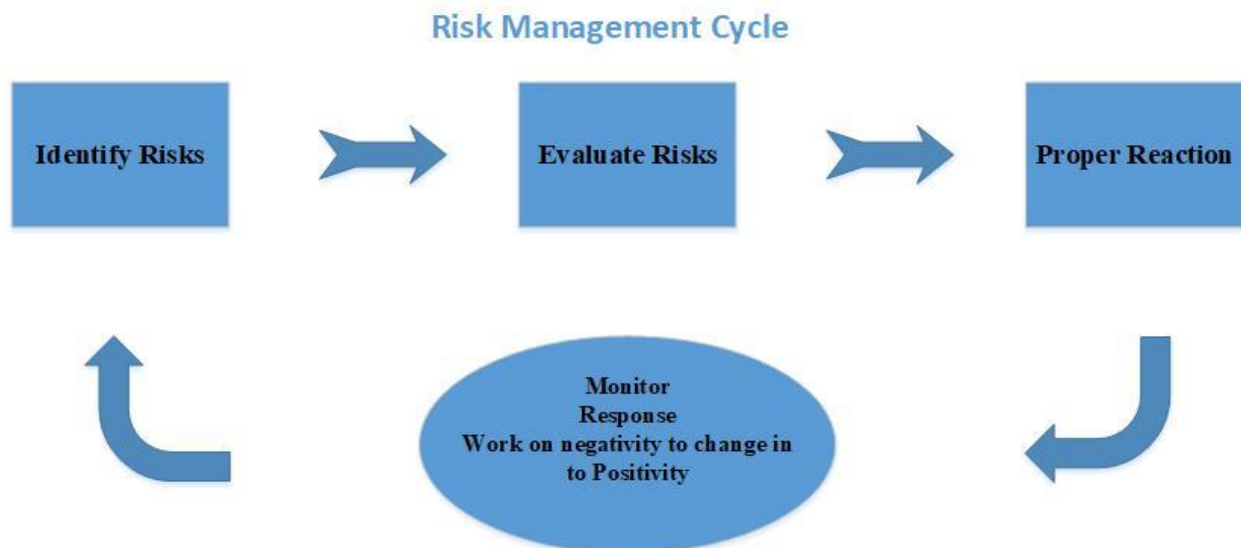


According to above table it's been hired equal number of Software developers and Technicians for project and least is supervising process and its done be myself as project manager. The working time is been planned from 9.00am to 10.00pm. There is no night shift in it and there hourly based wages in this project. It's been taken as contract between the company and the workers so the work will be started with half payment in advance and the rest will be paid at the closure of the project.

1.8 Risk

Risk is an uncertain or sudden event that gives direct impact on the project process which will affect the objectives as well. Facing a risk could result in positive as well as negative but its high chance of negativity. Regarding this as a project manager I must manage those risks in a perfect manner it's known as risk management. Pre plans must be done identifying what will the risks we will be facing in future and how to react fast towards it. It is one of the best qualities of a project manager. (PMI, 2018)

In this project the senior employees will be all ways vigilant in managing risk and as a group they will brainstorm and come with different ideas in facing a risk. It much more important to make negative effect risk change into positive through different attempt. This will bring high productivity for any ongoing projects. Further the following risk management cycle will give a clear view on it.



1.9 Quality Control

Quality control is one of the important factor that a project manager must follow in order to get high quality productivity from a project. Always quality plays with cost and time, when we increase the investment automatically the product quality also increases. It's similar to balance scorecard where organization use balance scorecard balance the financial factors with others to bring the organization stability. Same here its followed to control the quality with any drop till at the closure.

Same as it will controlled in this project as well. Three steps as been planned for quality control management:

1. Quality planning
2. Progression quality assurance
3. Controlling entire process

The above 3 factors will be considered in this project as already planned the process will on run meanwhile time to time process will be supervised and assure that everything goes on right path. Also in requirements of the process it will be controlled by the team to provide the right inputs as set.

1.10 Communication

In a project management the project team must be well communicated in between each other's in the team. This must be well organized by the project manager. When a project team works together the more they communicate make them come up with more challengeable outcome. As when they on discussions easily someone in the group could find a better way in the process this makes the team to a redirection and easy way to reach milestones. (Burke.R, 2013)

In many situations project has been failed due to lack of communication. For example the vision of the project must be clearly convey to all stakeholders prior to project commence. So through proper communication method the vision must be understood by the stakeholders and the team members then only they can work collectively towards the exact goal.

In this project the vision has been clearly conveyed to all team member as well indirect stakeholders so they know the exact goal to be reached in June end where the project finishes. Meanwhile the process takes place all the updates and changes will be communicated in real time directly also will be emailed to each person.

2.0 Conclusion

This report completely gives a clear view on project management as it is not continues process without time frame. Always a project contracted with a start and end (Particular period with due date). As I am the project manager of ITEC Company I have been required to innovate a Mobile phone app for the company in Connecting process (Communication). I have showed it with flow path which move through 6 month time. The main aspect in project management is to balance the 2 factors quality, cost and time which means every projects aim is to get good quality productivity in low cost and within the time frame. In manufacturing term goal as less input and more outcome and marketing term as more goods for less price.

Same above mentioned terms are followed in project management but with 3 corners simply as a triangle. In a triangle all 3 sides must be balanced to get the exact triangle look if not it will reflect some other design same like in a project the project manager and the team must balance all 3 cost, time and quality. This capability will bring them success at the end of the project. More over by doing this report I have gain a vast knowledge on how to manage a project and how project management works in detailed manner. All so it helped me to learn about current ongoing projects in UK. Definitely it will be helpful for me in my future business career.

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