UNIVERSITY OF WALES TRINITY SAINT DAVID

MODULE: MANAGING PROJECTS IN THE ORGANISATION

REPORT

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1. Introduction

An organization's centralized entity in charge of organizing, coordinating, and overseeing initiatives and programs is known as the Product and Programming Office (PPO). Its main responsibility is to offer oversight and support for the successful implementation of revolutionary projects. The PPO is essential for advancing efficient project management techniques, increasing the project's overall achievement rates, and fostering consistency. This project will provide the chance to practice using principles of project management and show off skills. Any component of the activities of the company, including enhancements to processes, the implementation of an entirely novel system, or the beginning of an internal risk, might make up the subject of the project. Employees will gain invaluable practical administration of projects experience if they execute the academic internal project effectively. It will show how to effectively plan, coordinate, and manage projects.

2. Discussion about a theoretical in-house project.

Theoretical in-house project creates a web-based tool to simplify and improve task administration within the company. It will make it possible for employees and supervisors to properly assign, monitor, and supervise tasks, promoting productive teamwork and timely finishing of initiatives.

Project Scope:

User Enrollment and Authentication:

Workers, managers, and Administration role-based access registration for users and secure handling of passwords and verification. The goal of the safe authentication method for text services project is to provide a system that allows users to interact privately and securely. A messaging programmed that guarantees communications are secure and are visible only via those who sent them is what the project seeks to create (Vishnurajan and Valarmathy, 2020).

Task Creation:

Employees can establish tasks with specific requirements, due dates, priorities, and tasks might be delegated by supervisors to teams or personnel. Task creation automatically assigned tasks and change notifications via email.

Task Tracking:

Real-time job status reports for staff members and executives via project monitoring and progress. Monitoring the status of tasks together with the advancement and deadlines. The project as well as job advancement can be seen overall by supervisors.

Communication and Cooperation:

A system incorporating communication or chat for conversations around tasks. Comments on assignments and attachments of documents for more contexts. Depending on the organizational structure, organizers play different roles and respond to interaction problems (Lee *et al.,* 2023).

Reports and the dashboard:

A simple dashboard that shows tasks are still in progress or finished. Reports on staff efficiency, the performance of teams, and completion of task rates.

Setting priorities for tasks and managing deadlines:

Choices for job prioritization are determined by priority and urgency. The Automatic notifications also impending or failed deadlines in the projects.

Manage projects and teams:

Managers can plan and carry out tasks while delegating responsibilities to the appropriate teams. Task and project development can be monitored by managers of teams.

Adjustments and Personalization:

Task classifications and labels that are adjustable for better organization. Choices and parameters for configuring notification emails, this message must be changed to one noting that the personalization was now finished once the preliminary test is finished (Pagitz, 2022).

Secure access management:

Protect confidential information by putting in place strong security measures. Using role-based authentication, information accessibility can be restricted according to user roles.

Training and Assistance:
Give managers as well as staff instructions on how to use the system. Provide ongoing guidance and assistance with technology both before and following installation.
Products of the Project:
Designs for User Interfaces and Functions
Database Configuration and Schema
Development of Front-End Applications
Tests and Evaluation Metrics for Back-end Software Development
Manuals as well as documentation for technology
Training Resources and Activities
Staff task manager that has been set up and is running.

3. Main objectives and solutions of the project.

- Reducing the movement of staff from the premises during the lunch break.
- Helping staff to develop a healthy lifestyle.

3.1. **Objective 1:** Reducing the movement of staff from the premises during the lunch break.

"Reducing the movement of staff from the premises during the lunch break, which is currently creating congestion issues in the local area." The idea makes sense to limit worker exits from the building during lunchtime and to reduce local traffic congestion.

3.2. **Solutions:**

Facilities on-site: Establish services on-site that are aesthetically pleasing and welcoming for personnel to use during lunch. A fully furnished canteen plus outside areas for seating is a good solution to the main problem. Staff could be tempted to remain on the site during breaks if there are attractive spaces available.
Flexible Lunch Breaks: Adopt varied pause schedules to prevent many workers from leaving the building at once. This would assist in spreading out the number of individuals as well as lessen congestion during peak hours.
Working from home or remotely: Consider letting some workers work virtually or at home between lunchtimes. By reducing the number of individuals that are on the property during lunch, this alternative can assist in relieving overcrowding (Brynjolfsson *et al*., 2022).
Options for transportation: By offering rewards or services to workers who opt for these modes of shipping, this might motivate them to take the bus, carpool, or bike to work. This might lessen the volume of private cars that visit the region around lunch.
Working together with local authorities: Analyze congested hotspots and jointly come up with answers with the help of the local government. This can involve modifying circulation patterns or putting traffic control plans into place.
Communicating and being aware: Increase dialogue with personnel about the need to reduce movements during lunch periods and the problems with crowding. Endorsement for the efforts can be gained by spreading knowledge and outlining the advantages. Engaging in ethical behaviors outlined by the scientific and practice communities is necessary for efficiently conveying research findings (Oda *et al.*, 2023).
Observe and Adjust: Follow up on the findings of the method put in place and be ready to make changes in response to feedback. Creating a feeling of belonging and offering enticing onsite services can also help to increase staff happiness and productivity.

3.3. **Objective 2:** Helping staff to develop a healthy lifestyle.

Promoting a good quality of life among employees within the framework of UNILEVER's Corporate Social Responsibility, or CSR, program can have several advantages, like lowering absences from work and boosting overall happiness.

3.4. **Solutions:**

Detailed Wellness Programmers: Create and put into action thorough wellness programs that emphasize mental, emotional, and physical health. These programs might include

physical fitness exercises, managing stress classes, counseling for emotional issues, and dietary advice.
Health Assessments and Screenings: Provide staff with in-person health examinations and screening. Regular health evaluations can aid in the early detection of potential illnesses and motivate workers to take the initiative to improve health (Fayanju *et a*l., 2023). Make sure that the lunchroom or machine shop at the location of employment offers healthy food alternatives.
Support for Work-Life Balance: Providing open working hours and emphasizing the value of frequent breaks and holidays promotes a harmonious relationship between work and life. To support individuals' mental wellness, provide access to counseling services, help for employee's programs (EAPs), and other resources.
Techniques for Reducing Stress: Create courses that cover meditation, calmness, and stress-reduction strategies. Promote proactive involvement in health-related initiatives and set an excellent example (Adıgüzel *et al.*, 2023). People are more inclined to prioritize well-being because employees observe senior management doing so.
Health Awareness Campaigns: To increase understanding of different medical conditions and offer helpful advice for living healthy lives, we regularly run wellness initiatives. Plan seminars and other activities with a well-being theme that address subjects like balancing work and life, diets, and physical exercise.
Networks for Employee Support: Create corporate support groups or fitness groups where staff members may collaborate, exchange information, and encourage one another on a wellness journey. Keep an eye on the effects of the health programs and solicit opinions from staff to determine success and pinpoint areas for development (Blanco *et al*., 2023).
Introducing project management tools and techniques and usefulness.
For an endeavor to be managed and carried out successfully within an organization, its management tools and procedures are crucial. During the project's duration, this aids to enhance teamwork, optimize methods, and boost effectiveness.

4. **Planning the project and scope.**

WBS: Work Breakdown Structure: More effective preparation, estimation, and distribution of assets are made possible by breaking the endeavor down into tasks that are easier to handle a project.
Gantt Diagrams: Plans for projects that are represented visually and display the lengths of and dependencies between tasks. Gantt charts are useful for arranging resources, tracking development, and spotting potential delays.

5. **Collaboration and Communication.**

Platforms for collaboration: Members of a team can interact, share archives; and keep up with project progress in real-time using services like Flexible, Team SharePoint, or similar project-specific collaborative technology (Dor, 2023).
Use of video conferencing: Communicating effectively is made possible by allowing online conversations, particularly when team members are far apart geographically.

6. **Risk Administration.**

Registering risks: Keeping track of prospective risks, impacts, and mitigating techniques in an inventory of risks enables the group to be ready for unanticipated challenges (Willumsen *et al.*, 2019)
Planning for Emergencies: Making contingencies for essential tasks guarantees that the endeavor can continue regardless of the event of unforeseen problems.

7. **Resource Administration.**

Tools for allocating resources: These technologies make it easier to effectively allocate work to employees based on qualifications and unavailability.
Software for tracking time: The project will remain on track if the length of time spent on multiple duties is tracked. This helps to identify regions wherein adjustments are required.

8. **Quality Control.**

Management of Quality Systems: Project outputs are guaranteed to fulfill the required levels of quality through the implementation of methods like Six Sigma or the requirements of ISO (BADALOV, , 2022).
Tools for testing and tracking bugs: Software testing tools aid in locating and fixing problems, resulting in outstanding finished output.

9. **Management of knowledge as well as document management**

Systems for managing documents (DMS): Critical details are easily accessible because of centralized preservation and version management of the project's documents.
Reports of insights learned: After a project is over, recording achievements, difficulties, and lessons learned help future efforts be better.

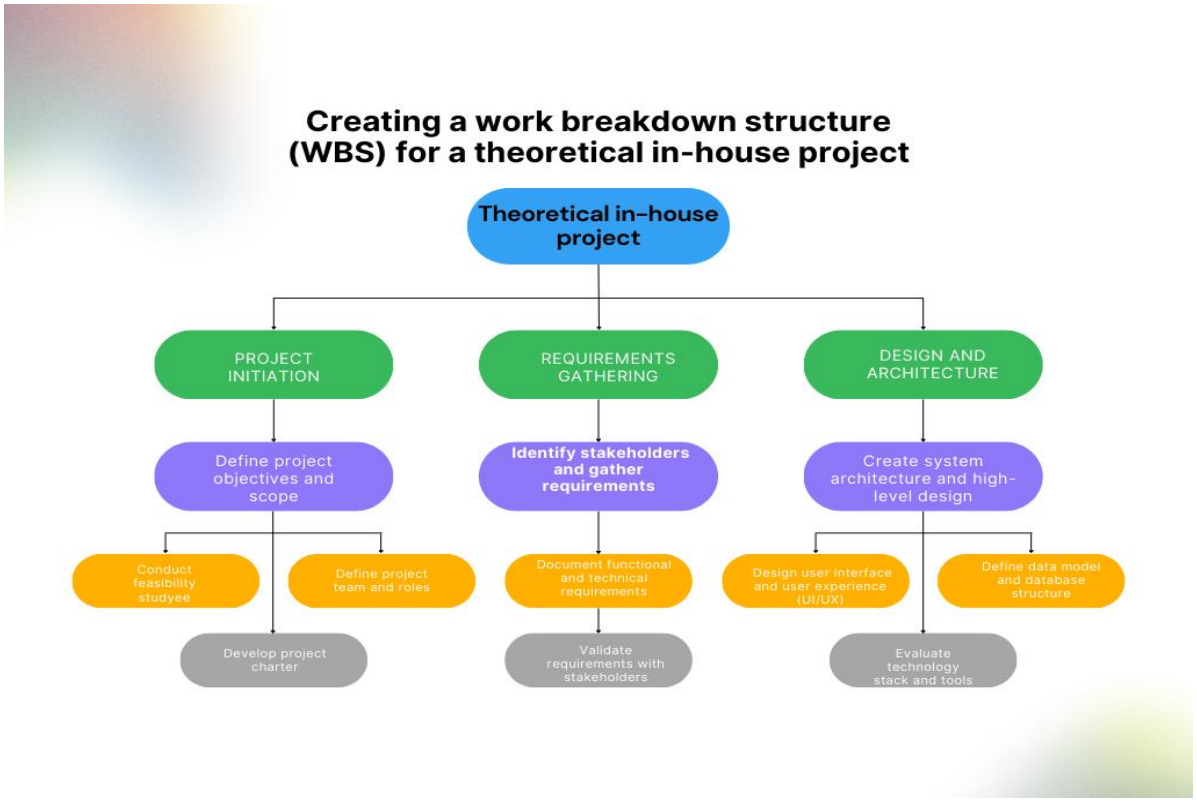
10. **Stakeholder analysis of theoretical in-house project**

Stakeholder	Description
Project Team	Personnel directly involved in project planning & execution
Management	Senior executives and managers overseeing the project
Employees	Staff impacted or involved in project implementation
Customers/Clients	Individuals or organizations benefiting from the project
Suppliers/Partners	Entities providing resources or collaborating on the project

The project team, this consists of people who have a role in arranging for and carrying out the project, has a lot of influence and a vested interest in seeing it through to completion.
Senior executives and managers, who symbolize the upper levels of leadership, also have a large amount of impact because the project's results could have a big impact on the company's broader goals and strategy.
Employees have a slight degree of impact over the task at hand and take an active role in its potential impact on the way they work and obligations. People might be impacted either directly or indirectly through the project.
Clients and consumer base are significant stakeholders who have an acute stake in the project being completed effectively because they will be those who benefit or purchasers of its benefits.
Partners and vendors also have a stake in the success of the project (Keller *et al.*, 2022).
Due to the oversight of compliance with industry regulations and standards, regulatory and certification organizations play a crucial role in the success of enterprises and the prevention of potential lawsuits. The nearby local society which consists of residents is likewise highly engaged in the development's operations and potential effects.
Following the levels of authority and passion, the company will priorities contact to manage all of them successfully. The company can create open lines of contact, hold frequent

conferences, and collect feedback to learn about hopes and worries. Building trust and securing approval from stakeholders over the project's life cycle will require acting against any potential difficulties and risks that were discovered during the investigation. To promote efficient and long-lasting risk administration, the work should be considered inside a PP lifespan cycle-based perspective (Zhang *et al.*, 2023). The company wants to create a friendly and cooperative atmosphere that encourages the successful completion of the internal project while being in line with the larger objectives of the organization by regularly evaluating and modifying engagement techniques.

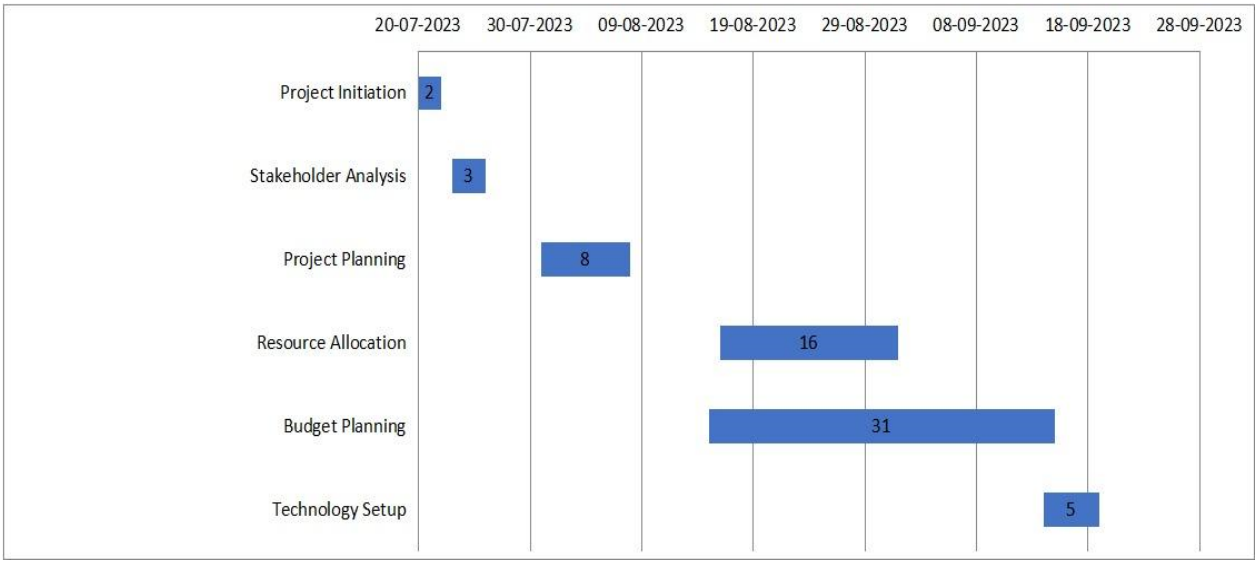
11. Work Breakdown Structure (WBS). (Example)



12. Costs/resources used in theoretical in-house project. (Example)

Resource	Description	Cost
Project Team	Personnel directly involved in project planning & execution	£10000
Management	Senior executives and managers overseeing the project	£15000
Employees	Staff impacted or involved in project implementation	£10000
Technology	Software and IT infrastructure	£17000
Equipment	Kitchen and other specialized equipment	£40000
Materials	Raw materials and supplies needed for project	£15000
Consultants	External experts or advisors for specialized tasks	£15000
Training	Skill development and training for team members	10000

13. Project Schedule / Gantt Chart. (Example)



14. Risk Assessment. (Example)

Types of risk	Severity	Likelihood	Impact	Description
Rotational risk	2	1	2	Low
Financial risk	3	2	6	High
Management risk	2	3	6	Severity
Resource risk	2	1	2	Medium
Environmental risk	3	2	6	High

15. Plan for implementation of the project and the relevant communication strategies.

Project Management Plan:
Establish the goals and purposes of the staff's wellness program before starting the project.
The effort should be led by a coordinator for the project and sponsored by a project sponsor.
Determine the important parties, such as HR, leadership, and workers.
Needs Analysis:
Gather input from staff via focus groups, polls, or interviews to conduct an in-depth requirement analysis.
To determine the business's most urgent wellness goals and challenges, analyze the data that has been gathered.
Program Design and Preparation:
Create a thorough staff wellness program that takes the demands into account.
Specify the finances, operations, and wellness programs that will be used to carry them out.
Make a timetable and milestones list for the project.
Resource Distribution:
Budget, staff, and facility allocation are all critical components for the project's successful execution.
If necessary, think about collaborations with outside wellness suppliers or professionals.
Communications and Participation:
Create an advertising plan to let staff members know about the impending wellness program and its goals.
To raise consciousness, use a variety of platforms, including emails, create the intranet, and advertising.
Facilitate two-way dialogue so that staff members can offer comments and recommendations.
Education and Training:
Staff members who will be organizing and aiding in health activities should be trained in human resources.
Employee training seminars for the value of employee health and taking part in programs that are provided.

16. Conclusion

In conclusion, a well-defined plan and effective communication channels increase the progress that theoretical internal well-being programmed will be implemented successfully and that staff participation will increase. The plan provides a logical approach to meeting the specifications of the personnel, and the communication strategies ensure that everyone is

informed, excited, and proactively involved in the programmed, which eventually results in a happier and healthier workforce.

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