

Project Management A2

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Executive Summary

The report covered the important features of managing the project related to developing a skills development app that proved to help acquire knowledge about the skills possessed by the learners. The discussion related to the involvement of monitoring and controlling phases of the project was done systematically by linking the prospective features of PRINCE2 methodology that were used proficiently. The evaluation project was developed by considering the risks and benefits of the project. The maintenance of project scope originally was established methodically. The relevant changes made in conducting the project were mentioned and the positive and negative features of the project were addressed. The scheduled risks that could be identified earlier within the project were addressed.

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Overview of the report

The second assessment linked to the report of project management will cover the discussion of the specific stages linked to monitoring and regulating the phases to help in managing the project. A report comprising the end of the project assessment will ensure including the most prospective lessons associated with the whole project. The objectives linked to the project and their status of being complete or incomplete will be stressed upon and highlighted in the evaluation report. Achievements of desired benefits are considered. The changes that led to the project completion are mentioned and the risk being encountered while completing the project was considered.

The various phases of monitoring and controlling mechanisms were used to good effect by the project managers to get the desired outcomes. Application of PRINCE 2 methodology helps in managing the project with success. The effective steps were covered. The project steps were framed according to the theme being established for making the project proper. The project scope was being designed with the help of aligning with the project objectives that ensured the achievement of goals being framed by the authorities. The benefits of the project and the ways that help in improving the project will be discussed.

Discussion of phases of monitoring and controlling used to manage the project

Unlike the traditional methodologies, the PRINCE2 methodology is a development philosophy used in complex software development which emphasizes on the development to take place in a controlled environment. The PRINCE2 methodology has 5 stages in the project life cycle (Mousaei and Javdani, 2018). Each of the stages of PRINCE2 focuses on the different aspects of the development of the project. For the development of the skill up-gradation web app, Softwire Corporation adopted the method of the PRINCE2 methodology. The stage-wise progress of the report is mentioned below.

The Initiation Phase: The goal of this phase was to define the project scope, develop a business case, and get approval from the relevant stakeholders. During this phase the following activities were performed; a feasibility study of the project, creation of a project charter, identification of relevant stakeholders, and selection of appropriate project management tools for effective management (Satrya *et al.*, 2017). At the end of this stage, the project manager should be able to develop a high-level understanding of the purpose, goals, requirements, and risks associated with the development.

The Planning Phase: The phase concentrates on developing a roadmap for the development which the whole team can follow. The goals and milestones are outlined with timelines in this phase. During this phase, the project manager of Softwire corporation developed an execution plan for the project, develop a resource plan, defining goals and measures of performance, the roles and responsibilities are communicated to the team members, workflow structure is developed and risks related to the project are also identified and a contingency plan to counter the risks is also developed (Shafiq *et al.*, 2018).

Execution Phase: This is the phase where the actual development happens, typically the inception of this stage happens with a Kickoff meeting involving all the stakeholders, external and internal along with the team. The meeting generally focuses on the introduction of the team members, discussing the background of the project, and defining the scope of the development. Also, the roadmap of the development and the roles and responsibilities are discussed with placing a proper and robust communication plan (Satrya *et al.*, 2017). The tools to be used in the project are also identified and configured. In this phase, numerous

versions of the build of the software are released for testing as well to check the functionality of the software and the functionalities are scrutinized for any difficulties or bugs in the build of the application. The next phase is where the performance parameters are measured along with any corrective measures to make the build fit the specifications mentioned in the project scope. Also, the addition of new features or alterations of any specifications is considered with the discussion and approval of the proper stakeholders.

The Controlling and Monitoring Phase: This phase is carried out parallelly with the execution phase of the project. As the project is executed in chunks and different parts of the project are developed parallelly, there is an importance to measure the progress of the project and all the moving parts are headed in the right direction with the right amount of coordination. During this phase of development, the project manager needs to identify the relevant resources attached to the project and manage them efficiently, the performance of the project is also monitored keeping in mind the set benchmarks for the key performance indicators of the project (Satrya *et al.*, 2017). The changes and the risks associated with the unforeseen circumstances are also measured. Meetings are conducted to review the performance and progress of the project in chunks. The learnings from the project are also updated on the logs of the project and any modifications related to the project plan are also carried out. The end of this phase is the end of the development and testing of the project and all the deliverables related to the development are met with modifications requested by the client and accepted after sufficient testing.

Monitoring and controlling of the outcomes of the project

During the development of the application, there were numerous modifications and builds developed by the team. The initial build was having some trouble with stabilizing the underlying database due to the complexity of the data structure that was fixed by the team after the first review of the project. In the second build, the application was having problems with the login of the students as well as the teachers; this was dealt with in the second review of the project. In the third build, few features were not responding properly thus the back end coding needed to be recalibrated to adjust the settings of the module, also the feature of automated notification and a mobile-friendly version of the application was developed by the team as most of the teachers and students are prone to the usage of mobile these days. Also, the mobile-friendly design gives the users the flexibility to access the information from anywhere without the need to be in front of a computer or the instructor.

The fourth build had some problems with registering the correct data with the database as a result the integration needed to be changed and adjusted to suit the applicability of the application (Ali and Lai, 2016). Along with all these modifications, the client requested some changes to be incorporated in the design of the applications front end with the integration of dashboards and interactive features on the menu. All these integrations and changes affect the projected timescale and the budget of the project. Sufficient changes were incorporated with the approval of the client as well as the stakeholders. The result of all these changes was seen in prolonging the project by 2 more months and the proposed budget was also overshoot by a couple of thousand pounds.

Closure stage: This is perhaps one of the most crucial stages of development, Where the consumption of resources and the execution is checked thoroughly. The findings of the project and the learnings are discussed with the managers and the stakeholders. If any loose ends are identified still, the project manager along with the team ties them up in this phase.

Generation of end of project evaluation report including the lessons of the overall project

Outlining of the project objectives and the status of their achievement

The objectives related to the specific project of developing an educational app portal for the students were to design the steps that help in developing a new product falling within the brand new product line linked to the company. The objectives also consist of the importance of identifying the positive effects of the new technology-driven product upon being applied within the educational environment. Lastly, another objective being associated with conducting the project was to find out the security measures being deployed for making the new application security for the users.

The above-mentioned objectives could be adopted and used to perfection by the project manager to carry out the project successfully. The above-specified objectives were achieved as they were well-planned and were well linked to conducting and managing the project in a systematic way.

Achievement of benefits from the project

The project proved to be beneficial as it was planned appropriately by sticking to the most effective steps and norms that were followed and implemented. The educational system got enriched as the manual work could be balanced for teaching the students. The project was very much profitable for the learners as it designed the most effective steps of learning by the inclusion of modernized technology for the students (Bennett *et al.*, 2017). The use of technology in conducting the project helped to adapt the new education system to the modern age and incorporated accurate practices within the system. All the above-mentioned benefits were expected by the project manager at the time of framing the plans to implement them.

Another benefit of the project was that it could be completed within very less time by making use of the relevant resources and raw products that were available. At the same time, the app helping to design the skills among the learners also could assist the teachers to acquire the necessary experience to interact with the learners and also get a chance to sharpen their skills while executing a different range of activities.

Maintenance of the original project scope

The original scope for the project that was conducted could be kept within the limits. The budget could be controlled properly by adopting well-designed steps and practices. The budget for the project was kept at 50000 pounds that could be utilized methodically. The time limit also could be maintained for the project. Assumptions were related to the scope which

included assuming that the project could be completed smoothly within 6 months. Methods of uniform coding and maintenance of proper flow were maintained in a systematic process to assure the fact that the procedure was smooth flowing (Roache, 2019).

The project while being conducted by the project manager would be able to consider the provision of the skills development app for the different learners who are deprived of proper classroom learning as well as for teachers who need to acquire experience of iterating the learners. The feedback could also be gathered systematically after using the app.

Changes made in the steps followed for conducting the project

Certain changes were made in the steps that were followed in conducting the project. Two categories of changes were done in the requirements of the project initially. Some changes in the design of the project were included. Changes related to incorporating more accounting time and more time for consumption were utilized to good effect. During the phase of the initial development of the technology-driven app, the database was unstable and for that changes had to be incorporated to repair the fixes (Heeks, 2017). The bugs were fixed methodically by adopting the well-planned steps.

Summarise the lessons learned during the project

The project being carried helped me to learn numerous things. I could frame the plan of the specific design that helped to establish the new app for developing the skills among the learners to gain insights about the ways they would adopt to use the skills in their education. The mechanism of project planning and the adoption of well-defined steps could be done fundamentally. I could learn the different ways of using the methodology of PRINCE for conducting the project with great benefits and profits. The risks that were faced by the project could be identified and proper action could be taken to reduce the risk element posed to the project.

I observed the varied ranges of factors and could point out the specific stakeholders who were required to get involved in carrying out the project in a proficient way by linking the different objectives being laid down. I also learned that I had to know the main concepts of conducting the project very well by the inclusion of effective and beneficial technological methods. The presence of various relevant roles played by the crucial stakeholders within conducting the project was identified properly by focusing upon the steps needed to be implemented within the project (Derakhshan *et al.*, 2019). As a project manager, I also required to plan effectively for establishing a quality path of communication within the organization by aligning with the basic norms and policies. I felt that I could have handled the delivery management in a better way by considering its impact.

“Thinking about the project’s successes and areas which need to be improved and explaining any recommendations applied for the same”

The positive and negative aspects were related to the project and its execution within the social sphere by adhering to the basic form of objectives and goals being framed effectively by the project manager. As the manager of the Project, I felt that the project was handled by incorporating proper planning strategies and activities. I felt that the positive features of the project were that it could be finished inside 6 months that was included in the scope. The risks that the projects faced were handled professionally by me. I held the opinion that the different stages involved in PRINCE 2 methodology were not very well applied. I could have done much better in controlling the execution of various steps and functions of the project. I also felt that the initiation step found in PRINCE 2 was not implemented very quickly. Some time was lost in it. Proper checks of the final product to be delivered to the clients were conducted by the required official under my supervision to ensure that the product did not have any defects.

“Risks that could have been identified earlier in the project but couldn’t have been because of their nature”

Certain risks existed that could have been identified earlier in the project but could not have been identified because of the feature possessed by them. I found out that one such specific form of risk was ***scheduled risks*** linked to designing and developing the software. The scheduled risks had its negative impact upon developing the project in an effective manner (Wang and Yuan 2017). I knew that once the tasks and schedules related to the project are not executed in a perfect way, then the probability of the failure of the project gets enhanced. It is important to focus upon the aspects where schedule risks have high chances of existing. Such aspects relate to estimation of time not being done properly, the fact that staffs, skills set and systems are not properly tracked and the scope expansions for the project arises all of a sudden. I also found out that functionalities linked to the software if not identified within the allotted time, then the time gets affected to design the functionality.

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