



Project Planning and Management in workplace

Module Code: BMSW5104

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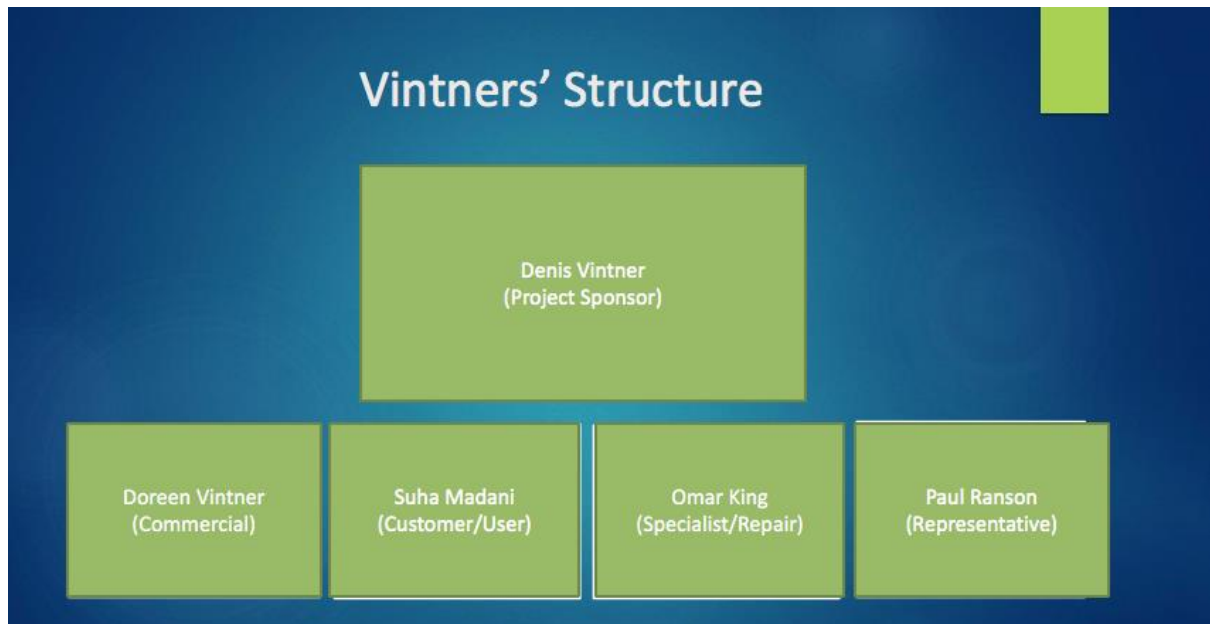


Figure 1: Vintners' Structure

What are their objectives?

Their objective is to imitate and make a successful business just like The Salvage Hunters who are shown on TV. The Vintners Antiques own a show but the TESCO local are offering a Traditional High Street Shop in Shirley. They own a warehouse in Sparkhill and it has a lot of stock. Their objective is to consider the option of buying the shop in Shirley. They must also organise the warehouse so it's easier for the business to sell and show antiques.

What is the purpose of their objective?

The purpose of the objectives is to investigate, find and invest in many types of old vintage items, fix the items, polish them up and re sell them for a higher and better price. This is how they make profit. They want to copy how The Salvage Hunters do their businesses, so they can adapt and become efficient their work. This is why they have many different members to do each role the Salvage Hunters do. They also have the objectives to broaden and make their workplace bigger, so they can work efficiently and store more antiques and have a better work area to clean up and polish the products.

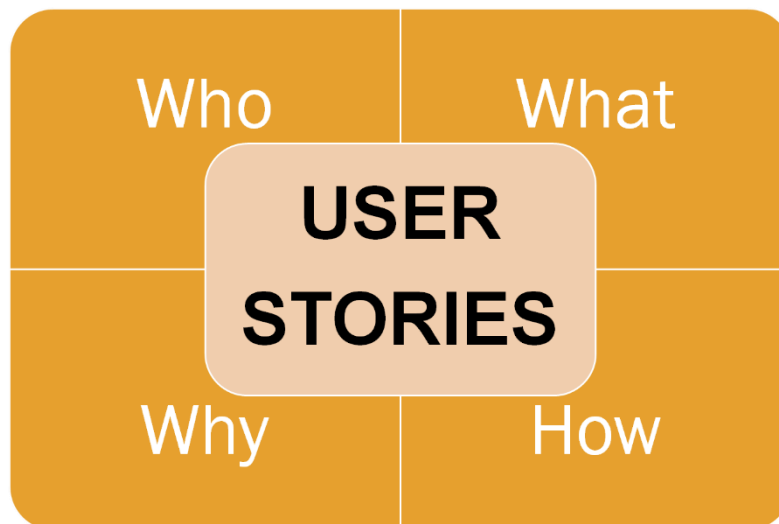


Figure 2: User Stories

What is a user story? This is a term that tells us structures of going through a project, from the point of different users. It has three categories, where once they have been asked and answered, we can get an improved understanding on what improvements are needed within the workplace. The three W's that are asked are Who, What and Why. For example, if Denis Vintner made a request for a separate room just so he could collect and store away antiques, the user story would show his needs, identity and where he can improve. As a result, the project management group tries to make a solution on how to meet the needs. The value can be given to the user once there is correct identification and usage of user stories in a project. (Blumstengel, 2019)

What will need to be done for the project to be carried out?

As stated before, they had an offer from Tesco Express where they want to buy the retail outlet. The Vintners are thinking about selling the retail and moving all their base of operations to the Spark Hill Warehouse. There are requirements that must be done before they do this. First the new warehouse in Spark Hill must be made into a proper Antique store that includes storage, an office area, repair station, showroom, a parking area and bathrooms. Their objectives it to copy/replicate the Salvage Hunters layout. The Vintners have decided to relocate and create a plan. Electrics, circuits, heating and pipes will most likely be prioritized for fixing, this will be done by putting budget into these factors.

Who are the Vintners?

Denis the project sponsor is the managing director of the Vintners and makes the highest decisions for the business, he is also named the head of the steering group. His job is to initiate the project and check on project progress. He is to communicate and cooperate with the project leaders to make sure objectives are met such as budget targets.

Doreen Vintner the commercial and finance manager, and her duty is to oversee the financial elements of the business. She decides what happens in regards of expenses and cost problems that relate to the project.

Madani is essential for the workforce as she is a part of customer relations. If there is no one dealing with customers, the customer satisfaction rate will decrease greatly which will result in complaints and negative feedback. If the business does not have a good and healthy relationship between their customers, the business will evidently lose potential and current customers. Madani's key trait is being likeable, which is perfect for someone who interacts and solves many problems of many different customers on a day to day basis (Nguyen, et al., 2019). Madani is the customer support role and she wants to satisfy the customer needs and by doing this, it makes sure to keep customer satisfaction up and allow for a positive reputation.

Omar King is the specialist repair who is capable of carrying out many tasks and duties without a problem. He is able to adapt to the environment and can work well with change. As well as being able to adapt, he has prior knowledge of the business. Omar King is specialised in this area as a result of his long experience and this is needed for quick transactions and business deals (Van Dam, Undated). Omar king is the specialist who has worked with the shop for a very long time and he wants an ease of access for the products in the shop and warehouse, so that the business flows quickly and meets customer satisfaction.

Paul Ranson is the representative who has been with the vintners for a long time who has excellent communication abilities. He is the representative of the project and his expertise has helped the business (Williams & Tokar, 2008).



Figure 3: MoSCoW Chevron Prioritization

(Korolev, 2019)

Must have requirements are requirements that make the foundation of the pipeline. If we avoid these, it can block the entire project from moving forward. Should have requirements do not affect launch but are considered important. We can work around these options and aren't like must have requirements. It's unlikely to cause the failure of the project. Could have requirements are less important of the two, the third level can be called low-cost tweaks. We can sacrifice this task until deadline. Won't have requirements are at the lowest level and are completely not needed for the project or deadline. It does not mean complete rejection, it just needs favourable conditions (Korolev, 2019).

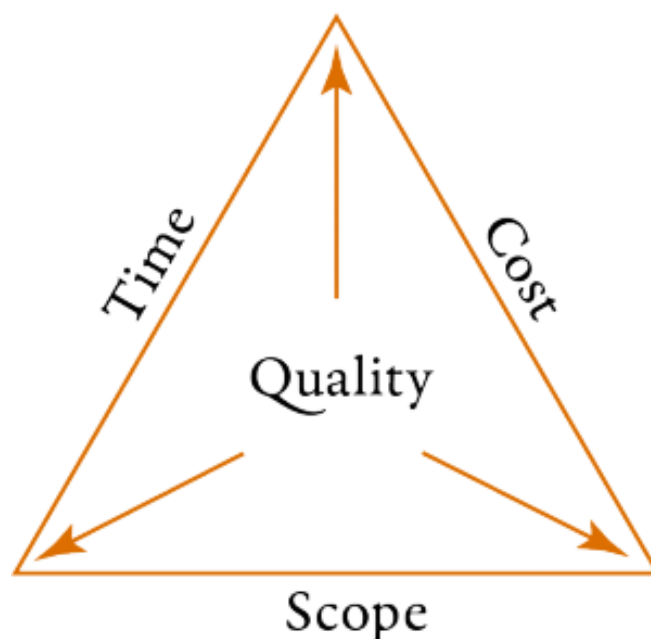


Figure 4: Iron Triangle, Traditional

(Schenkelberg, 2020)

This triangle is a guideline which is known as the quality triangle. This is because the place in where we work has limits. There is only a limited time for work, limited resources and knowledge. If we as the workers know there isn't a deadline, you will tinker with happiness and get testing done. We can complete complex jobs by understanding set of constraints and how decisions are framed (Schenkelberg, 2020). It is the scope triangle and shows trade-offs essential to any project.

How much will it cost to meet their objectives and aims?

The objectives are very costly, and they will require a lot of transport, especially when investigating and finding old antiques from different places and even people who are selling run down and damaged vintage goods. The Vintners will usually need to buy the goods and transport it back to their workplace, so they can clean and fix the vintage item. This means there will be cost in a vehicle and cost in fuel. There will be costs in running the electricity and gas in the warehouse and office area. They will now need a shop to base everything in which will also cost money. Tools and equipment will be used in costs, so they can repair the vintage items. Security and technology will be used so those will cause costs. Advertisement will require money, so they can get more potential customers to browse and buy their merchandise. In the long run, advertisements will help the business because it increases the popularity of the business meaning faster rate of growth (Phil, 2018). The Delphi Technique is a project management type, and it is something that is referred to information gathering technique where many other opinions which are very valuable, such as industry experts is solicited. This results in a hope and goal of getting a consensus. These experts are given many series of questions that are to do with the project and is usually presented to the expert by a 3rd party facilitator which can become a hope for making new ideas and estimating costs so that has to do with project points. (Alaloul, et al., 2015)

When will the steering group need to carry out the project?

The project will need to be done in a suitable timeframe that every member in the team agree with, and this includes the stakeholders as they are interested in the project and are also affected by it. In our project, we have devised a one-month plan for all members of the party to get prepared and follow out the project. It will take weeks to find multiple antiques and polish them up for sale. Time management is essential (Cooper, 1995).

Becoming like the Salvage hunters will take a lot of time, and a month is reasonable time for the business to start up and start adapting.

Where will they carry out the project?

The project will most likely be set up in the offices for dealing with customers and consumers. The offices will also handle finding and locating antiques while also securing a place for them to be stored away. The warehouse will be the prime area to be used for remodelling, cleaning and making the antiques better in terms of quality and also storing them away in the area.

Risks of the project?

The risks of the project are:

- Investing into the TESCO Local's offer and not investing properly within the Warehouse in Sparkhill. This could cause a major setback as there would be any money left to upgrade the facility. This would then later lead a chain reaction and will deny payments to workers.
- A risk of this type of business is buying a vintage antique, investing in making the antique look good, polishing it up, but no one wants to buy it. This is a loss for the company, and the longer the product stays on the shelf, the more time it will have deteriorating (Ovchinnikov, 2011).
- As this business lives off of antique hunting for its source of products, if there are no good options for the products, the worker such as Denis Vintner will need to search for a longer period of time, causing the customers to slowly lose interest and over time the vintners will have a smaller customer base (Williams & Tokar, 2008).
- There are a limited number of members within the business that all play a crucial role. If someone is missing in the workforce, it can negative affect the business and its workflow. If Denis Vintner is not able to work, it will lead to no source of products. If Doreen Vintner was not able to work, the atmosphere and work force will be unorganised, and policies will not be followed through correctly (Carnegie, et al., 2008).

How are the projects plans communicated to the stakeholders?

The projects plans will be communicated to the stakeholders either by formal E-mails as an option. E-mails will be able to fully cover any images, documents and questions the stakeholders may have. Communicating with the executives and leadership is an applicable

option. Presentations and decks can be sent to the stakeholders before a meeting has occurred, as it is good for referencing and allowing for review in the meeting.

They must make sure all information regarding the project is presented in a transparent way, meaning honest and factual. The communicating can also be done using online platforms and social media. The more variety of options you have the better and flexible it will be. Judging the stakeholder's values should be prevented. Being curious and open minded will overcome roadblocks and align values. Feedback is then given to the stakeholders based on their interests and issues, so issues are addressed and resolved. Finally, a record is then kept of the communication with the stakeholders, so the history can be shown again and helps with misunderstandings and delays.

What are the types of project management tools that can be used?

- Grant Chart

A grant chart is a bar chart that is horizontal, and it is a tool used for production control in 1917. The creator Henry L. Gantt used it to help plan, coordinate and keep track of specific tasks in projects. The purpose of a grant chart is to give us a good illustration of the project status. There is a problem of this technique though, it does not indicate task dependencies, such as if a task is falling behind schedule and if it affects other tasks. (Wilson, 2003)

- Steering Group

Steering groups are advisory bodies and they are made of experts or stakeholders and they give help and guidance to many issues that the business face such as budgets, endeavours, policies, market strategies and project management concerns. (Arnesson & Albinsson, 2013)

My personal recommendation of a self-development plan which improves performance

I believe that all these techniques should be used to enhance the working environment and allow for efficiency within the business. The grant chart is good for keeping track, the Delphi technique is good for getting many experts opinions and the steering group allows for complex issues and ideas to be output and resolved. In conclusion I think the plan of being honest and working together well with stakeholders should provide a solid plan. With the values aligned, it shall greatly increase the level of work and productivity.

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