

PROJECT MANAGEMENT

Lecturer: Dr Molly Jack

Student: Diana Dimova 1818046

Assignment 2

Introduction.....	3
Main body	3
1. Outline the objective of project or indicate that it were achieved or not.....	4
2. Outline the benefits which have been achieved or ensure that it will be expected or not	5
3. Did project completed in its original scope or not.....	5
4. Explain the changes that were required to implement for the completion of project	6
5. Summarise the learning and give recommendations to improve their future projects	6
6. Discussed the earlier risk which project were identified and discuss that it was unavoidable or unpredictable	7
Conclusion	8
References.....	9

1. Introduction

Project management is focused on the implementations of procedures, expertise, techniques and knowledge according to the established rules and variables to attain specific project goals & objectives (Badewi, 2016). It's indeed essentially a practice of initiating, effectively planning, implementing and managing all resources to also accomplish project outcomes in timeframe and money. This project is focused on the webinars which are used by the organizations to make their employees essential information about healthy lifestyle. It will boost the development of human capital. This is online workshop that mainly contains how to make a healthy diet plan and also implement in well manner, routine nutrients and vitamin working actively, identify bad cholesterol recipes and take action accordingly.

This assessment is based on the evaluation of previous project which were focused on employees health and ensure that it will helps in building successful relationship on their workplace as well as with their families or children. Healthy life and diet help the individual to perform well in their personal as well as professional life.

2. Main body

1. 1. Outline the objective of project or indicate that it is achieved or not

Main objective of taking this project is to hold effective workplace through webinars. Justifications behind this move were to ensure staffs was conscious of healthy foods and working conditions (Gegenfurtner, Zitt and Ebner, 2020). It would continue to create more workplace efficiency by maintaining them both emotionally and physically productive. The director and project coordinator were expected to ensure that they finish this project for a total of £ 50,000 in six months so how they can better inspire their staff. When the program is successful completed, the organization can use its human resource efficiently up to its maximum their production as well as profitability. It also efficiently encourages management and other staff members to promote a healthy, basic hygiene workplace culture. Organization can also cause a decline in the turnover of employees that leads in save their recruitment costs.

Project objectives were achieved and it helps the organization to improve their employee's overall efficiency as well as effectiveness. Through providing them knowledge regarding balanced diet, meditation, many other practices which helps in proving employees to live healthy and fit physically but emotionally as well. This project will be completed to webinar where organization conduct online workshop and every staff need to part of this. It

also helps in building effective relationship among the staff members which beneficial to improve overall productivity.

2. 2. Outline the benefits which have been achieved or ensure that it will be expected or not

Dietitians across Canada are passionate about helping people to learn that eating healthy food is about more about just eating food (Dobie, 2020). They seek to do this by providing support and recommendations to make it easy to explore the infinite capacity of food for feeding and nourishing our bodies, exploring and learning regarding nutrition, avoiding chronic illnesses, curing diseases and trying to bring people together during common beliefs. Good diet and fitness services in the office will play an important function in promoting the wellbeing and safety of workers, as well as providing a positive atmosphere in which to maintain healthier eating habits in the office.

As per the Ipsos survey, majority of Canadians find it difficult to eat the right foods whenever they are engaged. Because once people will get a filled day full of assignments to finish, and when choosing food or anger hits, it's helpful to go for the quicker but also less healthy dining options (Heagney, 2016). A healthy diet is vital for workers safety and also well-being and financial productivity, and companies can make a concerted effort to devote their energy and money in maintaining this is a work assurance. According to a corporation, assume the responsibility of promoting and developing healthful workplace rules that promote healthy diets, such as good nutrition.

When trying to introduce health and fitness project, project manager should ensure that webinar meetings are associated with the people's schedules, needs, interests, objective and goals. For the intention of designing and running specific and successful advertising programs to implement healthy food ideas, the citizens and community committee, or fitness and wellbeing committee, may be charged with surveying staff to collect information. For example, company may have sent out health related content to internal staff through newsletters, such as suggestions articles, delicious healthy recipes, as well as other facilities (Fleming and Koppelman, 2016). Management should conduct the testing of new foods, learning about nutrition issues and healthy eating in a relevant and accessible way, and enabling lunch and learning with a nutritionist or professional dietician to analyze how a nutrient dense diet can help reduce the risk of chronic like type-2 diabetes and heart disease. It decreases the risk of stroke and certain forms of cancer, and medical conditions and anxiety.

If the workforce of the organization deals with high stress level, emotional medical conditions, or poor motivation, organization will likely get benefit through conducting meditation program by using online mode of meeting such as webinar. Meditation programs also have lot of wonderful potential health benefits which will have a significant impact on their employees by reducing their stress level or improve productivity.

Many workers feel discomfort in the workplace. In fact, as per the American Stress Institute (AIS), 80 % of employees feel stress at work, and almost half say they require help to learn how and where to deal with stress. This can cause excessive stress or burnout as stress is left unchecked (Kerzner, 2017). All of these have many implications on the physical and mental wellbeing. Meditating is an easy means of efficiently minimizing occupational stress and anxiety. Only a 10 minute mediation break will allow staff clear ones heads and feel much happier.

Going to practice meditation together with the group is an incredibly simple platform to boost social interaction or helps in maintains effective relationship among staff members and a sense of togetherness. In fact, the practice of meditation was said to greatly enhance the ability of individual to maintain healthier relationships by promoting a more optimistic disposition and behaviour. Meditation increases brain impulses in the left hemisphere which helping to improve immune system to act more effectively and to deliver more defensive system cells.

All are discussed benefits are expected by the project managers if project objectives successfully implemented. Mediation or balance diet has several advantageous which allow the organization to improve their employee's efficiency through reducing stress level, prevent from many illnesses which reduces the productivity as well as profitability. Company achieved such benefits and these are all expected but further it will ensure that staff members will continues to follow their diet plan to become healthy and stress free with the help of medications.

3. Did project completed in its original scope or not

Project was not completed in according to their original scope because time period of competing project was 6 months and budget was £ 50,000. Project manager should ensure that all the activities which identified for successful implementation of project need to completed before deadline and within estimated budget. Project manager face the several challenges and lack of time and funds are one of them. Organization achieve their project objectives successfully but not in given time period or fund. According to the project estimation, activities were started from 21st of July 2020 and should be completed at 21st of January 2021. But completion of all activities was taking 2 months more which because the reason that project

was not completed within its original scope (Knipfer and et. al., 2019). Activities of online webinar were classified into three major activities such as initiation, hiring of dietician and control & monitoring. Initiation activity consist official paper work and foundation. Second major activity consist several task such as assign task to the each members, recording & editing of video, provide training to staff members, promote webinar and scheduling online meeting for healthy diet and meditation workshop. In the last activity, miscellaneous work included which helps in controlling and motoring. Due to lack of time and financial resources, project manager unable to achieve their scope.

4. 4. Explain the changes that were required to implement for the completion of project

There are several changes required when implementing any project into actions. During the estimation of time period for each activity, project manager should estimate the duration more than its requirement. Unforeseen events can delay the task which unable the organization to achieve their objectives or project scope. If managers estimated that office paperwork required 15 days, so they need to take 20 days for that particulate work or ensure that, it does not cause any problems which further become challenging for them. Another challenge which project manager's faces was lack of financial resources, estimated cost was £ 50,000 but additional expenses also occur around £ 5,000 for the training of staff members and for predation of workplace.

Due to unskilled staff members, project manager was taking more than estimated time to complete their project activities accordingly (Rowe, 2020). It will indicate that, personal development of human resources was not done properly. Project managers need to require some changes, in order to avoid such challenges which become barrier to achieve their goals & objectives. Another difficulty would be lack of skills and expertise because it reflects significantly on success of the project which may contribute to failed projects. Unless the proposal is not performed correctly, instead individual personal growth is low-chance by webinars. This is crucial for the project coordinator to monitor and review all the tasks carried out by team leaders because it helps to execute the activities successfully and finish the project on schedule. Dispute among project team members is also seen as a challenging so focusing on building a positive relationship with them would be extremely important for the project and need to change their activities accordingly.

5. 5. Summarise the learning and give recommendations to improve their future projects

During the process of implementing this project, i was learning that how healthy food and meditation is necessary to being more productive or effective performer in the workplace. Every organization should focus on their staff member's health and conduct such type of workshops which helps in providing proper diet plan and some practices to reduce stress level. Organization was already conducting Webinar program regarding healthy food, diet plan, meditation session to reduce stress or prevent the chronic illness. This workshop helps in engaging people which increases social interaction that further allows in building healthy relationship among staff members. When individual employee is mentally or physically healthy than it will leads towards a personal development of their human resources. In addition, it further helps in building healthy relationship with their families which make them happier or improve their productivity or performance level in the workplace (Smirnova and et. al., 2019). There are some changes required in this project, so on the bases of it, there are some recommendations to improve their further project personages and these are as follow:

- In order to improve their performances in the future projects, managers should work on effective communication between the team members with project managers.
- Project managers should be more focused on their strategic planning which include the timeframe and estimated budget to compete the project successfully.
- In addition, budget should be flexible so managers will modify their expenses figures as per the requirement.
- Selection of team members should be according to the project requirement and duties which required fulfilling.
- Training and development program need to provide to enhance employees skills and capabilities.
- Budget of the project need to have realistic figures and ensure that each activity will be completed in estimated cost.

Above discussed recommendation helps the project managers to improve their future project performances. It helps the organization to achieve their project goals & objectives within estimated time period or budget.

6. 6. Discussed the earlier risk which project were identified and discuss that it was unavoidable or unpredictable

Conducting online webinar program for employees regarding healthy diet plan or mediation to reduce stress level among the employees which helps organization to improve overall performance and productivity. There are several risk identified in this project such as lack of finances, technical issues and unskilled staff. Developing an adequate strategy that requires the period of 6 months and 50,000 pounds is successful is necessary for the reduction in financial risk. Project manager need to estimate their expenses properly and ensure that each activity will spend accordingly. This risk has high impact on this project which required mitigating, and managers will made several strategies to mitigate this risk.

In addition, another issue that identified was technical risk which has moderate to high impact because this risk becomes the reason of failure of this project (Wang and et. al., 2020). Technical issues can expand their project deadline and also increase the additional expenses which further expound the cost. Concentrating on tasks and testing all the machinery before meeting implementation would help to reduce the technical risk. Project managers also required to train their staff members in order to enhance their skills and capabilities. In order to make their project successful, manager should mitigate this risk otherwise it become the reason of project delayed that impact the overall production and profitability.

All the identified risk cannot be avoidable but yes, it is predictable because project is based on webinar workshop where network issues or other technical risk can be occurs which required to mitigate. Project manager need to formulate strategic strategies which further helps in decision making process. With the help of risk management, managers able to build strategy to mitigate the risk and also ensure that, how strongly it affects the success of project.

3. Conclusion

From the overall discussion it has been observed that project management is an essential application which helps the organization to perform their project activities in well manner. Furthermore, project management helps in the proper and timely completion of the project. Project leaders use several activities to divide entire task into smaller programs that enable to complete the project in such a timely manner. A project involves a variety of risks and it is essential for project managers using the risk management tool as it helps to effectively decrease the risk level. Evaluation of project is necessary because it help the project manager to understand their mistakes and ensure that in future they are not going to repeat. In addition, it

helps the managers to make more effective plans regarding project time, budget estimation, employee's skills etc.

4.

5. References

Books & Journals

- Badewi, A., 2016. The impact of project management (PM) and benefits management (BM) practices on project success: Towards developing a project benefits governance framework. *International Journal of Project Management*. 34(4). pp.761-778.
- Dobie, C., 2020. *Handbook of project management: A complete guide for beginners to professionals*. Routledge.
- Fleming, Q. W. and Koppelman, J. M., 2016, December. Earned value project management. Project Management Institute.
- Gegenfurtner, A., Zitt, A. and Ebner, C., 2020. Evaluating webinar-based training: a mixed methods study of trainee reactions toward digital web conferencing. *International Journal of Training and Development*. 24(1). pp.5-21.
- Heagney, J., 2016. *Fundamentals of project management*. Amacom.
- Kerzner, H., 2017. *Project management: a systems approach to planning, scheduling, and controlling*. John Wiley & Sons.
- Knipfer, C. and et. al., 2019. Learners' acceptance of a webinar for continuing medical education. *International journal of oral and maxillofacial surgery*. 48(6). pp.841-846.
- Rowe, S.F., 2020. *Project management for small projects*. Berrett-Koehler Publishers.
- Smirnova, Z. V. and et. al., 2019. The experience of using the webinar in the preparation of engineering specialists. *Amazonia Investiga*. 8(18). pp.279-287.
- Wang, Y. and et. al., 2020. Project management personnel turnover in public sector construction organizations in China. *Journal of Management in Engineering*. 36(2). p.05019009.