



**AWARENESS RAISING PROJECT FOR CAREER DEVELOPMENT
PROGRESSION IN INDIVIDUAL'S WORKPLACE**

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MANAGING PROJECTS IN THE ORGANISATION

Executive Summary

The following report includes the brief analysis of the project management tools and techniques which can be very helpful for the project management team to perform all the activities more effectively and efficiently. These can help the project management team as a guide to complete the activities which can help them to deliver the best possible value. Along with that, a brief discussion related to control and KPI is being done in this report, which are very important to control the activities of the overall project.

The aim of this report was to raise awareness among individuals regarding their career development progression at their own workplace.

The purpose of this project are :

- Encouraging individual to pursue a university degree for career development.
- To increase awareness in acquiring the necessary skills and knowledge for career progression.

Among the things that helped me a lot to prepare this report and above all to make this project successful: a live event, tireless work of team members, module teacher's guideline, University of Wales Trinity Saint David and some of its respected teachers are notable.

Also, to write this report I have taken the help of some evidential sources such as academic books, journals, online search engines, websites etc.

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Introduction

Project management is a set of activities related to project management, through which various processes, knowledge, experience and skills are used to achieve the objectives and success of a project. According to Cleland (2007) - project management is the process by which a team works together to achieve project goals and objectives within a defined time frame. Project management refers to the expert knowledge and skills which are important to perform all the activities of the project and complete the project more effectively (WOLNIAK, 2022). In project management there are different types of tools and techniques which helps a project manager to plan and execute, accordingly and complete the project on time. In order to deliver proper value and use the resources in the project, it is very important and essential for the project management to have all the managerial skills, which can be helpful for the manager to perform the activities effectively. All those important tools and techniques are considered in this report.

Main Findings

Tools and techniques for managing the project

Project management tools and techniques are the important and essential factors and parts, in order to complete the project more effectively (Shaukat et.al., 2022). These tools and techniques can be helpful for the project manager in planning the entire project. Tools and techniques aid in the development of a well-structured project plan, the definition of project goals, and the breakdown of those goals into manageable tasks. This ensures that all relevant actions are recognised, dependencies are understood, and suitable resources are assigned. It establishes a defined plan for project implementation. In order to manage this project following are the essential tools and techniques:

- **Project Life-cycle:**

The project life cycle includes all the stages and phases, which can help the project manager in planning and identifying different activities that are required to perform the important and essential activities to complete the project effectively. This cycle helps in making a proper planning and strategies for its execution and control. Taking the reference of this project, the stages of project life cycle can help the project team to do planning, perform proper stakeholder analyse and make the strategies to control the activities of the project (Varajão, Fernandes and Silva, 2020).

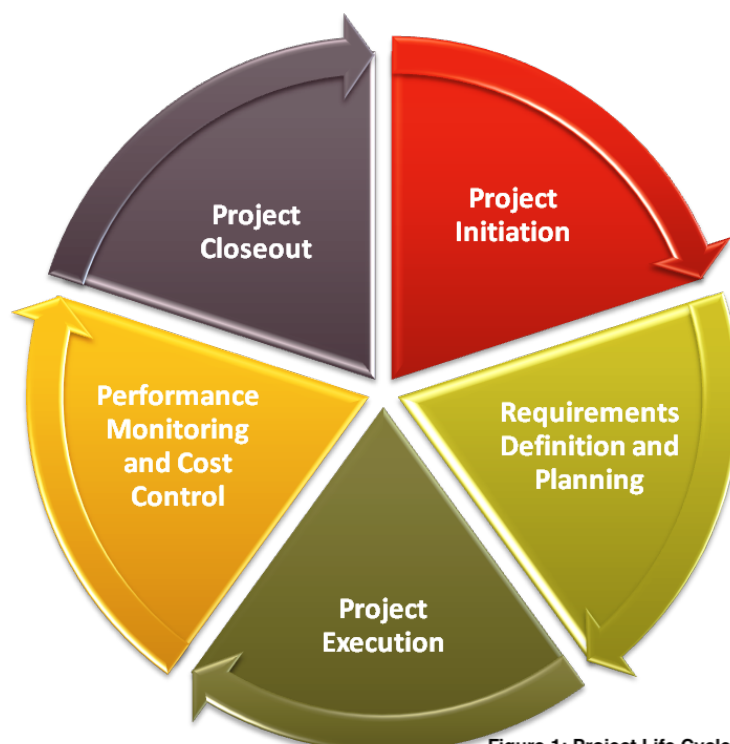


Figure 1: Project Life Cycle

- **Project Initiation:**

This is the first step to start the project and understand all the goals and objectives. According to Yemini, Oplatka and Sagie (2018) - project initiation means project definition where research and planning process undertaken. Under this project, all the planning is done in order to understand the whole project, establish the required goals and objectives, identifying the adequate resources, risk management and others. It helps the project management as well as the team in identifying the available opportunities and potential risks which can affect the project activities. Taking the reference of this project, during the project's initial and planning phase, the group had discussions on the project's emphasis. Various proposals were proposed, including fundraising, human resource management, and environmental programmes (Rowe, 2020). The project was chosen over the course of three weeks with the aid of module teacher. To achieve a conclusion, this step most likely included brainstorming sessions, talks, and consensus-building tactics.



Figure 2: Project Initiation

- **Project Scope:**

Project Scope refers to the document in which all the objectives and goals of the project are included and used, so that the resources could be managed effectively and complete all the activities related to the project (Rincón-González and Díaz-Piraquive, 2020). Taking the reference of this project, the overall objective and goal is to raise awareness among individual related to their career development progression at their workplace.

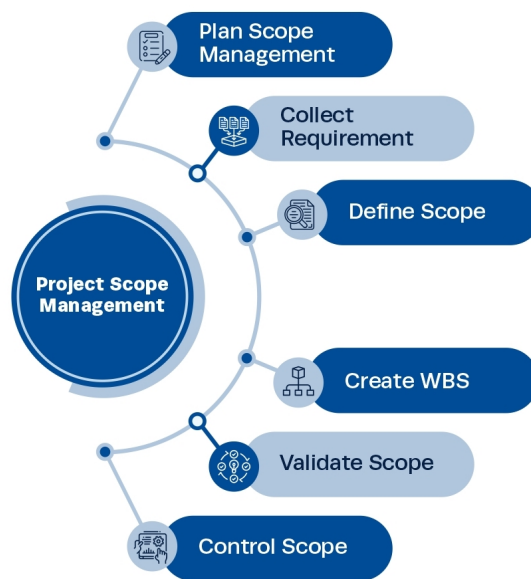


Figure 3: Project Scope

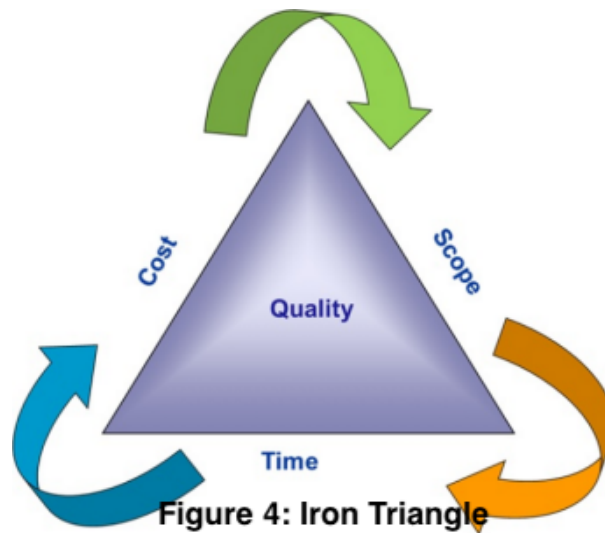
Tools and techniques for planning and implementing the project

The variety of tools and techniques which are used as in the project of spreading awareness among people are provided as follows:

- **Iron triangle:**

Iron management triangle which presents the three constraints of the project which includes time, cost and scope of the project. Taking the reference of this project, time to complete the initiation and execution is three weeks, in order to deliver the value. In this regard, Kerzner (2022) suggested that - talking about costs, managing all costs and expenses is

important to complete the project more effectively. Talking about the scope, it is to raise awareness among the people and the employees regarding their career development.



Iron triangle plays a significant role for developing a project. We have tried to follow this tool in our project development. It has some benefits and drawbacks which discuss in below:

Advantage	Disadvantage
• Facilitates the project process (Simpson, 2022)	• Focuses on output, not outcome (SIMMS, 2015)
• A flexibility matrix	• Real purpose of the project ignores

- **Quad Chart:**

A quad chart facilitates rapid decision-making by project personnel, as it is a document divided into four quadrants that summarise the project's objectives, stakeholders, desired end results, and measures of success (Keenan, 2020).

QUAD chart of the Project

TITLE : Awareness Raising Project for Career Development Progression in Individual's Workplace	
PURPOSE (AIMS/OBJECTIVES) AIM: To increase the awareness of individuals to career development progression in the workplace. OBJECTIVE: 1. Encouraging individual to pursue a university degree for career development. 2. To increase awareness in acquiring the necessary skills and knowledge for career progression.	CUSTOMERS (STAKEHOLDERS) 1. Individual's (Employees, Students etc). 2. University (teacher, non-teaching staff etc). 3. Course manager. 4. Community. 5. Cardiff hub library management.
DESIRED END RESULT (CRITICAL SUCCESS FACTORS) 1. At the end enough response from everyone. 2. Successful completion of projects through effective planning, execution and monitoring.	MEASURES OF SUCCESS (STANDARDS / CRITERIA) 1. Enrollment of courses in university. 2. Enquiry of courses for career progression.

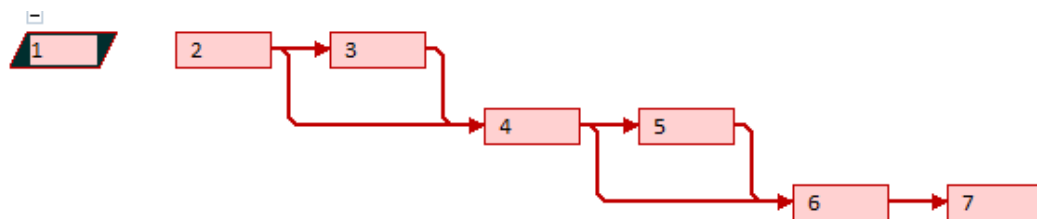
From my point of view, the Quad is an important document for any project. Our project quad chart served us as a guide. Some advantages and disadvantages of Quad chart are as follows:

Advantage	Disadvantage
• Quick overview of project	• Multiple information in one slide
• A high-level summary of the project.	• Difficult to understand for audience (Paradi, 2015)

• Gantt Chart:

Gantt chart means the bar that displays the project schedule. According to Palombarini and Martínez (2022) - Gantt chart is a project management tool used for project planning and management, it is a list of tasks to be completed according to priority and deadline.

Task Mode	Name	Duration	Start	Finish	Successors	Project Member
Auto Scheduled	"Awareness raising project for career development progression in for individual's workplace" - at Cardiff hub library"	180 mins	May 30 '23	May 30 '23		
Auto Scheduled	A	30 mins	May 30 '23	May 30 '23	3,4	SHIKDER SUJAN
Auto Scheduled	B	30 mins	May 30 '23	May 30 '23	4	ELENA PRUTEANU
Auto Scheduled	C	30 mins	May 30 '23	May 30 '23	5,6	ALINA MUCENIC
Auto Scheduled	D	30 mins	May 30 '23	May 30 '23	6	CLAUDIA BARAGAU
Auto Scheduled	E	30 mins	May 30 '23	May 30 '23	7	LORENA MIHALCEA
Auto Scheduled	F	30 mins	May 30 '23	May 30 '23		LAURA ENACHE



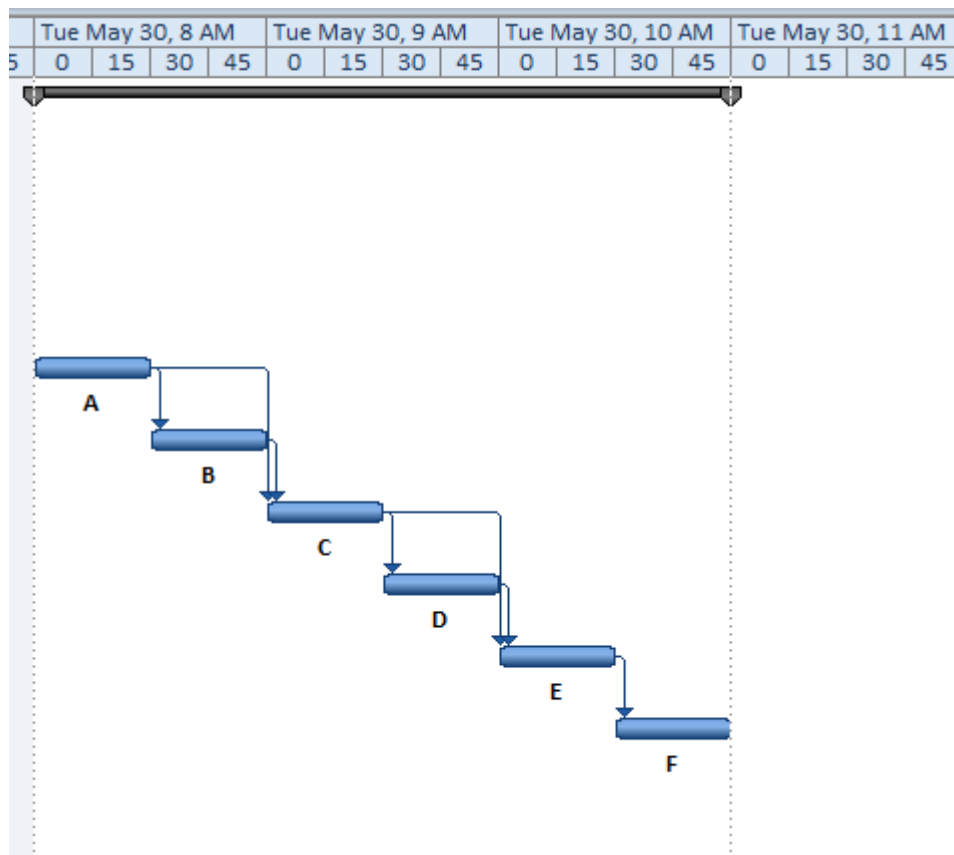


Figure 6: Gantt Chart

We made our project successful by following each schedule of our own project Gantt chart. It is an essential tool which helps a project in various way, but it has also some disadvantages to. In below there are some discussion about it :

Advantage	Disadvantage
• Easily assign tasks	• Complicated to prepare
• Better tracking system (Ramos, 2021)	• Difficult to manage

- **Work Breakdown Structure:**

A work breakdown structure is a tool that breaks down large undertakings to get work done quickly and efficiently. According to Putra Lim and Latief (2020) - a work breakdown structure is a technique for completing a complex, multi-step project.

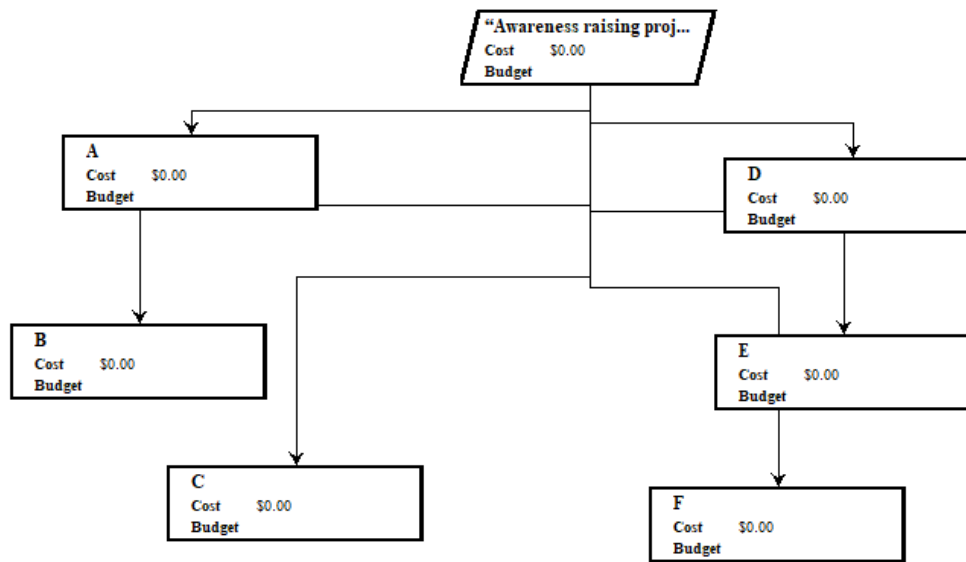


Figure 7: Work Breakdown Structure

In my opinion, the importance of work breakdown structure is immense to make the project more dynamic and sustainable. The WBS has some advantages and limitations in terms of projects. They are:

Advantage	Disadvantage
• Easily organises and manages complex projects (Scheiner, 2022)	• Complex & time consuming
• Develops a schedule quickly	• Many tasks at the same time

There are some native techniques of project management that are used by project managers. Following are the most commonly used techniques, some of which we have followed in our projects:

- Classic technique : A detailed plan to cover all upcoming project work.
- Waterfall technique : The current task requires the previous task to be performed (Wilson, 2019).
- Agile project management : Break big project steps into smaller sprints.
- Rational unified process: Applied for software development projects.
- Program evaluation and review technique : PERT increases the efficiency of work performed in the development of new technologies.
- Critical path technique : CPT is used to identify and ensure the longest path to action.
- Critical chain technique : Work should be done on a priority basis and as efficiently (Layone, 2022).
- Extreme project management : XPM is used where complexity and uncertainty are high in large projects.
- Kaban system : Kaban will help to visualise the work which will help to understand the workflow better (Naydenov, 2022).

How the project plans have been communicated to appropriate stakeholders

Communication is the key which can help the stakeholders to communicate with each other and discuss the most important things related to the project, which can be helpful for the project manager to perform the project related activities more effectively. According to Moreno-Monsalve et.al., (2020) - stakeholders are the important part of the project as they have their proper and full control and impact over the things related to the project activities. There are a variety of methods that can help stakeholders communicate with each other. Different discussion and meetings could be helpful to maintain a proper communication between the project manager and the stakeholders. This could be the most beneficial methods to interact and discuss the strategies and whereabouts of the project (Flew and Lim, 2019).

Stakeholder Analysis:

Following is the stakeholder analysis of this project:

- High Power and High interest: This group include the employees, students and the module teacher who have the power of completing the project successfully.
- High Power and Low interest: The course manager who has high power and low interest in the completion of the project.
- Low power and low interest: The stakeholder which is included in this catagory includes the management of Cardiff hub library.
- Low power and high interest: The audience and community for whom the project is organised.

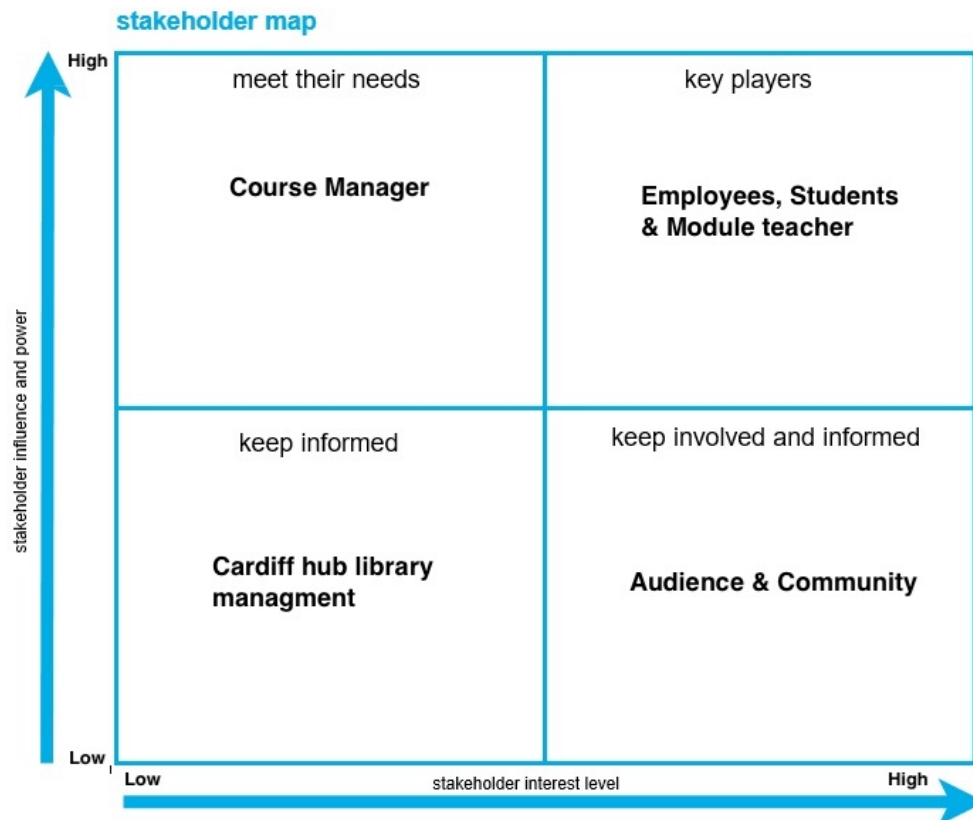


Figure 8: Stakeholder Analysis

Risk analysis is the most important analysis which can help the stakeholders as well as the project manager to identifying the potential risks and issues that can impact the overall performance of the project (Franco-Trigo et.al., 2020). That's why it is very important and essential to consider the risks and make effective strategies to make preparation and strategies to mitigate the risks and overcome the issues (Lai, Susanto and Leu, 2022). With the help of following frameworks and models, risk can be analysed and identified, which are discussed as follows:

PESTEL Analysis

Pestle analysis help the project manager in identifying the potential risks and problems which have the power of controlling the project and impact the strategies made by the project manager and the team (Buye, 2021). This framework consists of six factors which are briefly explained as follows:

- **Political:** Government policies that can impact the overall working of the project. Taking the reference of this project, government policies relating to education, training, and career development efforts may have an impact on the project. This comprises financial policies, assistance for educational institutions, and rules controlling professional advancement programmes.



Figure 9: Pestle Analysis

- **Economic:** These factors relate to economic changes and policies that may affect project strategy and operations. Taking reference to this project, it can be said that the success of the project can be influenced by the general economic environment, which includes factors such as employment rate, income level and economic stability. People may be more likely to invest in professional development programmes if the economy is doing well (Çitilci and Akbalık, 2020).
- **Social:** Considering these factors associated with the project, the target audience's perceptions of career growth, occupational skill improvement, and the importance of education may affect how well received the project is. Also, the target audience's

demographics, including age groups, educational attainment levels, and employment trends, may be used to further personalise the project's message and products to suit their requirements.

- **Technological:** The impact of technology and technical requirements, which may affect the overall performance of the project. The project may use technology to offer courses and support professional development, such as online platforms, digital communication tools, or e-learning solutions (Perera, 2017). Technology has an impact on these instruments' accessibility, availability, and efficacy.
- **Environmental:** The project could include sustainability techniques including minimising waste, lowering the project's negative impact on the environment, or encouraging eco-friendly work habits. The project's compatibility with public expectations and aims for sustainable development is influenced by environmental concerns.
- **Legal:** The project must abide with all applicable laws and rules pertaining to event management, privacy, and education. The project's operations, data handling procedures, and compliance requirements are all impacted by legal considerations.

SWOT Analysis

SWOT analysis can help the project manager to identify the strengths, weaknesses, opportunities and threats that can help in performing all the project activities properly and effectively (Teoli, Sanvictores and An, 2019).

Strengths • Effective Group Cooperation • Assistance of the teacher and manager	Weaknesses • Limited time • Lack of proper allocation of budget
Opportunities • Get good response from the target audience • Effective collaboration with Cardiff City Council	Threats • Change in the market conditions • Conflicts within the project team

Figure 10: SWOT analysis

Monitoring and Evaluation

Monitoring is a primary and fundamental process which consists of the study of a particular phenomenon or phenomenon occurring in its natural conditions. Evaluation is a discrete activity used to draw conclusions about the relevance and effectiveness of a project or program. According to Crawford and Bryce (2003) - monitoring and evaluation are processes that allow policy-makers and program managers to review various aspects of the entire project. By being involved in this project I have gained a lot of practical experience from project planning to monitoring and evaluation which will help me a lot in future projects. Lastly, I express my thanks and gratitude to each team member of my group and module teacher.

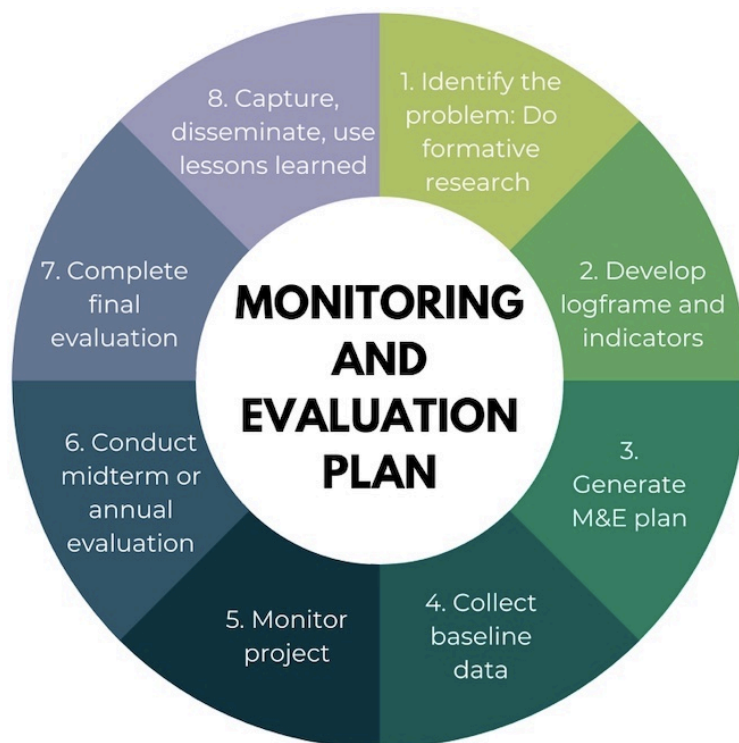


Figure 11: Monitoring & Evaluation

Conclusion

The above report included the brief discussion related to the project management and the important tools and techniques used in the project. In order to perform the important activities and control the activities can be helpful for the project team to complete the activities more effectively. Appropriate KPI's can be very helpful for the project team to control all the activities of the project, which can help in making important and essential strategies for making the project valuable. Proper monitoring and evaluation must be there which can be done by regular meetings and discussions related to the performance of the team and growth of the overall project. Also, the quality deliverables and the standards of the project can be matched with the actual performance which can helpful in performing more effectively and properly.

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Appendices

Live event at Cardiff Hub Library: We held an event at Cardiff Hub Library to mark the success of the Career Development Progression project. Below are some snapshots of the event:





Apart from attending live events I visited several websites, studied and researched to prepare a presentation, blog and report. Below are links to some important websites that I visited for my project development:

- <https://asana.com/>
- <https://www.teamwork.com>
- <https://www.projectmanager.com/>
- <https://www.monday.com/>
- <https://www.ntaskmanager.com>
- <https://hive.com>
- <https://crm.org/>
- <https://www.thinkoutsidetheslide.com>
- <https://www.researchgate.net/>
- <https://www.proofhub.com>
- <https://www.springer.com/>