

Managing Projects in the Organisation (BMSW5104_LON)

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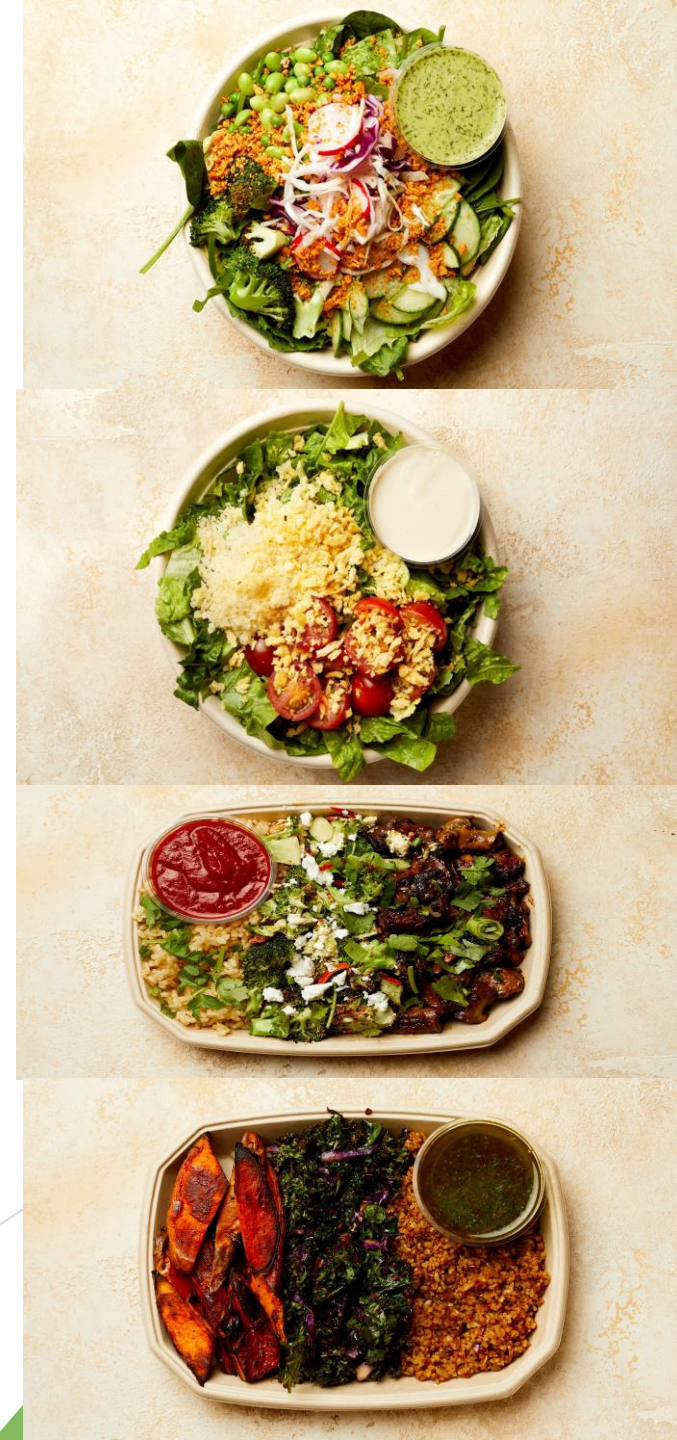


“WE ARE ON A MISSION TO GET MORE PEOPLE EATING MORE PLANT-POWERED FOOD. IT’S BETTER FOR OUR PLANET, BETTER FOR OUR BODIES AND, MOST IMPORTANTLY, DELICIOUS! “

MEASURABLES OBJECTIVES:

- *Reducing the movement of staff from the premises during the lunch break which is currently creating congestion issues in the local area*
- *Helping staff to develop a healthy lifestyle which the organisation believes is part of their CSR and will also reduce staff absenteeism*

PROJECT SCOPE: 8 MONTHS



SMART OBJECTIVES

SMART GOALS



Specific

Make your goals specific, precise and narrow for more effective planning.



Measurable

Define a metric that will help keep track of both your progress, as well as performance.



Achievable

Confirm that your goals are attainable. They can be challenging, but they shouldn't be impossible.



Relevant

Make sure that your goals align with your values and long-term objectives.



Time-bound

Set a time-frame for the goal's completion. It will help prioritize tasks and serve as motivation.

STAKEHOLDERS PROJECT&INFLUENCE

*PROJECT SPONSOR- influence -HIGH

- role: Provide funding, resources and high-level support

*PROJECT MANAGER: Influence -HIGH

- role: Responsible for planning, execution and delivery.

*PROJECT TEAM: influence:- Moderate to High

- role: Executes project tasks

*CUSTOMERS/CLIENTS: influence: HIGH

- role: receives the project deliverables.

*END USERS: influence: Moderate to High

-role: Utilize the final product or service.

*EXECUTIVE LEADERSHIP: influence: Moderate

-role: Sets strategic direction

*PROJECT SUPPLIERS/VENDORS: influence: Moderate

-role: Provide goods or services.

*REGULATORY AUTHORITIES: influence: High

- role: Enforce regulations.

*GOVERNMENT AGENCIES:- influence: High

- role: Provide permits and approvals.

*COMPETITORS: influence: Low to Moderate

-role May have an indirect influence on the project's success

* PROJECT AUDITORS: influence: Moderate

- role: Ensure compliance and adherence to project management standards.

Planning Andreea Elena Popa (2115854)

- ▶ Project goals and Objectives
 - ▶ Creating a attractive and different playgrounds/ reflective places (such as pool tables)
 - ▶ Quality meals - feed employees delicious, healthy and nutritious foods
 - ▶ Table and chairs - dining space for everyone
 - ▶ One way system - avoid congestion
- ▶ Project scopes
 - ▶ The project scope is to provide healthy meals and a reflective spaces for employees to access during their own time.
 - ▶ Increased satisfaction and morals
 - ▶ Seating Capacity
 - ▶ Feedback
 - ▶ Good Hygiene
- ▶ Determine and plan resources
 - ▶ Need materials and equipment for the project
 - ▶ Find a convenient and specific area for the reflection break spaces
 - ▶ Obtain various permits
 - ▶ Find people in which to build and create the spaces



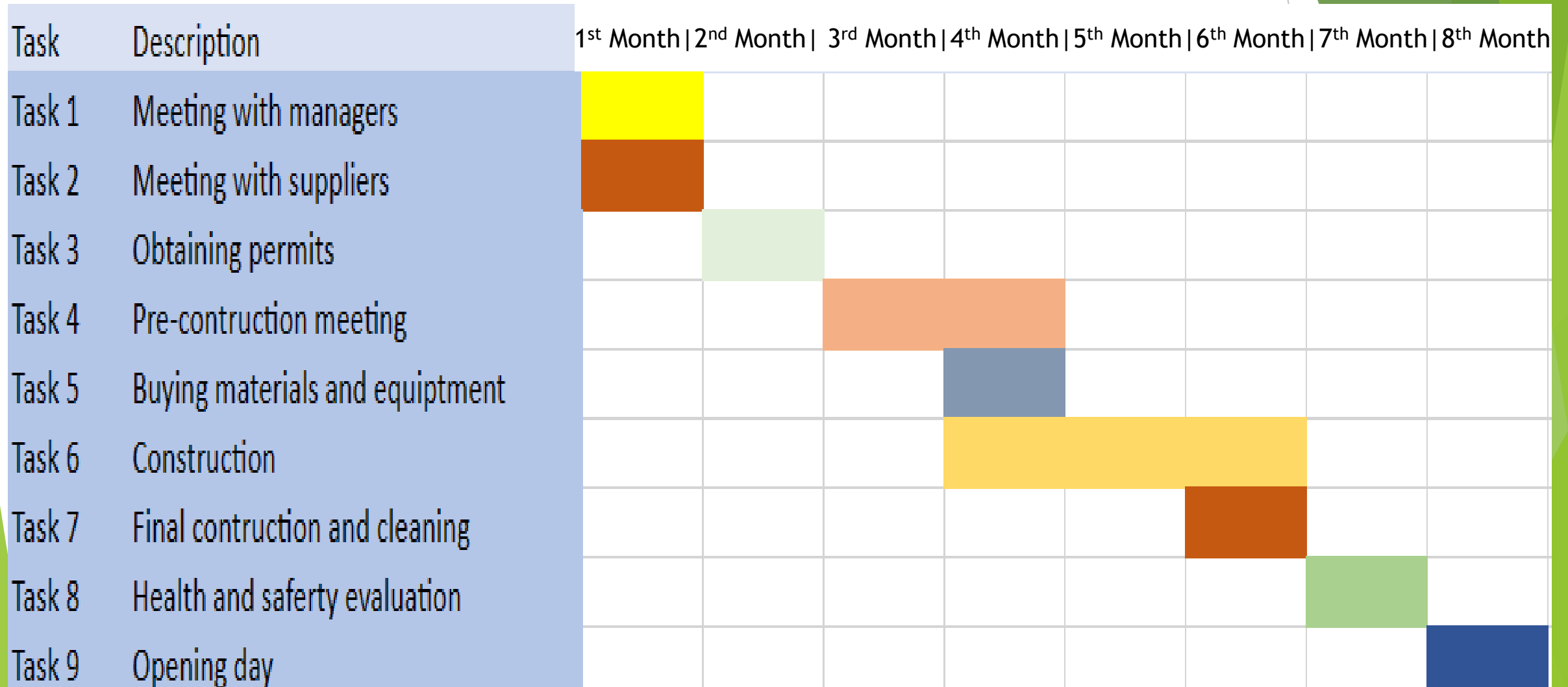
Akash and Kishor 2015

- ▶ Determine risks and constraints
 - ▶ Obtain Locations
 - ▶ Obtain pre-construction, final construction and health permit
 - ▶ Supplier delay of goods and services
 - ▶ Delivery of equipment
 - ▶ Cost overruns
 - ▶ Change in process
- ▶ Quality control
 - ▶ Smaller projects first to test our capability to fulfill the project overall
 - ▶ Weekly Team meetings
 - ▶ Weekly status report
- ▶ Estimate costs - Budget
 - ▶ Table and chair = £15,000
 - ▶ Electrical material and service = £12,000
 - ▶ Reflective and Break ground Material and equipment = £30,000
 - ▶ Canteen style = £4,000
 - ▶ Any other service = £3,000
 - ▶ Cleaning charge = £1,000
 - ▶ Salaries = £150.00
 - ▶ Total Cost = £215,000



Ontario Construction News 2021

Ghant Chart



EXECUTION - Elena Daniela Marcu - 2119677

Most complex and longest phase of the project management life cycle

Following process - outline systems and procedures to help finish your project within your organization's requirements

Resources allocation - interact with third-party vendors who supply essential materials.

Communicate with stakeholders



Building team Motivating staff

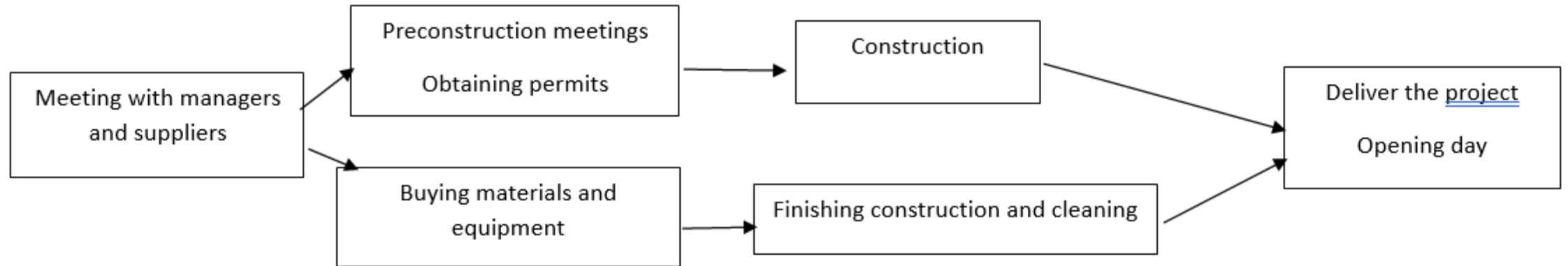
Behind any business success lies a great team

- Establish expectation from day one
- Respect team members
- Communicate with the staff
- Encourage teamwork
- Maintain a healthy work environment
- Give positive feedback and reward
- Provide opportunities for development
- Give employees the space they need to thrive



Network diagram

A project network diagram is a visual representation of the workflow of a project



Project Closure - Andreea Ciorascu (2121532)

Project closure is the last phase of a project. It's when the project manager verifies that the client, stakeholder or customer has accepted the project deliverables

- ✓ **Achievement of Project Goals** is the primary measure of success for any project. Successfully meeting project goals requires careful planning, execution, and monitoring throughout the project life cycle.
- ✓ **Complete Paperwork**, the specific steps and considerations will vary based on the nature of the paperwork, whether it's related to legal matters, business transactions, government forms.
- ✓ **Release Resources** in the context of a project or organization typically refers to freeing up or withdrawing resources(human, financial, or material) that were initially allocated for a specific purpose.

1 Project Completion

This section identifies the criteria required to complete the project and any outstanding items which still need to be undertaken even though the project may be ready for completion.

1.1 Completion Criteria

List the criteria which must be met to confirm that the project is completed. For each criteria listed, assess whether or not it has been achieved to the satisfaction of the customer.

Category	Criteria	Achieved
Objectives	- The project 'vision' has been achieved (as defined in the Terms of Reference) - All project objectives have been achieved (as defined in the Terms of Reference)	Y / N
Benefits	The full benefits have been realized (as defined in the Business Case)	Y / N
Deliverables	- All deliverables have been completed (as defined in the Terms of Reference) - All deliverables have been accepted by the customer (as per the Acceptance Plan)	Y / N

SUCCESS

Celebrating success is an important aspect of recognizing and reinforcing positive achievements within a team or organization.

The celebrations should align with the preferences and culture of the team or organization. The goal is to create a positive and uplifting experience that reinforces a culture of appreciation and achievement.



References

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