

BMSW5104

Managing Projects in the Organisation

Task 2

Student Name: Octavia-Alexandra Dumitrascu

Student ID: 2111135

Lecturer: Alfred Mensah

Executive Summary

This comprehensive report has explored the project management plan for constructing a canteen at the Southeast region of London for Froster Cross Plc. The report has covered various aspects, including project description, scope, aim, objectives, and deliverables of the specific project. Essential stakeholders and their roles, while also outlining the procedure using the work breakdown structure has been elaborated. A representation of cost and resource requirements, along with a risk assessment has been provided below. The findings have underscored the need for better employee health and well-being, reduced congestion, and improved public image of the company by initiating this project. A recommendation of using the Prince2 methodology for efficient project management has been given. With careful analysis and planning, this canteen construction project aimed to enhance Froster Cross Plc's overall operations and employee satisfaction.

Table of Contents

Task 2.....	4
Introduction.....	4
Project Description.....	5
Project Scope	6
Aim	6
Objectives	6
Deliverables	6
Stakeholders Analysis.....	7
Resource Analysis.....	11
Risk Assessment	14
Budget.....	16
Timeline (Gantt Chart).....	17
Critical Path	17
Supporting Documents.....	18
Methodology Used and its Suitability.....	19
Conclusion	21
References.....	22
Appendix.....	24

Task 2

Introduction

The following report aims to make an extensive project management plan to build a canteen in the Southeast region of London for Froster Cross Plc. various aspects of the project will be explored in the report that includes its description, scope along with aim and objectives of the project. The list of essential stakeholders and their roles in the project will be demonstrated. The procedure of the project will be run following the work breakdown structure. The cost and resources for the building of the canteen will be outlined along with a risk assessment of the project. Finally, supporting documents of the project with its methodology will be discussed within the report.

Project Description

Foster Cross PLC is a well-reputed company but its employees are facing some problems during lunch hour within the organisation's premises. Therefore, this specific project is about to facilitate the company employees with a common canteen where quality food will be provided at a reasonable price for ensuring better health and psychological condition. Project management during operation is needed to achieve a successful result. Being a PLC company relation with the public and organisations should be transparent as well as engagement between employees and organisation authorities needed to be strong. Analysing different aspects related to the project and management styles and the issues related to project operation to build a common canteen for the employees is the main project. Theoretical in-house project of a common canteen will be planned with the project managers' instruction and assistance. Maintaining the CSR (Corporate Social Responsibilities) of the company and a perfect structure plan for canteen making is the overall project. The project stands for reducing employee movement from the premises along with employees' health benefits (Sherman, 2022).

Project Scope

Involving in a project of constructing a common canteen for all employees is a significant step to make a better engagement with the employees. The reason behind the project is to ensure better health improvement for the employees as well as present a better image to the market. Perfectly planning and structuring a project plan by analysing overall aspects related to project planning and project operation is a vital task that needed to be performed for better output. Estimating overall project costs for arranging required tools, investment and stakeholders must be needed to avoid risk during project operation. Accomplishing the project within a certain time evaluation of all related aspects and proper calculation is the most significant task to gain the desired outcome (Hogan, 2023).

Aim

To construct a sustainable canteen within Foster Cross Plc campus for improving the wellbeing of employees and reducing congestion in local areas.

Objectives

- 1.To create a project plan for Foster Cross Plc commonly accessible canteen for the company employees for their better health and psychological condition.
2. To identify the core stakeholders, necessary resources and potential risk involved in the construction of canteen within Foster Cross Plc premises.
3. To complete the project based on the evaluated timeline and meeting the employees and service expectations.

Deliverables

Many tangible and intangible outcomes can be found when analysing the overall deliverables of the project. While analysing the deliverables impotence of stakeholders such as their contributions, assessments and instruction related to the project plan was noticeable. One of the significant steps was resource analysis and important ingredients that helped to accomplish the project properly and within time. The significance of the work Breakdown Structure is also undeniable and stated the operational pauses and their reason. Project managers' working process and their strategies to influence employees to achieve successful operations are one of the valuable deliverables.

Demands of different parties like organisations, employees and project managers are the important findings from the project planning (Burley, 2019).

Stakeholders Analysis

Stakeholders	Nature	Requirement
Project Manager	Internal	A project manager is an internal stakeholder as all the internal activities are supervised by him. A project is organised, planned and executed by the project manager maintaining all the criteria and schedule of an organisation. The job role of a project manager is to lead the team guiding them throughout the entire project (gov.uk, 2023). Determining a goal and its proper execution is the duty of the manager. Even, the project manager maintains the relationship with other stakeholders such as suppliers or investors. Additionally, checking the quality of the products and services required for the project is handled by the project manager of an entity

		including Foster Cross Plc.
Workers and project team	Internal	Workers are the most important internal stakeholder as without them, the execution of the project is not possible. On the other hand, the contribution of the project team plays a significant role in the entire project. The project sponsor, project analyst and project managers with team members make and implement the project with the combined efforts and performance of the employees. Effective planning of the management and project team with the efficient performance of the workers makes the project into reality with success (Malsam, 2023). Hence, Foster Cross Plc also requires adequate and skilled employees along with effective and strong management to form the canteen for the firm.

Suppliers	External	Suppliers are the essential external stakeholders of Foster Cross Plc, though they are not internal stakeholders as they are not involved in the internal activities of the project. The duty of the suppliers is to provide quality products at reasonable prices and ship the products to the proper places. Delivering the products in time with good service is another duty of suppliers (Garrison, 2022). Therefore, the organisation needs sufficient suppliers to build a proper canteen.
Customers	External	Customers are those external stakeholders who ensure the success of the project. Customers' requirements and needs have to be met as their preference matters in the Canteen making project of Froster Cross Plc.
Investors	External/ Internal	Investors play a significant role in project execution as any project including the present needs adequate

		funds to execute the construction of the canteen. The nature of the investors can be internal or external as any person in the project can invest in the project along with external stakeholders. The construction and other facilities of the canteen of Froster Cross Plc need adequate money.
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Resource Analysis

Resources	Importance	Level Of Impact
<i>Investment</i>	Investment is one of the vital requirements needed to avoid uncertain delays of materials, tools and enforcement problems for that it must be contained in the resource chart. The accomplishment of a project without any delays and in a proper way needed effective investment with proper guidance and employee assessments.	High
<i>Expert Planners or Designers</i>	A perfectly structured plan for a project needs a well-skilled, experienced project planner with the expertise. Only a skilful project designer can make an effective project design that can satisfy all the related parties with a common canteen construction project. Project designers require to make a profit-making and less time-consuming project.	High
<i>Equipment Tools For Construction</i>	Constructing a commonly accessible canteen for the employees of Foster Cross company needed many tools and equipment when	High

	operating. Without assigning proper and effective tool construction process could not be completed properly. Tools that were required during the operation are electrical tools, concrete, steel, breaks, and prominent wood (Bradley, 2023).	
<i>Maintaining Component Tools</i>	With the help of proper tools there also needed perfectly analysed strategies and tools needed to be heavy workload capable. These specific heavy work tools also needed timely maintenance. The tools that are required during operations are Bulldozers, trucks, generators, drill machines, and drones for top view.	High
<i>Labour Employees</i>	Construction-related working employees are the most valuable aspects as well as resources related to canteen making project. Without assigning skilled, trained, and experienced employees a project operation never can be completed properly. The accomplishment of a project	High

	relies on working labours' dedication and effort. Working labours need project managers' instruction to complete the project (Bouchrika, 2023).	
Safety and Security Measures	While performing a project operation related to building a commonly accessible canteen within a company associated with many safety and security features. Maintaining and focusing on the safety and security of the working employees is one of the important sectors. Several rules, regulations, and acts related to working labours' safety are introduced by the UK (United Kingdom) government that make safe and secure organisational employees.	High
Legal Aspects	There are many aspects related to legal terms such as permission papers from the organisation and consent papers from the main body authority needed to be preserved and maintained before starting the	Moderated

	organisational operations (Kokemuller, 2023).	
Technical Assessments	The association of modern technologies with the construction project is the most significant process that helps to achieve the best operational outcome. Effective, efficient and impactful technologies are CCTV cameras, load-carrying vehicles, designer software and emergency lights.	Moderated

Risk Assessment

Possible Risks	Description	Probability	Mitigation Strategies
Critical Legal Risk	Foster Cross is facing challenges relating to the regulation of employee movements during lunch break time. As it creates cohesion and increases the chance of spreading harmful diseases from one employee to another. This means that employees are at risk of health	High	The employment regulation plan for the regulation of the movement in the precinct of the Foster Cross PLC. Therefore, these norms need to be implemented as soon as possible. The company's workers have been facing

	and comfort in the company's precincts.		various congestion issues on the company's premises . Thereby, for a healthy lifestyle, the worker's food safety norms should need to be incorporated with effective planning for its practical enforcement happening or not. To mitigate the health and congestion issues the company should formulate effective management and strict rules for congestion (Plan Reader, 2021).
Employee Injuries	The employees are the main asset of the company's smooth functioning and its operational conduct. Therefore, if the employees are at risk of injuries due to excessive movement of the employees it creates a risk of overcrowding due to the local area. The possibility of rage among employees is high due to long waiting times and extended work for the same. The company's low expenditure on corporate social responsibility creates challenges for the employees.	High	The company needs to improve its infrastructure by spending a percentage of its profit on the development of the canteen area. Thereafter, it also needs to work on the employee's accessibility to a better healthy lifestyle by providing good quality foods and seating arrangements in the new canteen. The company may also regulate the employees by scheduling their lunch times.
Productivity Risk	Overcrowding in the local area at the lunch break will likely spread	High	To mitigate the same issue, the company may implement

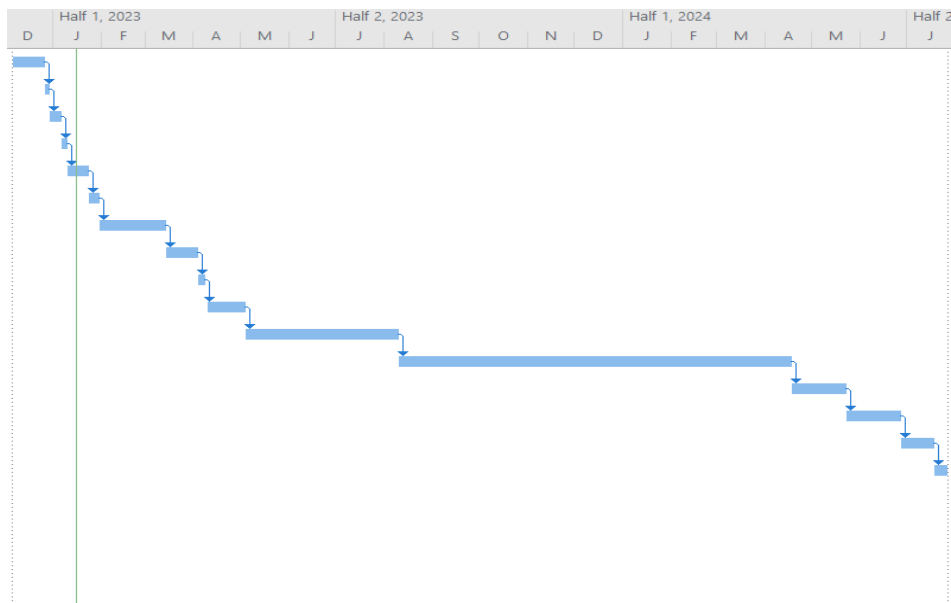
	disease from one employee to another. Hence, it creates issues to the health of the workers in the company which impacts the overall productivity of the employees.		different management tools and methodologies for boosting the employee's productivity and efficiency at the time of work
Environmental hazards	The environmental impact of overcrowding makes the environment inaccessible and also spreads air and noise pollution (Blackridge, 2021).	Medium	The expenditure and spending on their CSR budget on building a joyful environment by building the company's canteen area. Therefore, this will promote the health and efficiency of the worker experience in the company.

Budget

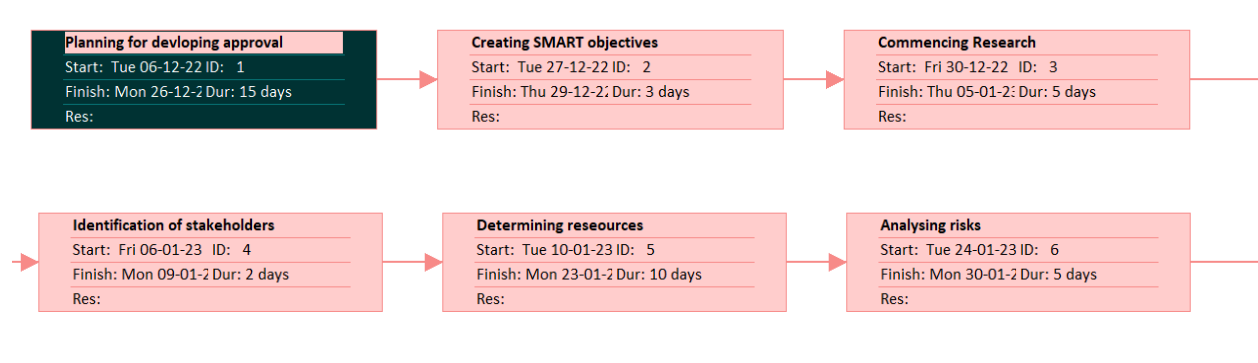
Particulars	Estimated cost (£)
Initial setup investment	8,000
Renovation	3,000
License	1,500
Inventory	3,500
Marketing	3,200
Contingency	2,000
Utilities	700

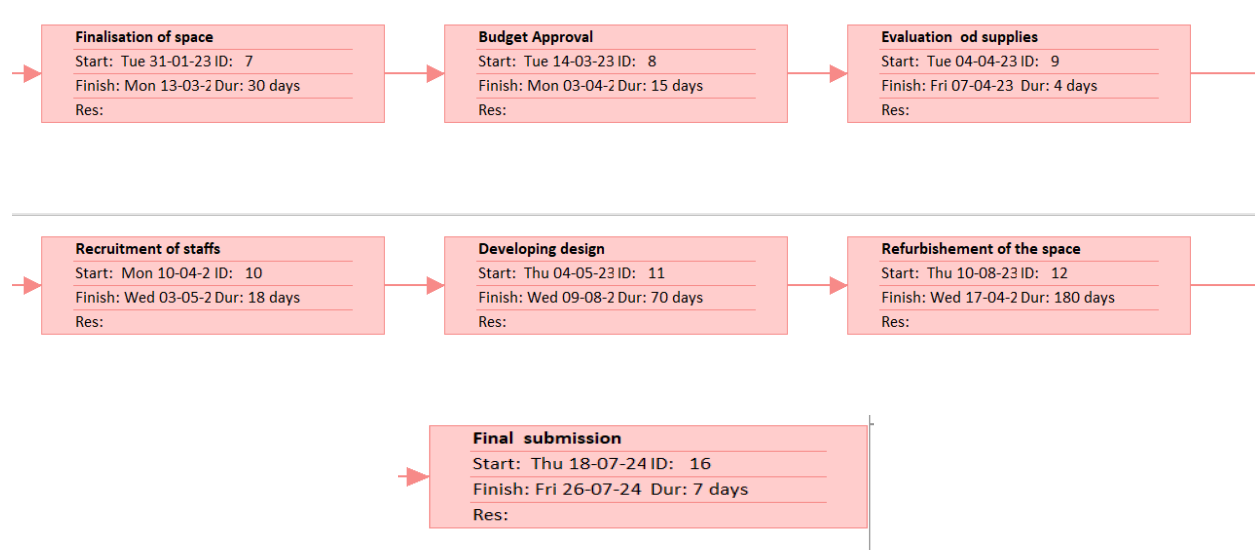
Supplies	1,100
Staff Wages	6,100
Miscellaneous expenses	300
Total	29,400

Timeline (Gantt Chart)



Critical Path





Supporting Documents

The Risk Register

This document will be used for the purpose of classifying the different risks in the organization (Asana, 2022). Therefore, it will be used to demonstrate various risks and related factors associated with the company. The issue highlighted by these documents will support the project manager to address these issues in the company, and then better planning can be effectuated. Thereafter, this document may also help the manager to monitor the employee's working and operation and mismanagements (Ray, 2023).

Progress reports

The progress of the company is dependent on internal factors and to analyse these factors there requires a document named progress report. This document will provide the average progress and decline of the company and presents the key areas where the company is lacking behind. As in the present company, there were problems relating to congestion and overcrowding due to the excessive movement of the worker in the Local area. The high movement creates issues relating to hazardous environments. These challenges have been analysed in the progress report by the project manager, through which an action plan can be created or formulated.

Communication Plan

An adequate or extremely stringent communication plan will help the company to thrive in its effective management and building of a canteen area. The different methods can be used for effective communication within the company between the management and staff. The company

may implement situational analysis for the conditioning of the management (Hoban, 2023). Thereafter, the communication of the issues with the employees becomes important in the present circumstances as it is hampering the daily health and lifestyle of the employees working in the company. Transparency should be provided regarding the future working or building of a healthy infrastructure. This document supports the company in better managing their employees (Planview, 2021).

Methodology Used and its Suitability

The methodology used by the Foster Cross for the management and construction of a canteen project with the help of the Prince2 method. This method is very much based on outcome and believes in a process, this project management strategy is mostly preferred in the construction project (Malsam, 2021). The most use-case scenario for this method to be successful in the company is defining the appropriate roles and responsibilities of the workers and the different experts associated with the project. As it divides the project into different phases for the effective management of the project works. These stages will utilise for the scheduling and planning of works properly. However, there are a lot of challenges that might be faced by the project manager utilising this methodology. Hence, this method will help the project manager in the process of better design planning for the comfort of the workers at lunchtime. The main purpose for which this method will be used is the effective regulation and maintaining standards and safety while organising the work. The worker's safety and risks are the most important priority of the company and the project manager and for the proper analysis of the risks and management, this method will be utilised (Brown, 2023). This method is mostly adaptable to different kinds of projects, and it is also effective in performing efficiently in small to wide sizes of projects. Due to the flexibility and popularity of this method in most of the projects in the UK. Therefore, the project feasibility and the whole project control from start to end will provide confidence to the project manager for the effective management of the project works. This method will be more suitable than other methodologies in construction project management, as some of the most common methods include Agile and waterfall. Hence, other methods like waterfall will not be suitable because of the rigidity. The construction project requires a lot of changes in the different processes, while the method utilises step by a set formula. Therefore, changes in the middle of the project will not be possible

or situational changes are not an option here. Whereas, Prince2 is the most suitable for the construction of the canteen in the present company.

Conclusion

The above report writing has been stated about a project planning of constructing a commonly accessible canteen within Foster Cross Plc premises. All the related aspects are included in the discussion while attending the report. A detailed project overview along with aims and objectives has been described in this specific report writing. Several analyses such as stakeholders' analysis, resources analysis and also The Breakdown Structure and risk assessment analysis have been highlighted. The significant discussion was description, scope, and deliverables, factors that are related to the project planning. Some supporting documents, project charter, communication plans, and useful methodologies are mentioned with proper explanation in this specific canteen construction project planning and that also has been highlighted in the project.

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Appendix



Table Of Content

Introduction.....	3
Project Title.....	4
Overview of the project.....	4
Explaining each stage of the PLC that applies in this project.....	5-11
Analysis of the project methodologies	12
Used tools in this project.....	13
Conclusion.....	14
References.....	15

Octavia Alexandra
Dumitrascu 2111135

Project Title

- The construction of a canteen within the workplace of Froster Cross Plc for employee wellbeing.

Overview of the project



- The project is about making a canteen that will be beneficial for the employees of Froster Cross Plc. .
- The project will be executed following the proper methodology and work breakdown structure to have effective operation of the project.

Octavia Alexandra
Dumitrascu 2111135

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Octavia Alexandra
Dumitrascu 2111135

An explanation of each stage of the PLC that applies to canteen construction project

Initiation

Aim

- The aim of the project is to build a canteen in the office premises of Froster Cross Plc to retain employees for the growth of the company.

Scope

- The scope of the present project is to form a canteen for the enhancement of the company by holding loyal employees for Froster Cross Plc

Objectives

- To create a project plan for Foster Cross Plc commonly accessible canteen for the company employees for their better health and psychological condition.
- To identify the core stakeholders, necessary resources and potential risk involved in the construction of canteen within Foster Cross Plc premises.
- To complete the project based on the evaluated timeline and meeting the employees and service expectations.



(Alexander, 2023)

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Octavia Alexandra
Dumitrascu 2111135

Deliverables

- Deliverable refers to the outcome of any project including the construction project for the canteen.



- Through the project, the management of the organisation will be able to find potential stakeholders including investors, suppliers and experts.

Alexandra Avadani 2111890

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Planning

Stakeholder's analysis



Stakeholders	Nature	Significance
Project Manager	Internal	The project manager of the firm will guide the entire project guiding the team and supervising the operation of the project (Alexander, 2023).
Workers and project team	Internal	Workers and project teams are required to build the canteen on the office premises (constructionplacements, 2023). The effective performance of workers and skilled strategy and planning made by the project team will smooth the implementation of the project.
Suppliers	External	Potential suppliers will provide the required raw materials for the construction of the canteen (designingbuildings, 2022). Essentials products are also delivered on time by the suppliers.
Staff/Customers	External(here, internal)	The needs and preferences of the staff of the organisation will be prioritised in the project's plan as the purpose of the project is to satisfy the staff of the organisation, Froster Cross Plc.
Investors	Internal/external	Potential investors are required to meet the need for funds.

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Alexandra Avadani 2111890

Resources analysis

Resources	Importance	Impact
Funds	The present project needs adequate funds to make the canteen in the organisation. Potential investors can supply the adequate money required for the project (Lewis, 2023).	High
Equipment and tools	Various equipment and tools are needed for constructing a well-structured canteen for all the staff of the firm.	High
Workers	Workers are a very crucial resource for the implementation of the project as the execution of the project plan can not be done without their combined efforts during the formation of the canteen.	High
Safety measures	Safety measures are also regarded as essential elements in the construction time. As the safety of the workers and labourers is mandatory (constructionplacements, 2023).	High
Technical Assessments	The incorporation of technical assessment at present is considered an important component as the use of technology makes the construction process easier.	Moderate



Alexandra Avadani 2111890

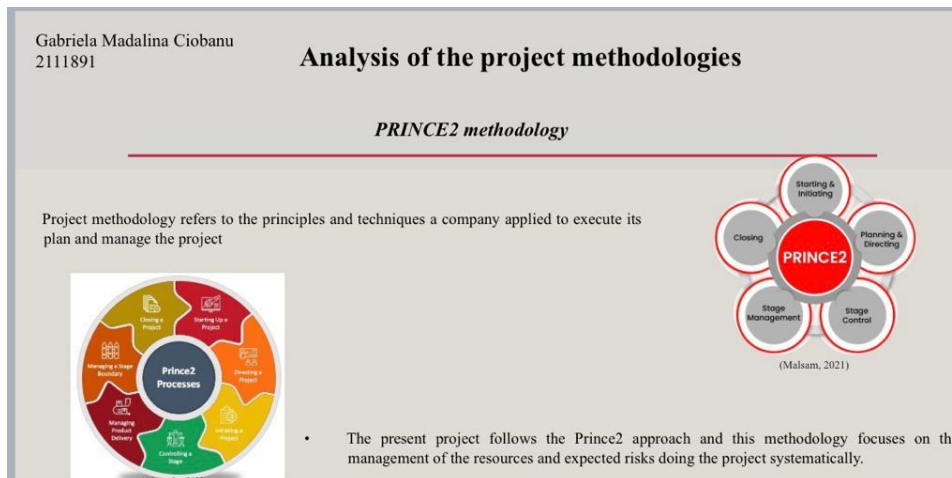
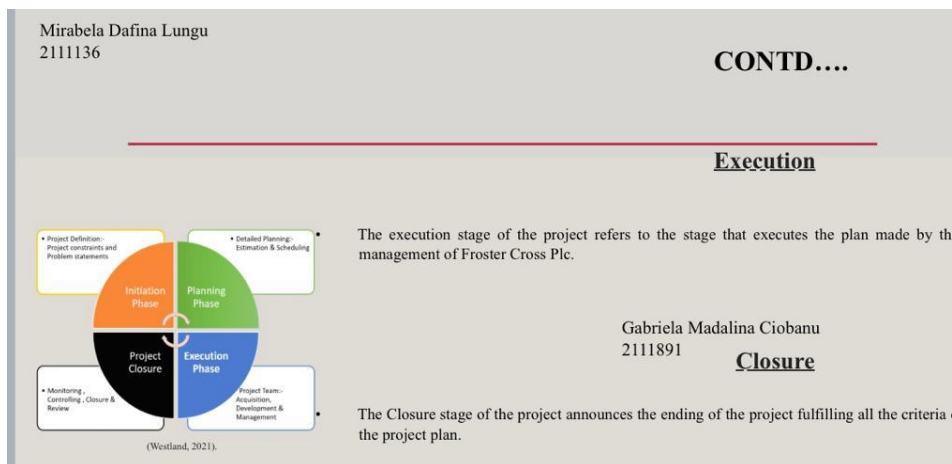
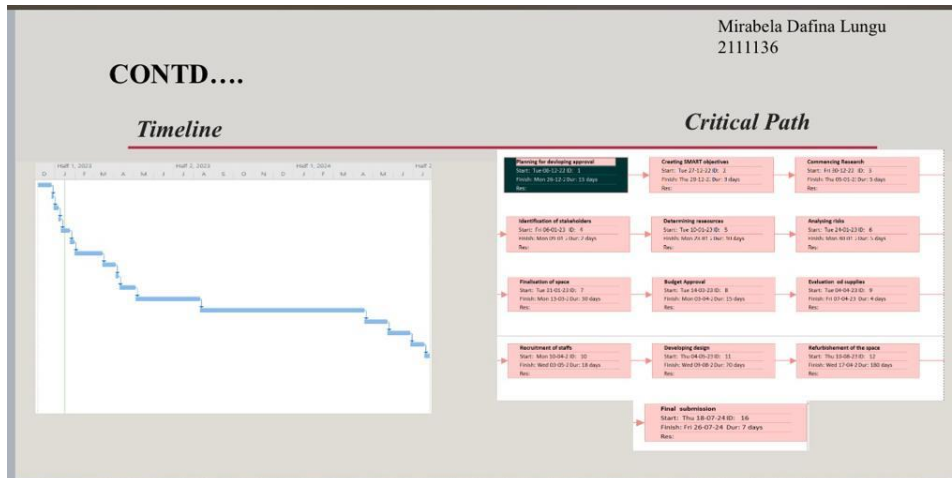
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Risk Assessment

Cost

Expected risks	Description	Mitigation ways
Critical Legal Risk	Froster Cross Plc will be responsible for any quality issues in the food served in the canteen. The health of the employees may get affected by poor-quality foods that pose legal risks.	The management of the firm should be aware of the food quality to avoid any unnecessary legal issues.
Environmental issues	Environmental issues might happen at the time of construction (safetysuratus, 2023).	The time of the construction will be chosen after analysing the weather condition.
Employees' Injuries	Employees may be injured during the time of construction.	Safety measures should be strict to avoid any accidents in the workplace.

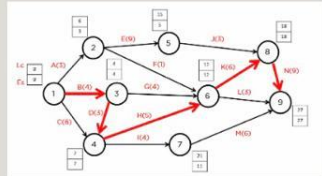
Expense Category	Estimated cost (£)
Initial Setup expenses	8,000
Renovation cost	3,000
License	1,500
Inventory	3,500
Marketing	3,200
Contingency	2,000
Utilities	700
Supplies	1,100
Staff Wages	6,100



Gabriela Madalina Ciobanu
2111891

Used tools in this project

- The critical path is one of those tools that is incorporated into the project to define the priority of the essential tasks.



(Chron, 2021)

- Another tool applied in the project is a work breakdown structure that helps the different stakeholders break the tasks into smaller pieces.

Gabriela Madalina Ciobanu
2111891

Conclusion

The presentation has been made to highlight the key points of the following report regarding the construction of the canteen on the premises of Froster Cross Plc.

Finally, the prince2 research methodology and required tools have been introduced with their role in the project.



(Malsam, 2021)