

Project Management Assessment 1

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Desislava Hristova

Student ID:1813113

Tutor: prof Nandish Patel

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INTRODUCTION

Project management refers to a process of managing the project to attain the prescribed objectives. In this context, many strategies are applied, and diversified methods are used to complete the project successfully. This report deals with the project developed in QAHE for refurbishing the classrooms (Abyad, 2018). Furthermore, this project will involve a discussion of the work breakdown structure with the analysis of the risk factors involve in the project. Also, this report will define the risk register and the methodologies used for managing the project. The project focuses on the idea development of the QAHE for evaluating the need for the re-improvement in the classrooms and labs.

MAIN BODY

Project Initiation Document

The project initiation document defines the factors and elements related to the project work. Also, it includes the elements and the proper documentation required to successfully carry out the project. The project must be completed after the analysis of the timescale and the budget. The elements in the project initiation document involve smart objectives, resources requirement, approaches of the research and so on. All these were included in the document with the proper evaluation which will guide the researcher for the project procedure (Auth, JokischPavel and Dürk, 2019). This document defines the path in which the research is going to carry out with the involvement and proper utilisation of the budget described.

Objectives:

- To discuss the concept of the refurbished classes and labs.
- To analyse the activities of the education system to enhance the efficiency of the learner.
- To introduce the new innovative ways of learning for the students.
- To transform the learning system of the university more competitive and feasible.

Budgetary Information:

Budget can be defined as the base for the project based on which it has to be completed. The budget defines the allocation the funds in various elements of the workings and tasks involved in the project. The research involves numerous activities and challenges which are performed with the help of funds which are effectively allocated with the help of the budget. In relation with the current project, the budget is explained below:

- Venue - £15000
- Catering and refreshments - £5000
- Decoration & lighting - £5000
- T-shirt, signals, Promotional cards: £4000
- Entertainment - £5000
- Insurance and security: £3000
- Equipment purchases and repair & maintenance - £6000
- Unexpected expenses: £3000
- Digital and social media promotion: £4000

Timescale:

Time scale comprises of the amount of time required to successfully complete the project. In this time frame, the researcher must attain the objectives of the project properly to avoid mistakes in the project. For the initiation and completion of the project, the roles and responsibilities of the team members must be defined effectively. In relation with this project, earlier there were less space for the students and that is why the university have decided that there is requirement for the refurbished classes and labs to avoid hassle during the session (Bastarrica, Marín and Rioseco, 2017). The project will be completed in the duration starting from 10 August to 28th August. This time is important to be utilised as the students will take admissions which will enhance the opportunities for the university.

Approaches:

A project approach defines the way in which the project tasks will be initiated and then completed thereof. For this project, there is requirement of high investments for the improvements in the academic classrooms and labs. Also, the university must focus on adopting innovative designs and the current trends, designs of the classrooms and labs.

Key Staff:

The staff members play a crucial role in completion of the project successfully. The roles and responsibilities of the team members must be defined clearly to avoid confusions and maintain efficiency in the working procedure of the project. The activities of the project are being carried out by the team members after the proper analysis of the working environment.

Stakeholders Analysis:

In the present business situation, there is a requirement of the stakeholders for the successfully completion of the project. Also, the researcher must provide the budget of the project with the roles and responsibilities defined in that to take approval from the stakeholders. There are various stakeholders involved in this project namely, suppliers, media, investors, and insurance companies (Bosch-Sijtsema and Gluch, 2019). The stakeholders are involved in various project matters, such as at the time of the initiation of project, communication plan of the project, designing of the follow up plan and so on. The stakeholder's analysis of the current project is explained below:

Name Of stakeholder	Contact name	Impact	Influence	Importance to the stakeholder	Contribution	Block the project	Strategies
Advocacy group	Mark Johnson	High	Medium	It helps in enhancing the efficiency level of the customer	It provides the support for managing and carrying	The issues with the quality of the education	There must be rules for taking the feedback on a

				activities (Giao, 2020).	out the activities of the project successfully.	system will create obstacles for the project.	regular basis to ensure the follow up plan.
Extra news	Stephen John	Low	Low	For evaluating the planning and monitoring of the project.	For creating awareness about the project which will enhance the possibility for the additional students in the university.	They publish the case study and news reports regarding the project.	There must be inclusion of regular meetings in the working environment which will safeguard the messages from external parties
Hospital Union	Dave Williams	High	High	For transforming the working environment (Haberfellner, Fricke and Vössner, 2019).	The implementation of laws that will help in managing the workforce.	Absenteeism and strikes.	Brainstorming and round table discussions.

Alumni	Eoin Morgan	High	Medium	The students try to inform them about the skills development and the important of the knowledge building activities.	For developing the strategies that will help in enhancing the efficiency of the learning system (Lui, Geng and Law, 2017).	Involvement of the conflicts and argument s among the students and teachers.	Managing the collaborative activities among the students and inform the university about the conflicted matters.
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Risk Register

S. No.	Risk Description	Likelihood	Impact	Owner	Mitigation	Contingency	Pre action weightin g score	Post action weightin g Score
1	More cost risk which is related with uneven budget arrangement.	High	High	Director	There is requirement for allocating and utilising the resources for the project effectively	The follow up plan must be formulated according to the requirements of	8 out 10	7 out 10

					(Ocharo and Kimutai, 2018). As this will help in completion of the project appropriately.			
2	Risk for managing the running of schedule and completing in on due date. This is important for managing the work of project in proper manner.	High	Medium	Manager of project.	Introduction and development of an effective plan that will guide the members to carry out the roles related to the project.	This includes following the time limit effectively with the accurate project workings.	7 out 10	8 out 10
3	Risk of technology this happen because of old techniques that will reduce the brand image of universities.	low	High	Operating directors	The operating equipment must be used properly and maintained effectively	It involves that the acquisition of the equipment must be performed	6 out 10	7 out 10

					for longer duration (Pandya, 2017).	according to the requirements of the project work.		
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Work break down structure.

The work breakdown structure can be defined as the breakdown of the project into smaller components to complete them successfully. The WBS is an effective technique used by the researcher to complete the project with the effective ideologies of the project members. Furthermore, this technique helps in getting the works and task associated with the project in an appropriate manner with the elimination of the mistakes. Also, this will help in completing the task in lesser time as more than one member will perform the task effectively. The life cycle of the project comprises of the definition of the tasks and responsibilities associated with the project. This will help in accomplishing the goals of the project by proper allocation and utilisation of the funds effectively.

Marketing- Marketing can be defined as an essential function which promotes the activities of the organisation and creates awareness (Prasad, Woldt and Altay, 2019). This process will help the researcher by enhancing the new students who will join the University and ultimately increase the profit. The main objective of this project is to enhance the greater number of people who will be benefited by the adoption of the new learning process. Also, the new innovative designs of the classrooms and laboratories with an effective learning system will attract students towards the University and they end up taking admission in it. Marketing function focuses on persuading the students by providing them choices in their learning activities. Furthermore, it will include the new approach for the classroom sessions and for extracurricular activities.

Quality- Quality is defined as the most important factor for the achievement of the objectives of the project. The researcher must analyse each objective precisely and divide the roles and responsibilities associated with them to the appropriate team member. In relation with the University event, quality is very important to be analysed and evaluated by their researcher so that the students who get admission in the University will get effective learning systems. In this way the students analyse each criterion of the learning system, classroom, and labs effectively as this is related with the attainment of their future long-term goals.

Financing- Finance is considered as the main tool without which the project cannot be completed easily. The duty of the researcher is to allocate, and utilise funds provided by the stakeholders effectively. This project is based on approval of 50,000 Euro's to complete the project objectives in the time frame. This function also involves taking approval from the stakeholders about the budget developed and makes necessary improvements pointed by them.

Research- Research is related with the continuation of various tasks by the team members to attain the objectives of the project. In this project, the researcher aims at developing the classrooms and labs in such a way that it will transform the new learning system according to the requirements of the students. This refurbished process can be implemented at diversified locations of London (Řeháček, 2017).

Short Report

Short reports have been provided to address the director of operation which is explained below:

PROJECT REPORT

In this project report the University have completed the refurbishment process to improve the classrooms and laboratories which will enhance the capacity of space for a greater number of people. Also, there are many locations in London, Manchester, and Birmingham at which new study rooms and such as the computer labs which can be constructed easily. In this relation some recommendations and leadership are managed properly.

Importance of the effective leadership:

Leadership is a process in which leader guide the team members for attaining they goals efficiently. For the successful project completion, it is necessary to adopt an appropriate leadership style. From the mentioned objective of the current study, it is concluded that there is a necessary for refurbishing the classrooms in an appropriate manner. For this, it is necessary that the project manager must manage dependencies and deliverables at the various levels in an effective manner which will help in launching the event properly. For the project work, there is an inclusion of various London campus areas which must be analysed by the leaders properly and guide the subordinates to work in the environment effectively to accomplish their task (Shinoda, Nishioka and Mishima, 2017). It is necessary for the University to maintain proper management and leadership styles which will ease their project path and help to complete in less time.

Methodologies:

Methodology can be defined as the process or the technique adopted by the project manager for completing the project work. The aim of the project manager is to use the technique which will be easily understandable to the team members and will reduce their overall cost associated with the project. The methodology comprises of agile, waterfall and Prince 2 which supports the project tasks easily. The project manager assigns the roles and responsibilities to each team member after analysing their capabilities in the field. In this project the refurbished process is undertaken which will emphasise on the innovativeness and the analysis of the current trends in the learning education system for the students in the development of the task associated with the project. This methodology analyses the task performance and provide immediate improvements if necessary. In the refurbished process the project manager can guide the team on the task allotted to them after analysing the performance on a continuous basis (Stern, 2020). On the other hand, waterfall methodology is

a linear sequential life cycle of the project in which the project manager provides the feedback of the performance at the end of the project.

Recommendation:

From the above-mentioned methodologies that can be recommended that the project manager must apply Prince2 method to launch the events and the project successfully. This methodology divides the task of the project into smaller process which will be easier for the team members to achieve them. Also, this will help the project manager to analyse each task carefully and provide them effective guidance if necessary. In the refurbishment project the project manager will divide the task associated at each stage to effective team members who will undertake them seriously and properly. PRINCE2 methodology provides a chance to the stakeholders to make effective decision regarding the work allotted to the team members. Also, it will improve the communication between the team members and the external stakeholders. This will improve their knowledge and understanding about the refurbishment process and will establish an effective link between the students a new innovative learning system. In addition to this, there is need to conduct the research properly by managing the external and internal circumstances and measure the result and performance of the research methodology effective it is also evaluated that the adoption of Prince2 methodology for the current project will help in minimizing the weaknesses of the project and provide detailed information about the project to the sponsors.

CONCLUSION

From the above report it can be concluded that the project management is a crucial and complex process. It comprises of numerous tasks to be carry out by the team members to complete the project successfully. In addition to this there is a requirement of managing, controlling, and monitoring the activities of the project effectively to maintain accuracy of the project. There is a methodology which is recommended to complete the project successfully. The methodology is PRINCE2 which helps in reducing the weaknesses associated with the project by proper managing the workforce towards the attainment of the project objectives. For this project, the project manager emphasised on adopting Democratic leadership style chin walls the inclusion of the ideas provided by each team member in the development of the strategies for the project. In this Dale, the team member will provide the innovative ideas for the refurbishment process on in introducing new learning styles for the students.

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