



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Advanced project Management

Develop the function of HR Dep. at Ganache Co.

1. Introduction

I have been hired as Business Analyst at Ganache Company, it is a sweet bakery business for Saudi's family used to be small till they grew up year ago by launching five more branches in Jeddah. Consequently, they figure out the need of having a good Human resource department which is the backbone of managing and investing in the employees to achieve the company's objectives. Based on that, my role was to establish a deep analysis work to demonstrate the main tasks needed to be start with for developing the function of the HR department. Therefore, the project was to improve the function of HR department to fulfill the company expands currently and in the future too. After done from the deep analytical work the initial tasks of the project have been figured out to start working on it, which are: draw a Functional organizational structure, write down jobs description for each employee's role in the company, and finally establish a clear processes flow between the departments. Therefore, all the employees and their leaders have to be involved in this project to be accomplished. Accordingly, the purpose of this project is to improve and develop the function of HR department, and scope & objectives are to add value to the HR department by enhancing the way of their work by the end of 2021. Thus, in this research will discuss the importance of identifying the purpose, scope and objectives of the projects and how this will affect the success and smooth the projects life cycle.

2. Literature Review

Many factors affect the success or cause a negative impact on any project. However, the importance of identifying the scope and objectives can be one of the most significant factor, and it is mainly fall into the following points:

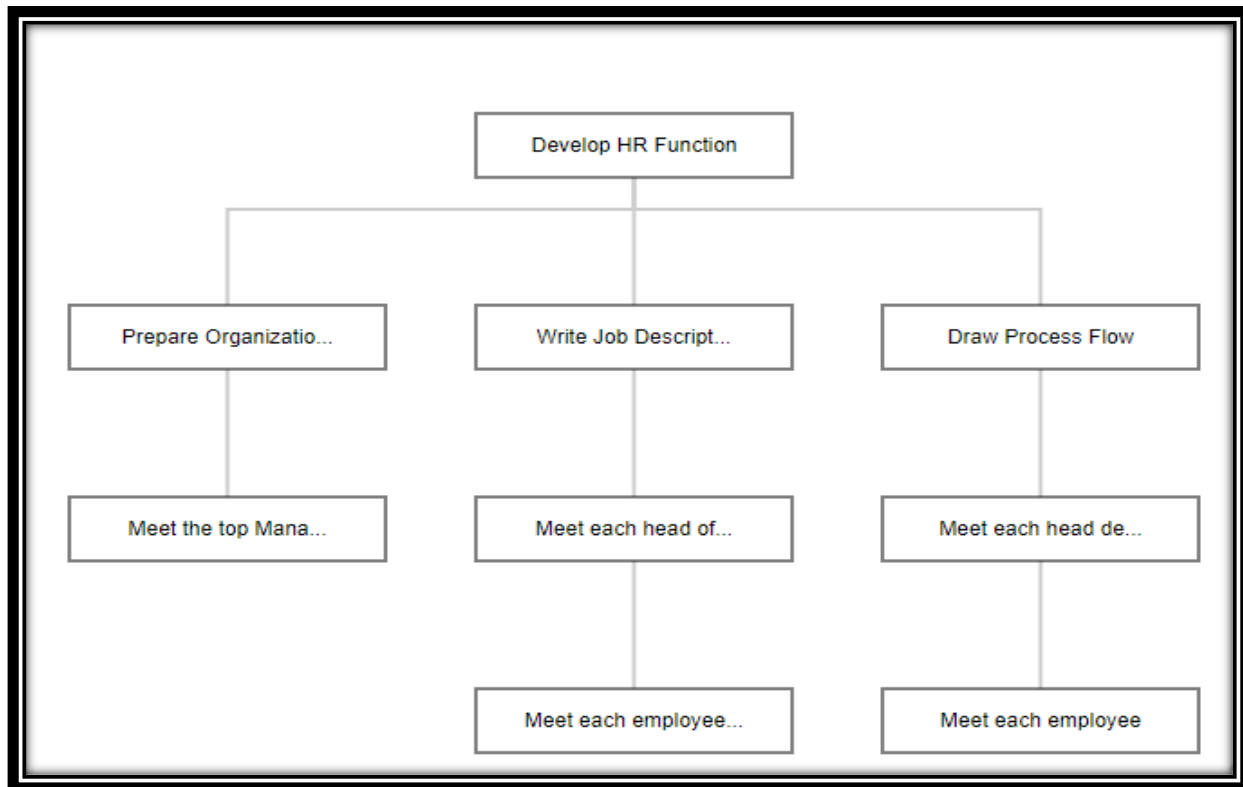
- Help all the stakeholder to be on the same page throughout the project life cycle.
- Manage the stakeholders' expectation about the project
- Help in deliver the output within the budget and during the estimated time
- Avoid the unexpected challenges as much as possible.
- Set the optimum methodologies to complete the project.
- Set all the needed requirements for the project.

Moreover, the most recent and effective tool used for identifying the scope and objectives of the project is **Work Breakdown Structure**. And regarding to the objectives it has to follow the technique of **SMART** objectives which mean the objectives have to be: Specific, measurable, achievable, realistic and time-bound.

3. Methodology

Returning to HR Developing Function project, to set the main tasks, scope and objectives of the project a meeting have been conducting to discuss and communicate with all the involved stakeholders. After this step all the needed information was on hand and agreed on it. Therefore, the tools have been used was WBS to clarify and divide the project tasks and deliverables into small component and sub-tasks to simplify managing it and give a clear over view of the project to whom will work on it. According to that, the objectives have written down and integrated well with WBS.

3.1 WBS for Developing the HR Function at Ganache Co.



3.2 SMART Objectives for Developing the HR Function at Ganache Co.

- Increase the proficiency of HR department 80% by the end of 2021
- Write down a job description for all the role in the company by the end of 2021.
- Illustrate the organizational structure for all the member by Jun 2021.
- Document a process flow between all the department by the end of 2021.

4. Results and Discussion

This actively demonstrate that identifying the scope and objectives of the project by using the optimum tools as mentioned previously has a huge positive impact on understanding the project well which lead to the success, smooth in processing and accomplish the tasks within the time and budget as well. To the sum of everything has been stated so far the importance of identifying the purpose, scope and objectives of the projects by using the effective tools cannot be neglected, it is one of the main ingredient of recipe for success.

5. References

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