



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

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Course Code

(PMG506)

Advanced project Management

Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الانجليزية.
- يتم تسليم المشروع في صيغة ملف pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion، وأخيراً المراجع References. وان كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر 1.5 line spacing
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically. **This report will be between three to six pages in length.** This is a significant research project.

Your report must address each of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. Describe the strategies that are going to be set up to maintain communication with the team members.
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.
5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. سيتمكنون هذا التقرير من ثلاث إلى ست صفحات .

يجب أن يعالج تقريرك كل من القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء ميزانية وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

1. INTRODUCTION

The success in project planning and management can translate into higher returns for the company's investments. Project management is the application of knowledge, skills, tools, and specific methods to project activities to reach the desired results and expected requirements.

Our project will be a café that will be opened in Jeddah city. Many project management techniques are used in the project management plan of this café. It is a cater to the premium needs of the professional working there. The project will tap this market and will earn strong revenue by starting the café in that market. The purpose of the project is to start a café in Italian style. This café's objective is to help the organization in growing one of the busiest places at Tahlia Street and develop a competitive edge [1].

The scope of the project is starting a café having a space of 800sq. ft. An investment of SAR 300.000 will be required to set up the café. This will include buying or purchasing the land space for the café, and all the construction and project costs will be included. The café will be designed in a way that looks like a classic coffee shop. The project will be completed in 4 months. The project will start in May and will complete in April. The task of the project manager will be to ensure that the project will be completed on time. It is extremely beneficial to meet the deadline of the project in April. Therefore, the completion of the project within the time is extremely crucial. It is also necessary to complete the project within the assigned budget. If the project is not completed within the assigned budget, then the feasibility of investing will be endangered [2].

Cost and time are also closely related. If the time of the project is exceeded, then the cost of the project is expected to exceed as well as the increased time will result in more labor hours and the ongoing cost of the project.

2. LITERATURE REVIEW

Cost estimation is an important process in project management as it is the basis for determining and controlling the project budget, where costs are estimated for the first time at the beginning of the project or even before the start of the project. Then, the project cost estimate is repeated on an ongoing basis to account for more detailed information or changes in scope or schedule.

a) Expert judgment method:

In the judgment methods, the experience from individuals or groups with specialized knowledge or training should be considered in planning and estimating material and team resources. Guided by historical information, the expert judgment provides valuable insights into the environment and information from similar past projects. Expert judgment can also be used to determine whether the different estimation methods should be combined and how the differences between them should be reconciled [2].

b) Analog estimation method:

The analogical cost estimation uses values such as scope, cost, budget, duration, or measures of volume such as volume, weight, and complexity from a similar previous project as the basis for estimating the same parameter or metric for an existing project. When estimating costs, this technique relies on the actual cost of similar previous projects as a basis for estimating the project's cost [3].

c) Parametric Estimation Method:

The parametric estimation uses an algorithm or statistical relationship and other variables (for example, square foot in construction) to calculate the quantities of resources needed for an activity, based on historical data and project parameters. For example, if an activity needs 4,000 hours of coding and needs to be completed in one year, it will require two coding people (each working 2,000 hours per year). This technology can

produce higher levels of accuracy depending on the sophistication and underlying data embedded in the model.

d) Top-down (Bottom-up) method:

In the top-down estimation method, team resources and material resources are estimated at the activity level and then grouped to develop the estimates for work packages, control accounts, and summary project levels. Bottom-up grading is a way to grade a component of a business, where the cost of workgroups or individual activities is estimated at the highest level of specificity. Hence, the detailed cost is summarized or aggregated to higher levels for subsequent reporting and tracking purposes [4].

Project management information systems can include resource management software that can assist in planning, organizing, and managing resource pools, and developing resource estimates. Depending on the development of the program, resource allocation structures, resource availability, resource rates, and various resource calendars can be designed to help optimize resource use.

Methodology

Cost management is the process in which the costs of a specific project are estimated, allocated, and controlled, as it allows companies to identify and forecast future expenditures to ensure that they do not exceed the company's budget. The expected costs are calculated during the planning stage of the project and must be approved before the start of work on the project. Expenses are documented and tracked during the implementation of the project so that all operations go within the cost management plan [5].

The cost estimation process involves multiple accurate project data and detailed project management plans. Many factors must be taken into account when calculating the estimated costs which are made during the planning stage - for any project, such as Project time, a geographical area in which the project will be implemented, costs or contingencies that may surprise workers or those in charge of the project and the individuals working on the project and the experiences and qualifications they possess. In our project, we have chosen bottom-up estimating. This method is known as the analytical Estimation, it is the most accurate estimation method using the Work Breakdown Structure (WBS) method where the project output is divided into a series of packages. Each package consists of a series of tasks, and the project team estimates the cost of each part of these tasks.

A work breakdown structure (WBS) is a convenient way to graphically present project work in an understandable format. The main phases of the project constitute the upper level of the WBS, which is then used to clarify the details at the lower levels of the project. A detailed cost estimate is initiated only when the project drawings and specifications are completed, and the cost estimate is based on a complete and accurate inventory of the quantities required for the completion of the project, and the cost estimate includes the definition, classification, and analysis of many cost items included in the implementation process. Prices of labor, equipment, and materials.

Results & Discussion

A cost estimate is a prediction of the likely cost of the resources that will be required to complete all project work. The cost estimation process is implemented throughout the project. At the beginning of the project, a demonstration of the basic estimates must be made to allow the project to continue. To accurately determine the cost of the project, a bottom-up cost estimate should be made. And such an estimate should be accurate from -5% to + 10%. It can be obtained by estimating the cost for each material in the lower level of the WBS. Then we file the data to the project level. Bottom-up estimates are usually more accurate because they are considered an aggregation of the costs of individual components.

Top-down estimates have been used to estimate the cost in the early stages of a project when appropriate information about the project becomes available. In this regard, we say that the term "top-down" comes from the idea that the assessment is made at the first level of the project. Thus, the project itself is estimated through a single type of estimation. The benefit of this type of estimation is that it requires little effort and time to complete. The disadvantage of this type of estimation, however, is that the accuracy of the estimate is not as good as it would be through a more detailed effort.

The Work breakdown structure is project management that can be employed to organize the work and to estimate the project completion time. The three main advantages of applying this structure are that the project will be divided into a small task. I, as a project manager, can easily focus on each small task. Important details will not be missed. WBS will also help in achieving other targets. We have breakdown the tasks and activities of the projects into three phases design and building, management, and project completion. We determined the period of the project by 120 days and also defined the dates and the period that the works must be implemented within.

No.	Task	Days	Starting Date	Ending Date	Pred.
1.	Phase 1: Design & Building	70 days	Mon 16/11/20	Fri 19/02/21	
1.1	Leasing of outlet for café	8 days	Mon 16/11/20	Wed 25/11/20	
1.2	Renovating the exterior of café	15 days	Thu 26/11/20	Wed 16/12/20	2
1.3	Completion of interior design	8 days	Thu 17/12/20	Sat 26/12/20	3
1.4	Implementation of designs works	25 days	Sun 27/12/20	Thu 28/01/21	4
1.5	Decorative items and furniture for the café	15 days	Sat 30/01/21	Thu 18/02/21	
2.	Phase 2: Management	30 days			
2.1	Document Registration	15 days	Tue 15/12/20	Thu 31/12/20	
2.2	Vacancies on online platforms	5 days	Mon 04/01/21	Fri 08/01/21	8
2.3	Selection of employees and training	15 days	Mon 11/01/21	Fri 29/01/21	9
3.	Phase 3: Project Completion	20 days			
3.1	Marketing and advertising	15 days	Mon 04/01/21	Fri 22/01/21	
3.2	Test of Services	5 days	Mon 25/01/21	Fri 29/01/21	12

Conclusion

Project management is defined as the process of organizing and managing available resources (human and financial), utilizing them optimally, and harnessing them to accomplish a project with high quality and efficiency. Where project management consists of a set of elements, including time, cost, resources, and tasks (activities) to be achieved.

Possessing project management skills is an urgent necessity, as it plays a great and effective role in increasing project productivity and its contribution to reducing financial losses by preparing accurate plans and timelines for the implementation of work and tasks. In addition to allocating responsibilities and ensuring that all project requirements are properly met. To ensure greater performance and speed in the implementation of activities and higher quality in the final outputs of the project.

References

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