



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

Student Name	Samman Akram Aljohani	اسم الطالب
Students I.D	2021200731	الرقم الجامعي

Section

Master

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Advanced project Management

Introduction

Project management in the project management profession, academics and the literature has been thoroughly criticized for the fact that its results are not consistently positive (Fortune & White, 2006; Kerzner & Saladis 2011; Ogunlana 2010; Langston 2013). Most recently, Mir and Pinnington (2014) observed that there have been no significant changes in project results, despite advances in project management systems in general. Consequently, a skeptical approach is taken to project management's capacity to improve its efficiency and deliver value (Horine 2009; Kerzner 2015; Mir & Pinnington 2014).

Purpose of the project

A project for marketing small food business products with gourmet/specialty nature

Scope of the project

The scope of this project is a document defining parameters — variables defining and determining the behavior of a system— of the project, the work performed within the project limits and the work carried out outside of the project limits. The scope of the work (SOW) is usually a written document defining the work to be carried out at the end — the project results. The scope of the project determines what will be done and how the project will be carried out.

- Scope description: The product's average lifetime at cooling temperatures is 21 days and the cooling period is up to six months. The company intends to sell this product to 8 and 12-ounce plastic tubes in its frozen condition
- Criteria for Product Acceptation: the company intend to provide products in six once pressurized bowls to make the goods available. The creation of an appealing label has been given particular attention, emphasizing the gourmet/specialty nature of the products.

- Restrictions of the project: The local market area will begin distributing Fancy's food items. Arabia in Saudi Our Company's food products is renowned in this field and there should be little resistance to introducing them.
- Assumptions about of the project: Financial analyses indicate that both the cash flow and the profit would be positive in the first year of the business. The first year's projected return on equity is 10.88%

Literature Review

Research in the field has shown in the last decade that organizations still have advantages of having a project management system, particularly if they are developed and mature (Kwak & Ibbs 2000; Bryde 2003a; Marques, et al. 2011; Crawford 2012). This is supported by the use by the project management sector between 2002 and 2011 of PM methodologies and tools, as stated by Fortune et al (2011). Notwithstanding the increased use of PM, the discussion on the importance of PM continues to be focused on the view on project success or failure. De Lancer and Holzer (2001) identify these factors as being primarily two inextricably connected categories — rational/scientific and political/cultural— in order to explain certain factors that affect project performance.

Methodology

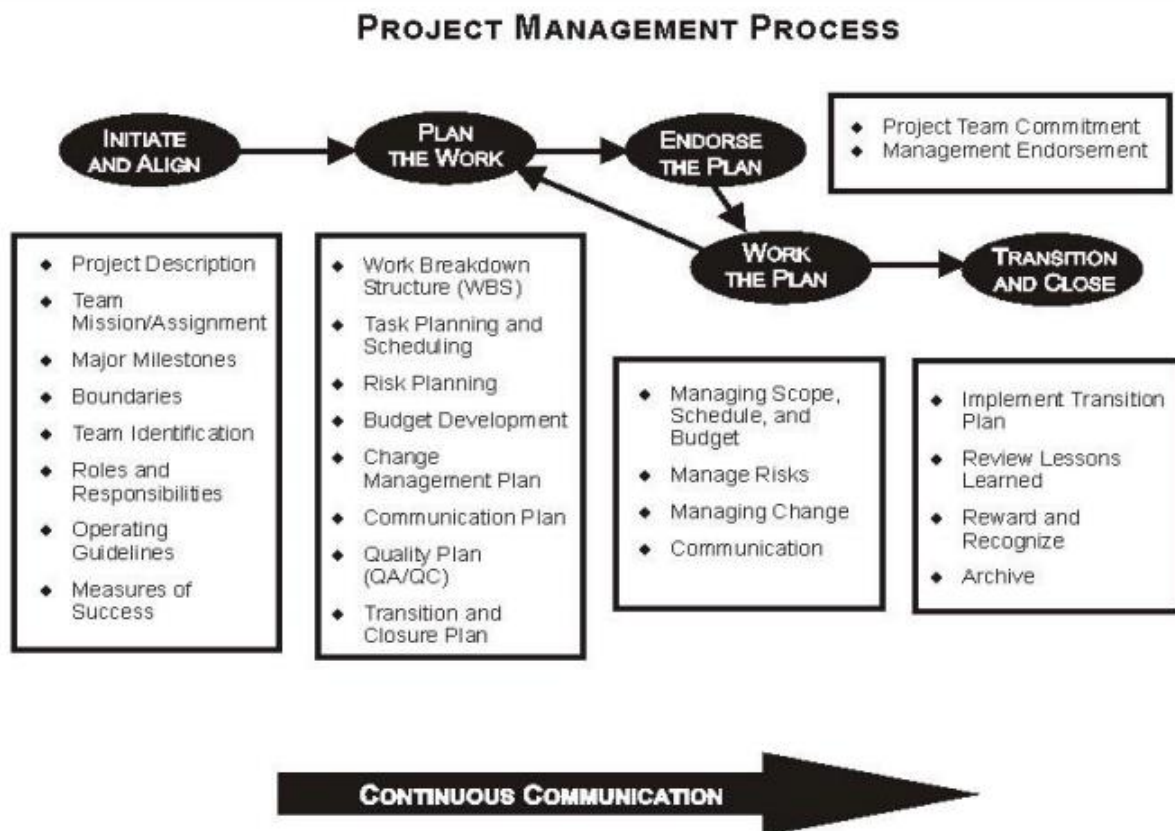
This study is based on the descriptive approach. We are concerned with project management studies from previous research and literature data collection. The findings of this report measure subjective and theoretical speculation on who conducts projects. Project managers are active in projects and project management activities are heavily implicated for the team, project owner and project sponsors.

Project Management Process

The project start-up is similar to a new organization's start-up. The project leader develops the design and execution project infrastructure. In the early stages or definitions of the project, the project management team needs to establish alignments between the major stakeholders, all who have a share of interest. The Project Manager shall have one or more kick-off meetings or alignment sessions to put together the different parts of the project and to start working effectively on the project team building.

The project management team refines the scope and establishes a tentative timetable and conceptual budget during the project startup. Based on the project profile, the project team is building a strategy to run the project. During the start of the project the plan for the creation and monitoring of the specific timetable, the acquisition plan and the budget construction plan and the estimation and recording costs. Plans are also established during the start-up process, including information technology, connectivity and customer satisfaction monitoring.

Flowcharts, schemes and matrices of responsibility are methods for capturing processes in connection with the project planning execution. This first draft of the manual captures the historical and intuitive experience brought to the project by the members of the team. These procedures and processes are developed and reviewed to help improve the organizational structure of the project.



Strategies to maintain communication with the team members

The project teams communicate continuously via email, videoconferencing, telephone calls, messages, face-to-face discussions, and nonverbally. Regardless of what media they use, project teams maximize their chances of achieving their goals by developing effective plans to inform people of what is happening.

Main strategies:

1. Regular meetings:

- Hold monthly planning sessions with the whole team to be present during the work and improvements on the project, allowing all team members the opportunity to express thoughts and exchange status updates.
- Restrict meetings to 50 minutes in order to avoid waste of time; that gives everybody a few minutes for management or downtime — or just a chance to get to the next meeting.

To make sure the meetings remain on schedule:

- Assign timekeeper.
- Propose an agenda and give it before the meeting to all team members.
- Ask team members to be ready to talk about things on the agenda.
- Plan the next meeting ahead of time
- Maintain a list of the things for discussion to be forwarded.

2- Use online collaboration tools:

- Collaboration tools promote project management and the workflow for team members and other stakeholders.
- Online project management tools provide up to date information on a number of different types of projects.

Tools to monitor the goals, time frames or milestones

Project tracking is a form of project management used to monitor task progress in a project. I can compare real progress with expected progress by monitoring the project and recognize problems that can prevent the project being kept on time and on budget.

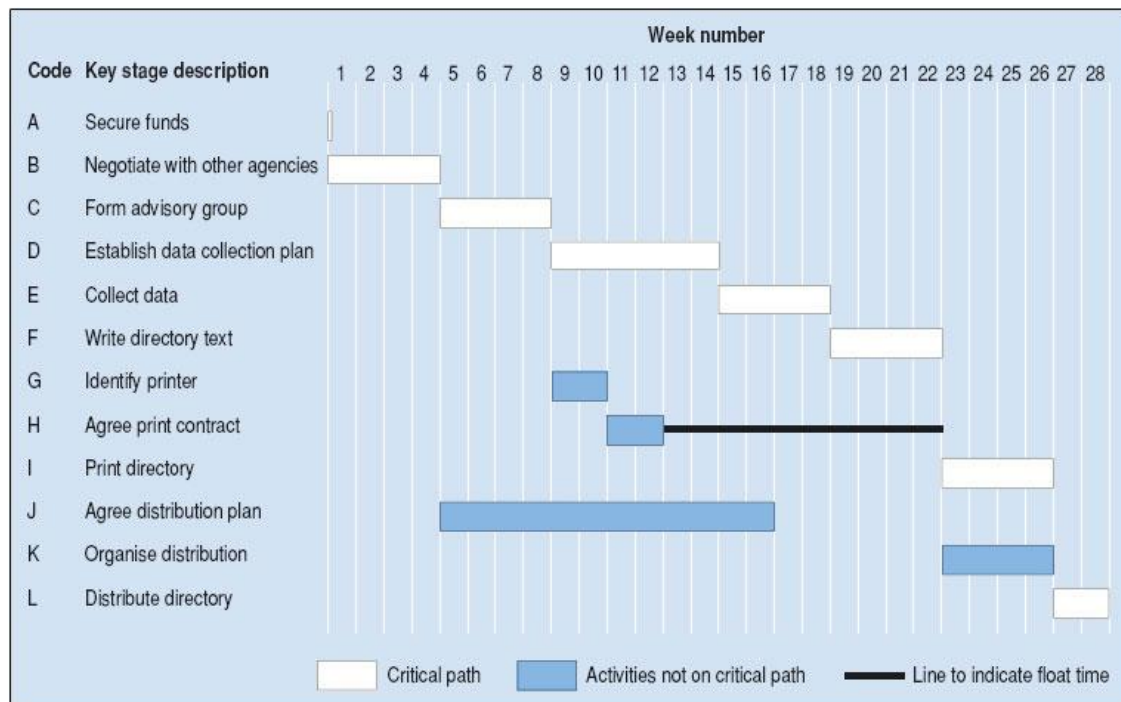
Project tracking lets you know what work has been completed and the tools used to perform those activities and help to produce value analysis by calculating the variance of the project and tracking milestones.

Project monitoring is important by the use and overview of projects, risks and milestones in project tracking software and project management strategies at every stage in the life cycle. Specific information that give more insight into deliverables and performance can be obtained in other projects, such as progress reports. These data can then be shared with the project team and stakeholders to update them.

Task	Brainstorming	Estimated Start Date	Estimated Finish Date	Estimated Duration
Reviewing the broken I...	Not Started	05/06/2020	06/21/2020	46 Days
Preparing performanc...	Completed	04/06/2020	05/02/2020	26 Days
Final tests for the prod...	In Progress	04/14/2020	05/11/2020	27 Days
Blog post for increasin...	Not Started	04/12/2020	06/05/2020	54 Days
Blog post related to ou...	Completed	03/05/2020	04/07/2020	33 Days
Preparation of the ne...	Completed	01/21/2020	03/10/2020	49 Days
Introductory video cre...	Completed	03/13/2020	04/20/2020	38 Days
Preparing the bug fixe...	Not Started	05/21/2020	07/13/2020	53 Days

Task Status	Actual Start Date	Actual Finish Date	Actual Duration
Not Started			—
Done	04/08/2020	05/13/2020	35 Days
In Progress	04/16/2020		—
In Progress	04/14/2020		—
Done	03/09/2020	04/01/2020	23 Days
Done	01/22/2020	03/03/2020	41 Days
Done	03/17/2020	04/14/2020	28 Days
Not Started			—

Project milestones and activities



Budget

The total amount of money allocated for a specific project function for a particular time span shall be the project budget. The aim is to monitor project costs within the budget that has been approved and to fulfill the project objectives that are planned.

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Revenues	\$11,450	\$11,450	\$11,450	\$11,450	\$11,450	\$11,450	\$11,450	\$32,060	\$32,060	\$32,060	\$32,060	\$32,060	\$240,450
Expenses													
Cost of Goods Sold	\$8,550	\$8,550	\$8,550	\$8,550	\$8,550	\$8,550	\$8,550	\$23,940	\$23,940	\$23,940	\$23,940	\$23,940	\$182,000
Labor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$12,000
Utilities	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$460	\$460	\$460	\$460	\$460	\$3,000
Insurance	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400
Sales Promotion	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700	\$12,000
Delivery and Transportation	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$920	\$920	\$920	\$920	\$920	\$6,000
Miscellaneous	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$225	\$225	\$225	\$225	\$225	\$1,500
Total Cash Flow	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850	\$2,215	\$2,215	\$2,215	\$2,215	\$2,215	\$21,550

Project Monitoring

Project progress is monitored through the monitoring of several moving parts. The majority of projects require several team members, dealing simultaneously with different aspects of the project, including budget, scope, timeline, resources and tasks. Accurate and efficient monitoring helps to keep to the timeframe and identify problems at an early stage, to guarantee the success of the project.

Steps of monitoring progress:

- Clarify the Expectations
- When breaking down the project, know goals and deliverables for the project, as well as how to achieve those things with a solid plan that defines the scope of the project along with tasks needed to achieve the end result and a timeline for everything.
- Know how long each task should take and who will handle each part of the project, to make sure those things are getting done.
- Communicating clear expectations throughout the project helps team stay on track and makes monitoring easier.
- Set Regular Monitoring Intervals
- Finding a good balance between constantly checking in with team and going too long between check-ins that the project is behind schedule.
- Adjusting expectations

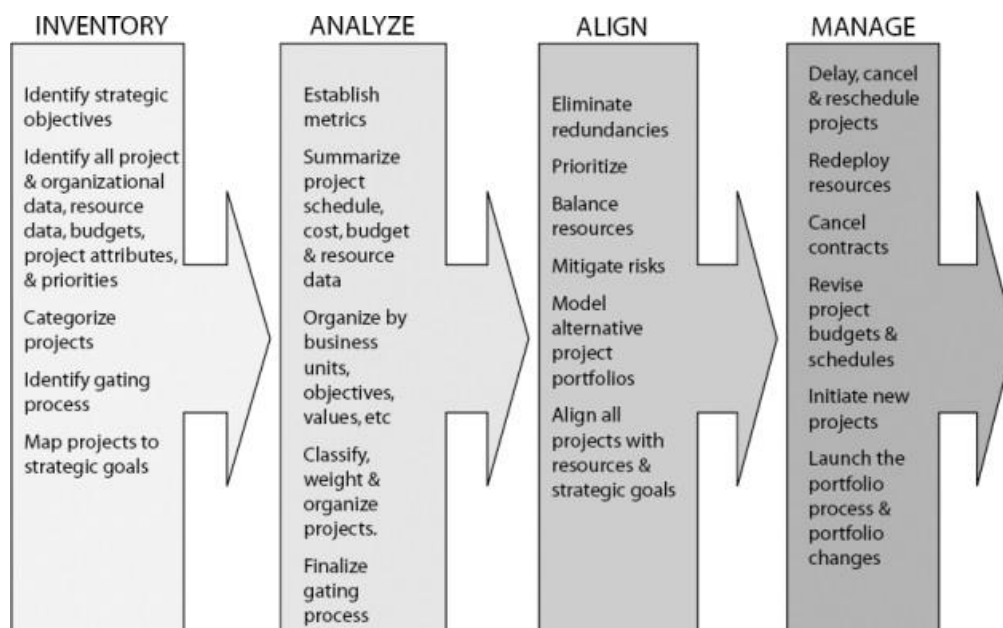
Maintaining project records and Recommendations to improve

Document or electronic data storage is a record in an organization that serves as proof or guideline. Management of project records is a systemic process which enables individuals to keep records for future use. Details that are appropriate for the project are outlined. Therefore, the maintenance of project records must be carefully supervised and maintained. The measures to be taken by management to ensure the record planning process is effective are outlined below:

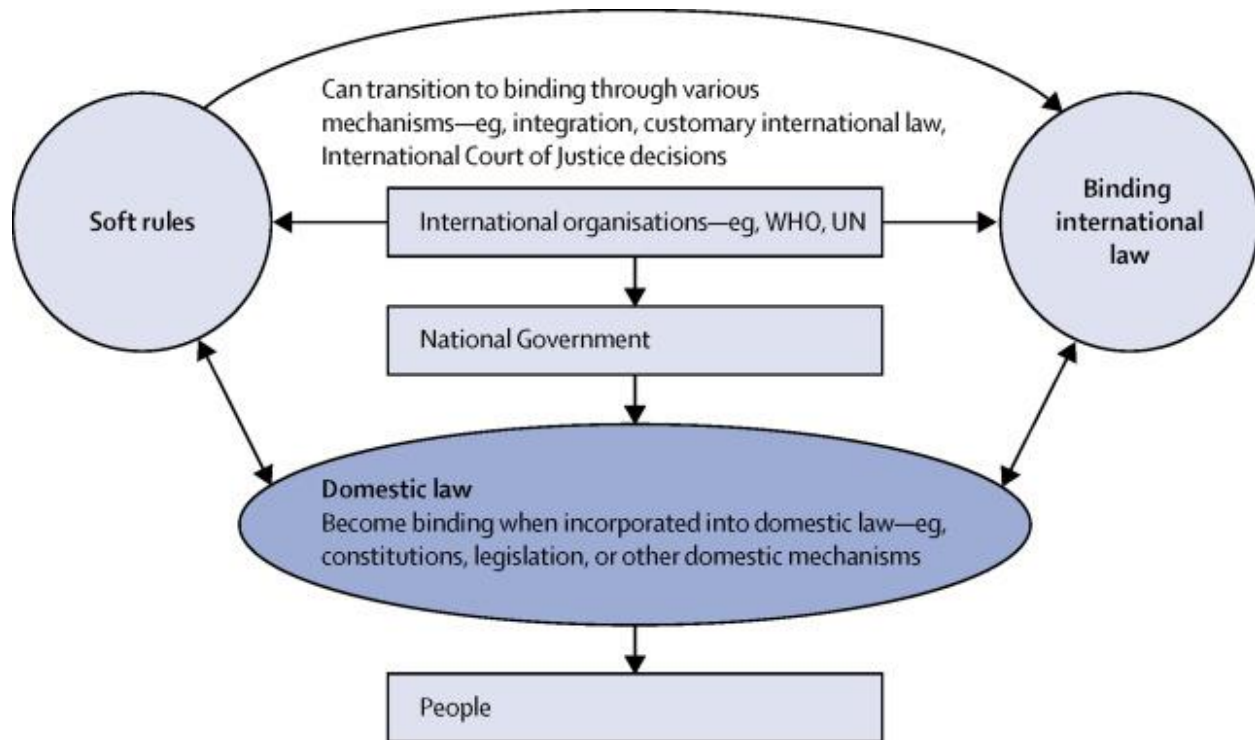
- Roles identification to ensure proper management of documents

- Allocate dedicated positions or assign dedicated persons to classify the documents available in an organization.
- IT practitioners are appointed to develop programs that help and sustain record management.
- Managers must ensure that the team members are aware of the record keeping procedures.
- Documents to be preserved should be analyzed during the record management process.
- Implement a file plan to store the various file types.
- Develop retention schedules that can differ between tasks depending on the operation.
- Effective solutions for record management.
- Plan how to transfer material to recording methods.
- Develop a strategy to integrate the e-mail.
- Planning a social content enforcement procedure.
- Develop conformity protocols to align project record system goals.

Current procedure for finalizing projects and evaluating the success of the project



Legislation that may affect the project



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Instructor's Name: Eng. Amaal Aburumman