



PROJECT

Advanced Project Management

PMG506

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1. Identify and describe the purpose, scope, and objectives of the project. Display this information using an appropriate tool.

Project Description: To make our restaurant project successful, we will design new style that attract so we will use new furniture and lighting that suit the atmosphere of our quiet restaurant, in addition to changing the floors, painting the walls to light colors, changing mirrors and bathroom needs, while maintaining the toilets so that they become more efficient.

Project Definition : we were in the restaurant in the old design, the style of the restaurant is very old, worn out and in need of renovation, and now we want to regeneration our restaurant to become more arranged and styled to attract many customers, so we want to design new them that customers will loves so if we have a new design we will increase the number of orders It increases our profits and makes our customers happy

Project objectives :

- change and regeneration our restaurant into modern one with high quality furniture to keep up with the trend
- Transforming the traditional ordering system into an electronic ordering system and use database instead of writing records
- changing the floors, painting the walls to light colors

2. Describe how the team is given an outline of the project.

first by holding a meeting in which the workflow plan is discussed and the work is divided according to experience or the most proficient. After that every employee will have a digital and hard copy for the whole project and for the process that he responsible for

3. Describe the strategies that are going to be set up to maintain communication with the team members.

Use online collaboration tools like zoom, teams, etc... but if we had a problem we have to meet regularly until the problem solves

4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.

Gantt Charts, is visual representation of all the tasks related to the project scheduled overtime

Microsoft Excel or Oracle, enter records and organize data and perform financial analysis

5. Identify project milestones and activities. Display this information using an appropriate tool.

milestones	due date
Study the case and look in the old restaurant	12 /5/2021
Choose the colors for the them and buy furniture	From 20/5 to 30 / 5
Change everything from a to z	31/5 / 2021

6. Create a budget and link the costs to the key milestones for a project.

Because we will change everything so we'll need a high budget maybe more than 90,000 RS

7. Describe how you are going to divide tasks and resources amongst a project team. Display this information using an appropriate tool.

Interview the Team Members. Once a detailed plan has been crafted for the project, you need to interview every member. Ask them questions about their strengths and weaknesses and what they can bring to the project. This exercise would allow you to gauge team members accurately and to distribute tasks accordingly. Bring all of the members in a room and have an introductory meeting. The attendees will get to know each other better and the meetup will enable them to open up. The next challenge is the task division among the team members.

8. Briefly describe how the progress will be monitored.

First of all, be Check in Regularly. when considering how to track the progress of a project, never underestimate the importance of checking in. Having a quick, informal chat at the beginning of each work session can establish trust between project managers and workers, and help to distinguish a key

difference between workers feeling cared about and checked in on versus feeling judged or checked up on. Communication is always key in making sure a project runs smoothly. If a worker is having trouble reaching goals or performing time-sensitive tasks, it's best to check in and try to get to learn the reason why, rather than continuing to implement structures that aren't motivational or helpful.

Also by Establish Clear Deadlines. Keeping the end goal in sight is always helpful for measuring progress. Being clear about deadlines can help workers stay on track and complete tasks without getting overly stressed or overwhelmed. Tracking project progress becomes far easier once everyone knows what the project timeline is. Some project managers prefer to work with one final deadline, while others like to establish a deadline per milestone or goal. Whatever the preferred method, so long as each deadline is clearly set and team members have a sense of what they're working towards, keeping track of each project should be a simple matter of sticking to the schedule.

Finally, Establish Goals and Milestones. When considering how to track the progress of a project, it's good to consider a worker's specific skill set first. Measuring progress can look very different from person to person and project to project. The more familiar a project manager is with each employee's skills and limitations, the better sense he or she will have of how to hold them accountable. Setting up tailored goals and milestones with each member of the team also goes a long way toward team satisfaction. It's important to stress each team member's role and how it will contribute to the success of the team as a whole. Keeping the big picture in mind is always important, even while implementing smaller goals and points of progress.

9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.

project records will be maintained in database in order to not to be damaged or lost and for easy access.

and the responsible for it is the database administrator or by Data Entry Employee.

it can be improved by employment more than one employee to enter data

11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

in health and safety:

The Regulatory Reform (Fire Safety) Order, the Control of Lead at Work Regulations, the Supply of Machinery (Safety) Regulations, also the Provision and Use of Work Equipment Regulations(PUWER)