

## Everyone's Smart University

### Project (Spring 2021)

|              |                       |               |
|--------------|-----------------------|---------------|
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|---------------------------------|--------------------------|-------------|
| Section                         | Date                     | Course Code |
| Master of Project<br>Management | sunday<br>16 / 05 / 2021 | (PMG506)    |

## Advanced Project Management

### Instructions:

- اخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة 9 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).

Instructor's Name: ~~Eng. Amaal Aburumman~~ **Eng. Dr. Akram M. S. Ali**

## 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~~ **ONE** 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...**

## The Answer:

### Background of the Project

I administer a project, and the project set in a social environment. The project is of a significant size and scale i.e. provides food to 50 needy, homeless and poor people in the surrounding community. Mr. B will be head of the project. To complete the project, it will collect funds and donations from friends, teachers and instructors, and the overall personal saving. The mission of the project is to play a little part in reducing global poverty. In relation to the project, the following assignment describes the strategies that are going to be set up to maintain communication with the team members. The use of the status report will be a major strategy to keep update about progress of the project. The status report will circulate and share with the team members, but with all stakeholders.

### Develop the Status Report

The status report will develop after mutual collaboration, and support of the 4 team members that have the major responsibility to complete the project, and sort out its issues.

### Information Requirements

The information that will require for each section of the status report, described as under,

- ✓ Identify the different task of the project, as recognizing the need of Mr. B, compare the plan against it, and monitor the execution of the plan.\
- ✓ Identify the associated problems, or risks of the project, to keep the project on schedule.
- ✓ Ensure meet up with the milestones, so as ensure the feasibility of the project.

- ✓ Highlight the budget of the project, to keep pace with any uncertainty.
- ✓ Recognize considerable issues, and changes required to complete the project.

### **Gathering the Information**

There will focus on the participative monitoring and evaluation tool, under which a meeting of the team members will be arranged to contribute their participation in recognizing the status of the project. Nicholas & Steyn (2017) stated that, project team members meeting also used to arrange to discuss the existing, or possible problems in the project.

### **Rationale behind the Information**

The rationale for including the information in the report is to monitor and track the project through regular communication of accomplishments, problems, risks, meeting milestones, budget, issues, and the changes required to complete the project. Further, the purpose is to identify and value the key stakeholders, project team members, and the project manager so that the project is on track to achieve its goals.

### **Involve the Team Members**

The methods that will use to involve team members in developing the status report, is to arrange regular meetings, and develop consistent collaboration, and communication with them. Besides, training will also provide to carry out the task, and report to the management. There is a little manpower involved in the project, so there is no need to include any more method.

## **Project Schedule**

The project will communicate, and collect consents through the key stakeholders, the project team members, and the project manager, to propose solutions to the novel problems, identified in the status report. The goals of the project will be checked against the stakeholder's expectations.

### **Milestones**

- ✓ Decide the scope of the project.
- ✓ Step out to gather funds.
- ✓ Share the same with Mr. B.

### **Deliverables**

Collect enough resources, and funds for Mr. B to take care of the requirements.

### **Monitor the Progress**

So as to monitor the progress of the project, it will hold regular meetings with the team members. Along with this, it will make sure that every member must report to the manager, directly and regularly. It will also monitor the risk, and proactively develop alternative action plans in the case of any uncertainty.

### **Monitor the Project Team Performance**

It will evaluate the project team performance via comparing achievements, against the defined goals, and tasks. There will be an open, and direct communication method used to provide feedback to the team members.

### **Monitor the Individual Team Member Performance**

According to Turner (2016), in a project, individual team performance could manage via providing consistent feedback to each. Keep in front; it will compare goals against the objectives, identified in the project.

### **Assess and Manage the Risks**

It will develop the risk response cell that will make changes in the project plan before any risk occurs while using the tried-and-true method. There will be no changes made in the project, to facilitate the risk, and faced severe consequences. Thus, any changes made in the project plan will communicate to all the stakeholders, while identifying the risk, and value of the decision. Overall, it will identify all the common sources of risk, like deficiency of budget, time, or the human resource.

## Monitor the Project Budget

| Income                         | Amount (in US\$) |
|--------------------------------|------------------|
| Personal savings               | \$100            |
| Collected through friends      | \$250            |
| Collected through teachers     | \$400            |
| Collected through the donors   | \$1000           |
| <b>Total Income</b>            | <b>\$1750</b>    |
| Expenditures                   | Amount (in US\$) |
| Costs of operating the project | \$50             |
| Costs of hiring human resource | \$50             |
| Overhead costs                 | \$50             |
| <b>Total Expenditure</b>       | <b>\$150</b>     |
| <b>Income less expenditure</b> | <b>\$1600</b>    |

### **Manage Conflict**

In the project, it will manage the conflict through identifying the domain, exercise of judgment, evaluate the results, provide cognitive feedback to the individuals, and ensure the negotiation of the conflict parties (Papke-Shields & Boyer-Wright, 2017)

### **The Presentation of the Status Report**

The status report will be presented and communicated to the core project management team.

### **Stakeholders**

A copy of the status report will be received by four team members of the project, and the different investors (friends, teachers, and donors).

## References

- Nicholas, J. M., & Steyn, H. (2017). *Project management for engineering, business and technology*. Taylor & Francis. USA.
- Papke-Shields, K. E., & Boyer-Wright, K. M. (2017). Strategic planning characteristics applied to project management. *International Journal of Project Management*, 35(2), 169-179.
- Turner, R. (2016). *Gower handbook of project management*. Routledge. USA.