

## Everyone's Smart University

### Project (Spring 2021)

|              |                         |               |
|--------------|-------------------------|---------------|
| Student Name | Waleed Mansour Al-Harbi | اسم الطالب    |
| Students I.D | 2021203686              | الرقم الجامعي |

Section

Master

Date

Thursday

18 / 03 / 2021

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).

Instructor's Name: Eng. Amaal Aburumman

## 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. سيكون 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..



*The Flower Restaurant Project*

## 1. Introduction

Project management is a method of coordinating a team's efforts to achieve goals and meet performance standards within a set time frame. The primary goal of project management is to achieve all the project's goals while remaining within the constraints. This information is usually conveyed in project documents that are generated at the start of the implementation process. Scope, time, and budget are the three main constraints. The second task is to fine-tune the distribution of necessary inputs and apply them to the achievement of predetermined objectives.

Project management's goal is to produce a finished product that meets the client's requirements. Project management's aim in certain instances is to mold or reform the client's brief to better address the client's objectives. If the client's objectives are defined, they can be used to direct all project decisions made by project managers, planners, contractors, and subcontractors. Poorly specified or overly stringent project management priorities stifle decision-making.

A project is a short-term undertaking with a defined start and end date (typically time-constrained, but often constrained by funding or staffing) that is undertaken to achieve specific goals and objectives, generally to enhance or add value. Projects differ from business as normal (or operations) in that they are repeatable, permanent, or semi-permanent operating processes that deliver goods or services. In reality, handling such diverse manufacturing processes necessitates the acquisition of disparate technological expertise and management techniques.

## 2. Literature review:

### 2.1. Project Management definition:

"Project Management as knowledge field is both an art and a science" (Bredillet, 2004 a&b)"

According to PMI (2000), project management involves applying knowledge, skills, tools, and techniques to project tasks to meet or surpass stakeholder needs and expectations. During the life cycle of a project, it is the practice of directing and organizing human and material resources to achieve project objectives while staying within budgetary constraints.

A vast industrial plant, according to Lock (2003), requires a variety of distinct activities that must all function against the same end goal. To meet the client's obligations, the management process must run smoothly from the start of the project to the completion and installation of the facility. To achieve this goal, a company must have a high level of capability and experience organizing and optimizing multiple project activities, as well as advanced management tools and methodologies for controlling time and cost pressures and meeting the challenging requirements of increasing success.

Project management is a specialized branch of management that has evolved to organize and oversee some of the most complex activities in the manufacturing sector. The array of practices that come under the purview of project management approaches and methods has widened in the twenty-first century's evolving business climate. Projects are open systems because they work in an open environment and must react to constantly changing complexities, forcing them to become much more adaptable than before.

Project management, according to Seymour et al. (1992), is a key technique in many enterprises' transitions from a predictable, machine-like paradigm to a more complex one in the face of environmental instability and transformation. Project managers have the daunting job of encouraging resilience, adaptability, and recognition of transition as a permanent condition, as well as providing guidance for team members to help them cope with a challenging and disorienting process.

According to Kerzner (2003), project management is the planning, organizing, controlling, and regulating of organizational resources for a comparatively short-term goal that has been designed to meet specific goals and objectives. Project management is the process of applying knowledge, skills, techniques, and tactics to project activities to meet project requirements. Organizing, planning, initiating, managing, and closing are the approaches used in project management. Project management is a term that refers to an organizational approach to carrying out ongoing tasks, also known as project administration. Similarly, certain facets of continuing programs are viewed as tasks such that project management techniques can be applied to them effectively.

## **2.2. Project Management Tools**

Three considerations are considered by a successful project manager: time, cost, and performance. When projects are completed on time, on budget, and according to requirements, they are considered successful. To get the many elements of a large project under control, you will need a large toolkit of tools, methodologies, and resources. These techniques provide you with the resources you will need to handle different facets of a project, including planning and scheduling, product creation, financial and capital resource management, and progress reporting. The project manager's and team members' abilities, on the other hand, are often critical to the project's success.

### **a) Work Breakdown Structure (WBS)**

This approach is used in the planning and scheduling of projects. It is, in essence, a physical breakdown of the project's activities. The overall project work is broken down into major subtasks. It starts with the desired end goal and breaks it down into smaller, more manageable pieces based on size and complexity: program, objective, structure, subsystem, modules, functions, subtasks, and job objects.

## **b) Gantt charts**

These charts, produced by Harry Gantt in 1916, include a timeline for each operation. They are used to prepare, schedule, and track progress toward these plans.

## **c) PERT/CPM (Critical Path Method)**

Both approaches directly show precedence relationships. Despite the fact that the two techniques were created separately in the 1950s, they are eerily identical. PERT and CPM also use a visual representation of a project known as a "Project Network" or "CPM diagram," which is used to illustrate graphically the interrelationships of the components of a project as well as the order in which the tasks must be conducted.

## **3. Methodology: -**

This research follows the descriptive approach. We concern study project management, through collecting data from previous studies and literature. We will give further application on PM tools applied on virtual project in the discussion.

## **4. Discussion and Results: -**

### **Project Executive Summary**

The Flower Restaurant is a unique and innovative restaurant that serves food made with flowers as the main ingredient. People will be able to enjoy a fantastic and relaxing environment at the restaurant. The management team for the start-up will include an experienced boss as well as chefs. They must have at least a few years of restaurant experience. We will continue to invite more experienced managers as the restaurant develops.

### **Added Value**

- Providing one-of-a-kind cuisine, exceptional service, and an elegant setting.
- Improve your fitness, extend your life, cure diseases, and improve your physiological functions.
- Getting people to learn more about flora catering, which can contribute to the industry's growth.
- Promoting the local economy and traditional Chinese culture through government policies that are advantageous.
- Reducing the local labor shortage.

## Keys to Success

- Continue to seek out new clients.
- Customer-Relationship Management (CRM) is a technique for retaining clients.
- Through the creation of commercials, products and brands may be promoted.
- Create a world-class marketing platform.
- Employ and train top-notch employees.
- Create a world-class learning company and corporate culture.
- Form a long-term relationship with your suppliers.
- At this point, use an expansion strategy to open new restaurants throughout the country.

## Objectives

- Open the first flora house in Riyadh - Saudi Arabia by 2019.
- Go on a promotion by 2019.
- Continue to improve the original restaurant by - profits and net margins by 2019.
- Start franchising by 2016-2021 on a concrete current scale.
- By 2020, become a well-known brand with a net margin goal.
- Expand the restaurant to other areas by 2021.
- By the year 2022, Cooperate with a flower breeding base to invest in the creation of a holiday resort that includes flora catering, flower health care, and flower cultivation.

## Stakeholders:

Several project stakeholders participate in the project, including internal and external stakeholders. The internal stakeholders are those who manage the day-to-day operations within the company while the external stakeholders do not operate within the company but play an important role for the company. A detailed stakeholder record and is included in the Appendix 1.

## Project Work Breakdown Structure

Work Breakdown Structure (WBS) is “one of the key scope management tools used to subdivide the scope of work into manageable work packages that can be estimated, planned, assigned and controlled” (Burke, 2006, 95). A detailed WBS for Project is attached in Appendix 2.

## Time management

To successfully complete the project, completing all tasks and activities within the specified project length is critical. Otherwise, it will lead to more costs associated with the long time to complete the

project. Estimated schedule for this project is 1 month and 5 days. The Gant chart displays the detailed time for each task or activity in Appendix 3.

### **Managing human resources for the project**

All workers will be under the control of The Flower Restaurant. To better serve customers, the restaurant will train outstanding staff, develop their skills, stimulate their potential, and strengthen their cohesion.

We would implement the concept of employee-centered management, assigning the most suitable work to them based on their skills, experience, and interests. We will take into account employee characteristics and principles, using scientific training and a motivational management approach, as well as a holistic employee growth and company culture, to fully organize workers and increase their excitement.

### **Financial management**

Form: The restaurant's liability will be reduced. It will be converted to a share company once it has grown to a certain size, which will aid in the restaurant's growth.

Obtaining funding: Money from the owner, family, and friends are the main sources. Individuals would be considered investors; they will not be actively involved in the company's activity or management, but they may benefit from stock dividends. The cash flow statement attached in Appendix 4 illustrates a breakdown of costs.

### **Project Communication Management**

A documentation on communication management plan (Appendix 5) describes how often communication should occur and under what form.

### **Monitoring and control**

To ensure that the project meets its objectives and standards as changes may occur during the life of the project, the project manager will monitor and control the project. Activities for this phase include gathering, measuring and disseminating performance information.

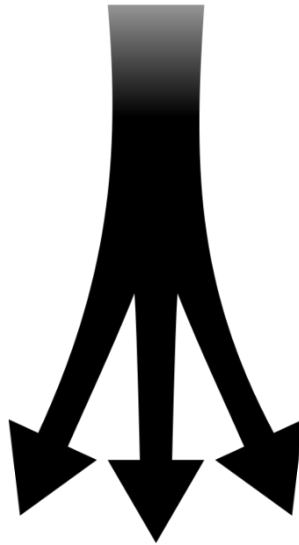
### **Guidelines**

- Simple, easy communication should be used to avoid misunderstanding.
- Templates should be used to produce reports.

Escalation procedures to solve problems: Problems should be solved at the lowest level of management. If this is not possible, the project manager should be informed immediately of the problem arising.

*Thank you and best regards*  
*Eng. Waleed A-Harbi*  
*2021203686*

## APPENDIX



## APPENDIX 1: Stakeholders

| Position                  | Project Role       | Internal/External |
|---------------------------|--------------------|-------------------|
| Project manager           | Project supervisor | Internal          |
| Financial officer         | Team member        | Internal          |
| Remodelling supervisor    | Team member        | Internal          |
| Risk analyst              | Team member        | Internal          |
| Shop owner                |                    | Internal          |
| Customers                 | Local community    | External          |
| Staff                     |                    | Internal          |
| Contractor                | Outsourced job     | External          |
| Supplier of raw materials |                    | External          |
| Supplier of raw materials |                    | External          |

## APPENDIX 2: WBS

| Initiating stage                                                                                                                                                         | Planning Stage                                                                                                                                                                                                                                                                                                                                                                       | Executing Stage                                                                                                                                                                                                                                                                                                       | Monitoring and Controlling | Closing the project | Post Project review |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------|---------------------|
| <ul style="list-style-type: none"> <li>Identify stakeholders</li> <li>Prepare Business Case</li> <li>Prepare Project Charter</li> <li>Prepare scope statement</li> </ul> | <ul style="list-style-type: none"> <li>Project integration management</li> <li>Project scope management</li> <li>Project time management</li> <li>Project cost management</li> <li>Project quality management</li> <li>Project human resource management</li> <li>Communication management plans</li> <li>Project risk management</li> <li>Project procurement management</li> </ul> | <ul style="list-style-type: none"> <li>Project design acceptance</li> <li>Budget acceptance</li> <li>Compare contractors and suppliers</li> <li>Contracts drawn up with contractors</li> <li>Order materials</li> <li>Receive materials</li> <li>Remodelling works begin</li> <li>External risk assessment</li> </ul> |                            |                     |                     |

### APPENDIX 3: time management

|                                    | Start date | Duration (days) |
|------------------------------------|------------|-----------------|
| Project initiating and planning    | 11/5/21    | 3               |
| Stakeholder meeting                | 11/8/21    | 1               |
| Budget acceptance                  | 11/9/21    | 1               |
| Project design accepted            | 11/10/21   | 1               |
| Contractors selection              | 11/11/21   | 1               |
| Ordering materials                 | 11/14/21   | 3               |
| Materials delivery                 | 11/15/21   | 1               |
| Refurbishment works                | 11/15/21   | 17              |
| Machinery delivery                 | 12/2/21    | 2               |
| Furniture delivery                 | 12/3/21    | 3               |
| Monitoring and controlling         | 11/5/21    | 35              |
| External risk assessment completed | 12/5/21    | 4               |
| Project report completed           | 12/8/21    | 1               |
| Closing the project                | 12/9/21    | 1               |

### APPENDIX 4: Projected Cash

|                                  | Year 1     | Year 2    | Year 3     |
|----------------------------------|------------|-----------|------------|
| <b>Sales</b>                     | 350817     | 501769    | 754218     |
| <b>Total cost</b>                | 58873.24   | 125442.25 | 225725.40  |
| Gross Margin                     | 274693.42  | 361225.75 | 510392.55  |
| Payroll                          | 60,000     | 60,000    | 60,000     |
| Sales, Marketing and Others      | 10,000     | 10,000    | 10,000     |
| Deprecation                      | 60,000     | 60,000    | 60,000     |
| Rent                             | 8,000      | 8,000     | 8,000      |
| Utilities                        | 50,000     | 50,000    | 50,000     |
| Office Supplies                  | 30,000     | 30,000    | 40,000     |
| Insurance                        | 460,363.13 | 46,744.78 | 114,230.74 |
| Payroll Taxes                    | 17250.34   | 15101.00  | 16300.05   |
| <b>Total Expenses</b>            | 259613.47  | 309845.78 | 398530.79  |
| Profit Before Interest and Taxes | 15110.36   | 51432.31  | 111941.70  |
| Interest Expense                 | 0          | 0         | 0          |
| <b>Net Profit/Sales</b>          | 11332.77   | 38574.23  | 83956.27   |

## APPENDIX 5: communication plan

| Stakeholders    | Communications Name   | Delivery Method/Format      | Due Date/Frequency           |
|-----------------|-----------------------|-----------------------------|------------------------------|
| Shop owner      | Weekly Status Report  | Hard copy and short meeting | Fridays at 4p.m              |
| Project Team    | Weekly status report  | Short meeting               | Fridays at 9a.m              |
| Contractor      | Daily status report   | Verbal Communication        | Every day by 5.30pm          |
| Suppliers       | Status report         | Email                       | According to order placement |
| Local Community | Monthly status report | Short Notice on website     | 5 <sup>th</sup> December     |

## APPENDIX 6: References

- Bredillet, C. (2004a). Project management governance: A situational approach. EURAM conference. Munich, Germany.
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