



UNICOURSE

Unit 1: The World of Work
8ki_d[ii 'Fhe`[Yj

7ii_]dc [dj "Information Pack

Fhe`[Yj 'FbW

Pearson BTEC Level 4 Higher Nationals in Business (RQF)

Unit: 6 Managing a Successful Business Project

Assignment 1: Information Pack

1 in a series of 2 for this unit

Learning Outcome 1 & 2

Project Plan

What is project management and what does it involve?

The Pre – History of Project Management

Before the profession of project management was defined there were projects, but they didn't share many of the foundations that hold up project management today. The pharaohs built the pyramids of Egypt around 2500 BC, and to this day we aren't certain how they accomplished such a vast task, but records do show that there were managers, who were responsible for each of the four faces of the Great Pyramid.

In 208 BC the Great Wall of China was constructed, but there are records that indicate the planning went back even further. Historical data reveals that the workforce for this large project was organised into groups. There were three that we know of: soldiers, common people and criminals. Millions were ordered to complete the project.

More recently, the need for a more pronounced structure in construction, manufacturing and transportation in the 19th century led to the birth of project management as we recognise it today. Examples include the building of the Transcontinental Railroad and the rebuilding of the southern states after the devastation of the American Civil War.

While there might not have been task management, scope or workload considerations at the time, there was certainly leadership at play, and there must have been some budget, even if open-ended, and scheduling of some sort. But with practice came process and refinement.

It was not until the 1900s that project management as we know it began to take form. As projects became industrialised, the process to manage them also experienced a revolution.

So what is Project Management?

Project management is the practice of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time. The primary challenge of project management is to achieve all of the project goals within the given constraints.

Video



Figure 1: What is Project Management

Project planning phase

A life cycle defines the inter-related phases of a project and provides structure for the progression of work. All projects are designed to deliver objectives, these objectives may be expressed as outputs, outcomes or benefits.

The scope of a project life cycle can take various forms to suit the context. Some projects will be part of a programme and will only be concerned with delivering outputs (the traditional project life cycle). Some projects will be expected to incorporate the management of change and realisation of benefits (the extended project life cycle). Some applications (e.g. whole life costing) may consider the full product life cycle.



Figure 2: Project Lifecycle

- **Initiation** Defines the business case providing a justification for the project.
- **Planning** Resources, specialists, budgets, communication methods, timescales and constraints all accounted for within the plan.
- **Execution** Criteria for each project task should be outlined in the planning process.
- **Monitoring** Plans for consistent monitoring should be pre-arranged.
- **Closure** Evaluation of both the successes and the mistakes and take that experience forward to the next project.

Project management plan

(pass criteria)

People assume that all that is required in planning a project is to make a list of tasks, classify them under headings, call the project team together and assign them particular tasks, and then work to a deadline.

Project planning is about addressing fundamental questions: what needs to happen and when? It is the process by which the activities in a project are defined, their logical sequence determined, and the needs, in terms of time, cost and quality. A project plan simply provides a route map defining and communicating how the project will move from start to end.

For a project manager, the project plan is the most important tool for monitoring and control. Most project planning tools and techniques have been around for a long time and have proved themselves useful, enabling the project manager to deliver his/her projects on time, cost and quality.

Putting your plan together

Overview

Identify the purpose of your company, providing the reader with some background information.

Introduction

The Introduction provides an overview of the project and what is included in the project management Plan. This should include a description of the project and describe the projects deliverables and benefits. Excessive detail is not necessary in this section as the other sections of the project plan will include this information. This section should provide a summarised framework of the project and its purpose.

Example

Total Software Incorporated (TSI) has recently approved the Smart Voice project to move forward for project initiation within the research and development (R&D) group. This project will result in the development of new voice recognition software and supports TSI's corporate strategy of providing progressive solutions to clients which improve productivity in both the workplace and home environment. While voice recognition software is currently available, TSI believes that new technological developments will enable our team to develop a solution far superior to what is currently available.

TSI has been successful in gaining market share because of its aggressive pursuit of product quality, ease of use, flexibility, and customer service. Additionally, customers understand that our products may be applied to a wide range of uses for business and personal functions. By leveraging our reputation for superior quality and user-friendly products, and capitalizing on new technology, TSI can position itself as the premier provider of effective and easy to use voice recognitions software in today's marketplace.

Needs/Problems

Identify the needs or problems, including information such as the length of time the needs/problems have existed. Whether the problem has ever been addressed before, and what was the outcome, such as the impact on the user. E.g., customer/company.

Scope

Provide a detailed scope of work, this should include what the project does/does not include. This will help clarify what is included in the project and help to avoid confusion within the project team.

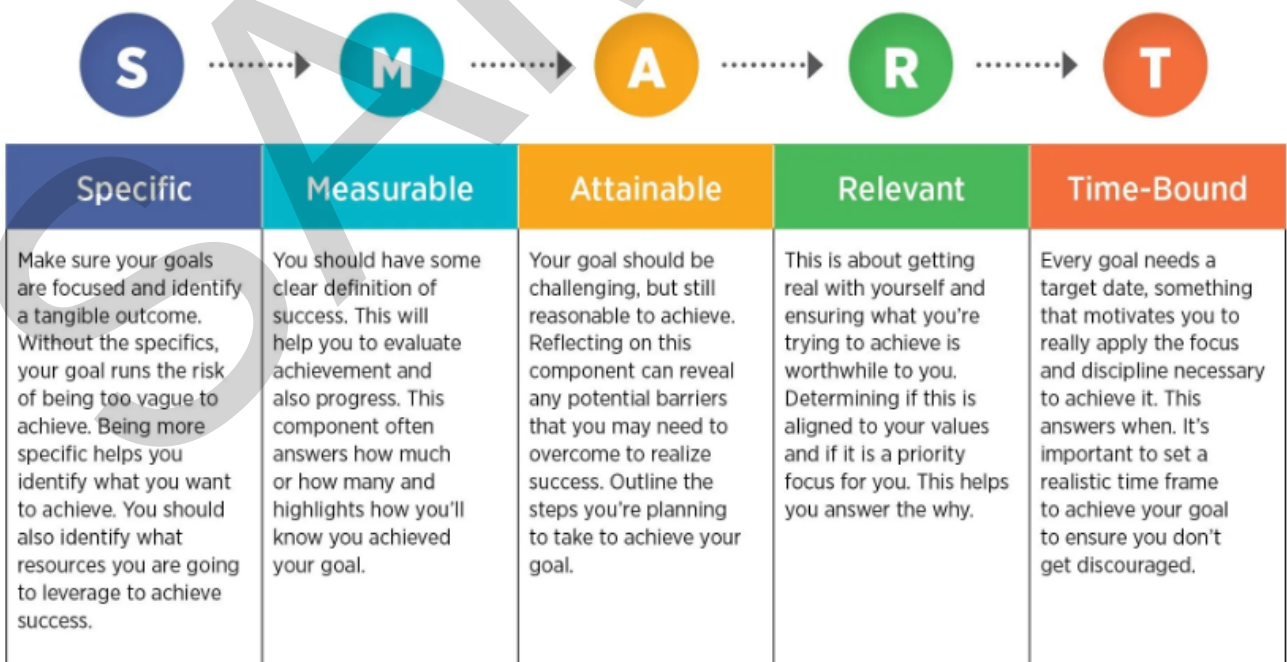
Example

The scope of TSI’s Smart Voice project includes the planning, design, development, testing, and transition of the Smart Voice recognition software package. This software will meet or exceed organisational software standards and additional requirements established in the project charter. The scope of this project also includes completion of all documentation, manuals, and training aids to be used in conjunction with the software. Project completion will occur when the software and documentation package has been successfully executed and transitioned to TSI’s manufacturing group for production.

All Smart Voice project work will be performed internally, and no portion of this project will be outsourced. The scope of this project does not include any changes in requirements to standard operating systems to run the software, software updates or revisions.

Goals/objectives

State the desired goals and objectives to address the needs/problems, including key benefits of reaching goals/objectives. When considering your goals remember to think SMART.





enquiries@unicourse.org

0151 236 1982

Registered Office:

UniCourse Ltd., Suite 201, 1 Old Hall Street, Liverpool L3 9HF, Merseyside, UK

Company registered in England and Wales, Number: 08953801

Edexcel Centre Number: 05456