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Learning Aim D

Undertake the closure of a project by reflecting on the success of personal performance and the project outcome

Unit 9 It project management

Assignment 3

Contents

# Introduction

The purpose of this report is to examine the project management skills and behaviours applied during the completion of an IT project. The project in focus is Strays Meet Holland, a charity website designed to raise awareness and support for strays. This project was executed using the Agile project management methodology, a non-traditional approach for website development that involved completing work in sprints.

The project's significance lies in its aim to make a difference in society by raising awareness about strays, a problem that often goes unnoticed. Furthermore, the use of Agile methodology in this scenario offered unique opportunities.

This report will delve into the specifics of the project, discussing the project management skills used and relevant behaviours demonstrated throughout its execution. I will evaluate the effectiveness of these skills and behaviours, their impact on the project outcomes, and the overall success of the project.

# Project Overview

The project 'Strays Meet Holland', a charity website development project, was undertaken with the aim to raise awareness for the charity. Spanning from 3rd February to 27th March 2023, the project was executed over a period of roughly eight weeks, following Agile project management methodology, featuring work done in sprints.

From the beginning, the project was planned, with assigned tasks separated into different sections, such as development, testing, project meetings, and stakeholder meetings. Tasks were then delegated to various team members and external agency workers, each bringing their skills to the project. The delegation of tasks ensured that each aspect of the project was handled by those best skillset to do so, therefore optimising efficiency and productivity.

With a budget of £5000 per month, efficient resource management was vital. Resources were carefully allocated to different aspects of the project to ensure that all needs were met without exceeding the set budget. Despite encountering challenges such as technical issues and personnel disagreements, the project's contingency plans were activated to avoid any potential disruptions to the project's progress.

Throughout the project, series of meetings were conducted with stakeholders and team members to review progress, address concerns, and make necessary adjustments. Stakeholders were kept in the loop and their feedback was incorporated into the project at various stages. Despite a few personnel and technical challenges encountered along the way, these were addressed and did not impact the project's progress.

By the 20th of March, the project had progressed smoothly, with all identified bugs resolved and the final product ready for review. In the final meeting on 27th March, the team manager gave a rundown of the project, including a review and evaluation of the tasks completed. The stakeholders were satisfied with the final product, thereby marking the successful completion of the project.

The project concluded within its specified timescale, having successfully developed a functioning, bug-free website for the charity 'Strays Meet Holland'. The planning, resource management, and communication among team members contributed significantly to this success.

# Project Management Skills Applied

## Delegation of Work

One of the key project management skills applied during the Strays Meet Holland project was the delegation of work. With various team members assigned to specific tasks - such as development, testing, and stakeholder meetings - it was crucial to distribute tasks effectively. Each member was selected for tasks based on their individual expertise, contributing to the efficient and successful execution of the project. This not only sped-up the project timeline but also ensured high-quality work, as each task was handled by the team member best suited for it.

## Resource Management

Another vital skill used during the project was resource management. With a budget of £5000 per month, we had to carefully allocate resources to ensure all aspects of the project were adequately funded without exceeding the budget. This involved making critical decisions regarding how resources were divided between development, testing, and other project needs. Proper resource management allowed the project to be completed successfully without any budget overrun, showcasing the effective use of this skill.

## Understanding and Defining Roles

The project also demanded a clear understanding and definition of roles. Each team member was given a specific role based on their skills and experience. This clear delegation of responsibilities led to a smooth project flow as everyone was aware of their specific duties and expectations. This ensured accountability and productivity, further contributing to the project's overall success.

## Use of Management Documentation

The project involved the use of management documentation for progress management. This served as a roadmap for the project, helping track progress, identify potential issues, and make necessary adjustments in real-time. This active approach ensured that the project stayed on track and within budget, providing a clear view of the project status at all times.

## Progress Management

Progress management was another crucial skill used throughout the project. Regular monitoring and evaluation of the project's progress against the set timeline and objectives ensured that any potential issues were quickly resolved. This allowed us to make real-time adjustments, ensuring that the project stayed on course and met its objectives within the set timeframe.

# Relevant Behaviours Applied

To ensure the project's successful execution, a set of relevant behaviours were adhered to throughout the course of the project. These behaviours allowed the project management process, ensuring interaction among the team and optimal progress towards the objectives.

## Time Planning and Management

Time management played a critical role in the success of the project. Each activity was scheduled to ensure that tasks were completed. The project team made sure to leave space within the time plan to adjust for any unexpected changes or contingencies, allowing the project to stay on track despite many challenges. This planning was particularly beneficial when addressing issues such as unexpected sickness among developers, as extra time had been allocated, allowing for the integration of agency workers.

## Communication and Literacy Skills

Effective communication was at the core of the project's success. The team ensured that instructions were clearly communicated, that documentation was maintained, and feedback was incorporated. Regular team and stakeholder meetings provided a place for dialogue, allowing issues to be discussed and resolved quickly. This ensured everyone stayed informed and on the same page, promoting an updated work environment.

## Problem-Solving Skills

Throughout the project, the team demonstrated problem-solving skills. Challenges such as bugs in the website, personnel issues, and sick leaves were addressed logically and systematically. Problems were broken down into smaller chunks, allowing for easier implementation of solutions. This approach proved invaluable during testing and refinement phases when bugs were identified and resolved, ensuring a smooth development process.

## Professionalism

Professionalism was a key behaviour that the team showed throughout the project. Each team member showed an understanding of their roles. Even when faced with unexpected challenges, such as technical bugs or staff shortages, the team maintained their composure and professionalism. This professionalism ensured that the project continued to move forward without compromise on the quality of work produced.

## Etiquette

The team also demonstrated the correct etiquette throughout the course of the project. Mutual respect was promoted among team members, ensuring a conductive working environment. This was evident during mediated discussions to resolve personnel issues and regular team meetings. This culture also extended to meetings with stakeholders, with regular and transparent communication about the project.

## Leadership

Leadership played an important role in the execution of the project. The team manager demonstrated leadership by providing clear directions and making strategic decisions. The leadership was also instrumental in resolving conflict. For instance, when faced with personnel issues, the team manager acted as a mediator, allowing constructive conversations help find a solution. This approach contributed significantly to team morale and cohesion.

## Responsibility

Responsibility was another behaviour constantly displayed during the project. Each team member took ownership of their roles, with everyone from the developers to the project managers understanding and performing their tasks to the best of their ability. When faced with challenges, the team did not shy away from taking responsibility, instead stepping up to find solutions and keep the project moving forward.

## Summary

In conclusion, the relevance and effectiveness of these behaviours significantly contributed to the success of the project. Their impact was not just limited to the project's outcome, but also extended to team collaboration, promoting a positive work environment, and ensuring the successful execution of the project.

# Evaluation of Effectiveness

The Strays Meet Holland project, from initiation to completion, was guided by project management skills and behaviours. However, it is necessary to evaluate the effectiveness of these practices, outlining strengths and weaknesses while offering a balanced view of the actions taken.

## Strengths

* Time Management - One of the project's notable strengths was the effective time management displayed throughout the duration. All work was completed on time, even when unexpected obstacles arose, such as team members falling ill. This was partly due to the contingency time included in the planning stage, which proved to be a successful strategy.
* Communication - Excellent communication was a defining strength of the project. The team ensured that stakeholders and project members were regularly updated, contributing to transparency and efficient decision-making. This was essential in maintaining stakeholder satisfaction and promoting a team working environment.
* Problem-Solving - The project demonstrated strong problem-solving skills, particularly when addressing technical bugs and personnel issues. Quick resolution of these challenges ensured the project stayed on course and ultimately led to a high-quality final product.
* Leadership and Teamwork - Effective leadership and teamwork were the driving forces behind the project's success. The team leader's ability to resolve conflicts and provide clear direction, combined with the team's respect for professionalism and etiquette, resulted in a positive work environment and efficient task completion.

## Weaknesses

Resource Management: While the project was successfully completed within the assigned budget, there were instances where resource management could have been improved. The need to hire agency workers due to unexpected absences indicates that the initial allocation of human resources might not have fully accounted for potential setbacks.

Risk Mitigation: Despite having contingency plans for various risks, the team faced a few challenges like staff sickness and technical bugs. These occurrences underline the need for more robust risk assessment and mitigation strategies in future projects.

# Recommendations for Improvement

# Conclusion