## **Coursework two 2023**

### 1. Define what a project is. (4 marks)

A project is any temporary activity with a clear beginning and finish that consists of a series of actions that must be carried out in order to achieve a particular result. It can be maintained by a single person or hundreds of people, depending on how complex it is (Baker, 2014).

### 2. Describe 2 ways in which you may win around Stakeholders who are strongly against your project. (6 marks)

### Recognize them and keep a close eye on them. Find out who your stakeholders are, how interested they are in your project, and what discourages them from participating. By first recognizing and respecting the opposing opinions of each stakeholder, you can suspend your own judgment and attempt to understand why they are opposed to you.

### Meeting them one-on-one and hearing their opinions about your project can help you understand what they have to say. Don't cut off communication because you disagree with what they have to say. By doing this, you will be able to get beyond their resistance on a deeper level than the surface level (Wheatley-Liss, 2012).

### 3. List 5 major factors that enable a Project to be a success and briefly explain why they are important. (10 marks)

* Agree on the project goals, make sure theirs an agreement with management, project sponsors and other stakeholders on the purpose and goals of the project. Ate the project should be specific and measurable which will help define the project scope.
* Clearly defined plans with assigned responsibilities and accountabilities. These factors should be assigned to the tasks with appropriate due dates. The planning process should include risk management activities and communication requirement
* Manage the project scope effectively, which is defined in the goal setting and planning stage of a project. The project manager must always be on the alert for changes to the scope and effectively manage those changes for the project to be successful
* Should cultivate constant effective communication, you should determine the communication channels needed to inform the relevant stakeholders of the progress of the project. The project team will need task assignment and regular briefings.
* Make sure you have management support, that the project will add value to the project or solve a pressing problem

### 4. What is meant by “Strategic Objectives” and why is it important for a Project Manager to be aware of them? (4 marks)

Strategic objectives are goals you're attempting to accomplish within a specific time frame that describe what is crucial or important in your organizational strategy. They direct the activities of budgeting, capability requirements, resource allocation, and priority setting. They also provide the project team's goals, which are utilized to direct and coordinate the actions of all workers. They provide information for future marketing operations, IT, and human resource planning (Zolotov et al., 2022).

### 5. Why is it important to get Users involved in testing? Are there any precautions that you should take before inviting a User to get involved in testing? (4 marks)

It is important to get job holders involved in the testing process. Job holders have a unique perspective that can help to identify potential issues before the software is released. They know the expectations of their job, and can provide feedback on how well the software meets their needs. Besides, job holders can provide valuable insight into the usability of the software and can help to identify any potential design flaws that could make it difficult to use. Involving job holders in the testing process can help to ensure that the software meets the needs of the people who will be using it, and can help to improve the software and make it easier to use.

In the Diamond Business Offices case study, the job holders discussed above include the project manager, country manager, finance manager, accounting staff, booking staff, and customers. Each of these job holders have a unique perspective and can provide valuable insight into the usability and functionality of the software, and can help to identify and address any potential issues before it is released.

### 6. What is meant by the critical path and why is it crucial for a Project Manager to be aware of it? (4 marks)

The critical path is the sequence of depended tasks that form the longest duration, allowing you to determine the most efficient timeline possible to complete a project. They are tasks that are typically interrelated by tasks dependencies. It is crucial for project managers to be aware of it as for they can more easily prioritize tasks, build realistic schedules, keep project within budget and reduce or offset delays (Sinclair, 2019).

### 7. What is meant by “Milestone” and why is it important for a Project Manager to have them? (4 marks)

Milestones are markers that show when a task, a group of tasks, or a new phase of an activity has begun or been completed.

It's critical to have and establish clear milestones because they aid in tracking your team's work on a visible, approachable platform. By doing this, you keep everyone updated and team members can quickly see where the project stands and what has to be done (Dean, 2016).

### 8. What steps can you take to maximise “quality” when you are gathering requirements from users? (4 marks)

1. Define clear goals and objectives to ensure that everyone is working towards a common goal.
2. Use multiple channels for gathering requirements, this will help to ensure that all stakeholders have an opportunity to provide input and that all perspectives are considered
3. Identify stakeholders early, , identify those that will impact the project or will be affected by the project outcomes and involve them all in the requirement gathering process to ensure that everyone’s needs and expectations are considered.
4. Document and communicate requirement clearly and regularly with stakeholders to ensure that everyone is informed and aligned

### 9. What is meant by the terms “risks” and “issues” and what is the key difference between them? (6 marks)

Risks are the potential for future uncertainty regarding variations from anticipated earnings or results. They could be either positive or negative.

Obstacles or challenges that are already existent in a project activity are referred to as issues.

Risks and Issues differ in that Issues are problems that have already happened and require action, whereas Risks are events that may or may not happen (Petrocelly, 2020).

### 10. Explain why you may not employ the best resources available on a specific project (4 marks)

The best resources are costly, they are expensive and it may not be feasible to hire them so one will choose to settle for cheap of less quality

The best reassures may not be available when needed they may be hereby committed to other projects

The project may have tight deadlines it may not be feasible to wait for the best resources to be became available.

**References**

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