Assignment 4

 [Author Name(s), First M. Last, Omit Titles and Degrees]

[Institutional Affiliation(s)]

Author Note

Assignment 4

# Direct and Manage Project Work

One of the many major processes of project management, is Direct and Manage Project Work. It takes place in the integration management phase and makes sure that all the work that is being done, is according to the project plan. The Project plan lays out guidelines that are needed to execute the project, while the project work is directed and managed according to these guidelines. There are many techniques that are involved in making sure that the management is done in an effective way to ensure chances of delivering a complete product. This process involves establishing rules and procedures to make sure that the work is done smoothly.

Successful direction and management of project work is very important. Therefore, compliance to the guidelines in the project management plan is very important. There are many ways to determine whether this process is successful or not. A successful project means that during execution, there are no changes that might result in delay or failure of the project work. Similarly, all the requirements are being fulfilled within the defined schedule and budget. Successful direct and manage project work also means that updates are being made regularly as soon as change requests are made and implemented. This process also helps the managers in determining whether to reject, accept or defer a change request.

There are a number of strategies that managers can use in order to successfully manage the project work. Managers can make sure to inform all requirements to the HR personnel of project. This will make sure that Human resources of the project are aware of the work needed by them to fulfill these requirements. Secondly, clearly defining roles and responsibilities of human resources also ensure that they know clearly about their jobs within the project. Clarity of roles and responsibilities also make sure that there are no confusions or conflicts regarding roles. These conflicts can result in bigger problems, which are harmful for the overall project.

Thirdly, communication throughout the project is very important. Communication and collaboration ensures that everyone is on the same page, regarding any process of the projects. Changes should be communicated for the same purpose. There are many instances in which a change occurred but was not communicated on time to the execution team. This resulted in already done work by human resources that had to be changed afterwards as that was the requirement.

# Strategies to Address Project Risks

Project risks are of many types. These risks can occur at any time and if proper measures are not taken or planned by the project manager, can result in huge project failure. Therefore, it is important to first identify the risks that are likely to occur, even if the risk score is very low. These risks have to go through analysis to ensure that proper impact and chance of occurrence can be determined. There are some types of risks that are beyond the control of project team therefore they are difficult to manage. The project team does not have any choice, than to make sure that proper strategies are developed, through which these risks can be managed. There are also some risks that are within the control of project team. Extensive strategies have to be made to make sure that chances that the occurrence of these risks can be minimized.

Work Breakdown Structure is one of the most important components of any project. This importance is due to the clarity it provides to the project team according to the tasks that are required, to complete project work. There are many ways that this can be used to manage risks that the project team can control. Understanding WBS is very important as it tells the project team about the classification of project work. As activities and work are laid out in a structural form, it becomes easy for the project team to know if any activity is being delayed. This can help to minimize the risk of delays along with other risks, such as, an important activity being overlooked, work not completed on time, etc.

Another strategy is that the work that is being executed should be properly monitored. Monitoring and controlling of a project because it makes sure that the project is being executed in the way that was planned. There are many projects that fail due to the absence or lack of this process. This strategy will help in minimizing the risks such as cost overruns, being behind schedule, etc. If the work is being monitored throughout the project, it would be easy to know if costs are starting to be overrun or if an activity is being delayed. Before it becomes a big problem, such risks can be controlled immediately.

Documenting and managing all the changes that may arise in the project work is very important. Whenever, a change is requested by a team member, it goes through a proper formal process. All the documents that are related to this process must be updated side by side to know the changes that occurred in the project. This will help in making sure that the project team is aware of the changes being made in the project.

# Actions required at the Closing out Phase

When the project is coming to its end, there are many actions that are the responsibility of project manager. A project can’t just end without proper documentation and processes. There are many actions that are needed to be performed by the manager in order to make sure that the project closes by fulfilling all requirements.

One of the main actions that the manager has to perform is that the resources that are employed in the project have to be freed. As project is temporary, all the resources employed are also temporary. Their employment ends as soon as the project ends. These resources include man, material and machinery resources. At the closing phase, employment of human resources is terminated and all the necessary processes are done. These processes depend on each organization. However, it is common with all organizations that the human resources that were employed for just the project are freed. Manager has to make sure that their wages are paid along with other benefits that they were liable of. Similarly contracts are signed that officially means that their term has ended with the project. This is not limited to human resources only. Other resources such as machinery is also returned. For example, if an organization rented a crane for construction, at the closing of project it will be returned to the owner. Procedure such as clearing the bill, etc. will be done.

Another action is that documentation is competed. This documentation includes contracts that had to be closed, checklists to make sure that all the necessary work has been done, project plans that were updated throughout the project, etc. It is important to close these documentation with the closure of projects because it formally tells to all stakeholders that project has been ended.

Moreover, the main deliverable of the project is handed over to the customer or client. This also marks the completion of project as the main purpose of project is fulfilled. When the deliverable has been handed over, customer validates whether it is conforming to the requirements or not. If the deliverable is found to be conforming, the project is closed otherwise the product has to be made according to the requirements and the process starts again. (Aziz, 2015)

# Importance of Information and Lessons Learned in Projects

As the world is changing, the business sector is becoming more and more focused on becoming projects oriented. There is an important feature of project that ensures its success. This feature is the way information is managed throughout the project. Its importance has been realized because of the competition that organizations face in a very dynamic environment. Information is not only necessary within the organization and project team but also with the stakeholders. As these people have invested in some way with the project, it is their need to be updated with information regarding the working of project. Similarly, proper flow of information is required to make sure that the whole team is aware of things that are going on in the project. Management of information is required to ensure a smooth flow of this information. For this purpose a number of tools have been introduced. One of the tools is Project Information Management System. This is a software database that accumulates all the information in one place so that everyone has an access to it. (Chinyamurindi, 2017)

Just like information, lessons learned are very important for the prospect of future success of projects. These are the experiences that organization has had regarding projects. These are important because of the information they provide to the consumers. The existing project team can use this information that is stored in the form of lessons learned to learn more about different policies, procedures and experiences. These documents are also a way to store information that can be used by anyone that requires them. (Jugdev, 2012)

# References

Aziz, E. E. (2015). Project closing: the small process group with big impact. *PMI® Global Congress 2015—EMEA.* London, England. Newtown Square, PA: Project Management Institute.

Chinyamurindi, W. (2017). The role of information management in project management success: Narratives from entrepreneurs operating within the South African construction industry. *South African Journal of Information Management* , 1-9.

Jugdev, K. (2012). Learning from Lessons Learned: Project Management Research Program. *American Journal of Economics and Business Administration*, 13-22.