Tutorial Feedback: Leading and Managing Projects (LMP711S)

Assignment 2

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Dear Students, congratulations on submitting your assignments for marking. Best of luck to all who passed and are able to qualify for the exams. To all who could not qualify, there is always next time and strategise accordingly to make sure that you go through and complete the module.

For assignment 2 you were given the following questions;

1. **Outline project success (Cite relevant examples to support your points)**

Consult your prescribed books and you outline what project success is and cite relevant examples from the case study to support your answers. You were expected to do research as well as application.

2. **It is believed that communication is very important in project management, discuss critical issues of communication and how it can help the project succeed.**

In project management, a communication plan is an outline of how you're going to communicate important, ongoing project information to key stakeholders. Your communication plan will help your team understand who should be getting which notifications and when to loop in project stakeholders. As part of your communication plan, you'll clarify which channel stakeholders should use and when, how frequently different details should be communicated, and who is responsible for each of the different channels.

Sharing a communication plan can give your team clarity about which tools to use when and who to contact with each of those tools. Without a communication plan, you might have one team member trying to ask questions about work in a tool that another team member rarely checks. Rather than being able to clearly communicate and move forward with work, each team member would end up frustrated, confused, and disconnected from the work that matters. Then, if they don't have clear insight into who is responsible for each channel, they might end up reaching out to an executive stakeholder with questions that person can't

answer. What started out as a simple miscommunication has spiraled into three frustrated team members—and all the while, work isn't moving forward.

What should a communication plan include?

Your communication plan is your one-stop-shop for your project communication strategy. Team members should be able to use the communication plan to answer project questions like:

- What communication channels are we using? What is each channel used for?

- When should we communicate in person vs. asynchronously?

- What are the project roles? Who is the project manager? Who is on the project team? Who are the project stakeholders?

- How are important project details, like project status updates, going to be communicated? How frequently will these be shared?

The benefits of a communication plan

Obviously clear communication in the workplace is a good thing. But do you really need a written communication plan to do that?

In a word: yes. A good communication plan can help you communicate the right information to the right project stakeholders. Executive stakeholders don't need to be notified about every project detail—similarly, every project team member might not need to be on a conference call with your external partners. By clarifying where and how you'll be communicating, you can reduce the guessing game and unblock your team.

3. **Define the term risk management and identify some of the risks that can affect projects negatively. Cite examples to support your answer.**

A risk management plan details how your project team analyzes and mitigates potential project risks.

Managing project risk is all about identifying, planning for, and monitoring potential risk. Not everything will go wrong, and it's even possible that nothing will go wrong. But proactive risk

assessment and incident management can help you be prepared and course correct quickly. This ensures you hit all of your project objectives on time and within your budget.

If you're getting started with risk management, here are six steps to help you write a project risk management plan.

Identify

To identify risks, create a project risk management plan by putting together a list of all potential project risk events. A risk event is anything that could impact your project's schedule, budget, or success.

Analyze

For each risk you've identified, analyze the likelihood, severity, and response plan. Depending on the complexity of your project risks, consider doing your risk analysis with your project team or with key stakeholders. To decide severity, think of how the risk will impact your project objectives. Will it delay your timeline, undermine your budget, or reduce the impact of your project deliverables? Then, for each risk, come up with a response plan.

Prioritize

To prioritize your risks, ask yourself: based on your risk register and analysis, which risks are most likely to happen and be most potentially damaging to your project's success? The most important risks to address are those that have a high probability of happening and also a high severity. You'll want to monitor and respond to all potential risks, but these are the ones you want to pay most attention to and check in on most frequently.

Assign

This step is optional—but recommended. Even though your risks haven't happened yet, it's helpful to assign a risk owner early, so your team members are prepared. This person should not only monitor the risk but they'll also be the point person for developing a risk mitigation plan.

Monitor

At this point, your project has begun. Hopefully, you're tracking well towards your ultimate project objectives. But make sure you continue actively monitoring your risks in order to avoid any nasty surprises.

Respond

If at any point a risk becomes reality, it's time to respond. With your risk register and risk management plan in place, you should have a great contingency plan to deal with risks.

4. **Define the term leadership, types of leadership and based on your opinion which type of leadership could be best applied to prevent project failures as stated in the case study.**

Students are expected to discuss in detail on what leadership is and then choose which one they prefer with supporting reasons.

 All the best.

Regards

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