

Victoria University of Bangladesh
Final Examination

Course code : HM-695

Course Title : Project Development

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Ans to the Q. NO - 1

Project Management Process

Project management is the discipline of planning, executing and completing projects. Project managers achieve this by using a set of methodologies, processes and tools to guide their teams and manage resources.

Project management is one of the critical processes of any project. This is due to the fact that project management is the core process that connects all other project activities and processes together.

When it comes to the

activities of project management, there are plenty. However, these plenty of project management activities can be categorized into five main processes,

01. project initiation —

project initiation is the starting point of any project. In this process, all the activities related to winning a project takes place. usually, the main activity of this phase is the pre-sale. usually, project initiation process ends with requirements sign-off.

02. project planning —

project planning is one

of the main project management process. If the project management team gets this step wrong, there could be heavy negative consequences during the next phases of the project.

Therefore, the project management team will have to pay detailed attention to this process of the project.

03. Project Execution.

After all paperwork is done, in this phase, the project management executes the project in order to achieve project objectives.

When it comes to execution, each member of the team carries out their own assignments within the given deadline for each

activity. The detailed project schedule will be used for tracking the project progress.

04. Control and Validation —

During the project life cycle, the project activities should be thoroughly controlled and validated. The controlling can be mainly done by adhering to the initial protocols such as project plan, quality assurance test plan and communication plan for the project.

Validation is a supporting activity that runs from first day to the last day of a project. Each and every activity and

delivery should have its own validation criteria in order to verify the successful outcome or the successful completion.

05. Closeout and Evaluation

Once all the project requirements are achieved, it is time to hand over the implemented system and closeout the project. If the project deliverables are in part with the acceptance criteria defined by the client, the project will be duly accepted and paid by the customer.

Once the project closeout takes place, it is time to evaluate the entire project. During the project evaluation process, the

service provider may notice that they haven't gained the expected margins for the project and may have exceeded the timelines planned at the beginning.

Project Human Resource Management -

Project human resource management is the ability to lead and manage project teams, project human resource management ensures that all people involved in the project are effectively used. It includes all stakeholders like project team members, customers, partners etc.

project human resource (HR) management is an element of project management concerned with organizing, managing and leading a project team. The team includes everyone who has assigned roles and responsibilities for completing the project.

project teams present unique opportunities and challenges because they bring staff from different functional areas together in new roles and relationships. An employee with no supervisory experience might lead a project phase, assuming authority over more senior employees. The project human resource management plan, sometimes called the team management plan, contains four steps →

i. plan human resource management —

In this phase, the project manager (PM) identifies the roles and responsibilities needed to fulfill the project goals. From this, the manager drafts a team structure and staffing plan.

ii. Acquire the project team: —

The project manager chooses staff members to fill the various roles and ensures their availability and willingness to serve on the project team.

iii. Develop team members —

This includes team building, skills development, and

other efforts to enhance the team's performance.

iv. Manage the team -

The project manager tracks performance, offers feedback, resolves conflicts and eliminates roadblocks to optimize performance.

yet without managing human resources, project teams can founder, taking critical projects down with them. project human resource management, also called project team management, ensures that project teams have the time, skills, resources and direction they need to meet project goals.

Ans to the Q. NO - 2.

Team Building Activities —

Team building creates stronger bonds among the members of a group. The individual members respect each other and their differences and share common goals and expectations.

Team building can include the daily interaction that employees engage in when working together to carry out the requirements of their job. This form of team building is natural and can be assisted if the group takes the time to come up with a set of team

norms. These norms help group members know how to appropriately interact on the team and with the rest of the organization.

Team building can also involve structured activities and exercises led by team members. Or, with the proper budget and goals, managers can contract out for facilitation with an external resource. External facilitation by an experienced person can give the team building a boost.

Often the team leader or manager will facilitate a series of meetings at which

employees get to know each other and develop cohesive working relationships.

In a large organization, organization development staff can lead the team-building sessions. Many human resources practitioners are also comfortable leading team-building sessions. And with a little practice teams can use another employee to facilitate their group's session.

But team building doesn't always have to have a facilitated meeting to accomplish the goal of a cohesive team. We can build our teams by structuring activities

and fun events that team members can do together. The best team-building activities are inexpensive, fun, and effective - not to mention local and easy to do.

Team building activities are activities that help teams improve their ability to work together on a variety of tasks by giving them a chance to practice in a situation where the stakes are low. They can be icebreakers for new teams and allow teams to isolate specific skills and work on them, such as problem-solving.

There are four main

types of team building activities, which include -

- i. Communication activities
- ii. problem solving and decision-making activities
- iii. Adaptability and planning activities
- iv. Trust building activities

The idea is to perform various activities that are fun, challenging and which also have the side effect of building teamwork skills that can help improve employee performance and productivity at the office.

Team building is an

ongoing process that helps a group of individuals evolve into a cohesive unit. To help build own department's team building skills below are some fun and creative ways to get the team working together.

1. Back-to-Back Drawing

2. Blind draw

3. Memory wall

4. Odd couples

5. Truth and lies

6. Shipwrecked

7. Share our Bucket list

8.

Team building activities

have now become an essential part of company culture,

Ans to the Q. No - 3

Recognition and Rewards —

Recognition and Rewards is a system where people are acknowledged for their performance in intrinsic or extrinsic ways. Recognition and Reward is present in a work environment where there is appropriate acknowledgement and appreciation of employee's efforts in a fair and timely manner. This includes appropriate and regular financial compensation, as well as employee or team celebrations, recognition of years served, and/or milestones reached.

part of the team development process involves recognizing and rewarding desirable behaviour. The original plans concerning ways in which to reward people are developed during the Develop Human Resource plan process. It is important to recognize that a particular reward given to any individual will only be effective if it satisfies a need which is valued the most by that individual. Award decisions are made, formally or informally during the process of managing the project team through project performance appraisals, cultural differences should be considered

when determining recognition and rewards. For example, developing appropriate team rewards in a culture that encourages individualism can be difficult.

Only desirable behaviours should be rewarded. For example, the willingness to work overtime to meet an aggressive schedule objective should be rewarded or recognized; needing to work overtime as the result of poor planning should not be rewarded. Win-lose rewards that only a limited number of project team members can achieve, such as team member of the month, can hurt team cohesiveness. Rewarding

behaviour that everyone can achieve, such as turning in progress reports on time, tends to increase support among team members,

people are motivated if they feel they are valued in the organization and this value is demonstrated by the rewards given to them. Generally, money is viewed by most as a very important aspect of any reward system. Most project team members are motivated by an opportunity to grow, accomplish and apply their professional skills to meet new challenges. public recognition of good performance

Creates positive reinforcement.

When an individual receives an award, it is spent or consumed. When an individual is recognised, it is more of a personal experience of the best form, which tends to last forever in memory.

Companies use rewards and recognition programs to show appreciation to their employees and motivate them to continue their good work. There are two types of rewards and recognition: monetary rewards and non-monetary recognition.

Monetary rewards include:

→ Bonuses

→ Treats

→ paid events

→ Gifts

→ Additional day offs

→ Additional fringe benefits

→ promotion

Non-monetary recognition includes :-

→ Hand-written notes

→ public praise

→ Time with the CEO

→ performance-based awards

Rewards and recognition allow employees to feel that their good work is both recognized and appreciated. It motivates them to give their best for the growth

and well-being of the company.

Common benefits of giving rewards and recognition to employees include :

- Improving employee motivation, engagement and satisfaction.
- Boosting employee retention.
- Creating a more positive work-place,
- Encouraging friendly competition
- Building company culture
- Reducing stress and absenteeism.

Rewards and recognition programs allow the work of employees to be systematically recognized based on specific criteria to ensure fairness

between the employees.

Rewards and recognition programs refer to a structured method of recognizing the importance of the contribution of employees to the success of the company.

Ans to the Q. NO - 4

Importance of Training —

Training and development programs provide a host of benefits. They enhance employee performance, boost employee productivity, reduce employee turnover, and improve company culture. Explore the importance of training and development programs for employees and employers by pursuing a career in human resources.

The significance and value of training has long been recognized. Consider the popular and often repeated quotation, "Give a person

a fish and you feed him for a day. Teach a person to fish and you feed him for a lifetime." This simple but profound saying is attributed to the wisdom of Confucius who lived in the 5th century BC. Give today's business climate and the exponential growth in technology with its effect on the economy and society at large, the need for training is more pronounced than ever.

Training is the most simplistic definition, is an activity that changes people's behaviour. Increased productivity is often said to be the most important reason for training.

Training is giving to the employee for the specific purpose and task. Training is giving for the short period of time. It is an act to increase the skills and knowledge of the employee for the required purpose or task.

Importance of training in an organisation are —

- i. Advantages of standardization
- ii. Increasing organisational stability and flexibility
- iii. Heightened morale
- iv. Reduced supervision and direction
- v. Economical use of resources

vi. Increase in productivity

vii. Future manpower needs

viii. Better industrial relations

ix. Reduced accidents at workplace

x. Reduce learning time.

Training is an integral part of human resource development programme in almost all organizations. Training in fact, is the cornerstone of effective management because it makes employees more efficient and productive.

Training gives everyone

a great understanding of their responsibilities and the knowledge and skills they need to do that job. This will enhance their confidence which can also improve their overall performance.

The importance of training employees can't be understated. Training helps equip our workforce with the skills they need to do their jobs effectively. Effective training can improve employee loyalty, satisfaction, and commitment to our organization. Management training also teaches essential leadership skills, setting standards for our business that have a trickle-down effect to the rest of our workforce.

Don't forget the importance of training employees in a targeted way. Training should ideally be customized to fit the target audience, whether that's the sales team, management or service staff. Every employee at every level can benefit from individualized training.

The importance of training lies in its power to increase and improve skills in the workplace. It can give our organization a competitive advantage, helping to boost individual and organization performance.

Ans to the Q. NO - 5

Bandarban project plane

project Name -

Sustainable Small Scale
Water Resources Development in Bandar
ban (1st Revised)

Water is very important
component for sustainable development -
economic, social and environmental. Water
resources and the essential services
they provide, are among the keys
to achieving poverty reduction, inclusive
growth, public health, food security,
lives of dignity for all and

long-lasting harmony with Earth's essential ecosystems. The vast majority of the poor in Bangladesh is in rural areas and depend on agricultural for their livelihoods, thus the agricultural development and sustainable rural water resources management, (are critical) for socio economic development of the country. In this context, it is important for farmers to increase water use efficiency and improve agricultural water management, while preserving aquatic ecosystems.

Local Government Engineering

Department (LGED) get involvement in agricultural intervention through surface water management that includes water conservation, drainage improvement, flood management, command area development and WMCA office for institutional development. This increase agricultural and fish production through institutionalization of stakeholders for ecological and viable water resources management and employment generation. Since 1995 LGED implemented about 800 stakeholder driven sub project having an area below 1000 ha under different small-scale Water Resources Development projects with a view to achieving optimization

of water resources for agriculture
adapting climate change.

Hence, it's very much
needed to formulate project of
Bandarban. The water crisis turns
acute during dry season in many
areas of Ruma, Thanchi, Lama, Rowang-
chhari, Ali Kadam and Naikhang-
chhari upazilas of the district.

Main focus of water sector
project in Bandarban by LGED is
rain water harvesting and thereby
surface water irrigation. Extraction
of ground water always avoid
in LGED project activities.

project information Table

Implementing Agency	LGED		
project code	224030700		
project Name	Sustainable Small Scale Water Resources Development project		
Date of Approval	28.03.2017		
Starting Date	Dec Jan - 2017		
Completion Date	Dec - 2023		
project cost	Total	GOB	PA
	48884.00Lac	4884.00Lac	
Cumulative Expenditure	21750.350 (In Lac Taka)		
physical progress	52		
progress Reporting Date	30.06.22		
Comments			

At a Glance

Short Title	SSWRDP
Ministry	LGAD
Executing Agency	LGED
Approval Ref :	
project code :	224030700
Sector	water
Status	ongoing Investment project
Funded by	GOB
Budget	4884.00 lac
Start Date	Jan - 2017
Completion Date	Dec - 2023