## [B362/GEB3422 Section 06 Business Project Management - Online Plus - 2017 Spring Mid-Quarter](https://engage.rasmussen.edu/learn/course/view.php?id=7099)

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Module 04 Activity - Assigning Project Resources

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Scope definition: this entails elaborating the mission of the project in terms of duration the project will take and the amount of resources to be utilized from the beginning of the project to the end of it. This acts as the pointer of the project and as result the project stays focused and committed to the mission. Defining scope also involves informing the related parties concerned in project implementation about the steps to be followed in carrying out the project, new changes as well as answering any question that might arise in the course of the time. A project manager together with the sponsors of the project should design the project scope and communicate it to the supporting staff who will take the idea down for implementation purposes.

Communication: the most important action in any project undertaken is to communicate. Communication here comes in many dimensions as it starts from the beginning of the project to the end of it. Project managers must communicate the plans, processes, changes and any other necessary thing to the supporting staff that carry out project implementation. They should communicate with the project donors/sponsors constantly to inform about the progress of the project as well as the new challenges faced and suggested remedies. Communication should be a constant practice for any project to receive undivided support from all fronts.

Status reporting: this step involves the real project execution. After the assigned duties are done by respective staffs, reports are prepared indicating the variables that facilitate project implementation. Financial reports which spell out how funds have been utilized are prepared to present to the project’s sponsor for accountability purposes. These reports are collectively presented at a certain time as requested by the sponsor. It can be once a year, half-yearly, quarterly or even monthly reports. Other reports showing how responsibilities were carried out are also prepared to enable easy assessment of the organization’s strengths and weaknesses.

Monitoring and evaluation: in every project to be implemented, there are performance indicators that are put in place to check if the project is taking the right direction. These performance indicators are laid down steps or even goals that when they get accomplished at a certain level then it can be concluded the project is heading to the right direction. They help to keep the project in check through the whole period of project implementation. After the project is done, there also other measures taken to assess the viability of the project. How the resources were used, the amount of time taken to implement the project and whether the project meets the set parameters as it had been indicated from the beginning.

Human capital management is defined as an approach to employee staffing that perceives people as assets. Human capital is the core resource for any project to succeed. The value of these people can be measured and their future can be enhanced through continuous investment. For any successful project, adequate resource allocation must be assigned appropriately. Human resource being the most important and a vital determinant to the success of the project should be upheld with great dignity and respect. These people must be acquainted with the strategic direction of the project. They must be appropriately distributed to the various sectors of the project. Skills, experience and strong will to carry out the project in the format needed should be a consideration to assigning employees the, responsibility. The other technique for these people should their ability to use allocated resources according to the structured way as well as being able to be held accountable for the resources one is allocated.

The best time to level load a project is when it has gained the ability to be autonomous. When it is able to stand by itself and has the capacity to cater for the small and inferior costs that might not be included in the overall budget.

Reduce on extreme expenditures: for any project, there are always surplus funds set aside to accommodate any miscellaneous activity that might crop up in the course of project implementation. The project manager must be very keen to always cut the surplus costs that can be used to carry out other important tasks. In the event that funds are limited, these surplus funds can be used to facilitate where there is a shortcoming.

Use of alternatives: before any project is begun, all options concerning resource allocations are exhausted and alternatives provided in case of any shortcoming. Therefore the project manager should utilize the opportunity of using alternative ways suggested by the top management as well as shareholders.

Communicate to the shareholders and other concerned parties: in case of a project topple; the project manager should always communicate with the shareholders to ask their opinions and advice. Also it is advisable to reach out to other concerned parties who can help in terms of advice and also resources.

Change the plan: when a plan becomes hard to execute, the project manager may opt to change the strategies accompanying it or change the whole plan in the entirely. This gives the top management sufficient time to go back to the drawing board and come up with attainable project goals and objectives.