



PROJECT ADMINISTRATION :-

essentials of project Administration :-

A project administrator is a professional who organizes the necessary team members and specializes in facilitating, reporting and analyzing projects under the supervision of a project manager. This position requires great responsibility and proper time management because the job entails constant monitoring and control of all project variables. The project administrator's role is not only to ensure that the project is finished on time and on budget, but also may involve acquiring more contracts.

- schedule regular meeting and record decisions (e.g. assigned tasks and next steps).
- Break projects into doable tasks and set timeframes and goals.
- create and update workflows.
- conduct risk analyses
- prepare and provide documentation to internal teams and key stakeholders.
- order resources, like equipment and software.
- Retrieve necessary information
- Track expenses and predict future costs.
- Monitor project progress and address potential issues.
- coordinate quality controls to ensure deliverables meet requirements.

There are two systems for the management of project and they are:-
project work system and project control system.

→ project work system can be designed by developing and preparing the following tools:-

- work breakdown structure.
- project execution plan
- project procedure manual etc.

→ Similarly for effective project control system it is essential to design the tools such as • project planning, • project scheduling and project monitoring.

Project Team:-

A project team is an organized group of people who are involved in performing shared/individual tasks of the project as well as achieving shared/individual goals and objectives for the purpose of accomplishing the project and producing its results. The team consists of the full-time and part-time human resources supposed to collaboratively work on producing the deliverables and moving the project towards successful completion.

→ Advantage (before 1 page)

project team member duties can be summed up as the following:-

- contribute to overall project objectives.
- complete individual deliverables.

- provide expertise
- work with users to determine and meet business needs.
- Document the process.

A project team consists of a specific group of individuals.

The following are different types of a project team :-

- ① Initial project team
- ② Core project team
- ③ Full project team
- ④ Project advisors
- ⑤ Project stakeholders
- ⑥ Process facilitators

① Initial project team:-

The initial project team consists of specific people who initially conceive the idea of starting a project. The team members are responsible for the planning and execution of the project. One of the team members will be designated as the project manager. The project manager will be responsible for coordinating the activities amongst the team members.

② Core project team:-

The core project team is a small group of people, typically 3 to 8 people who are ultimately responsible for designing and managing a project. This team consists of sponsor, client leader, expert and internal auditor.

③ full project team:-

This team consists of complete group of people involved in designing, implementing, monitoring and controlling a project. This team includes managers, stakeholders, researchers and other key implementers of the project.

④ project advisors:-

Project advisors are the people who are not in the project team, but finally to whom the team members can depend for honest feedback and counselling. Project advisor is a person who anchors the cause of the projects.

⑤ project stakeholders:-

Project stakeholders are the individuals, groups or institutions who have special interest in the natural resources of the project area.

⑥ process project facilitators:-

A process facilitator is a person who can help the project team through the planning process. The process facilitator understands the key elements of the process and has good facilitation skills.

Three conventional Roles:-

Leader :- A project team leader is a person who provides leadership and guidance to the team and makes takes responsibility for the results of teamwork. The team leader role involves the development and encouragement of the team through training, leading, motivation, recognition, rewarding and other activities that stimulate or force team members to do the required tasks.

Member :- A project team member is a person who is actually involved in doing assigned tasks. Team members directly access the project and actively evolve its processes. They are subordinated to the team leader.

Contributor :- A project team contributor is a person or an organization that participates in teamwork but is not actually involved in performing tasks and carrying out project team responsibilities. Contributors help improve the project through giving valued suggestions, expert judgement and consultation. They aren't responsible for the project results. Often project team contributors have an interest or concern in the project, so they facilitate successful completion.

Project Design :- The project design includes everything from who is responsible for completing the project to a description of the project, its goals, outcomes and objectives. It describes when these goals, outcomes and objectives will be reached and the major deliverables.

products or features that will be completed.

project design is one of the earliest stages in the life of a project (exactly when it occurs varies by organisation). During project design, an outline of the project is created, that including :-

- The organisation(s) responsible for completing it.
- A description of the project.
- Goals, outcomes and objectives and for when they will be completed.
- Major deliverables, products and/or features success criteria and monitoring and evaluation guidelines.
- Budget estimates.

OR

project design is the first stage in the execution of the project. project design is concerned with developing project scheduling techniques and implementation of the project. It includes finding of location, construction of buildings, procuring plant and machinery and finally execution the project.

Significance of project design (Advantages) :-

- i) It gives a comprehensive idea about the entire project.
- ii) It is a diagrammatic representation of the work plan designed to execute the project.
- iii) The various activities of the project are explained in sequence to highlights the various phases of the project.



- iv) It helps entrepreneurs in coordinating project activities.
- v) It serves as an effective tool of planning and implementation of a project.
- vi) It helps managers to plan the project economically.

7 steps to effective project design:-

- Define project goal.
- Determine outcomes, objectives and/or deliverables.
- Identify risks, constraints and assumptions.
- Prepare a visual aid.
- Ballpark your budget.
- Determine ~~approval~~ approval and monitoring process.
- Use proper project ~~its~~ design documents.

Work Breakdown Structure (WBS) :-

A work breakdown structure (WBS) is a project management tool that breaks down a project into smaller, more manageable components. It helps organize and define the total scope of the project by creating a hierarchy of tasks, deliverables, and work packages. It also develops linkage between various tasks or activities.

The breakdown can be:-

- 1) Agency-oriented :- In this type of breakdown, different categories of agencies or types of agencies are allocated to a group or individual. For example - dealing with civil contractors, equipment suppliers, liaising with government bodies.

1. function-oriented :- like departmentalisation, the activities are divided on the basis of type of work. A project can be divided into engineering works, accounting works, financial works, procurement work and human resource works and so on.
2. location-oriented :- This types of WBS is generally useful when the project is multi-locational.
4. cost-orientation :- Different cost centres are identified and allocated to various groups or individuals.
5. Life-cycle-oriented :- There exists a project life-cycle, so work can be divided on the basis of different phases of life cycle, like identification team, planning team, implementation team and so on.

WBS is an important document and can be tailored to use in a number of different way. (Advantages)

- i) It serves as an effective means of communication to integrate the objectives and activities of all the internal and external organisations involved in the project.
- ii) It represent separate sequential and parallel activities assigned to different groups who will schedule, measure and control their own performance.
- iii) It reflects the procurement strategy during the various stages of the project life cycle.

- iv) It may illustrate how each piece of the project contribute to the whole in terms of performance.
- v) Development of Control and Information System.

Project Execution Plan (PEP) :-

Project execution plan (PEP) refers to that exercise of matching the project hardware and software with the executing agencies to that a viable work system emerges. Project execution plan is a strategic plan. It does not deal with the operational details of building a project. The operational details are covered in a network plan which is developed later after the project execution plan is approved by the owner's plan for project execution and therefore, it must form the basis for development of all operational plans including network plans.

Project execution plan are sub-divided into four types they are! -

- ① Contracting plan
- ② Work packaging plan
- ③ Organization plan
- ④ Systems and procedure plan.

1) Contracting plan! -

This is the first step in the preparation of a project execution plan. To develop self-regulating systems, it is necessary to contract out those areas where the

owner's company does not have inherent competence. which type of contract to choose, which type of reimbursement to make, what condition of contracts to stipulate and what payment terms to offer, are the issues that must be examined during this phase of the project. contract planning would involve examination in terms of sharing of a no. of alternatives since there are so many possible arrangements in terms of sharing of responsibilities, types of reimbursement and general conditions of contract.

* 2) work packaging plan :-

work packaging plan will be the next important step in the preparation of the project execution plan. A work package in a project is the smallest division of work where it still retains the characteristics of a project. A work package is a group of related tasks within a project. Because they look like project themselves, they are often thought of as a sub-project within a larger project. work packages are the smallest unit of work that a project can be broken down into when creating the work breakdown structure (WBS).

work packaging enables better organization and management of project. work packaging can also ensure that all agencies in a project think and channelise their effort in one direction, i.e. towards the completion of the

3.3.3 Organisation plan:-

An organization plan is basically a "to do" list for an organization. It lists out the plan of work, programs and organizational growth over a period of time, the tasks involved, who is responsible for them and when they will be done.

4. System and procedure plan:-

The last section of the project execution plan deals with system and procedure. A heavy emphasis has to be placed on routine system and procedure so that no intervention is required in the day-to-day operation of a system. There are at least eight seven routine sub-systems of project management for which appropriate procedures can be conceived right at the start of the project implementation.

These seven sub-systems are:-

- i) contract management
- ii) configuration management
- iii) Time "
- iv) cost "
- v) fund "
- vi) Materials "
- vii) Communications "

project procedure Manual:-

A project procedure manual is to be prepared in a such a way that the interacting agencies are able to see their roles and mutual relationship in pursuance of the common goal.

preparation of a project procedure manual should start with each project management sub-system. A system decomposition has to be carried out on each sub-system to identify the need for procedure ~~with~~ write-ups. while carrying out systems break-up the question to be asked is what the system must achieve and what contribute to the effective functioning of each of the elements. The project procedure manual gives a complete picture about the system.

project Diary:-

A project diary is a systematic and organized record-keeping tool used to document the progress, activities, decision and reflections associated with a project. It serves detailed log that captures important information throughout the project's lifecycle, providing a comprehensive and chronological account of the work done. A project diary can help in tracking milestones, identifying challenges and reflecting on lessons learned, thereby facilitating better project management and continuous improvement.

project execution system:-

once these systems and procedures have been developed for the project, it is the duty of the project administrator to set for smooth take off. It requires proper project execution system which should be more concerned about external intervention for survival than on its original internal self-regulating capability.

The external intervention will be of the following forms:-

- project direction
- project co-ordination
- project communication
- project organization
- project control

The project execution systems consists of the processes performed to complete the work defined in the project management plan to satisfy the project specifications.

The successful execution and administration of project requires direction, organization, co-ordination, communication and control all at the same time but in varying proportion.

project direction :-

project direction is the process of implementing and carrying out of those approved plans that are necessary to achieve objectives. During the initiation or start-up period of the project this direction shall be provided by the project manager, but once the project enters the production

period will be exercised by other members of the project organization or else the project will stall.

projecting direction involves steps as follows:-

① Staffing:- seeing that a professional person is chosen for every position.

② Training:- Training individuals and groups on how to fulfil their duties and responsibilities.

③ Supervising:- Giving day-to-day instructions, guidance and discipline as required so that they can fulfil their duties and responsibilities.

④ Delegating:- Assigning work, responsibility and authority so that others can make maximum utilisation of their abilities.

⑤ Motivating:- Encouraging others to put more effort into the successful completion of the projects.

⑥ Counselling:- solve the personal problems and holding private discussions about how he might to better work.

⑦ Coordinating:- Bring synchronization betⁿ different activities.

Communication in a project:-

for a successful direction a two-way communications system is essential. for that matter, the entire process of direction, co-ordination and control in a project revolve around communication.

communications has two dimensions physical and mental.

physical communication: passing a memo, drawing, data, instruction, information etc. are the physical aspects of communications, which can be easily achieved.

Mental communications: understanding the role same in the light of role expectation, empathy, language barriers, listening skills etc are the mental aspects of communication which may create barriers in communication.

Effective communications is often the foundation of successful project. Good communication can unite team members and stakeholders to a project's strategy, objectives and budget. It can also enable everyone involved in the project to understand his or her roles, which may make them more likely to support the project. Without effective communication, projects can be incur more risk and fail to meet desired outcomes.

Step to be taken for effective communication :-

- i) organisation or work: people and work place with communication orientation.
- ii) selection and installation of appropriate communication devices
- iii) project review and co-ordination meeting at predetermined frequency
- iv) predetermined document distribution matrix
- v) establishing healthy attitude towards communication by appropriate directions.
- vi) Installing structured reporting system

- vii) implementing routing communication system and procedures.
- viii) establishing a control room.
- ix) using desktop computers for communications.
- x) keep update timely and concise.

Hence, in any action plan, organisation of work and people is a basic project management requirement.

project co-ordination :-

project coordination is the day-to-day management of tasks within the department. The purpose of coordinating projects is to streamline the workflow of the tasks. A project manager inform employees about who is responsible for each section of a project and its deadlines.

co-ordination in a project is important because of the need for simultaneous working of no. of activities. Therefore, one cannot proceed simply with the execution of a project without proper co-ordination.

projection co-ordination procedure :-

co-ordination basically addresses itself to two aspect of work -

- 1) physical aspect would refer to what work is to be done, how much work is to be done and who will do the work.
- 2) timing aspects would refer to when the work will be done.

• Pre-requisites for successful project implementation:-

In order to minimize time and cost over-runs during the implementation of a project it is necessary to study about pre-requisites for successful project implementation. Keeping checks on these pre-requisites help to improve prospects of successful completion of projects. A lot of things can be done to achieve this goal, the more important ones appear to be as follows:-

1. Adequate formulation.
2. Sound project organization.
3. Proper implementation planning.
4. Advance action.
5. Timely availability of funds.
6. Effective monitoring.
7. Better contract management.

1. Adequate formulation:-

Often project formulation is deficient because of one or more of the following shortcomings:-

- Superficial field investigation.
- cursory assessment of input requirements.
- Improper methods used for estimating costs and benefits.
- omission of the project linkages.
- poor assessments of input requirement.
- flawed judgement because of lack of experience and expertise.
- undue hurry to get started.

2) Sound project organization :-

A sound organization for implementing the project is critical to its success. The characteristics of such an organization are :-

- It is led by a competent leader who is accountable for the project performance.
- The authority of the project leader and his team is corresponding with their responsibility.
- Adequate attention is paid to the human side of the project.
- Systems and methods are clearly defined.
- Rewards and penalties to individuals are related to performance.

3. proper implementation planning :-

once the investment decision is taken and ~~the~~ during the formulation and appraisal process, it is necessary to do the detailed implementation planning before commencing the actual implementation. Such planning should involve following step :-

- Develop a comprehensive time plan for various activities.
- Estimates meticulously the resource requirement (manpower, materials, money, methods, etc) for each period to realise the time plan.
- Define properly the inter-linkages betⁿ various activities of the project.
- Specify cost standards.

Advance action :-

when the project appears to be operational, advance action the following activities may be initiated :-

- Acquisition of land,
- Securing essential ~~clearance~~ - clearness,
- Identifying Technical consultants,
- Arranging for infrastructure facilities,
- preliminary design and engineering,
- calling of tenders.

5. Timely Availability of funds :-

- once a project is approved, adequate funds must be made available to get meet its requirement as per the plan - of implementation.

it would be highly desirable if funds are provided even before the final approval to initiate advance action.

6. Effective Monitoring :-

To keep a track on the progress of the project, a system of monitoring must be established, this help in :-

- Anticipating deviations from the implementation plan.
- Analysing emerging problems - and resolving it at the earliest.
- Taking corrective action.

In developing a system of monitoring, the following points must be borne in mind!

- It should focus sharply on the critical aspects of project implementation.
- It must lay more emphasis on physical milestones and not on financial targets.

7. Better Contract management :-

since a substantial portion of a project is typically executed through contracts, the proper management of contracts should be done :-

- The competence and capability of all the contractors must be ensured - one weak link jeopardize the timely performance of the contract.
- proper discipline must be inculcated among contractors and suppliers by insisting that they should develop realistic and detailed resource and time plans which are congruent with the project plan.
- Help should be extended to contractors and suppliers when they have genuine problems - they should be regarded as partners in a common pursuit.

objective of project life cycle :-

- i) structure and order :- It provides a structured approach to managing the project from start to finish, ensuring clarity on what needs to be done and when.
- ii) phased approach :- Breaks down the project into manageable phases or stages, making it easier to plan, execute and monitor progress.
- iii) control and monitoring :- facilitates control and monitoring of the project progress, resources and quality throughout its lifecycle.
- iv) Risk management :- It helps to identify and manage risks at different stages, to reducing uncertainties and enhancing project success.