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**Discussion**

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## Discussion

### **What is meant by planning a project?**

People do have ideas for projects but without a better plan, but through a plan that makes it develop into a tangible result. According to Gido et al. (2018), planning is a process that involves documenting the descriptions of how the project will be implemented, supervised, controlled, and closed. Moreover, through the project plan, managers and the organization will take it as a reference point. The plan is developed continuously during the project planning phase. It includes several documents that highlight various things such as the tasks to be accomplished, resources required such as the workers, equipment, and finance.

The best project plan should also include aspects of risks and the way they can be handled. Simultaneously, the plan should also include contingency plans and flexible to allow progressive changes throughout the project. According to Meredith et al. (2017), a project plan should have three components: activities, resources, and tasks. The same source added that stipulating the activities in the plan are essential in getting the project done. For instance, there is a need to measure advancement, distribution of resources, communication efficiency, and trail time utilization. Resources is also a critical element of the project plan, and it includes the budget and materials, and human resources. The plan should address where the materials will be obtained, the number of employees needed, and subcontractors or temporary. Finally, tasks will be divided into several tasks that make up the whole project. The tasks are vital in enabling more straightforward measures and addressing challenges.

### **Why should a project have a regular reporting period?**

Reporting plays a critical role in any project implementation, irrespective of the size. Therefore, regular reporting needs to be developed for comparing the actual execution with the planned progress. Moreover, regular reporting is essential in keeping track and analysis of the project's performance and overall operation and recognizing the areas that require improvement and chances for growth. Project managers utilize the reports to know if they are suitable for the original plan's schedule; however, not all projects need to have the same reporting period. Some may be weekly, daily or monthly, depending on the duration and complexity (Gido et al., 2018). Furthermore, various data are required to be gathered during the project reporting, including actual performance data and information on variations in the project's schedule, scope, and budget.

Since regular reports are a valuable tool to the shareholders and project managers, it has significant benefits, such as tracking the current development project and the original plan. Other things to be followed include the general project health, risks, tasks, and schedule. Kerzner (2018) claimed that cost is among the most challenging things to manage in project management; however, stakeholders and managers can undoubtedly assess their spending and manage their budget with complete perceptibility through regular reports. Similarly, through regular reporting, managers can control the project because they can view the advancement, inactivity, or deterioration in some parts of the project by understanding how workers are performing and the quality of work accomplished. Lastly, through regular reporting, managers get to learn about the project's future needs; for instance, in case of failure in communication, they can alter the communication method in the following tasks.

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