**Unit IV Scholarly Activity**

The project management process (PMP) entails a host of activities and duties for different stakeholders during the various stages of implementation. The project management team performs a host of activities right from its initiation to closing processes that affect each member of the team. Individuals participate in projects are assigned different roles and activities (Miterev et al., 2017). The essence of this essay is to demonstrate the various activities involved in the project management process at different stages and how they affect the members of the team.

**Project Activities Performed by Project Team at Different Stages**

The foundation of any successful project is a project manager who is charged with the responsibility of delivering the project outcomes to the sponsors and other stakeholders. The project manager executes his or her role and responsibilities through the five phases of project management (Miterev et al., 2017). The five phases of project management include conception and initiation of the project, planning, execution, performance monitoring and project closing phase. Each phase of project management entails different activities (Maslam, 2019). I was involved in a recent project as an economic development coordinator in a project we called the Temporary COVID-19 Business Retention Assistance Program that focused on assisting our small businesses that were affected negatively by the Coronavirus Pandemic.

In the initiation phase, my boss and I identified different initiatives in other communities that were developing grants and offering gap measures to assist them through the process as the businesses waited to get federal funding. As the project coordinator, I had to approach the governance issue carefully. Together with my boss, we realized that there was a need to engage these communities and get a better understanding of the processes involved in developing a responsive strategy. We published information in the community on available federal grants but realized that a need still existed at the local level.

When a project gets a green light from sponsors, it needs to create a solid plan to guide the team and ensure that it remains within its scope and timelines as well as budget. A well-developed project plan provides guidance on how to get resources, acquire financing, and procure needed materials. The planning stage provides the team direction for producing quality outcomes, dealing with risks, attaining acceptance, managing suppliers and explaining benefits to stakeholders (Aziz, 2015). In the planning phase, we presented our plan to the Board and the City Council through a meeting that we scheduled with them (Miterev et al., 2017). The Board and the Council made a unanimous decision to support the project and permitted us to develop some type of short-term business retention assistance program for businesses that remained open in the community.

The planning phase also allowed us to understand some of the hurdles that we may experience over the project’s course and helped us understand its cost, scope and timeframe.

At this phase, we also gathered information on what other communities were offering to small businesses. We also contacted our third-party or supplier firm to conduct an economic impact analysis of all the applicants. The third-party firm conducted a survey on the rate of return (ROI) on the project and we worked with the purchasing, finance and building permit departments to understand how well we can execute the program.

The project execution phase is about providing deliverables that meet customer or sponsor needs. Team leaders execute this phase by ensuring that they allocate resources and keep members focused on their assignments (Miterev et al., 2017). The execution phase depends largely on the planning phase. At this stage, we explored the options offered by the third party on how the project could deliver assistance to the businesses while generating its ROI (Maslam, 2019). The execution also focused on ensuring that the process was simple for the targeted small businesses. The team members carried out the assigned tasks and addressed any issues that could delay the roll out.

 I coordinated the creation of information to add to the website. The information included the option of an applicant completing and submitting their application online. We received about 168 applications. However, based on the ROI parameters, the Board could only approve 118 applications for grants. Upon the approval, I scheduled meetings with all the applicants; conducted interviews with them and reviewed required information. I notarized the applications and processed all their payments.

**Monitoring and Control**

As we executed the project, I closely monitored and controlled all the processes to ensure that the results were meeting the stakeholder’s expectations. For instance, out of the 168 applications, our monitoring process could only allow 118 to get these grants based on the information they provided and meeting the set requirements. I also ensured that we gathered all the information from applicants and that applications should meet the set parameters on ROI as set by the Board.

**Project Closing**

I gathered all the preparatory documents, schedules and status reports and presented them to the city. These steps meant that we had successfully established the recovery initiative for the small businesses in the community. All the funds came from the city and the application process was handled locally. The process was creative and demonstrated our concern for small businesses.

**PMP Effects on Members of the Project Team**

The PMP process affected each member of the team, right from the project coordinator to the manager and other stakeholders. The coordinator and the manager had the task of communicating the vision of the program to the team members based on the five phases of the project management process (Miterev et al., 2017). The PMP ensured that the manager assigned duties to team members and managed the process effectively. The coordinator had to develop activities and schedule meetings with the small businesses as well as engage the third-party who appraised the program and conducted studies on how such programs run in other communities.

The third-party also ensured that the board develops an effective ROI to meet its expectations on returns. The coordinator appraised the applications and forwarded them to the city council to process payments for the small businesses in the community. More fundamentally, the small business owners were instrumental in ensuring that the project confers benefits to them in different ways to help them remain open during the pandemic.

**References**

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