iJRASET
International Journal For Research in Applied Science and Engineering Technology

INTERNATIONAL JOURNAL FOR RESEARCH

IN APPLIED SCIENCE & ENGINEERING TECHNOLOGY

Volume: 10 **Issue:** XII **Month of publication:** December 2022

DOI: https://doi.org/10.22214/ijraset.2022.48267

www.ijraset.com

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International Journal for Research in Applied Science & Engineering Technology (IJRASET)
ISSN: 2321-9653; IC Value: 45.98; SJ Impact Factor: 7.538
Volume 10 Issue XII Dec 2022- Available at www.ijraset.com

Small Businesses Need Project Management

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Abstract: ***All small enterprises thrive until they expand into large corporations. Small companies recognise that the only way to succeed is to keep their commitments. This includes the manufacture and sale of high-quality goods as well as the provision of high-quality services. This also entails ongoing process optimization and improvement. To achieve things properly without wasting time and money, takes work, dedication, and a well-established system. Project management becomes extremely efficient, particularly when it comes to controlling elements like production and testing, marketing and branding cash flow and payroll, customer support, and other crucial operations. This article discusses how to utilise project management effectively in small organisations.***

I. INTRODUCTION

'Planning, integrating, motivating, and regulating resources, procedures, and regulations to achieve concrete objectives in practical or scientific settings is known as project management,' as per Wikipedia. The utilisation of methods, tactics, information, skills, and experience to accomplish project goals is referred to as project management,' according to the Association for Project Management. So it can be inferred that project management is the tool from which the project phases can be easily monitored, keeping all the necessary data available, sometimes improvising things rather than sticking to conventional methods. Project management involves 6 constraints: scope, time, quality, costs, risks and resources. These are limitations that must be addressed for the success of the project. Every constraint is connected to another. The project lifecycle includes initiation, planning, execution, monitoring and close-out. Here references [1] and [2] talk about the different project management techniques small businesses can use. Right from the statemate of work, creating a project plan to delivering quality with affordability. Also, role of ML and ESPs [3-68] are becoming important in recent applications, recognition and control.

II. PROJECT MANAGEMENT IN SMALL BUSINESSES

All small businesses prosper until they grow into big businesses. Small businesses are aware that keeping their commitments is the only way to expand. It entails producing top-notch goods, selling them, and providing top-notch support. It also entails keeping our procedures optimised and improved. Doing it correctly and avoiding wasting time and money, this demands diligence, dedication, and a well-established framework. When it comes to handling tasks like product production and testing, marketing and branding, budgeting and payroll, customer service, and other important operations, project management may be quite helpful. When used effectively, project management may be a highly powerful tool for enhancing, altering, and developing more efficient and successful business processes.

1) *Remain on Schedule:* Each project has a limited timeframe. Good project management ensures that tasks are delivered reliably and projects progress on time. Some software/graphics help you monitor your project's progress. Each part can be divided into smaller actions, which facilitates monitoring.
2) *Expense Tracking:* Small businesses can have limited financial resources. It is therefore important to monitor spending. Through various project management methods, business owners can track key cost items, estimated costs, purchases and payments. Buying discrepancies should tell you whether your order must be renegotiated. With practical transparency, you can see whether your project is moving in the desired direction.
3) *Better Controls:* Successful project management involves controls that help prevent significant variances. Benchmarks may be used in establishing such controls. External benchmarks such as approvals and licences are the most effective. You have an externally produced deadline, for instance, if you need to provide a construction licence before a specific date. Corrective actions should be made to put the project back on track if this deadline is not reached.
4) *Appropriate Assessment:* Learning from experience is very helpful when talking about project management. It entails cultivating a culture of cooperation and effective evaluation, learning from one another's failures without pointing fingers.

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ISSN: 2321-9653; IC Value: 45.98; SJ Impact Factor: 7.538
Volume 10 Issue XII Dec 2022- Available at www.ijraset.com

III. APPLICATION FOR SMALL BUSINESSES

Small firms may expand and accomplish more with the proper project management software, even with few resources. When picking a project management application, keep the following qualities in mind:

1) *Teamwork Skills:* Project management frequently calls for team input. You should pick a solution that supports several concurrent users or can link to a third-party communication platform.
2) *Seamless Integration:* Whatever type of business you run, there's a strong chance you rely on at least one software platform. It should be straightforward to link your project management software with your existing applications. Options that are free or inexpensive: Small firms sometimes have a tight budget for software. Try free or inexpensive programmes to further increase the use of your resources.
3) *No-cost Mobile Version:* Owning a small business requires constant movement, communication with partners and suppliers, and teamwork. You may manage your projects using mobile tools from practically anywhere.

It might be difficult to find reliable project management software for your company. All elements, such as locating the characteristics required by the organisation, accessibility, and price.

a) *Asana:* Asana is one of the most adaptable solutions available and is perfect for small organisations employing different project management techniques, such as Agile. You may develop a visual plan using this tool and see how each step relates throughout time, allowing you to see trouble areas and address them straight away. You can also add anything from deadlines and assignees to priority levels and other tags to task and project templates to make them work for your company. Because Asana is designed for collaboration, it's simple to set up your team and keep everyone organised.
b) *Basecamp:* Projects, assignments, or data are sometimes lost in the shuffle for busy business owners. At Basecamp, everything is arranged so that you can find everything you need in a single location. Upload files and documents, make sure everyone can see the most recent version, and make to-do lists with due dates and roles. Basecamp also offers message boards and group chats, allowing all project-related communication to take place in one location. Any project may be expanded to include clients and collaborators to keep everyone informed.
c) *Trello:* Trello offers a simple option if you're new to project management software for small businesses. This software platform makes use of Kanban boards, an Agile tool that enables you to see your whole project, map activities with the most efficiency possible, and assess whether any tasks are overlapping. You may use a Kanban board or several projects on Trello to organise your activities into categories like ongoing, finished, and forthcoming. Trello is the most useful tool for small company owners because of features like checklists and attachments. Trello comes with a free trial edition with a few capabilities, but we can upgrade for a monthly charge to get more.

IV. LOW-COST PROJECT MANAGEMENT

Some quality problems at a reasonable price in small company project management. We can focus on our goals thanks to three constraints: time, cost, and scope. These are also the areas that are very significant in assuring the success and financial viability of a small firm in the world of small business. Small firms typically engage consultants when they seek to expand their operations. It might be the same objective as previously or a different line of business. They will be financially restricted in any case, therefore time and scope must meet budget limits to be successful.This sample illustrates growth over a five-year period. The need for project management grows along with sales and customers. As a consequence of rising sales and customers, it is getting easier to control the expense of project management services. Hopefully, as your business grows, so will the need for your services.

V. CONCLUSION

Project management originated some decades ago, and its significance has only grown over time. Companies, large and small, periodically embark on new endeavours. It may be overpowering, resulting in disorientation and, eventually, pandemonium. Companies may guarantee that their projects are delivered on schedule, within budget, and to the stipulated quality by employing solid project management procedures.

VI. ACKNOWLEDGEMENT

I'd like to thank my mentor, Dr R. C. Jaiswal, for his unwavering support and direction during my work. He provided this paper with the knowledge and experience it required to look decent. His professional knowledge, advice, and encouragement have been tremendous resources.

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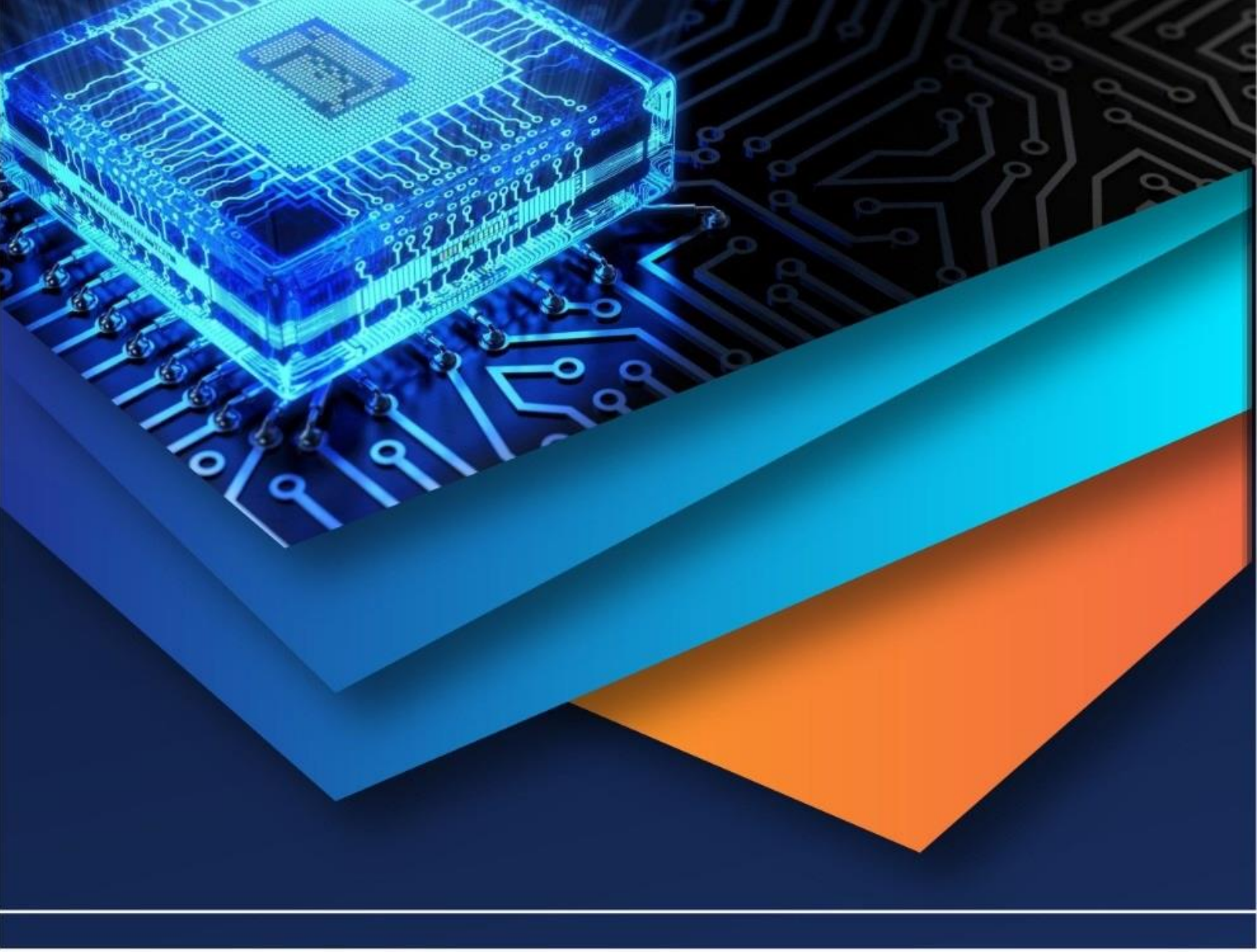

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