MONASH University
Information Technology

FIT2002 IT Project Management
October, 2021
Assignment One

Running Case 3: Project Time Management

As the assigned Project Manager, you have been in contact with the management team and various department. You have assembled your project team which comprises the following members:

- Lew Stone is a networking/internet specialist and will be responsible for the communication technology. He will be focused on the connectivity of the campuses to the studios at head office.
- Stephanie Gerald has many years of experience in videoconferencing hardware and software. She will work closely with Lew to ensure that the videoconferencing systems are operational.
- Aneshree Naik is an educational expert. Although she has very little experience in IT, she will evaluate the student learning management system for its educational applicability. She will also be involved in designing the format of assessment (but not its content). Aneshree will work closely with Glenda to ensure that the system complies with all relevant legislation.
- John Smith will be working on the student learning management system. He will also be involved in the training of both lecturers and students in using this system.
- Glenda Brown is the registrar of the university. She is not a full-time member of the team, but needs to be consulted regularly in terms of compliance with regulations and other accreditation issues.
- Daniel Ross is the business and marketing specialist.
- Vanessa Smart and Rodney Gordon are the systems and business analysts.

You may add one more team member to this team. Ensure that this team member possesses abilities currently lacking in all of the above.

Assume that these are the only people who can be assigned and charged to work on project activities. Also note that your financial estimates have been updated in running case 2 and recall that your schedule and cost goals are to complete the project within three years for under $900,000. This project will be in three stages:

First year: Establishing a studio costing approximately $200,000 and 2 study centres at $30,000 each.

Second year: Establishing and equipping 4 study centres at $30,000 each.

Third year: Establishing and equipping 4 study centres at $30,000 each.

Maintaining the whole hybrid campus system is estimated to cost $50,000 for each of the 2 years after the first year.

Tasks:

1. Develop a work breakdown structure (WBS) for the Hybrid Campus Project using ProjectLibre. Break down the work to Level 3 or Level 4, as appropriate. Be sure the WBS is based on the project charter and the project scope statement created in earlier running cases, and other relevant information. Make sure the activities that you have included in your WBS would help you to estimate resources and durations.

2. Identify at least eight milestones for the Hybrid Campus Project. Write a short paper (1 ~ 2 pages) describing each milestone using the SMART criteria. Remember that milestones normally have no duration, so you must have tasks that will lead to completing the milestone.

3. Using the WBS from Task 1 and milestones you proposed in Task 2 above:
   - Update the WBS/Gantt chart that you have created in Task 1.
   - Estimate the task durations. (You may use PERT or otherwise);
   - Enter the task durations and dependencies as appropriate; (Remember that your schedule goal for the project is 3 years.)
   - Generate a copy of the WBS and Gantt chart. Take a snapshot of the WBS and Gantt chart and paste it in your word document as your final submission. Make sure whatever you want to be marked is shown clearly in your submission - no links please (if provided, it's only meant for reference and will not be marked).
     Note: you do not need to upload your Project file on Moodle but a copy must be made available in your team drive.
   - Include a one-page write up on the task duration estimates and dependencies as well as any assumptions that you made.

4. Draw a network diagram for the Hybrid Campus project based on Level 3 of your WBS, using Excel or any diagramming tools of your choice. Using the critical path analysis, determine the critical path of this project. Your network diagram should use the legend shown on slide 40 of lecture 5, to indicate the early/late start/finish and free floats as well as total floats.

Instructions:

1. Show a draft copy of your work to your tutor in your week 6 laboratory for an informal feedback.
   a. For a 4-member group, attempt all the tasks above.
   b. For a 3-member group, attempt all the tasks except for Task 2, you only need to identify the 8 milestones. You do not need to do the write-up for Task 2.
2. Do not submit this until Friday 10th December 2021 11pm, together with Case 1, 2 and 4.

Marking criteria:

Running Case:	Task	Criteria	Weight
Case 3: Project Time Management (30%)	Task 3.1	Develop a work breakdown structure (WBS) for the Hybrid Campus project using ProjectLibre. Break down the work to Level 3 or Level 4, as appropriate.	7
	Task 3.2	Write-up (about 1 - 2 pages): - describing 8 milestones using the SMART criteria. (Team of 3 - do not need write up, but just identifying 8 milestones)	8
	Task 3.3	• Realistic estimation of the task durations and dependencies. (May use PERT or otherwise) • Using ProjectLibre to produce a clear Gantt chart that accurately depicts the task dependencies, correct task durations and milestones. (Schedule goal is 3 years) • A clear and concise one-page write up on the task duration estimates, dependencies and any assumptions made.	7
	Task 3.4	A presentable network diagram for the project based on Level 3 of WBS: - clearly labelled (using the legend recommended) - correct calculation on early/late start/finish and free floats as well as total floats - clearly indicating the critical path.	8