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**Department of Creative Arts and Digital Information**

**Bachelor of Information and Communication Technologies**



# **BCIS207**

## **Enterprise Solutions Deployment**

**Semester One 2023**

### **Assessment #2:**

### **Project Management Practical Assignment (30%)**

This assessment has Three (3) deliverables that are **due at the start** of the corresponding lab session as specified below:

**Part A: LGA - Thursday 11<sup>th</sup> May**

**Parts B & C: LGA - Thursday 25<sup>th</sup> May**

**This assignment is worth 30% of the total marks for the course.**

For each Assignment Part, you will be submitting an MS Project file containing the Gantt chart, and generating reports showing information as specified. Each subsequent submission will be a modified version of the previous one.

**Part A:** Your initial MS Project file, AND reports as specified.

**Part B:** A modified version of your PartA file, AND reports as specified.

**Part C:** A modified version of your PartB file, AND additional requirements as specified.

**\* Files are to be uploaded on Moodle using the link provided.**

**\* Hard copy printouts are to be submitted to the tutor directly.**

There are no single particular answers to any parts of this assessment, the figures you get will depend on the decisions and assumptions you make about the task dependencies and assignment of resources.

*Late submissions may have a penalty applied of -10% per working day, please contact your tutor asap if you are having issues preventing you from achieving the deadlines.*

# Instructions

Project management software can help you achieve your project goal on time and on budget. For this assessment, we will be using Microsoft Project to create a Gantt chart and project plan for a fictional project named “**Sandstone**” using the Tasks and Resources provided. To complete the assessment, you are to do the following:

- 1) Enter the tasks and subtasks provided (tasks with a duration of **0 days** are **milestones**).
- 2) Enter dependencies between tasks (using the “link” feature). First, on paper, decide what the dependencies between the project tasks are, then enter the dependencies you have decided and state any assumptions you make.
- 3) Enter resource information - assign resources to each task, and set each resource to a level. All project “resources” for this assessment are **people** (don’t worry about hardware). Assign resources to tasks based on the task descriptions, and state any assumptions or changes that you make. Use resource levelling to ensure that none of your resources are overloaded (i.e. nobody should be working more than 45 hours per week).

## Project Tasks and Subtasks

Project start date is **4/5/2023**. Set up links between tasks as necessary adjusting the default calendar (making everyone work 9 hours a day, 5 days a week). Fill in the project schedule using the following information:

Task / Subtask	Duration	Task / Subtask	Duration
<b>1. Requirement Phase</b>	<b>14 days</b>	<b>4. System Integration and Testing Phase</b>	<b>8 days</b>
1.1 Configuration Management Plan	4 days	4.1 System integration and testing	3 days
1.2 Key users identified	4 days	4.2 System test execution and reporting	2 days
1.3 User interviews	3 days	4.3 Acceptance Test Plan (final)	3 days
1.4 Use cases developed	2 days	4.4 Finalise Testing Phase	0 days
1.5 Finalise Requirement Phase	1 day	<b>5. Installation and Acceptance Phase</b>	<b>12 days</b>
1.6 Delivery to Project Manager	0 days	5.1 System installation	4 days
<b>2. System Design Phase</b>	<b>11 days</b>	5.2 Hardware & System Testing	2 days
2.1 Physical Model	5 days	5.3 Acceptance Test	3 days
2.2 Integration Test Plan (draft)	6 days	5.4 Operational System	3 days
2.3 Finalise design phase	0 days		
<b>3. Programming Phase</b>	<b>12 days</b>		
3.1 Unit Test Plan (draft)	5 days		
3.2 Final Unit Testing	7 days		
3.3 Finalise Programming Phase	0 days		

## Project Resources

Assign following resources to the project tasks:

- **Michael:** Business Analyst (\$300/hr) - Responsible for requirements phase of the project.
- **Peter:** Design Lead (\$280/hr) - Responsible for design activities.
- **Hansel and Greta:** Programmers (\$265/hr for each person) - Responsible for programming phase tasks of coding and testing.
- **Maggie:** Test Engineer (\$250/hr) - Responsible for system integration and testing phase.
- **Eddie:** Test Engineer (\$214/hr) - Responsible for installation and acceptance tests.

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## Part A: Project Start – initial plan

### Microsoft Project file

Your initial Microsoft Project file with the Gantt chart / project schedule showing Tasks/Subtasks, Duration, Resource activities, Predecessors and Work Breakdown Structure (WBS). For the WBS define the **Project Code Prefix** as “ST”. Ensure all tasks and subtasks are entered with correct durations, milestones are correct, and tasks are linked. (15 marks)

### Reports showing:

- a) The cost, duration, and work remaining for all team members (10 marks)
- b) Copy of Gantt Chart with your name and project name on the footer (5 marks)

**Total for Part A: 30 marks**

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## Part B: Project Mid-point – adjusted availability

Make a copy of your original project file from Part A, and modify the project schedule to account for the following information:

One team member (Maggie) will be unavailable for one week (5 working days) at the start of System integration and testing phase. Make adjustments to accommodate her unavailability so that the schedule does not extend in time and the costs do not go up. Document the changes from the original plan and the new plan.

*Note: You can use the Baseline feature to account for the comparisons.*

### Modified Microsoft Project file

Updated MS Project file showing the modified Gantt chart. (10 marks)

### Reports showing:

- a) Dashboard - showing the work overview (NB: show Actual work, Remaining work and Baseline work) (6 marks)
- b) Resource usage - showing each person's work for each month (4 marks)
- c) The cost of the project when completed (NB: show Remaining, Actual, Cumulative and Baseline costs) (10 marks)

**Total for Part B: 30 marks**

## Part C: Project End Point – adjusted phases

Make a copy of your final project file from Part B, and modify the project schedule to account for the following information:

The Installation and Acceptance phase of the project is only 65% complete by project end date (all other phases of the project should be at a 100%).

### Modified Microsoft Project file

Updated MS Project file with modified Gantt chart (6 marks)

### Reports showing:

- a) The remaining and baseline costs of the project when completed (5 marks)
- b) Timeline of the project showing all major tasks (5 marks)

### Additional Requirements:

#### Create a Kanban Board

Create a Kanban Board using either Trello/Jira/Lucid Charts or any appropriate tool to organise the resource usage, actual work, remaining and completed work. (NB: *be innovative, do research and use the correct terminologies for a Kanban board*). (12 marks)

#### Create a Burndown Chart

Use the following in the table below to create a burndown chart in Excel for the project. (NB: *do not alter the Gantt chart*).

	Week	Tasks	Hours per week	
			Planned	Actual
Project Start Date	8/05/2023	1. Requirement Phase	18	0
	15/05/2023	2. System Design Phase	18	25
	22/05/2023	3. Programming Phase	18	10
	29/05/2023	4. System Integration Phase	18	36
	5/06/2023	5. Installation and Acceptance Phase	18	28
Project End Date	12/06/2023			

Also, write an explanation for the chart – what is it telling us?

(12 marks)

**Add your Kanban Board and Burndown Chart to a Word document for submission, ensure it is well laid out and easy to follow, and it is clear what and whose it is when printed.**

**Total for Part C: 40 marks**

## File Naming & Submission

- Name your files with the course code, assessment number and project name ('Sandstone'), add the assignment part (A, B or C) accordingly, and also add your full name.
- Upload all your files to the Moodle links provided.
- Provide hard copy printouts of all your outcomes to the tutor.