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| **Qualification: :** Diploma for ICT Professionals - Systems and Principles  **Unit:** Project Management | **Assessment title:** Project Management  **Version:**  ***(if applicable)*** |

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| **Deadline date: 12/07/2016**  You must hand the completed assessment in by the above date. | **Start date: 21/06/2016** |

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| **Assessment conditions:** The assessment will take place in the classroom environment and be supervised throughout by the Assessor.  **Location:** Classroom.  **Security of work:** Electronic work should be saved and clearly labelled with candidate name and number by students; this will then be collected by Assessor / Tutor at the end of the assessment. Any physical work should also be clearly labelled with candidate name and number and then collected by Assessor / Tutor at the end of the assessment. No work is to be taken home by candidates. All submitted work will be kept securely.  **Supervision:** Supervised by Assessor in classroom environment. In the case of a large group additional supervisors may be required. |

**Assessment Composition**

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| **Task** | **Evidence** | **Unit coverage (LO & AC references)** | **Grading ref** |
| 1. | Written Report - Electronic submission in MS Word | 1.1, 1.2, 2.6, 2.7 | Pass (1 mark), Merit (2 marks), Distinction (3 marks) |
| 2. | Written Report - Electronic submission in MS Word | 2.1, 2.2, 2.3, 2.4, 2.5 | Pass (1 mark), Merit (2 marks), Distinction (3 marks) |
| 3. | Written Report - Electronic submission in MS Word  Excel document – Electronic submission in MS Excel | 3.1, 3.2, 3.3 | Pass (1 mark), Merit (2 marks), Distinction (3 marks) |
| 4. | Written Report - Electronic submission in MS Word  Optional Excel document – Electronic submission in MS Excel | 4.1, 4.2 | Pass (1 mark), Merit (2 marks), Distinction (3 marks) |

**Health and Safety**

You must always work safely, in particular while you are carrying out practical tasks.

You must always follow any Health and Safety regulations and codes of practice relevant to your work.

If your assessor observes you working in a way that is unsafe for yourself or others, they will ask you to stop immediately, and tell you why.

Your assessor will not be able to reassess you until they are sure you are ready for assessment and can work safely.

**Plagiarism**

It is your qualification, so it must be your own work.

Your assessor must be able to identify which work you have done yourself, and what you have found from other sources. It is therefore important to make sure you acknowledge all of your sources.

You assessor can show you how to do this for the assessment you are doing.

**Notes to candidates:**

* This assessment has been written to make sure you have the opportunity to show that you have met the learning outcomes of the unit.
* You will be marked against the assessment criteria of the unit and the grading criteria for the qualification. You should read these carefully before you start so you know what you need to do.
* You should make sure that you do your best in the assessment so that the evidence you hand in shows your best performance for this unit.
* You may ask your assessor for help in understanding the tasks, but all of the work you hand in must be your own work.
* If you have a good reason for needing more time, you will need to explain the reasons to your assessor and agree a new deadline date. Changes to dates will be at the discretion of the assessor, and the centre may not mark work that is handed in after the agreed deadlines.

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| **Scenario/context:**  Fortuna Bank has reached a deal with the other main Irish banks to allow it to use their Automatic teller machine network. Initially, they will launch a pilot program allowing customers from their four Dublin branches to avail of the ATM system. The ATMs will be maintained by the other banks (both in terms of cash and paper for receipts) and their maintenance is beyond the scope of the current project. Users will be able to check their balances and withdraw money. When they withdraw money, a receipt will be printed. The pilot scheme is expected to be up and running within 6 months, there will be a 6 month maintenance contract thereafter (the cost is included in the initial budget of 50,000). |

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| **Task 1:**  1.1 Describe three of the principles of project management.  1.2 Explain three of the benefits of project management.  1.3 Define what the Mc Kinsey 7S model or SWOT analysis stands for. (Only one of these models is required). For instance, in the case of SWOT, say what the four letters S.W.O.T. represent and show how these four terms may be applied to the above mentioned Fortuna bank by giving a brief example of each term.  1.4 Discuss three possible risks to successful completion of projects.  1.5 Having defined the risks give at least two examples of how to mitigate for risks. |
| **Evidence to be handed in:**  Written Report MS Word document – Electronic submission |

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| **Task 2:**  2.1 Briefly define SMART goals which are used to set clear objectives for projects.  2.2 In terms of project resource requirements what is a resource?  2.3 In terms of project communication what does the project manager need to determine?  2.4 How does a project manager allocate different roles and responsibilities within a project team? A brief description of criteria will be sufficient. |
| **Evidence to be handed in:**  Witten Report MS Word document – Electronic submission |

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| **Task 3:**  3.1 Why do we use management tools in project management and name at least one commonly used tool.  3.2 Briefly discuss the possible impact of not using one of these tools.  3.3 Define the critical path of a project.  3.4 For the current ATM system create an overall WBS (Work Breakdown Structure). Define one of the tasks or deliverables needed in one of the categories. For the others, a generic descriptor such as Task B or 2.1 will suffice.  3.5 Using the WBS (Work Breakdown Structure) create a Gantt chart in Excel which must specify start date, end date and duration of each of the tasks. |
| **Evidence to be handed in:**  Written Report MS Word document – Electronic submission  Excel document – Electronic submission |

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| **Task 4:**  4.1 Describe a lessons learned document including when and why is it created?  4.2 Using the WBS (Work Breakdown Structure) created above, create a sample chart to review the project against original proposals and say why you would do this. |
| **Evidence to be handed in:**  Word document – Electronic submission  Optional Excel document – Electronic submission  The student had the option of dividing the tasks between MS Word and MS Excel or doing all in MS Excel. |

**Now make sure you have:**

* **filled in the front sheet correctly for all of your written work including the declaration of authenticity**
* **Labelled any loose sheets or products carefully with your name and the qualification and assessment titles, and date.**