

## MID-SEMESTER EXAM (UTS) GUIDE

### Course: Software Project Management

Topic: Project Management Document Compilation

Test Form: Individual Cumulative Task

#### 1. Background

UTS is designed to measure students' ability to integrate all aspects of software project management that have been studied during the semester. Through this activity, students are expected to be able to demonstrate the integration between planning, resource management, control of scope, time, and costs in one complete project document.

#### 2. Purpose of the Exam

1. Compile project documents systematically and professionally.
2. Connecting every aspect of project management (charter, resource, scope, time, cost) in one consistent project context.
3. Demonstrate analytical ability to explain the interconnectedness between project management processes.
4. Present documents as per the industry's software project documentation standards.

#### 3. General Instructions

1. Each student is required to compile all project documents that have been prepared during lectures, including: Project Charter, Resource Management Plan, Scope Management Plan, Time Management Plan, and Cost Management Plan.
2. All documents should be organized into one main file in PDF format in a systematic order.
3. Students are not allowed to create new projects, but are required to use the same project that has been used on each previous jobsheet.
4. Writing must follow a neat academic format, using Times New Roman font 12 pt, 1.15 spaces, and normal margins (2.54 cm).
5. Provide a front page cover that contains the project title, student name, NIM, class, semester and academic year, and the name of the lecturer.

#### 4. Compilation Document Structure

Part	Document Contents
Title & Table of Contents Page	Cover, student identity, table of contents
CHAPTER I – Project Charter	Background, project objectives, deliverables, key stakeholders, and project constraints

CHAPTER II – Resource Management Plan	Identify human resources, materials, tools, and RACI Matrix tables
CHAPTER III – Scope Management Plan	Work Breakdown Structure (WBS), scope definition, and project exclusion list
CHAPTER IV – Time Management Plan	Activity List, Duration Estimate, Network Diagram, Gantt Chart
Chapter V – Cost Management Plan	Cost estimation, project budget, cost baseline, and control analysis
CHAPTER VI – Integration and Analysis	A brief narrative (1–2 pages) of the interconnectedness between project management processes
Attachment	Supporting files such as additional Excel tables, charts, or charts

#### 5. Collection Terms

- File format: PDF.
- File name: UTS\_ManajemenProyek\_Nama\_NIM.pdf.
- Students are required to include supporting files (.xlsx or .mpp) if used in the preparation of the main document.

#### 6. Assessment Criteria

Assessment Aspects	Weight	Criterion
Completeness of documents	25%	All parts are available and neatly arranged
Consistency of data between chapters	25%	Each part is relevant and does not contradict each other
Quality of project integration analysis	20%	There is a logical relationship between management processes
Format and neatness of arrangement	15%	Format and professional guide
Timeliness of collection	15%	Collected on a specified schedule

## 7. Additional Notes

- This exam is individual.
- Students are allowed to refine previous documents before compiling, while maintaining the original structure.