**Procedure CDP03 – Project Management** *(version 3.0)*

# Project/People Management (10 points)

## SCRUM backlog

A detailed list of work to be completed (aka SCRUM backlog) should be produced for each sprint, which should include the following information:

* Unique task number
* Description of the work
* Start and end dates
* Allocated resources (i.e. team member(s) responsible for this task)

## Organizing and conducting meetings

It is the project manager’s responsibility to organise and conduct at least 2 team meetings a week:

* One formal meeting during workshop time, with your tutor
* One formal meeting on a different day, without your tutor

Prior to each meeting the project manager should draw up an agenda, which should include:

* Members of the team expected and apologies
* Topics to be discussed
* Outstanding actions from previous meetings

The project manager should also take “minutes” to summaries what was discussed during the meeting, including:

* Topics discussed
* Actions
* Attendance (see procedure CDP01 for more information)

All the above should be kept as evidence of good management, and included as part of your self-appraisal.

## Basecamp

For a higher grade you must use a collaborative tool such as Basecamp for all the above.

Project Managers will be added to their Basecamp project by the module leader. They should then invite the rest of the team to join the group (**using their official university email addresses**, no personal email addresses please).

## What to submit

* Scrum backlog (e.g. Word document, Basecamp to-do list screenshot)
* Meetings’ invitations, agendas and minutes
* Attendance registers for **all** team meetings. **Important:** This should also be distributed amongst your team (e.g. via Basecamp).

Please note that the attendance registers should be compiled and submitted in the following format, using the template document provided:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Name 1** | **Name 2** | **Name 3** | **Name 4** | **Name 5** | **Name 6** | **Name 7** |
| 16-Feb-2015 | P | AR | P | P | P | P | P |
| 20-Feb-2015 | P | P | P | P | P | P | AR |
| 23-Feb-2015 | P | P | P | A | P | P | AR |
| 27-Feb-2015 | P | P | P | A | P | P | P |

*P = Present, AR = Absent (apology received), A = Absent (no apology received)*

## Scale

The following scale should be used as a guideline when evaluating this objective:

|  |  |  |
| --- | --- | --- |
| Backlog  *3 points* | Detailed, full backlog | 3 points |
| Partial backlog, some omissions | 2 points |
| No backlog | 0 point |
| Meeting agendas and minutes  *4 points* | Evidence of meetings taking place **weekly** (invitations, agenda, minutes) | 4 points |
| Evidence of meetings taking place **most weeks** (invitations, agenda, minutes) | 3 points |
| Evidence of **a few** meetings taking place (invitations, agenda, minutes) | 1 points |
| **No evidence** of any meeting taking place. | 0 point |
| Attendance  *3 points* | Registers taken at **every** team meeting **and distributed amongst the team**. | 3 points |
| Registers taken at **most** team meetings **and distributed amongst the team**. | 2 points |
| **No** registers taken, or **not distributed amongst the team**. | 0 point |

# Risk Assessment (10 points)

A risk assessment report should also be written:

* Possible risks (absences, long-term illnesses, unsuitable technology chosen, loss of files, hardware failure etc.)
* Impact on project (delay, cost etc.)
* Possible solutions (reorganisation, purchases, change in deliverables etc.)

## What to submit

* A written report (e.g. Word document - max 3 sides of A4)

## Scale

The following scale should be used as a guideline when evaluating this objective:

|  |  |
| --- | --- |
| 10 points | A detailed account of the points listed above, showing a good understanding of the subject matter.  **References have been used** to underpin the work. |
| 8 points | A detailed account of the points listed above, showing a good understanding of the subject matter.  **References have not been used** to underpin the work. |
| 5 points | A partial account of the points listed above, but not all aspects are covered.  A good understanding is shown. |
| 2 points | A partial account of the points listed above, with very little understanding shown. |
| 0 point | No work submitted towards this objective |

# Presentation to client (10 points)

## Presentation of final artefact

At the end of the second sprint the final artefact will be presented to the client. It is the Project Manager’s role to lead the presentation and ensure it runs smoothly.

## What to submit

* Evidence of preparation
* Meeting conducted in front of client, team members and tutor

## Scale

The following scale should be used as a guideline when evaluating this objective:

|  |  |  |
| --- | --- | --- |
| Preparation  *5 points* | Evidence of a **detailed written plan** detailing meeting agenda, role allocation, questions for client etc. | 5 points |
| Evidence of **some preparation** having taken place, but very little structure or content. | 2 points |
| **No evidence** of preparation having taken place. | 0 point |
| Conducting meeting  *5 points* | The Project Manager conducted the meeting and **all of the following points** are true:   * PM behaved professionally * PM was clearly spoken * PM Dealt with client questions well * Presentation was well organized | 5 points |
| The Project Manager conducted the meeting and **most of the following points** are true:   * PM behaved professionally * PM was clearly spoken * PM Dealt with client questions well * Presentation was well organized | 3 points |
| The project Manager **did not** conduction the meeting | 0 point |