

CMSC5713 - IT Project Management (2024 - 2025)

Assignment 3: Project Plan and Presentation (Due 12 December 2024)

Project Plan:

Objectives:

1. To gain experiences in applying the concept of estimation, scheduling, resource allocation and costing.
2. To gain experiences in using Microsoft Project or ProjectLibre.

Description:

Create a project plan using Microsoft Project or ProjectLibre. In your plan, you should include the tasks detailed in your WBS. You should schedule the tasks and try to break them down further and to mark some important events as milestones.

Additionally, you should allocate the required resources for each task. You should level the resource whenever possible. You should enter the cost for each resource so that you can estimate the cost for the whole project.. If your project consists of hardware and software components, you NEED to include the cost for these components as well.

Presentation:

Objectives:

1. To try out a role play, where you will act as a project manager, presenting your project proposal to your classmates, which will act as potential project sponsors.
2. To gain peer-review for your project plan.

Description:

Prepare a 5 to 7 minute presentation about your project. Your presentation should include brief description of the following:

1. Project objectives – introduce your company / team and from which standpoint you are doing the project
2. Project scope
3. Project approach
4. Proposed budget and time
5. Key assumptions and risks
6. Overall project plan
7. Other information which you consider important, such as key success factors.

There will be a 2 minutes Q&A following your presentation.

Submission Guidelines:

On the due date, each group should submit the followings:

1. A project file (.MPP or .POD) which contains your plan, properly showing a Gantt chart with all tasks, important milestones and resource assignment.
2. A word document which contains a cash flow report and a list of all assumptions that you have made.
3. A powerpoint slides (.PPT) of your presentation.

You should email the files or the link to download the files to the instructor at hartanto@cse.cuhk.edu.hk with the subject line "CMSC5713 Project Plan and Powerpoint".

Grading:

The project plan and the presentation will contribute 25% and 10%, respectively, to the final marks. The presentation marks will be made up of 7% for the presentation content (submitted powerpoint slides) and 3% for the class presentation. We can't have all groups presenting in one evening since we have more groups in this class than the available presentation slots. Therefore, we will randomly select 12 - 14 groups to present. For each group who present, they will get up to 3% for the class presentation. For the groups who do not present, they will get up to 3% for marking the presentation, providing valuable feedbacks and asking relevant questions during the Q&A time.