**ASSIGNMENT 1 BRIEF**

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| **Qualification** | **BTEC Level 5 HND Diploma in Computing** | | |
| **Unit number and title** | Unit 06: Managing a Successful Project | | |
| **Assignment title** | Plan and conduct a small scale research activity | | |
| **Academic Year** | 2022 - 2023 | | |
| **Unit Tutor** | Do Tien Thanh | | |
| **Issue date** | 03 August 2022 | **Submission date** |  |

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| **Submission Format:** |
| *Format:* The submission is in the form of an individual written report that shows how you have manage the project. This should be written in a concise, formal business style using single spacing and font size 12. You are required to make use of headings, paragraphs and subsections as appropriate, and all work must be supported with research and referenced using the Harvard referencing system. Please also provide a bibliography using the Harvard referencing system.  *Submission* Students are compulsory to submit the assignment in due date and in a way requested by the Tutors. The form of submission will be a soft copy in PDF posted on corresponding course of <http://cms.greenwich.edu.vn/>  *Note:* The Assignment *must* be your own work, and not copied by or from another student or from  books etc. If you use ideas, quotes or data (such as diagrams) from books, journals or other sources, you must reference your sources, using the Harvard style. Make sure that you know how to reference properly, and that understand the guidelines on plagiarism. *If you do not, you definitely get fail* |
| **Assignment Brief and Guidance:** |
| **Introduction to theme The environmental impact of digital transformation**  The amount of data created and stored globally is expected to reach 175 Zettabytes by 2025, a six-fold increase from 2018. This will demand additional hardware and power consumption, which; in turn, will increase the environmental impact of the digital sector and there is already increasing attention on the environmental footprint of ICT equipment and services as they become more widespread in all aspects of human life.  It is the responsibility of everyone to take action in addressing the challenges of climate change, as professionals we must also seek ways that the digital sector can play its part. While digital technologies are one of the sectors that has achieved greater efficiency; achieving about 100 times more computation power from the same amount of energy per decade, it remains unsustainable. The sector must continue to seek ways in which it can continue to support and drive innovation, while addressing the global climate emergency for a greener and fairer future.  This unit will enable students to explore the impact of digital endpoint devices and ways to reduce environmental damages, OR the potential of refurbishing, repairing and reusing digital devices rather than replacing  **Tasks**  As a member of Research and Development department, you have been assigned a mini-project to find out the impact of digital endpoint devices and ways to reduce environmental damages, OR the potential of refurbishing, repairing and reusing digital devices rather than replacing.  You need to do primary research (both qualitative and quantitative research) and secondary research to find out that impact and conduct a report for your research. Even it’s a mini-project, you must apply project management (PM) techniques such as project charter with aims, objectives, cost etc. As for time management, you need to produce WBS and Gantt chart with reasonable tasks and time. A project logbook is required to provide evidence of the project development process and ongoing reflection for every week. This logbook will be needed later for your reflection and evaluation in Assignment 2. As part of QA (quality assurance) policy, in the report you also need to critically evaluate the PM process and appropriate research methodologies applied.  Your report must have an introduction stating the project aims and objectives. This must be followed by a copy of your project management plan. Your plan should show the milestones when you will review with your tutor your ongoing progress so far. You will submit your logbook which shows how you have carried out the project. |

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| **Learning Outcomes and Assessment Criteria** | | |
| **Pass** | **Merit** | **Distinction** |
| **LO1** Establish project aims, objectives and timeframes based on the chosen theme | | **LO1 & LO2**  **D1.** Critically evaluate the  project management  process and appropriate  research methodologies  applied. |
| **P1** Devise project aims and objectives for a chosen scenario.  **P2** Produce a project management plan that covers aspects of cost, scope, time, quality, communication, risk and resources.  **P3** Produce a work breakdown structure and a Gantt Chart to provide timeframes and stages for completion. | **M1** Produce a comprehensive project management plan, milestone schedule and project schedule for monitoring and completing the aims and objectives of the project. |
| **LO2** Conduct small-scale research, information gathering and data collection to generate knowledge to support the project | |
| **P4** Carry out small-scale research by applying qualitative and quantitative research methods appropriate for meeting project aims and objectives | **M2** Evaluate the accuracy and reliability of different research methods applied. |