

# UNIVERSITY OF TECHNOLOGY, JAMAICA

## SCHOOL OF COMPUTING & INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY PROJECT MANAGEMENT (CIT4024)

### GROUP PROJECT:

This group project represents 30% of your course grade. You are required to form a project team of four (4) members, after which you will identify a feasible information technology project. Your team should display the ability to plan your project by producing the following pieces:

- Business Case Summary & Project Charter
- WBS & Project Schedule
- Project Management Plan Extract
- Earned Value Analysis Report Summary

If your tutors so instructs, project deliverables should be uploaded to Moodle by the deadline date; in which case e-mails to tutors will be ignored. Deliverables should be converted to PDF format before being uploaded.

The following pieces will be individually marked i.e. each group member will be assessed on a specific section:

- Business Case Summary & Project Charter
- Project Management Plan Extract

So that 20% of the 30% will be based on individual effort with the remaining 13% being a group assessment

***Business Case Summary & Project Charter -10%***

***Due Date: 18/02/2024 23:59***

### A. BUSINESS CASE SUMMARY

Project Title (1)

Brief Business Background (4)

Business Objectives: (5)

Problem/ Opportunity Statement: (5)

Preliminary Project Requirements (10)

Critical Assumptions & Constraints (5)

Potential Risks Overview: (5)

*- Place a summarized list of at least seven anticipated risks within a Risk Breakdown Structure, according to risk categories. Your RBS should bear some relation to your project.*

Budget Estimate & Financial Analysis (5 + 10=15)

Project Justification Statement: (5)

*-With Reference to your Financial Analysis*

**B. CHARTER**

**-Overview: (5)**

Project Title:
Project Start Date:Project Finish Date:
Budget Information:
Project Objectives:

**- Project Deliverables (10)**

**-Success Criteria (5)**

**- Approach: (5)**

*-(Overview of Key Steps/Principles)*

**-Key Stakeholders (about 5 meaningful ones), Roles and Responsibilities: (5)**

<i>Name</i>	<i>Role</i>	<i>Responsibility</i>
<i>Eg. Peter Brown</i>	<i>CEO Project Sponsor</i>	<i>Provides Financial support and acts as advocate for project; Provides key input to scope definition;</i>

**-Milestones & Schedule Estimate (10)**

Activity	Start	End

Summary Activity/Deliverable	Milestone Date

**-Approval Sheet: (5)**

*-This page should capture signatures of Project Manager, Project Sponsor and Key Client(s)*

**TOTAL MARKS = 55 + 45+ 10 (Presentation & Language) = 110**

**Each team member will do pieces totalling 25 marks. The marks for presentation & language will be a group mark (allocated 2.5 per person)**

**Allocation of Work**

B1	Title	1
B2	Background	4
B3	Objectives	5
B4	Problem/opportunity statement	5
B5	Requirements	10
B6	Assumptions/Constraints	5
B7	Risk Overview	5
B8	Budget Estimate (6)/Fin Anal (9)	15
B9	Justification Statement	5
C1	Overview	5
C2	Deliverables	10
C3	Success criteria	5
C4	Approach	5
C5	Stakeholders	5
C6	Milestones	10
C7	Approval	5

	Sections	Total
Team member 1	B8, C5, C7	25
Team member 2	B1, B2, B3, B4, B6, B9	25
Team member 3	B5, B7, C1, C3	25
Team member 4	C2, C4, C6	25

## **Work Breakdown Structure (WBS) & Project Schedule - 7%**

**Due Date: 17/3/2024 23:59**

### **Instructions:**

1. Create a Scope Statement (maximum 35 words). (10 )
2. Create and display a Work Breakdown Structure (3 levels) for this project. Clearly state whether you are using a product or process WBS. You can use either a graphical or outline format. **(25)**
3. Create a WBS dictionary using an appropriate template (15)
4. Create an activity list based on the WBS you created. You should have at least 20 activities (15)
5. From activities in item 4, create schedule, using Project Libre or MS Project, by: **(35)**
  - specifying the tasks (5)
  - sequencing the tasks (20). You should include at least two (2) relationships that are not FS. You should include appropriate lead and lag for at least two (2) of the relationships
  - assigning predefined resources to tasks (5)
  - assigning duration to tasks (5)
6. Identify two (2) activities that are on the critical path and explain why is it important for a project manager to identify such activities being on the critical path (5)
7. Use Project Libre or MS Project to present one (1) report related to Human Resources Management or Cost Management. (5)

**TOTAL MARKS = 110 + 10 (Presentation and Language) = 130**

Marks in this section will be assigned to the entire group, nevertheless you **must** indicate the contribution of each member in your documentation.

**Instructions:**

Identify a template suitable for creating your project management plan; ensuring the topics contained in table below are included in your document.

Section Headings	Section Topics	Marks
<b>Overview</b>	Project Name	1
	Project Deliverables (list)	5
	Schedule (milestones) and Budget Summary	5
Subsidiary Plans (Extract)	HR Management	50
	Project Organizational Chart	
	RACI Chart	
	Team Contract	
	Quality Management	50
	Procurement Management	50
	Scope Management	50

**TOTAL MARKS = 50 + 9 (individual + Presentation and Language) + 11 (Group) = 70**

## **Earned Value Analysis & Reporting - 3%**

**Due Date: 31/3/2024**

(1-2 pages, **including extracts from MS Project or Project Libre**)

1. Present Earned Value Reports **from Project Libre or MS project software**. Make sure to create a schedule baseline and then do updates on a few activities so that the system can generate meaningful reports. The report should include but not limited to: (10)
  - Planned Value
  - Earned Value
  - Actual Cost
  - Any Variance (Schedule or Cost)
2. State two (2) conclusions drawn from the Earned Value report. (5)

**TOTAL MARKS = 15**

**Marks in this section will be assigned to the entire group**