

## Assignments Tips

- **PRACTICAL**, not theoretical... I must be able to see that you can apply what you have learned to a example project
- Don't exceed word limits... it is good practice to learn to write succinctly.
- Use in text references... a reference list at the end of the assignment is no good unless I can see where you have referenced.
- **DON'T** simply re-write the question as your introduction in Assignments 1a, 1b, 1c.
- Use the MS Word spell and grammar check... present your assignment professionally.
- Use Bullet Point, Tables, Diagrams and Section Headings.
- Make sure diagrams and text are clear able to be read.
- Use the Writing Centre early... don't wait until the last day.
- Check the assignment and cover all requirements... ensure you don't miss easy marks.
- **PLEASE** Paste your Cover Page as an image, not text.
- **ASK** clarifying questions early... don't wait until the last day.

# Grading Criteria

Assignment 1a, 1b, 1c	
Section	Marks
Introduction	10
Body	60
Conclusion	10
Assignment Quality	20
<b>Total</b>	<b>100</b>

Assignment 2 – Project Management Plan (Group)	
PMP Section	Marks
Exec Summary	5
Integration Management	5
Scope Management	10
Time Management	10
Cost Management	10
Quality Management	10
Human Resource Management	10
Communications Management	10
Risk Management	10
Procurement Management	5
Stakeholder Management	5
Assignment Quality	10
<b>Total</b>	<b>100</b>

Assignment 3 – Project Closure report	
Project Closure Section	Marks
Executive Summary	20
Project Performance	25
Project Reports	25
What I Learned	10
Assignment Quality	20
<b>Total</b>	<b>100</b>