



CSE5PM Workshop 6

Semester 1, 2024

Previous Workshop

- Finish remaining tasks from previous workshop
- Make sure you understand all the fields in the given templates, WBS, Activity, Gantt etc
- Seek help from tutor if any questions

Assessment 2:

- Requirements for each part
- Group work requirements
- Technical Qs answered



Assessment 2

60% of total subject marks

Assessment 2 comprises of three parts:

- Part I Group Project Management Plan is worth 25%
- Part II Reflections is worth 20%
- Part III Final Presentation is work 15% of your overall subject mark

Part I: Group Project Management Plan (25%)

Due 2nd June 2024 11.59 pm

Your team is a team of project managers hired to deliver this project to the organization.

We will use the Agile approach for project management of this assignment and complete the project in sprints.

A sprint will run for two (2) weeks.

You will have two (2) sprints for this assignment.

Use JIRA to divide and manage your team tasks. This will ensure that clear roles and responsibilities are defined for each sprint.

Use Confluence for documenting those tasks/documents.

Part I: Group Project Management Plan (25%)

1. Prepare a project charter.
2. Identify the scope.
3. Prepare a WBS and Gantt chart for the project (template will be provided)
4. Create the activity list (template will be provided) and PDM Network Diagram
5. Document Project Milestones
6. Identify stakeholders
7. Prepare a Risk identification, Assessment and Evaluation document using Risk matrix and Risk register (template will be provided)
8. Document Project Resources (People, Technology, Others)
9. Identify project success factors and project success criteria
10. Document Communication plan (template will be provided)
11. Change Management Register
12. Budget preparation

Part II: Group Reflection Report (20%)

Group progress reflection 1 due on 13th May 2024 at 11:59 pm

Group progress reflection 2 due 27th May 2024 at 11.59pm

At the end of the sprint, you will have to document a group progress reflection, reflecting on the work of your team in the sprint.

There are two (2) group progress reflections each worth 10% of your overall marks and due at the end of each sprint. These reflections should also be documented on Confluence. One document per team.

A template to assist you in this task will be provided.

Part III: Group Presentation (15%)

Group presentations to be delivered during week 12 workshops

Presentation requirements:

Your team will present your prepared documentations, outline how your team will manage the project during monitoring and execution phase, and how you will hand over the project to the client.

A general summary of the requirements for group presentation will be covered by your tutor in the Week 10 workshops.

What are the project options?

Chose one:

GrubGrub: The hub for grubs

Web-based solution for a range of farming vendors to advertise their products (insect protein) and enable collective marketing and group sales to a range of customers with different needs and technical skills. Considerations of vendor and customer component requirements.

Cyber Awareness Platform

Cyber Awareness Platform to facilitate and deliver Cyber Security campaigns targeting staff and students within the University community. The platform will serve as a centralized hub for educational content, engagement activities, and performance monitoring, aiming to enhance Cyber Security knowledge and mitigate the risk of Cyber incidents and data breaches.

Risk Management

- Why do you need to spend so much time at the start of the project worrying about risk?
- Is it realistic to be able to imagine, and plan for, all potential risks that a project might encounter across the project life?

Risk Register

A document that contains results of various risk management processes; it is often displayed in a table or spreadsheet format.

A risk register is a tool for documenting potential risk events and related information.

Qualitative analysis of Risk

Used to assess the likelihood and impact of identified risks to determine their magnitude and priority.

Prioritizes risks according to their potential effect on project objectives.

	Potential Risk Identified	Likelihood	Consequence	Risk Rating	Mitigation Action	Review of Risk	Responsibility	Status	Comments
INTERNAL OPERATIONS	IP risk: sharing of information leads to loss of advantage over a competitor agency for a grant	Very Possible	Moderate	Medium		6 monthly			
	Workplace health and safety risks: injury, illness, back injury	Possible	Moderate	High	1. Injury register 2. First-aid training 3. Occupational health and safety reviews as part of staff meetings 4. Workplace counselling available for staff	6 monthly	EO, staff	Priority	
	Workplace risks: fire, flood, theft, damage	Unlikely	Moderate	Medium	1. Appropriate insurance policies 2. Data and system backups are in place 3. Processes in place for management of phones and services if office disruption	6 monthly	EO, staff	Insurance quotes obtained for new premises	
	Working from home	Unlikely	Insignificant	Low	A working from home strategy is in place with all staff able to access shared drives, emails, phone and database remotely	6 monthly	EO, staff	To review and potentially adapt/adopt LPV policy	
	COVID-19 epidemic risks: there are some specific risks that have been associated with the organisation needing to respond and change its service delivery model in response to the epidemic of COVID-19, which has caused widespread disruption and restriction of movement in the community.	Almost Certain	Minor	High	1. Funding: communicate with funders, provide a written business continuity plan for the restricted business period. 2. Ensure all staff are informed and up-to-date on this health emergency. 3. Continue to communicate regularly with members about office closure, event postponement, support, and alternative service delivery models. 4. Observe all legal, funder and operational requirements in relation to restrictions on business practice. 5. Board and staff continue regular meeting schedule online. 6. Ensure continuity of funding and changes to budget in line with funder advice 7. Maintain regular sector and interagency communications. 8. Maintain IT support.	6 monthly		A plan is in place.	

Task:

1. Create a risk register and populate with information that applies to the Green Farmer's case study.

To do this, you will need to carry out a basic qualitative analysis to figure out the risk ranking and impact.