BUSM4610 Business Project Management

Assessment Task 2:

Project Proposal (Response to RFP)

Due:

Friday 29th September 17:00 (Melbourne Time)

Mark Allocation: 50% of total mark

Assessment Task 2: Project Proposal (Response to RFP) (50%)

Rationale

The aim of Assessment Task 2 is to provide you the opportunity to work in a team of five students to prepare a project proposal in response to a request for proposal (RFP) drawing on a range of the tools, techniques, processes and industry standards examined in the course. Assessment Task 2 is worth 50% of your final grade.

The course learning outcomes (CLO) addressed in this assessment task are:

- CLO1: Evaluate and use tools, techniques and processes to solve project management problems
- CLO2: Critically appraise projects using industry standards and methods
- CLO3: Devise a project proposal in collaboration with team members in response to client requirements

General Guidelines

It is essential that you refer to the following resources in addition to the requirements and instructions detailed in this document:

- RFP
- Project Proposal Template
- Team Charter

Links to these documents can be found on Canvas (in the same place you downloaded this document).

Details

The report should be a maximum of 5000 words (including in-text references, tables and figures but excluding appendices and the reference list). In line with the proposal template your project proposal must include:

- *Cover letter:* Prepare a professional cover letter addressed to your tutor that introduces the team and your proposal. Mention the project title, highlight project deliverables, key dates and projected cost. Close by explaining why your team and proposal should be selected
- Team Charter: Include an image of the student charter that you complete with your team in class in Week 2
- *Introduction:* Introduce the proposal and describe what it contains. This should be a few sentences long maximum
- *Scope:* Briefly introduce your scope statement to provide context for the reader and then present your statement in this section using the templated used in class.
- *Deliverables:* Discuss the proposed project deliverables. Explain what the project will produce or supply. Present relevant descriptions,

specifications and justifications. Cite sources to evidence your research and to support your recommendations. Include complete RMIT Business format references in a list at the close of the proposal

- *Schedule:* Introduce and discuss the project schedule highlighting key dates (start/finish, milestones, phases). Your schedule should include at least 20 tasks (excluding summary and recurring tasks) and the critical path must be highlighted. Present images of the MS Project schedule. Ensure all images/figures have numbered captions. Follow the project proposal template to ensure the WBS is clear and easy to read. Your WBS must feature WBS code, task name, duration, start/finish dates, predecessors and resources (hide task mode). Chunk the schedule into logical phases (use summary tasks/task indentation) and ensure it includes appropriate management, monitoring and control tasks across the project lifecycle

- *WBS Dictionary*: Introduce your WBS Dictionary and present it in table format in this this section. Caption the table and introduce it before it appears. Explain tasks in the WBS in clear and simple business English. Ensure you include the WBS code and task name in your dictionary so the reader can easily cross reference your schedule

- *Resources:* Introduce, discuss and present an image of your MS Project resource sheet. This should include all resources (people, material and equipment) required to complete the project with realistic and appropriate costings. Follow the project proposal template to ensure the resource sheet is clear and easy to read

- *Cost:* Introduce, discuss and present an image of your MS Project cash flow report. Ensure all images/figures have numbered captions. This should present costs across the project lifecycle and feature the overall cost of the project. Inserting section breaks and using landscape orientation is recommended so you can ensure the report is clear and easy to read

- *Risk*: Introduce, discuss and present your risk analysis featuring at least 5 risks. You should include two tables here: a risk assessment form and a risk response matrix. Ensure all tables have numbered captions

- *Stakeholders:* Introduce, discuss and present your stakeholder analysis matrix featuring at least 5 stakeholders/stakeholder groups. Ensure all tables have numbered captions

- References: Include a reference list presenting relevant RMIT Harvard/Business format references that you have cited in your proposal when justifying deliverables.

Recommended Schedule

In Week 2 to 10 time will be allocated in your tutorial to work with your team to complete your proposal. The following breakdown lists the weekly schedule of team assessment activities. You will also need to work as a team outside of class to finish these activities:

Week 2	Form a team, create team drive, fill in charter
Week 3	Proposal template overview, complete scope and deliverables section

Week 4	Schedule and WBS dictionary
Week 5	Resources (finish schedule resource sheet and resource assignment including levelling resources)
Week 6	Cost (develop and explain cash flow report)
Week 7	Risk (Identify at least 5 risks and develop your risk assessment form and a risk response matrix using the tables provided in the worksheet on the week 5 tutorial page)
Week 8	Stakeholders (Use the stakeholder analysis table in the worksheet provided on the week 7 tutorial page to develop your stakeholder analysis matrix)
Week 9	Finishing touches (Cover letter, Table of contents, charter, reference list and quality assurance)
Week 10	Submission (use rubric/instructions as a checklist prior to submission)

Request for Proposal
You will be completing the project proposal in response to Supercharged VR Games' (SVG) RFP which involves assistance with an office move involving a server room upgrade. Please refer to the RFP document provided on Canvas for details.

Project Proposal Template
Please prepare your project proposal using the proposal template provided on Canvas. Please ensure you keep the order of each section as set out in the template.

Save a copy of the template to the Microsoft Teams Drive that you create in the Week 2 class. We will run through how to create a drive and how to use the template as we start working on the assessment task in class. Ensure your project proposal is stored and edited on your Team Drive across the semester so your tutor can view and discuss your progress as required.

Team Charter
Save a copy of the Team Charter template to the Microsoft Teams Drive. You will complete the Team Charter in Week 2. This should be saved in the root directory of your Microsoft Teams Driver and included in your project proposal submission as per the project proposal template.

You might also wish to refer to the instructor charter which is available on Canvas. This document describes how course staff will support your teamwork. You don't need to download this file.

Rubric/Marking guidelines
Marks for Assessment Task 3 will be allocated across a range of criteria as outlined in the marking rubric available on Canvas based on your ability to develop a professional project proposal (response to RFP) as part of a team.

Specifically the marking rubric considers the quality of your:
- Cover letter and scope

- Deliverables
- Schedule
- WBS dictionary
- Resources
- Cost
- Risk management
- Stakeholder management
- Teamwork

Refer to the marking rubrics provided on Canvas for additional information.

Team Assessment Responsibility (Contribution) Matrix
In most cases all team members will receive the same mark for the assessment task. However, in cases where students join teams late, or concerns are raised with respect to equitable contribution, your tutor or the Course Coordinator may request your team to complete a team responsibility matrix (available on Canvas). This document must only be completed in consultation with your tutor or the Course Coordinator.

In the event you are requested to complete this template, all team members should discuss their contribution to the proposal and be able to complete their section of the matrix well in advance of the due date of Assessment Task 2 so that contribution weightings can be agreed by the team. Please be aware that your contribution weighting will influence your individual grade for the assessment task.

Submission Instructions
Your project proposal should be submitted through Canvas as a Microsoft Word document (i.e., *.doc, *.docx) at or before Friday 29th September 2023 17:00 (Melbourne Time). One team member should upload your submission as a single Microsoft Word file. Do not submit multiple files.

It is your responsibility to ensure that your team has uploaded the correct file to Canvas for marking. If you discover after the due date that the incorrect file has been uploaded and your team elects to upload an alternative file at that time, your revised submission will be considered late, and penalties will apply as per the Course Guide.

Turnitin
Your assignment will be automatically submitted to the "*turn-it-in*" plagiarism detection software when you submit the assignment via Canvas. It is the responsibility of every team member to ensure your report has a satisfactory Turnitin result when you submit your proposal. This means you should submit early to allow everyone to read and interpret it and to fix any issues that are evident. Usually, it should record a matching score of less than 20%. We are using a common proposal structure so in some circumstances a higher score may be acceptable providing only common elements are highlighted (e.g., Headings). Where whole sentences or significant portions of sentences are highlighted, try to paraphrase to reduce similarity when resubmitting your report. Do not copy and paste sources without citing

sources in accordance with the RMIT Harvard/Business format. A whole list of references being highlighted as coming from a single source is also problematic whereas a multi coloured reference list is usually OK.

Only one team member should upload to Turnitin to avoid 100 per cent similarity matches. Your team charter should be inserted as an image to avoid similarity matches. Do not upload or include a cover sheet in your submission. It is not necessary as uploading to Turnitin indicates your agreement to the terms of assessment submission.

Familiarise yourself with how to use Turnitin to check the originality of your submission here. Always ask your tutor if you are concerned about Turnitin results. Make sure you check your work well in advance of the submission due date.

Penalties for Late Submission

All assignments will be marked as if submitted on time. Late submissions of assignments without special consideration or extension will be automatically penalised at a rate of 10% of the total marks available per day (or part of a day) late. For example, if an assignment is worth 20 marks and it is submitted 1 day late, a penalty of 10% or 2 marks will apply. This will be deducted from the assessed mark. Assignments will not be accepted if more than five days late, unless special consideration or an extension of time has been approved.

Extensions and Special Consideration (Individual and Group Assessment)

Extensions:

- Extensions are available for unforeseen circumstances of a short-term nature.
- Applications must be submitted at least one working day before the due date of the assessment.
- Extensions can be approved for a maximum of one week (seven calendar days) past the due date for an assessment. (Where students need an extension exceeding one week they must instead apply for special consideration).
- Applications for extension of time will not be accepted via email. All requests must be made via Canvas using the "application for extension of time" form and accompanied with supporting documentation (e.g., medical certificate). The link to submit a request for an extension of time on Canvas is available at: https://rmit.instructure.com/courses/108216/external_tools/132366.

Special consideration:

- Special consideration is available for unexpected circumstances outside students' control. These include but are not limited to: unexpected short-term ill health, and unavoidable family, work, cultural or religious commitments.
- An application for special consideration is made in advance of an assessment wherever possible but will normally be accepted within five working days after the assessment date.

For more information, see the Special Consideration page of the RMIT website.

Changes to the Assessment Scheme

Where a change to assessment approved by the dean/head of school changes an assessment due date, students will be given at least five working days' notice of the new due date.

Assessment Feedback

You can expect to receive marks and feedback on in-course assessment work in time to improve your performance in related assessment tasks later in the course.

- You will normally receive marks and feedback on in-course assessment tasks within 10 working days of the deadline for submission of that work, or, where an extension has been granted, within 10 working days of agreed extended due date.
- You will normally receive your marks for all in-course assessments before sitting any end-of-course exam.
- For this specific assessment task you will normally receive your feedback:
    - Within 10 working days of the deadline

Academic Integrity and Misconduct

Students demonstrate academic integrity in their assessment practices by:

- Engaging with assessment activities in an honest way;
- Providing accountability for the authorship and originality of work submitted;
- Acknowledging the work of others and the re-use of original work.

Academic misconduct is addressed in accordance with the [Student conduct policy](#).

Assessment involving research with human participants, their information or their tissue, or animal subjects is carried out in accordance with the [Staff ethics and integrity policy](#).

For further information see the [Academic Integrity](#) website.

Review and Appeal

A student may request a [review of an assessment result or appeal a final course grade](#) in accordance with the Conduct of assessment and appeals section of the Assessment processes.

Students are entitled to seek a review of their result for a course, or appeal against their final result in the course, where they provide evidence that at least one of the following grounds of review or appeal is present:

- There's been an error in the calculation of the result, or

- The assessment(s) didn't comply with the description of the assessment or the assessment criteria published in the course guide, or
- The assessment(s) or the assessment criteria published in the course guide aren't consistent with the requirements of the relevant training package or accredited course, or
- The assessment didn't comply with the assessment policy or processes or another relevant rule or University policy (that is, there's been an error in process), and this had a significant impact on the result.

Where a student has evidence of at least one of the approved grounds, they must first ask the course coordinator/program manager responsible for the course to review the final grade for the course.

- Students are recommended to request these reviews within five working days from the publication of the result, so they will still have time to appeal the result if necessary.
- Where the course coordinator/program manager isn't available the student may ask the dean/head of school to review the result.

Grade Criteria
High Distinction (HD) 80 – 100%
Exceptionally clear understanding of subject matter and appreciation of issues; well organised, formulated and sustained arguments; well thought out and structured diagrams; relevant literature referenced. Evidence of creative insight and originality in terms of comprehension, application and analysis with at least some synthesis and evaluation.

Distinction (DI) 70-79%
Strong grasp of subject matter and appreciation of key issues, perhaps lacking a little on the finer points: clearly developed arguments; relevant and well-structured diagrams; appreciation of relevant literature. Evidence of creative and solid work in terms of comprehension, application, analysis and perhaps some synthesis

Credit (CR) 60 – 69%
Competent understanding of subject matter and appreciation of some of the main issues though possibly with some gaps; clearly developed arguments; relevant diagrams and literature us, perhaps with some gaps; well prepared and presented. Solid evidence of comprehension and application with perhaps some analysis.

Pass (PA) 50 – 59%
Some appreciation of the subject matter and issues; work generally lacking in depth and breadth with gaps. Often work of this grade comprises a simple factual description (i.e. basic comprehension) but little application and analysis. Work of this grade may be poorly prepared and presented. Investment of greater care and thought in organising and structuring work would be required to improve.

Fail (NN) 0 – 49%

Evidence of lack of understanding of the subject (minimal adequate comprehension and little to no application) and inability to identify issues. Often inadequate in depth and breadth. Sometimes incomplete or irrelevant.