

Appendix B

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Assessment number	2 of 3
Assessment title	Prepare a project plan
Unit codes and titles	ICTPMG501 – Manage ICT projects (Releases 1)

PART B: You will prepare a project plan for your chosen ICT project in accordance with the project charter. Appropriate language and grammar must be used to explain how the ICT project will be executed.

Appendix B must be used to document the evidence required for assessment.

- Undertake research to determine:
 - additional project requirements
 - project constraints
 - project risks

Identify at least two information gathering techniques required to determine additional project requirements

Information gathering techniques	Key research areas
Observation	Observe recruiters using the current system to identify inefficiencies and areas where automation could improve processes.
Document Analysis	Review existing documents, such as current workflow processes, candidate data, and recruitment reports, to identify inefficiencies and additional system needs.
Interviews	Conduct interviews with key stakeholders (e.g., recruiters, IT staff, and Praxis Barnes) to gather insights into system needs, pain points, and specific functionality requirements.

Identify at least information gathering techniques required to determine project constraints

Information gathering techniques	Key research areas
Stakeholder Interviews	Speak with project sponsors, clients, and team members to identify limitations related to budget, timeline, and resource availability.
Workshops	Conduct workshops with key stakeholders to collaboratively identify and clarify constraints in areas like scope, time, and cost.

Identify at least two information gathering techniques required to determine project risks

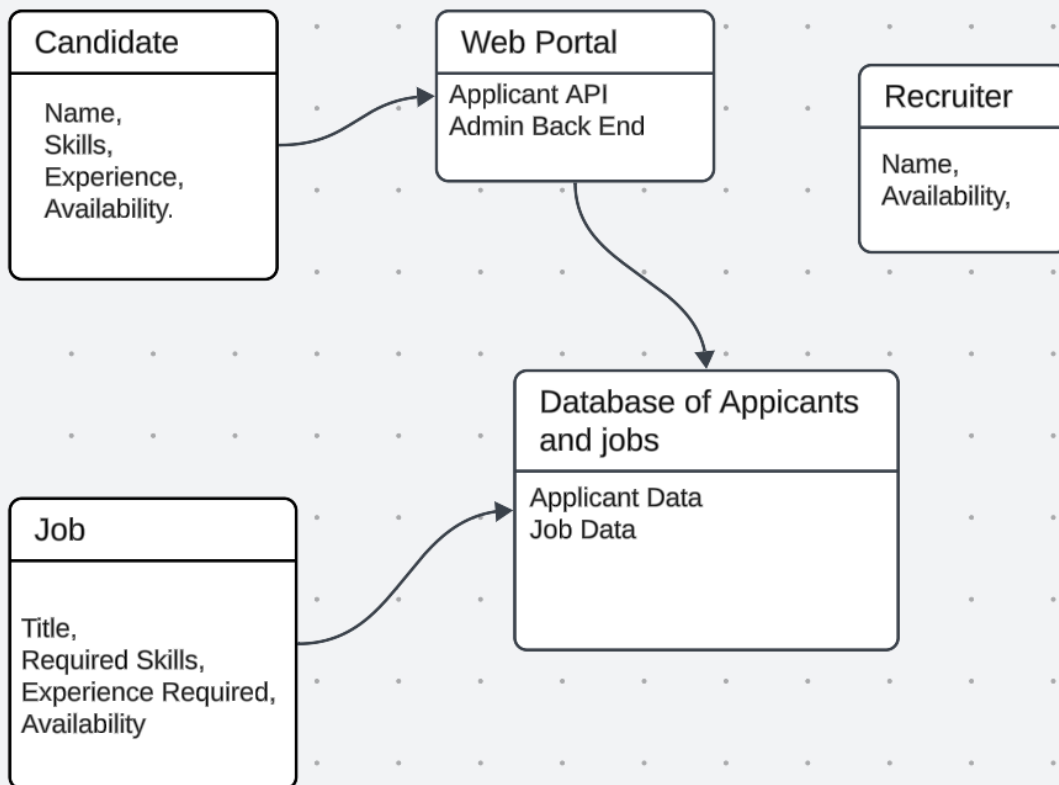
Information gathering techniques	Key research areas
SWOT Analysis	Conduct a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis to identify internal and external risks that could affect the project's success.

Risk Workshops

Gather key stakeholders and project team members to brainstorm and identify potential risks, assess their impact, and prioritize mitigation strategies.

2. Outline the design of the intended system by producing system modelling documentation.

Submit a minimum of at least one system modelling documentation as evidence for assessment. Examples could include: Storyboard, Wireframe, Any UML diagrams (Use Case, Class), Entity Relationship Diagram, Data flow diagram



3.

Show how the project is partitioned by preparing a work breakdown structure (WBS)

Submit the breakdown of work requirements as evidence for assessment.

The project is broken up into the following structure:

1. 1. Project Initiation

- 1.1 Define project scope
- 1.2 Identify stakeholders
- 1.3 Develop project charter
- 1.4 Assign project team and roles

2. 2. Requirements Gathering

- 2.1 Conduct stakeholder interviews
- 2.2 Analyze current recruitment processes
- 2.3 Document system requirements
- 2.4 Review and finalize requirements with stakeholders

3. 3. System Design

- 3.1 Develop system architecture
- 3.2 Create wireframes and UI design
- 3.3 Define data model and database structure (ERD)
- 3.4 Design use case and class diagrams (UML)

4. 4. Development

- 4.1 Frontend development (Web portal for candidates and recruiters)
- 4.2 Backend development (Database, job matching algorithm)
- 4.3 API integration with Salesforce
- 4.4 Security implementation (Data encryption, access control)

5. 5. Testing

- 5.1 Unit testing
- 5.2 Integration testing
- 5.3 User acceptance testing (UAT)
- 5.4 Security testing

6. 6. Deployment

- 6.1 Set up hosting environment
- 6.2 Migrate data from old system
- 6.3 Deploy system to live environment
- 6.4 Conduct final system checks and testing

7. 7. Training and Support

- 7.1 Train recruiters and administrators on system usage
- 7.2 Create user manuals and documentation
- 7.3 Provide technical support post-launch

8. 8. Project Closure

- 8.1 Final project review with stakeholders
- 8.2 Handover to system owner (Praxis Barnes)
- 8.3 Archive project documentation
- 8.4 Obtain final approval and sign-off

4. Prepare a work schedule using the table below or similar.

Add additional lines if required and list actions in the correct sequence.

Define Project Scope	1 week	22/7/2024	26/7/2024
Identify StakeHolders	1 day	26/7/2024	26/7/2024
Develop Project Charter	2 days	29/7/2024	30/7/2024
Assign Project Team Ro...	1 day	30/7/2024	30/7/2024
	1 day	30/7/2024	30/7/2024
conduct stakeholder int...	22 days	1/8/2024	30/8/2024
analyse current proces...	2 days	1/8/2024	2/8/2024
document system requi...	2 days	5/8/2024	6/8/2024
Review and finalise req...	1 day	5/8/2024	5/8/2024
develop system require...	2 days	8/8/2024	9/8/2024
create wireframes and ...	4 days	12/8/2024	15/8/2024
Define data model ERD	2 days	16/8/2024	19/8/2024
Design UML diagrams	2 days	16/8/2024	19/8/2024
Frontend development	14 days	20/8/2024	6/9/2024
back end development	14 days	20/8/2024	6/9/2024
salesforce integration	14 days	20/8/2024	6/9/2024
security implementation	14 days	20/8/2024	6/9/2024
unit testing	7 days	12/9/2024	20/9/2024
Integration testing	4 days	12/9/2024	17/9/2024
User acceptance testing	4 days	17/9/2024	20/9/2024
security testing	7 days	17/9/2024	25/9/2024
Set up hosting environ...	7 days	30/9/2024	8/10/2024
migrate data	7 days	30/9/2024	8/10/2024
deploy system to envir...	14 days	8/10/2024	25/10/2024
conduct final checks	3 days	28/10/2024	30/10/2024
train staff	14 days	30/10/2024	18/11/2024
create user manuals	3 days	2/12/2024	4/12/2024
provide ongoing support	0 days	12/11/2024	12/11/2024
Final project review	2 days	12/11/2024	13/11/2024
handover report	1 day	14/11/2024	14/11/2024
sign-off	1 day	14/11/2024	14/11/2024

5.

Prepare a budget

Here you will need to refer to your WBS and make reasonable assumptions for estimated costs associated with time/labour, and any other resources and equipment where applicable.

Submit the budget as evidence for assessment.

Budget linked in file (budget.csv)

6. Summarise the project management strategy in relation to how you will:

- consult with and interview others such as internal and external stakeholders
- communicate the project requirements
- manage your own and others' performance

Consulting with and Interviewing Stakeholders:

- **Internal Stakeholders:** Regular meetings with recruiters, IT staff, and system administrators will be scheduled to gather input and refine system requirements
- **External Stakeholders:** Periodic consultations with external clients, candidates, and Salesforce integration partners will ensure the system aligns with industry standards and user expectations.

Communicating Project Requirements:

- **Documentation:** Detailed project requirements will be documented and shared with all stakeholders, ensuring transparency. This includes a project charter, system requirements document, and weekly progress reports.
- **Regular Updates:** Project progress will be communicated through weekly status meetings, email updates, and a shared project management tool, allowing for real-time visibility and feedback.

Managing Own and Others' Performance:

- **Agile Sprints:** The project will follow an Agile methodology, breaking down tasks into manageable sprints. Progress will be tracked against specific goals,
- **Performance Tracking:** Regular performance reviews will be conducted, Feedback loops will be established to ensure continuous improvement and resolve any issues promptly.

7. Collate your project documentation and obtain approval from your trainer/ assessor or other authorised person

Use the space below for your trainer/assessor or other authorised person signature of approval.

- *Email approval can be accepted with the provision that copies of the documentation has been attached to the approval email to indicate the documents that were approved.*
- *If hand written signature is used, then this must include a date, and all supporting documentation require a initials on each page.*

Submit the following documents as evidence for assessment:

- one approved completed Appendix B
- system modelling documentation
- a breakdown of work requirements
- one completed budget