

COURSE NAME / CODE			BTEC National Subsidiary / Diploma / Extended Diploma in IT
UNIT(s) No / Name			Unit 17 – Project Planning with IT
LEVEL	3	Assignment No & Title	Assignment 1 – Understanding the Basics

LECTURER/ASSESSOR		Sandra Joseph / Emmanuel Oladipo	
ISSUE DATE		21 st January 2016	DEADLINE DATE 4 th February 2016
SUBMISSION DATE			
RESUBMISSION AUTHORISATION BY LEAD INTERNAL VERIFIER*			AUTHORISATION DATE (BY IV)
RESUBMISSION DATE**			

*All resubmissions must be authorised by the **Lead Internal Verifier**. Only **one** resubmission is possible per assignment, providing:

- The learner has met the initial deadlines set in the assignment, or has met an agreed deadline extension
- The tutor considers that the learner will be able to provide improved evidence without further guidance
- Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner

Any resubmission evidence **must be submitted within 10 working days of receipt of assessment

Student declaration

I declare that this assignment is all my own work and the sources of information and material I have used (including the internet) have been fully identified and properly acknowledged as required.

STUDENT NAME	SIGNATURE

ASSESSMENT DETAILS & GRADING CRITERIA

(NB: Columns 1 & 2 of the table below will be completed once the assignment has been submitted) Please note that criteria & evidence should be aimed to give the learner the maximum grade available within their qualification (i.e. A, Pass, Distinction)

Learning Aims Covered										
L01		Understand how projects are managed								
GRADING CRITERIA FOR TASK			EVIDENCE	EVIDENCE SEEN		Page No#	CRITERIA MET			
				Y	N		Y	I	N	IV
P1	Illustrate typical phases of a project lifecycle	Task 1. Diagram								
P2	Explain the resources available to support the project manager	Task 2. Information pack								
P3	Discuss issues affecting project management	Task 2. Information pack								
M1	Explain why projects can fail	Task 2. Information pack / classwork								

KEY: Y = Yes, I = Incomplete, N = No

BREAKDOWN OF HOW GRADES WILL BE AWARDED:

(NB: Please tick as appropriate)

TYPE OF QUALIFICATION	TICK	DESCRIPTION
BTECS / WORKSKILLS	✓	Pass / Merit / Distinction / Fail
A LEVELS / A2		A-U

Internal Verification of Assignment Brief

IV Full Name		Signed		Date:	
LIV Full Name		Signed		Date:	



BTEC SAMPLE MATERIAL
LEARNER CONSENT DECLARATION

Centre No & Name	51330 – UTC Reading	
Subject & Level	BTEC National Subsidiary / Diploma / Extended Diploma in IT	3
Unit No & Title	Unit 17 – Project Planning with IT	
Learner No & Name		

I agree to the learner work identified above, after having been made anonymous, being used to support any of the following activities, which may involve the display of work online through the BTEC website or through publications:

- Professional Development and Training
- Centre Assessment Example Material
- Standardisation Support
- Publication Materials

Assessor Signature	
Name (block capitals please)	SANDRA JOSEPH
Job Title	Director of Vocational Learning
Date:	

Learner Signature	
Name (block capitals please)	
Parent/Guardian consent if under 16 years of age	
Date:	

Please ensure that this sheet is completed on submission of your assignment.

Please note that your assignment **MUST** have the following (unless otherwise stated):

1. Cover page
2. Table of Contents
3. Introduction
4. Conclusion
5. Bibliography & References

SCENARIO

Working in your company (either Chips/Code/Brunel/Faraday) you have been asked to produce an information pack detailing the basics of project management. Your information pack is to be a detailed set of information that would enable someone that is new to project management to understand the pitfalls and the aids that are there to help them in project management.

TASK 1 Evidence you must produce for this task.

To achieve the criteria you must show that you are able to:	Unit	Criterion Reference
Create a diagram that details one or more project management methodologies. Your diagram should detail what happens at each stage of the lifecycle and show where the similarities are in the models.	17	P1
As part of your Information Pack you are required to explain the resources that are available to help a project manager. You should state why each resource is necessary. Resources to consider include:- <ul style="list-style-type: none"> • Information • People • Facilities • Finance 	17	P2
The information pack should also have a section detailing the issues that can affect project management. For example:- <ul style="list-style-type: none"> • Ethical issues • Sustainable issues • Understand consequences of failure to hit deadlines or produce products • Risks and risk mitigation 	17	P3
You are to research some failed projects and identify the main causes of failure. You would have investigated some failed projects in class, you should incorporate this into your work that you can identify a common trait that would cause a project to fail. You can present this as a slide presentation with an information booklet to illustrate your case.	01	M1

Sources of information	<p>Textbooks</p> <p>Dawson C – Projects in Computing and Information Systems: A Student Guide, 2nd Edition (Addison Wesley, 2009) ISBN-10 0273721313, ISBN-13 978-0273721314</p> <p>Maylor H – Project Management and MS Project CD, 4th Edition (FT Prentice Hall, 2010) ISBN-10 027370432X, ISBN-13 978-0273704324</p> <p>Yeates D and Cadle J – Project Management for Information Systems, 5th Edition (Prentice Hall, 2007) ISBN-10 0132068583, ISBN-13 978-0132068581</p> <p>Websites</p> <p>managementhelp.org/plan_dec/project/project.htm</p> <p>www.businessballs.com/project.htm</p>
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P1



☐ diagram of one or more methodologies

☐ detail of each stage

☐ similarities between the models

P2



☐ information pack

☐ resources that are used to help project management

☐ why each resource is necessary

☐ information

☐ people

☐ facilities

☐ finance

P3



☐ information pack

☐ things that can affect project management

☐ ethical issues

☐ sustainable issues

☐ not finishing product or not hitting deadline

☐ risks

☐ risk mitigation

M1



☐ research of failed projects

☐ main cause of failure

☐ class work

☐ common trait of failures