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 3 – Implementation is the Name of the Game		

LECTURER/ASSESSOR	Sandra Joseph / Emmanuel Olapido		
ISSUE DATE	29th Feb 2016	DEADLINE DATE	21st March 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 ha 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	
LO3	Be able to follow project plans

GRADING CRITERIA FOR TASK		EVIDENCE	EVIDENCE SEEN		Page No#	CRITERIA MET			
			Y	N		Y	I	N	IV
P6	Follow a project plan to carry out a defined project	Task 1. PID / Business Case Report and drawings							
M3	Monitor the project against the project plan, adapting the plan as circumstances change	Task 1. MS Project File / Monitoring Log							
D1	Demonstrate effective communications with stakeholders at all stages of the project	Task 2. Evidence of communication(s) Witness Statement(s)							

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	EMMANUEL OLADIPO
Job Title	Director of Vocational Learning	Lecturer
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) and in your tutor groups, you have been given the Army Project brief to work in cross curriculum with parameters that have been outlined in the project brief.

Your tutor group is made up of Engineers and IT students. You are required to utilise the students according to their ability and against your Belbin test results. (If this hasn't been completed yet – you can take the test at www.123test.com and pick the Team Roles test.)

TASK 1 Evidence you must produce for this task.

To achieve the criteria you must show that you are able to:	Unit	Criterion Reference
• To fulfil this criteria you should show that you have created a plan to develop the solution. • You should be able to show that you worked together as a team and that all members where assigned roles within the team. • You should demonstrate that a plan has been developed and met the requirement as set out by the project specification given to you by the Army. • Your plan may not be totally complete or the chosen plan by the Army – but in this case, reasons should be given as to why.	17	P6
As you was working on your design within your groups, you should have created a monitoring log that would show if you had to change your plan as you developed it. Your plans could change due to constraints within the project / group or because of changes that have arisen when you have spoken to your stakeholders (Army representative). This 'log' will show the altered timescales etc. You should use a Microsoft Project file to assist in the development of creating your plan and when changes arise you can change the Project and print to show the alterations that have happened with a write-up of what happened to make them change.	17	M3

TASK 2 Evidence you must produce for this task.

To achieve the criteria you must show that you are able to:	Unit	Criterion Reference
To achieve this criteria you must show how you have communicated with your 'stakeholders' at each stage of your project. Your communication can be evidenced by either video or audio records of meetings or telephone calls together with any written communications. You can also include any Witness Statements of your communications that you have signed by your mentor and assessor.	17	D1

Sources of information	**Textbooks** Dawson C – Projects in Computing and Information Systems: A Student Guide, 2nd Edition (Addison Wesley, 2009) ISBN-10 0273721313, ISBN-13 978-0273721314

Maylor H – Project Management and MS Project CD, 4th Edition (FT Prentice Hall, 2010)
ISBN-10 027370432X, ISBN-13 978-0273704324
Yeates D and Cadle J – Project Management for Information Systems, 5th Edition (Prentice Hall, 2007)
ISBN-10 0132068583, ISBN-13 978-0132068581

Websites
managementhelp.org/plan_dec/project/project.htm
www.businessballs.com/project.htm
www.prince2.com

P6

- [ ] *presentation for stakeholders*
- [ ] report
- [ ] drawings of new design

M3

- [ ] monitoring log
- [ ] altered timescales / tasks
- [ ] project printout(s) (optional) & writeup

D1

- [ ] communication with stakeholders
- [ ] records of meeting(s)
- [ ] record of telephone conversation(s)
- [ ] video of meeting(s)
- [ ] audio of meeting(s)
- [ ] written communication with stakeholder
- [ ] witness statement of meetings

SUMMATIVE ASSESSMENT RECORD SHEET

Programme		Learner Name		Assessor Name	
Unit No. & Title		Target Learning Aims		Issue Date	Click here to enter a date.
Assignment No & Title				Final Submission Date	Click here to enter a date.

Target criteria	Criteria Achieved	Final Assessment Comments		

Summative comments			
Assessors declaration			
I certify that the evidence submitted for this assignment is the student's own and the learner will be able to provide improved evidence without guidance. I understand that any false declaration is a form of malpractice.			
Resubmission authorisation*		Resubmission Date:	Click here to enter a date.
* All resubmissions must be authorised. Only 1 resubmission is possible per assignment.			
Assessor Signature		Date:	04 February 2016
Learner comments			
Learner Signature		Date:	