

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 4 – It's Good for You! (Army)

LECTURER/ASSESSOR		Sandra Joseph / Emmanuel Oladipo	
ISSUE DATE		14 th April 2016	DEADLINE DATE 28 th April 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									
L04		Be able to review the project management process							
GRADING CRITERIA FOR TASK		EVIDENCE	EVIDENCE SEEN		Page No#	CRITERIA MET			
			Y	N		Y	I	N	IV
P7	Carry out a review of the project management process	Task 1. Report on the Army project process							
D2	Evaluate the effectiveness of the tools used to plan the project	Task 2. Report detailing the evaluating of tools and methodologies used in the Army project							

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.)

The Review Process

TASK 1 Evidence you must produce for this task.

To achieve the criteria you must show that you are able to:	Unit	Criterion Reference
<p><i>You are required to create a report that reflects the whole Army project process. In your report you should consider the following:-</i></p> <ul style="list-style-type: none"> <i>The good features of the planning process (where the events and the resource utilisation matched the original proposal and where it was fairly straight forward to stick to your plan)</i> <i>The less good features (where the events and the resource utilisation differed significantly from the plan and the plan had to be adapted)</i> <i>The unexpected and unpredictable events which affected the process</i> <i>Suggestions on how you could improve the project management of your team in the future..</i> 	17	P7

TASK 2 Evidence you must produce for this task.

To achieve the criteria you must show that you are able to:	Unit	Criterion Reference
<p><i>You are required to create a report that evaluates the tools and methodologies that you used in your Army project. In your project you should consider the following:-</i></p> <ul style="list-style-type: none"> <i>Whether the tools used were useful or not and if not why not (this could have been the fault of the users rather than the tool itself).</i> <i>Suggestions for how the tools could have been better used</i> 	17	D2

Sources of information	<p>Textbooks Dawson C – <i>Projects in Computing and Information Systems: A Student Guide, 2nd Edition</i> (Addison Wesley, 2009) ISBN-10 0273721313, ISBN-13 978-0273721314 Maylor H – <i>Project Management and MS Project CD, 4th Edition</i> (FT Prentice Hall, 2010) ISBN-10 027370432X, ISBN-13 978-0273704324 Yeates D and Cadle J – <i>Project Management for Information Systems, 5th Edition</i> (Prentice Hall, 2007) ISBN-10 0132068583, ISBN-13 978-0132068581</p> <p>Websites managementhelp.org/plan_dec/project/project.htm www.businessballs.com/project.htm www.prince2.com</p>
------------------------	--

P7



- ☐ *report on the Peter Brett project*
- ☐ good features of the planning process
- ☐ less than good features of the planning process
- ☐ unexpected and unpredictable events that affected the process
- ☐ suggestions on improvements to the project management process for the group

D2



- ☐ evaluation of the tools and methodologies used in the project
- ☐ was the tools useful or not
- ☐ if the tool was not useful - why wasn't it useful
- ☐ suggestions on how the tool could be better used