

<b>COURSE NAME / CODE</b>		BTEC National Subsidiary / Diploma / Extended Diploma in IT	
<b>UNIT(s) No / Name</b>		Unit 17 – Project Planning with IT	
<b>LEVEL</b>	3	<b>Assignment No &amp; Title</b>	Assignment 2 – Plotting and Planning (Army)

<b>LECTURER/ASSESSOR</b>	Sandra Joseph		
<b>ISSUE DATE</b>	5 <sup>th</sup> Feb 2016	<b>DEADLINE DATE</b>	26 <sup>th</sup> Feb 2016
<b>SUBMISSION DATE</b>			
<b>RESUBMISSION AUTHORISATION</b> BY LEAD INTERNAL VERIFIER*		<b>AUTHORISATION DATE (BY IV)</b>	
<b>RESUBMISSION DATE**</b>			

\*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.*

<b>STUDENT NAME</b>	<b>SIGNATURE</b>

### 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									
LO1		LO1 detail that is covered etc							
GRADING CRITERIA FOR TASK		EVIDENCE	EVIDENCE SEEN		Page No#	CRITERIA MET			
			Y	N		Y	I	N	IV
P4	Produce a project specification	Project specification							
P5	Plan a defined project using IT	Project specification with timeline and monitoring points / critical path							
M2	Assess the impact of potential risks to a project	Project specification with risks / mitigation							

**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

<b>IV Full Name</b>		<b>Sign</b>		<b>Date:</b>	
<b>LIV Full Name</b>		<b>Sign</b>		<b>Date:</b>	

# Unit: 17



*Project Planning with IT*

## Assignment: 2

*Army Project*

**SCENARIO** Working in your company (either Chips/Code/Brunel/Faraday) and in your teams you have been given an Army Project to work in cross curriculum.

**TASK 1** **Microsoft & Prodigy Project**

**(P4)** *As part of your project for the Army, you should have identified the requirements for the system from the client. To fulfil this criteria you should produce a project specification (Project Initiation Document or Business Case) which will be used when you communicate back to the stakeholder (please keep a copy of this as it will be needed in a later assignment for D1). Your project specification should contain the following:*

- Identification of stakeholders
- Business case requirements
- Deliverables
- Benefits and success factors
- Project boundaries (scope)
- Constraints
- Consideration of options (e.g. ethical, sustainable issues, consequences of failure to hit deadlines, risks and risk mitigation)

**(P5)** *As part of the project specification you should have a section that contains the critical path with milestones for the project. You should use a software for maintaining projects such as Microsoft Project so that you can monitor points in the project and create milestones. Your project should also be able to printout your critical path. Where necessary you should annotate your documents where necessary.*

**(M2)** *Your Project specification should incorporate a section with the various risks that can affect the project and how these risks could be mitigated.*

FOR THE PASS CRITERIA	
<b>P4</b>	Project specification
<b>P5</b>	Project specification with the following:- <ul style="list-style-type: none"> <li>• Monitoring points</li> <li>• Milestones</li> <li>• Critical path(s)</li> </ul>
FOR THE MERIT CRITERIA	
<b>M2</b>	Section detailing in Project specification detailing the risks and mitigation for project

## Marking Sheet for Unit 17 – Project Planning with IT Assignment 2

Project specification with the following

### P4

☐ Identification of stakeholders

☐ Business case requirements

☐ Deliverables

☐ Benefits and success factors

☐ Project boundaries (scope)

☐ Constraints

☐ Consideration of options (e.g. ethical, sustainable issues, consequences of failure to hit deadlines, risks and risk mitigation)

### P5

☐ monitoring points

☐ milestones

☐ critical path(s)

### M2

☐ risks

☐ mitigation of risks