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| **Assignment Brief UCY** | | |
| **Programme Name:** FdSc Computing | | |
| **Unit Name and level:** Work Based Project Level I | **Unit Leader:** E.Budzynski | |
| **Approved for Issue by: R.Wood** | **Word Length:** 2500 | |
| **Issue Date**: September 2016 | **Return Date: 10/2/2017** | |
| **Assignment Title:** Assignment 1. PROJECT INITIATION DOCUMENT | | |
| **Assignment Details:**  **This assignment is the initial report for your main work based project. There are several deliverables that should be present, as parts of this document. The intended learning outcomes are as follows:**   1. Apply knowledge and skills from different parts of the course or professional practice in an integrative manner in the solution of a real business problem. 2. Use acquired consultancy skills, liaison skills and problem solving skills to achieve an appropriate understanding of a real business problem in the context of local industry and to present one or a range of possible solutions. 3. Create and maintain appropriate project documentation. 4. Make a Project presentation. 5. Perform a quality assurance review of a project.   **Deliverables:**   1. A Business Case that is presented and agreed with the client. 2. A Project Product Description that is the starting point for Product Based Planning and has been agreed with the client. Client approval of the product description should be present in form of a signed document. 3. **EITHER** a justification for not conducting a Feasibility Project and a Project Approach **OR a** written report on the feasibility of your chosen project in the form of a Feasibility Project Plan, and a Business Case that states a clear outcome i.e. the recommended option agreed with the client. 4. Your selection of Risk, Quality Management and Communication strategies that will be used within your project. Any project tolerances and controls that may be in place for the project. 5. A Project Plan showing when specific project deliverables should be completed. A breakdown of structure, a flow diagram and product checklist should also feature here.   The following deliverables should also be present within the project plan:   1. A Quality Register with information on how quality checks will take place. Include information on why these quality checks are important and relevant. 2. A Daily Log started with at least one mile stone achieved. This assignment deliverable can be the first milestone achieved although other may be present depending upon your project scope and deliverables. 3. A Risk Register should be started which features calculated percentages and reasoning for the inclusion of risk. 4. An Issues Register has been opened and begun. This register should outline and record any issues that may have become apparent within your project up to now. This can be referenced in your final documentation for the project in May 2017 to help establish when issues occurred. 5. A Stage Plan focusing on the first main stage of the project.   All of the above deliverables should be included within a single word processed document. | | |
| **How the Assignment will be Assessed (tasks), this gives an indication of the importance of different aspects of the assignment. These may relate directly to the ILOS or may be more generic.**  **Assessment Criteria *(****please refer to your handbook for generic assessment criteria)* | | **Marks Allocated** |
| 1. **Business case – agreed with client** | | **10%** |
| 1. **Project production description – agreed with client** | | **10%** |
| 1. **Justification for no feasibility approach / project approach being included**   **OR**  **Report featuring project feasibility plan and chosen / selected approach** | | **10%** |
| 1. **Additional project initiation document deliverables. ( As outlined on page 1 )** | | **20%** |
| 1. **Project plan – Breakdown structure, flow diagram and product checklist.** | | **25%** |
| 1. **Additional plan deliverables**   **Quality register, Daily Log, Risk register, Issues register, Stage plan.** | | **25%** |

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| The list below indicates aspects which you should seek to address in **written** assignments. It is not exhaustive and staff may wish to add to these. The emphasis placed on these will vary with the particular assignment and its level. Staff may wish to indicate the emphasis placed on these areas below. |
| Relevance to assignment title Evidence of reading √ |
| Structure √ Presentation / illustration √ |
| Critical analysis √ Spelling and grammar √ |
| Original ideas √ Referencing & Bibliography √ |

**Remember to ensure that your work is original and does not breach the University regulations regarding plagiarism. Submission of this assignment will be taken as confirmation that it is your own work.**