

ASSIGNMENT SUBMISSION AND ASSESSMENT

**EMPM5203
PROJECT MANAGEMENT
SEMESTER JANUARY 2024**

SPECIFIC INSTRUCTION

1. Answer in **ENGLISH**.
2. Number of words: **3500 - 5000 Words** excluding references.
3. Submit your assignment **ONCE** only in **MULTIPLE** file.
4. Submit your assignment **ONLINE**.
5. Submission date:
6. This assignment accounts for **60%** of the total marks for the course.

ASSIGNMENT QUESTION

PURPOSE:

The purpose of this assignment is to provide the student with the practical skills and theoretical concepts of the project management body of knowledge (6th and 7th Edition) they need to manage a project.

COURSE LEARNING OUTCOMES (CLOs):

1. Analyse issues and challenges related to project management for seeking effective solutions. (C5, PLO2)
2. Propose how a project can be managed efficiently by using appropriate skills, tools, techniques, planning, and control. (A4, PLO8)
3. Construct the project management plans based on any project organisational setting and project environment. (P5, PLO5)

QUESTION 1

In the context of project management, sustainability means considering the environmental, social, and economic impacts of the project throughout its lifecycle, from conception to completion and beyond. This includes identifying and mitigating any negative impacts of the project on the environment and society, as well as maximizing the positive impacts. Overall, incorporating sustainability into project management practices is becoming increasingly important for organizations to remain competitive, meet stakeholder expectations, and contribute to a more sustainable future.

Task: Select a project that aligns with at least one of the Sustainable Development Goals (SDGs 3, 6, 7, 9, or 11). Organize all aspects of this project, assuming necessary project requirements. Include these in your report.

Task instructions:

1. Group Formation.

- a) Form a group of 2-3 learners (possibly from different learning centers).
- b) Assign a team leader to delegate tasks.
- c) Prepare a group project proposal, an oral presentation, and participate in online class forums.
- d) Include all team members' details (Name, Matric Number, Learning Center) in the report.

2. Project Proposal Tasks.

TASK 1: PROJECT BACKGROUND AND LITERATURE REVIEW

a) Review literature on sustainability and challenges in project management. Propose and relate these to your selected project. Strategize to achieve sustainability and address challenges.

b) Describe your project's background and develop a Project Charter.

TASK 2: PROJECT COST MANAGEMENT AND PROJECT SCHEDULING

a) Discuss the chosen cost estimation technique and outline overall project cost management.

b) Create a Work Breakdown Structure (WBS) and a project schedule using the Critical Path Method (CPM), based on the WBS.

TASK 3: PROJECT RESOURCE MANAGEMENT- HUMAN RESOURCE

Describe your project's human resource management plan, including the RACI matrix of your project team members and a suitable type of organisational structure for the project.

TASK 4: PROJECT DEVELOPMENT APPROACH

a) Conduct a literature review on predictive, hybrid adaptive, and adaptive development approaches.

b) Choose and justify the most suitable development approach for your project.

TASK 5: PROJECT STAKEHOLDER AND PROJECT COMMUNICATION MANAGEMENT

Identify project stakeholders and create a project communication plan to keep stakeholders and team members informed and aligned.

TASK 6: REFLECTIVE ESSAY- INDIVIDUAL TASK

Reflect on your experience preparing for the project tasks and analyze your course experience overall.

TASK 7: GROUP VIDEO PRESENTATION

a) Prepare a group video presentation (max 30 minutes, <400MB, MP4 format) with PowerPoint slides.

b) Include oral presentations from all team members. Introduce everyone at the start. Record together or individually, as planned.

[TOTAL: 50 MARKS]

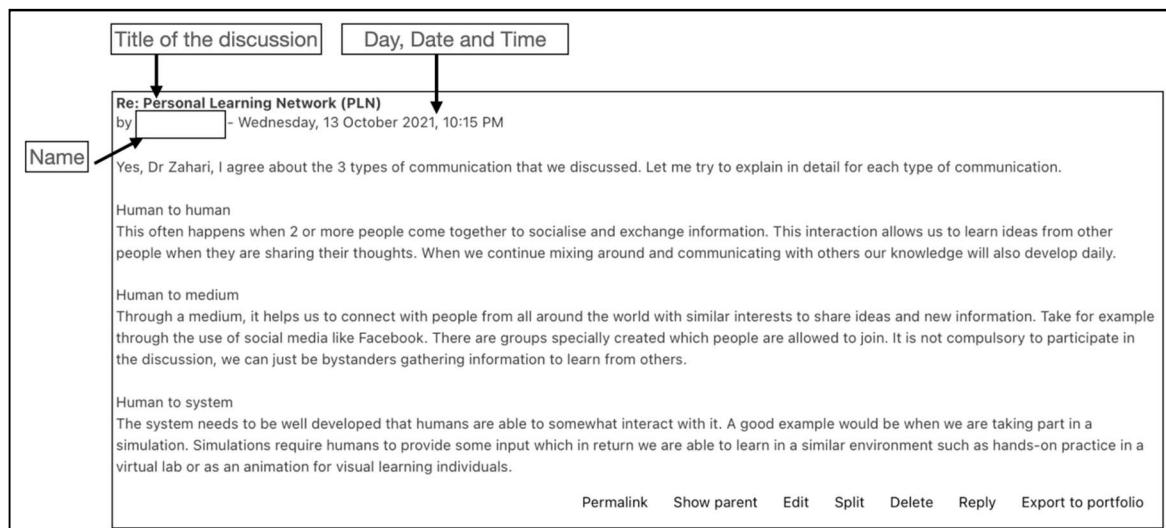
TASK 8: ONLINE CLASS PARTICIPATION (OCP)

Discuss group tasks in the designated forum.

INSTRUCTIONS ON HOW TO SUBMIT PROOF OF ONLINE CLASS PARTICIPATION (10%) OF TASK 8

Do the following:

- i. Select the best FIVE (5) of your postings from the forum discussion set up by your tutor.
- ii. Do screenshots of your postings and include them as images in your assignment.
- iii. The screenshots should be in an image file (either in JPG or PNG format). Refer to the sample of Screen Grab below
- iv. The screenshots should contain the Name, Title of the discussion, Day, Date, and Time.



[TOTAL: 10 MARKS]

PLEASE TAKE NOTE:

- This is a group assignment. You need to choose your group members and can be in different learning centers. The minimum number of members is two, and the maximum is three.
- Each member needs to upload the group report individually via Myinspire online submission.
- You need to submit two different files: 1 file of the essay type (Task 1, 2, 3 4, 5, 6 and 8) and a separate file for Task 7 (group video presentation) to the Myinspire.
- For grading, please refer to the assessment rubric.

[GRAND TOTAL: 60 MARKS]

Assessment Criteria

Your response to each task will be graded separately based on the checklist attached. For maximum credit, be sure that your response addresses each of the tasks in the question.

Criteria	Weigh t	Excellent	Good	Fair	Poor	Unsatisfactory	Max Marks
		4	3	2	1	0	
TASK 1 (CLO 3)							
a) Literature review using APA citation style. I. concept of sustainability and project challenges II. Proposal to achieve project sustainability	0.75	Excellent review with complete description of the content. Examples are relevant and based on research findings.	Good review with a complete description of the content. Some examples are relevant and based on research findings.	Fair review with complete description of the content. Some examples are relevant and based on research findings.	Weak review with complete description of the content. Examples are mostly not relevant.	Not available	3
b) Introduction and project background. c) Development of project charter	0.5	Excellent introduction, project background, and project charter of the project. Explanations are given with strong support documentation.	Good introduction, project background, and project charter of the project. Explanations are given with strong support documentation.	Weak introduction, project background, and project charter of the project. Explanations are given with strong support documentation.	Poor introduction, project background, and project charter of the project. Explanations are given with strong support documentation.	Not available	2
							5

TASK 2 (CLO 2)							
a) Project Cost Management	2.0	A comprehensive project cost management using appropriate techniques.	Good project cost management using appropriate techniques.	An adequate project cost management using appropriate techniques.	Poor project cost management using appropriate techniques.	Not available	8
b) The development of WBS	1.5	Comprehensive development of WBS according to PMBOK and well-specified activities for the project.	Good development of WBS according to PMBOK and activities for the project.	Adequate development of WBS according to PMBOK and activities for the project.	Poor development of WBS and did not follow according to PMBOK and activities are not relevant to the project.	Not available	6
c) Development of network diagram with activities.	1.5	A comprehensive and correct logic network is done.	Most of the logic network is done correctly and thoroughly.	The logic network is performed but many are incorrect.	The logic network is not done thoroughly.	Not available	6
							20
TASK 3 (CLO3)							
Project Resource Management – Human Resource. Planning of human resource management a) RACI Matrix b) Organisational structure	0.5	A comprehensive development of human resource management plan for the project.	A good development of human resource management plan for the project.	Adequate development of human resource management plan for the project.	Poor development of human resource management plan for the project.	Not available	2

TASK 4 (CLO 3)							
Project Development Approach and justification for your project selection	0.5	Excellent review with complete description of the content. Examples are relevant and based on research findings.	Good review with a complete description of the content. Some examples are relevant and based on research findings.	Fair review with complete description of the content. Some examples are relevant and based on research findings.	Weak review with complete description of the content. Examples are mostly not relevant.	Not available	2
TASK 5 (CLO 3)							
Development of project stakeholder and project communication management	0.75	A comprehensive discussion and strategies in managing project based on 6 th and 7 th PMBOK in project stakeholder and communication management.	A good discussion and strategies in managing project based on 6 th and 7 th PMBOK in project stakeholder and communication management.	An adequate discussion and strategies in managing project based on 6 th and 7 th PMBOK in project stakeholder and communication management.	Poor discussion and strategies in managing project based on 6 th and 7 th PMBOK in project stakeholder and communication management.	Not available	3
TASK 6 (CLO 3)							
a) Reflective Essay- Individual Writing	1.5	Demonstrate a conscious and thorough understanding of the scenario, assignment task and the subject matter expert.	Demonstrate a thoughtful understanding of the scenario, assignment task and the subject matter expert.	Demonstrate a basic understanding of the scenario, assignment task and the subject matter expert.	Demonstrate a limited understanding of the scenario, assignment task and the subject matter expert.	Not available	6
b) Conclusion of your project	0.25	An excellent conclusion that goes beyond the summary with insightful and sound discussion. Good recommendations for further deliberations	A good conclusion of points made, but nothing beyond a summary with adequate recommendations but	Basic conclusion with some degree of understanding of the task accomplished. Fair recommendations were made.	A poor conclusion that does not conclude the assignment. Weak recommendations provided.	No conclusion	1

			limited for further deliberations.				
c) Mechanics of writing & references	0.25	All references are cited appropriately. Very few or no spelling and grammatical errors	Almost all of the references are cited appropriately. Some spelling and grammatical errors.	Only some of the references are cited appropriately. Many spelling and grammatical errors.	Only a few of the references are cited. A lot of grammatical and spelling errors	Not available	1
							8
TASK 7 (CLO3)							
a) GROUP VIDEO PRESENTATION DESIGN	1.5	The presentation is well organized and easy to understand.	The presentation is organised.	The presentation is somewhat organised.	Presentation poorly organised.	Not available	6
b) GROUP VIDEO PRESENTATION SLIDES	0.5	Slides are clear, succinct, and demonstrate professional quality.	Slides are generally clear, succinct, and demonstrate adequate quality.	Slides are consistent in clarity and quality.	Slides are inconsistent and poorly designed and confused.	Slides are unclear and not appropriate.	2
c) DELIVERY-INDIVIDUAL	0.5	The presenter has a professional appearance and is well prepared without depending too much on notes. Volume, pacing, and gestures contribute maximally to the presentation.	The presenter has a professional appearance and is prepared. Appropriate voice volume, tone, and pacing. Gestures supported the overall presentation.	The presenter has a good appearance. Strong dependence on notes and hesitation. Good voice volume, tone, and pacing. Some appropriate gestures supported the presentation.	The presenter has a poor appearance and is poorly prepared. Poor voice volume, tone, and pacing. Inappropriate gestures detracted from the presentation.	The presenter is unprepared.	2
							10
Total	12.5						50

TASK 8 - CLO3

Marks for the online forum discussion will be given based on the following rubric:

TASK	CLO	Criteria	Weightage	Excellent	Good	Fair	Poor	Unsatisfactory	Max marks
				4	3	2	1	0	
6	3	Quality of Postings	2.5	All five comments are good, appropriate, relevant, meaningful, and respectful. Postings reflect active participation within assignment timeline.	Four of the comments are good, appropriate, relevant, meaningful, and respectful. Postings reflect participation within assignment timeline.	Two or three of the comments are somewhat good, appropriate, meaningful and respectful. Postings show relatively short participation time.	One post submitted. OR All posts done in one day. OR None of the comments are good and relevant. OR Comments are short responses that are not substantial nor meaningful. Minimum effort (e.g. "I agree with Tina")	Postings done past assignment timeline. OR No postings given as proof of participation in discussion	10
		Total Marks							10