



## ASSESSMENT BRIEF

<b>COURSE:</b>	Bachelor of IT/ Bachelor of IT with a specialization in Cyber Security
<b>Unit:</b>	Project Quality and Management
<b>Unit Code:</b>	PAQM321
<b>Type of Assessment:</b>	Assessment 2- Project Plan
<b>Length/Duration:</b>	Group Report – 3000 words Group Oral Presentation – 15 minutes
<b>Unit Learning Outcomes addressed:</b>	Upon successful completion of this unit students should be able to: <ul style="list-style-type: none"><li>a) Identify and explain alternative models for information systems project management and how these can be applied in practice in different styles of global organisations.</li><li>b) Discuss the Project Management Body of Knowledge and how this relates to the planning, scheduling and control of information systems projects and their change management plan.</li><li>c) Explain the need for and the basic principles of professional and ethical software and project quality assurance principles in the design and management of a complex information systems project.</li><li>d) Identify the objectives of and describe the phases of systems and software testing in the development of an information systems project.</li><li>e) Work effectively as part of a professional team in the production of a project plan for a global organisation.</li></ul>
<b>Submission Date:</b>	Week 10 Sunday 11:59PM
<b>Assessment Task:</b>	A group of 4-5 students will work together to make a project plan
<b>Total Mark:</b>	100 marks
<b>Weighting:</b>	Converted to 40% of the unit total marks

Students are advised that **submission of an Assessment Task past the due date without a formally signed approved Assignment Extension Form** (Kent Website [MyKent Student Link](#)> FORM – Assignment Extension Application Form – Student Login Required) **or previously approved application for other extenuating circumstances impacting course of study, incurs a 5% penalty per calendar day,** calculated by deduction from the total mark.

For example. An Assessment Task marked out of 40 will incur a 2 mark penalty for each calendar day.

More information, please refer to (Kent Website [MyKent Student Link](#)> POLICY – Assessment Policy & Procedures – Student Login Required)

## ASSESSMENT DESCRIPTION:

### Red Carpet Motel Website Project

Red Carpet Motel is the perfect holiday destination for visitors looking for comfortable lodging whilst exploring Mount Gambier's spectacular attractions.

Previously known as Econo-Lodge Mt. Gambier, the motel's varied amenities ensures that it stands out as a popular choice of accommodation in Mount Gambier. Red Carpet Motel is conveniently located close to many of Mount Gambier's prime attractions including Engelbrecht Cave which is located just 10 minutes away, as is the spectacular Cave Garden. For wine lovers, it is good opportunity to tour the world-famous Coonawarra Wine Region.

The restaurant on location serves delicious meals and the continental buffet breakfast is a great way to start your morning. Other amenities provided by the hotel include conference facilities for corporate guests, meeting rooms as well as laundry facilities. Inside the motel, guests find the spacious and well-appointed rooms, each with TV and free Wi-Fi services. Each of the 40 rooms includes a flat-screen TV with cable channels, tea and coffee making facilities as well as a refrigerator for your convenience. Free on-site parking is also available for the motel's guests.

Currently, the motel is dependent only on trip advisor and booking.com to reach out to the large range of customers and for booking purposes. Andrew Martin, CEO of motel wants to have own dynamic website of motel which can reach a vast range of customers over the country using Google advertisements, social media advertisements, can be used to look at the photos and information and for managing bookings.

This website will allow multiple customers from various locations to logon and use the system for browsing information and do bookings for their holidays. Customers can book any number of rooms at any time, can add extra facilities like lunch, breakfast, electric blankets, Foxtel, WIFI, Laundry etc, can update the bookings with extra fees and can cancel the booking before 48 hours of booking time. Customer can pay in advance online or can pay at the counter when they reach the motel.

You have been working part-time for Community Coders Pty Ltd, an open source organisation who recruits university students to work on primarily mobile software development projects. Your company is preparing a bid to take this project. Your executive manager Danielle Matt has asked you to take the lead on this project.

The initial investment in the project is estimated to be \$50,000 in year 0, \$10,500 in year 1, \$12000 in year 2, \$11050 in year 3 of the project. The Red Carpet motel requires a discount rate of 8.5%. It is anticipated project future cash inflow as follows (Years 0 to 3): \$0, \$50,000, \$75,000, and \$90,000.

Andrew Martin, the CEO of motel, has indicated that project should complete in six months. Andrew Martin's deputy, Tran will be available for all meetings and to answer any queries. He also realises some potential issues like security, payments and so on, that can cause serious issues in the success of this project.

The project will be considered a success, if it comes in on time, on budget, within scope and key stakeholders have been pleased with the communication and reporting processes.

### **Assessment task Requirements:**

Read and analyse the above case study to complete the project plan:

1. Prepare project charter.
2. Prepare a Stakeholder Register and Stakeholder Management Strategy for three key stakeholders for the above project.
3. Prepare a team contract.
4. Analyse financial projections and perform financial analysis for the project management using format given in week 5 lecture slides (not using excel formulas) and explain if the project is worth investing or not?
5. Identify and justify the appropriate SDLC model for this project. Relates and justify the phases of your chosen SDLC model to project management process.
6. Prepare the work breakdown structure (WBS) for this project at appropriate level. WBS should be based on the project charter, scope statement, and other relevant information in the case study.
7. Using the WBS from the previous question, prepare a Gantt chart for this project that covers the following:
  - Estimate activity durations
  - Sequence activities
  - Show critical path in your Gantt chart
8. Prepare a cost estimate considering the budget of the project.
9. Prepare a communication management plan for the project.
10. It is estimate that there will be a need for one full time project manager, two full time business analysts for first two months, two full time senior programmers for the third and fourth month of project, three full time junior programmers for fourth month and one full time technical writer for the last two months. Create a resource histogram representing the given information.
11. Identify four potential risks in the project (positive or negative), create probability and impact matrix, and identify proper responses for each risk.
12. To monitor and control the project success, Prepare weekly status report of the project. One report per team member is required. This report must be in context of the case study and assuming your group is part of development team.
13. Individual Presentation:
14. Each team is required to present the project work in the submission week. The presentation duration is 12 to 15 minutes.
15. Referencing:
  - In text and following proper Harvard style referencing convention.

Word limit: equivalent to 3000 words

### **ASSESSMENT SUBMISSION:**

This assignment should be submitted online in Moodle .

The assignment MUST be submitted electronically in Microsoft Word format. Other formats may not be readable by markers. Please be aware that any assessments submitted in other formats will be considered LATE and will lose marks until it is presented in Word.

For assistance please speak to our Academic Learning Skills Coordinators, in Sydney ([als\\_syd@kent.edu.au](mailto:als_syd@kent.edu.au)) or in Melbourne ([als\\_mel@kent.edu.au](mailto:als_mel@kent.edu.au)). They can help you with understanding the task, draft checking, structure, referencing and other assignment-related matters.

### GENERAL NOTES FOR ASSESSMENT TASKS

Content for Assessment Task papers should incorporate a formal introduction, main points and conclusion.

Appropriate academic writing and referencing are inevitable academic skills that you must develop and demonstrate in work being presented for assessment. The content of high quality work presented by a student must be fully referenced within-text citations and a Reference List at the end. Kent strongly recommends you refer to the Academic Learning Support Workshop materials available on the Kent Learning Management System (Moodle). For details please click the link <http://moodle.kent.edu.au/kentmoodle/mod/folder/view.php?id=3606> and download the file titled "Harvard Referencing Workbook". This Moodle Site is the location for Workbooks and information that are presented to Kent Students in the ALS Workshops conducted at the beginning of each Trimester.

Kent recommends a minimum of **FIVE (5)** references in work being presented for assessment. Unless otherwise specifically instructed by your Lecturer or as detailed in the Unit Outline for the specific Assessment Task, any paper with less than five (5) references may be deemed not meeting a satisfactory standard and possibly be failed.

Content in Assessment tasks that includes sources that are not properly referenced according to the "Harvard Referencing Workbook" will be penalised.

Marks will be deducted for failure to adhere to the word count if this is specifically stated for the Assessment Task in the Unit Outline. As a general rule there is an allowable discretionary variance to the word count in that it is generally accepted that a student may go over or under by 10% than the stated length.

Use of generative artificial intelligence tools are not permitted to be used for this assessment. Please respect this and be aware that where unauthorized use is detected, it will be considered as academic misconduct and penalties will apply.

### GENERAL NOTES FOR REFERENCING

References are assessed for their quality. Students should draw on quality academic sources, such as books, chapters from edited books, journals etc. The textbook for the Unit of study can be used as a reference, but not the Lecturer Notes. The Assessor will want to see evidence that a student is capable of conducting their own research. Also, in order to help Assessors determine a student's understanding of the work they cite, all in-text references (not just direct quotes) must include the specific page number(s) if shown in the original. Before preparing your Assessment Task or own contribution, please review this 'YouTube' video (Avoiding Plagiarism through Referencing) by clicking on the following link: <http://moodle.kent.edu.au/kentmoodle/mod/folder/view.php?id=3606>

<https://www.youtube.com/watch?v=2q0NIWcTq1YA> A search for peer-reviewed journal articles may also assist students. These type of journal articles can be located in the online journal databases and

can be accessed from the Kent Library homepage. Wikipedia, online dictionaries and online encyclopaedias are acceptable as a starting point to gain knowledge about a topic, but should not be over-used – these should constitute no more than 10% of your total list of references/sources. Additional information and literature can be used where these are produced by legitimate sources, such as government departments, research institutes such as the National Health and Medical Research Council (NHMRC), or international organisations such as the World Health Organisation (WHO). Legitimate organisations and government departments produce peer reviewed reports and articles and are therefore very useful and mostly very current. The content of the following link explains why it is not acceptable to use non-peer reviewed websites (Why can't I just Google?): <https://www.youtube.com/watch?v=N39mnu1Pkgw> (Thank you to La Trobe University for access to this video).

### MARKING GUIDE (RUBRIC):

Task	Fail (0-49%)	Pass(50-64%)	Credit(65-74%)	Distinction(75-84%)	High Distinction(85-100%)
<b>Project charter (10 Marks)</b>	Not attempted	Fair attempt to do project charter which is missing most important information such project name, start date, end date, project manager, budget, team members, approaches.	Good attempt to do project charter which is missing some important information from project name, start date, end date, project manager, budget, team members, approaches.	Very Good attempt to do project charter which is missing few important information from project name, start date, end date, project manager, budget, team members, approaches.	Excellent attempt to do project charter which is having all important information from project name, start date, end date, project manager, budget, team members, approaches.
<b>Stakeholder Analyses (10 marks)</b>	Not attempted	Not a good attempt which is missing most of the information such as stakeholders, their roles, contact details and management strategy for three key stakeholders is not identified as per the case study	Good attempt missing some of the information such as stakeholders, their roles, contact details and management strategy for three key stakeholders is not identified as per the case study	Very Good attempt missing few aspects such as stakeholders, their roles, contact details or management strategy for three key stakeholders is not identified as per the case study	Excellent attempt having all stakeholders, their roles, contact details and management strategy for three key stakeholders is identified as per the case study

<b>Team contract (5 Marks)</b>	Not attempted	Not a good team contract which is missing all possible rules for code of conduct, participation, communication and problem solving	Good team contract not having all possible rules for code of conduct, participation, communication and problem solving	Very Good team contract having some rules for code of conduct, participation, communication and problem solving	Excellent team contract having good rules for code of conduct, participation, communication and problem solving
<b>Financial Analyses (10 Marks)</b>	Not attempted	Only few values are correct	Attempted but values calculated are not correct but some justification is given	Correct financial analyses with all calculations shown as shown in table but correct justification of investment is missing	Correct financial analyses with all calculations shown as shown in table and correct justification of investment
<b>SDLC (5 Marks)</b>	Not attempted	Proper SDLC is not chosen	Good attempt in which SDLC is chosen but justification and relation to the PM processes are missing	Very Good attempt in which SDLC is chosen, justified but missing relation to relates to the PM processes	Excellent attempt in which SDLC is chosen, justified and relates to the PM processes
<b>WBS (5 Marks)</b>	Not attempted	Not a good WBS with only few tasks and sub tasks which is not related to case study	Good WBS is created which is not at proper level and does not relate to case study and project charter	Very Good WBS is created but missing relation to case study and charter	Excellent WBS is created at proper level, related to case study and project charter
<b>Gantt Chart (5 marks)</b>	Not attempted	Gantt chart is not related to WBS but is done considering the case study	Good Gantt chart having activities from WBS, proper duration which is related to duration of project but not correct sequencing of the activities and critical path is also not shown.	Very Good Gantt chart having activities from WBS but missing proper duration which is related to duration of project or sequencing the activities or critical path is also shown.	Excellent Gantt chart having activities from WBS, proper duration which is related to duration of project, sequencing the activities and critical path is also shown.
<b>Cost estimate (5 Marks)</b>	Not attempted	Cost estimate is not related to case study	Good cost estimate having all activities cost but related to budget given in case study	Very good cost estimate having most of the activities cost and is related to budget given in case study	Excellent cost estimate having all activities cost and related to budget given in case study

<b>Communication Management Plan (5 marks)</b>	Not attempted	Not a good attempt	Good communication plan but missing some of the "who need what information, when they need it, how it be communicated and who will be responsible for communication"	Very Good communication plan answering most of "who need what information, when they need it, how it be communicated and who will be responsible for communication"	Excellent communication plan answering all about "who need what information, when they need it, how it be communicated and who will be responsible for communication"
<b>Resource Histogram (5 Marks)</b>	Not attempted	Not a good attempt	Good Resource histogram but missing proper signs to represent the different staff needed to do the project	Very good resource histogram but few incorrect number of staff represented	Excellent resource histogram , with proper signs for different staff and correct number of staff for all four months
<b>Risk Management Plan (10 Marks)</b>	Not attempted	Four proper risks are identified but all are not related to case study and matrix and responses are not very accurate	Four proper risks are identified but few are not related to case study OR matrix and responses are not very accurate	Four proper risks are identified related to case study, matrix is created but responses are not appropriate	Four proper risks are identified related to case study, matrix and responses are up to the mark
<b>Weekly Status Report (10 Marks)</b>	Not attempted	Not a good report and all members have not done it	Good report but is not one per team member and is done considering themselves as a member of development team	Very good report one per team member and is not done considering themselves as a member of development team	Excellent report one per team member and is done considering themselves as a member of development team
<b>Referencing (5 Marks)</b>	Not attempted	All references are not relevant	In-text citations missing	In-text citations and referencing list is included but not correctly done using harvard referencing style	In-text citations and referencing list is correctly done using harvard referencing style
<b>Presentation (10 Marks)</b>	Not attempted	Attempted but too many issues	Good Presentation	very Good Presentation	Excellent Presentation
<b>Total (100 Marks)</b>					

Converted out of (40 marks)					
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