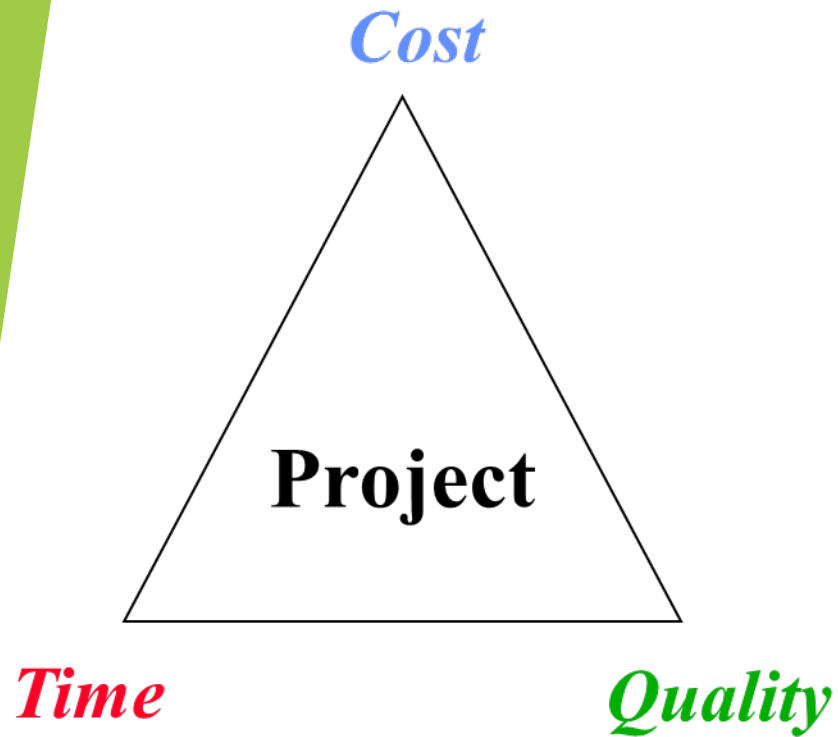


Ethics Reminder

- ▶ Every project must obtain ethical approval by going through the “Ethics online” process via your My Northumbria site.
- ▶ Failure to carry out the process and gain authorisation will result in your work not being marked.
- ▶ This is a University wide ruling that no project which interacts with people can be carried out without ethical approval being given.
- ▶ Each group project needs ethical approval not individuals.

KV6002 Team Project and Professionalism

Project Management



Goals, Objectives, phases, sprints

- ▶ Goals/Objectives
 - ▶ Start and End date for each goal
 - ▶ Distinct - specific
 - ▶ Evaluative - need to know what is excellent/ what is good enough
 - ▶ More than one task in each goal/objective
 - ▶ Visible delivery

Project Management Planning

- ▶ Planning (what is the point)
 - ▶ Communicating to all stake holders
 - ▶ Client
 - ▶ Group member
 - ▶ Group tutor
 - ▶ Coordination tool
 - ▶ Who is doing what when
 - ▶ What tasks depend on other tasks
 - ▶ What risks are included in task that would prevent the task to be completed
 - ▶ Yard stick
 - ▶ Costing mechanism
 - ▶ Difficult to cost if the plan is not broken down
 - ▶ Time Management
 - ▶ People Management

Tools to use

- ▶ Before you select your tools ensure that whatever you choose is going to be:
- ▶ Used
- ▶ Is Useful
- ▶ Is usable

Mechanism to plan

- ▶ Objectives
- ▶ Work Breakdown chart
- ▶ Gantt Chart
- ▶ Scrum Burndown charts
- ▶ Task list
- ▶ Communication strategy
- ▶ Costings
- ▶ Risk management charts
- ▶ Minutes from meetings - Actions, results, close down

Mapping out of tools

- ▶ Objectives leads to: -
- ▶ Work breakdown structure
 - ▶ Break down objective to areas for development, sprints
- ▶ Leads to - Gantt chart
 - ▶ Outlines tasks
- ▶ Leads to task List
- ▶ Leads to Risk list
- ▶ Lists to costing sheet

Excellent documents to drive your meetings


Gantt Chart Example

Project to undertake a large scale staff development programme for e-Learning

Gantt Chart Plan of the Start-Up and Initiation of the Project










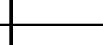

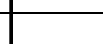
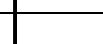


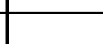
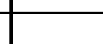
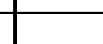
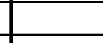
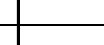
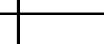
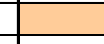



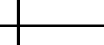






 SMT

 CPD Programme Leader / Team

 Specialist Members of Team

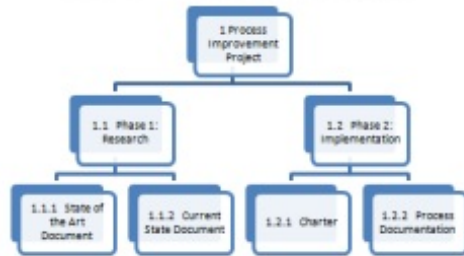
Time

Week 1 Week 2 Week 3 Week 4 Week 5 ..etc

Task	Week 1	Week 2	Week 3	Week 4	Week 5	..etc
Secure SMT Commitment						
Identify Steering Group						
Identify CPD Programme Leader						
Evaluate Strategies						
Identify Team						
Identify link to strategy						
Identify Goals and Objectives						
External Liaison (RSC, Professional Bodies)						
Identify Roles & Responsibilities						
Formulate Communications Strategy						
Promote across College						
Risk Analysis						
Decide reporting needs						
ILT Skills Audit						
Identify Scope						
Secure Funding						
Investigate, choose and customise staff development modules						
Formulate implementation & delivery strategy						
Identify accreditation route						
Analyse IT resources						
Commit/timetabling physical resources						
Identify all stakeholders						
Identify sources and nature of resistance						
Produce project budget						
Produce initiation document						
Agree PID with SMT						

Work breakdown chart - outlines deliverables

WBS – Chart Format



WBS – Outline Format

- 1 Process Improvement Project
 - 1.1 Phase 1: Research
 - 1.1.1 State of the Art Document
 - 1.1.2 Current State Document
 - 1.2 Phase 2: Implementation
 - 1.2.1 Charter
 - 1.2.2 Process Documentation

Task list - further detailed tasks

Example Task List						
Tasks below are derived from your tasks on your Gantt Chart.						
Some Gantt chart tasks should be broken down further into sub-task						
Example task list for MSc Projects in Computing						
Task title	Deliverable	Resources	Skills	Time	Risk	Costs
Literature Review	Chapter 2 in the project report	Library	High level writing, understanding, précising, structuring ideas	1/2 week	Procrastination Backup issues Protection of copyright	Additional storage Paper if printing at home (£4)
Gathering Requirements	Requirement Specification Chapter 3 in the project report	* Outcomes from Literature Review * Input from data collection * IEEE template for Requirement Specifications	* Adherence to standards – IEEE * High level writing, understanding, précising	1 week	* Outcomes from Lit Review difficult to assert * Users difficult to manage	Travel – bus pass (£10)

Key

Risk types – F (Financial), T (Technology), P (People), E(Environmental), S(Security) Add as necessary

Risk Type	Risk Event	Likelihood (1-10)	Impact (1-10)	Risk Value (1-100)	Risk Monitoring/ Control Flag	Risk Management Strategy	Risk Review date	Risk owner	Commentary

- ≥ 75 **Risk very high** - urgent action required
- ≥ 50 < 75 **Risk high** - action as soon as possible
- ≥ 25 < 50 **Risk may be acceptable** - more analysis required
- < 25 **Low risk** - no gains expected from extra work

Be prepared to revise the *probability* and *impact* scores in light of any new information

Monitoring and Control

[illegible]

Project Close down process

	Description
Project Name	[Project name]
Project Description	[Description of project]
Project Manager	[Project Manager name]
Project Sponsor	[Project Sponsor name]
General Comments	[Any additional general comments]

	Baseline	Actual	Variance	% Variance
Start Date	[mm/dd/yyyy]	[mm/dd/yyyy]	[000 days]	[00.0%]
Finish Date	[mm/dd/yyyy]	[mm/dd/yyyy]	[000 days]	[00.0%]
Hours	[000 hours]	[000 hours]	[000 hours]	[00.0%]
Days	[000 days]	[000 days]	[000 days]	[00.0%]
Budget	[\$0,000.00s]	[\$0,000.00s]	[\$0,000.00s]	[00.0%]

Reporting on

Management Effectiveness

cost, process, client interaction, time, products, risks, communication, change, scope, quality assurance and enhancement, regulatory compliance, implementation, team performance

Lessons Learned

Cause of issues, reasoning of the corrective action chosen

Administrative closure

Documentation to transfer to client, verification all deliverables have been provided, contract closure