IT Project Management

7CS089

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Contents

Key dates and details

Assessment Type:	Project Plan
Assessment weighting:	70%
Word Count	3000 +/- 10%
Learning Outcomes:	1
Submission Method:	Turnitin
Date Set:	03/10/2023
Submission Date:	23:59 UK time, **16/01/'2024**
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Description of the assessment

This is a group project

A local accountancy firm are undergoing a proposed digital transformation. They require a cloud-based server/storage infrastructure with cloud application services.

By embracing the cloud, the firm has the opportunity to modernise its infrastructure and provide new ways to serve its customers. Turing to the cloud will provide future scope to incorporate AI technologies, which in turn, will create insightful benefits. There will be opportunity to discuss these system requirements in class.

Step 1: Maximise the opportunities the new transformation will bring. Your task will be to evaluate the feasibility of each step of the transformation process with some alternative offerings, the risks involved, the potential benefits and an initial costing. You need to develop a business case, identify problems, difficulties and risks that might arise, feasibility evaluation, cost estimation, project planning and procurement recommendations. Your task is to produce a report containing the following:

- Consider the range of opportunities made available through cloud transformation.
- Identify clear objectives for the chosen architecture.
- Identification of user groups
    a. user needs, requirements, expectations, constraints
    b. functional and quality requirements
    c. system requirements
- Feasibility study
- Cost estimation
    a. Development costs
    b. Service and maintenance costs
- Risk evaluation
    a. The risk description
    b. Probability of the risk happening
    c. Impact if the risk did occur.
    d. Effect of risk on feasibility of the project

- Recommendation and proposal to proceed with **ONE** project (with justification)

Step 2: For the project you have recommended, you should then conduct the initial planning for that project identifying:

- Define Project Name and Aim (more details)
- Define Completion Criteria (deliverables)
- Identify Resources
- Define Tasks (mind mapping)
- Define Work Breakdown Structure
- Create Dependency Relations
- Prepare Schedule (GANTT)
- Set Milestones and Control Points
- Procurement proposal (with justifications)

Assessment Content

The assessment will consist of:

a) A single document including all the elements above (75%). The work should be no more than 3000 words in total. There is no penalty for exceeding the word limit.

b) A peer assessment exercise (25%).

<u>The peer assessment exercise</u>. This will be a face to face meeting at which you will agree and allocate the percentage contribution of each member of the team. This will be your decision.

Grading

1. Resources (10%): Discussed resources used and any additional resources, external resources, etc.
2. Cost Estimates (20%): Present the specific tasks you will do as a Work Breakdown Structure, and give the cost estimates, with sub-totals at each level and a final total estimated cost, etc.
3. Schedule and Dependencies (20%): Discuss the project dependencies and list the tasks on the critical path. Discuss the critical tasks, and methods used to shorten the critical path.
4. Milestone and Deliverable (20%): List and discuss the milestones and the deliverables for each.
5. Project Control and Risk (20%): Explain the general strategy that will be used to manage the project to completion.
6. Introduction and Summary (5%): state the problem clearly as well as the objectives; provide the effective summary.
7. Language and presentation (5%): clear, correct and aid in comprehension of the material.

Additional Information and Resources

- You may make any reasonable assumptions you need to complete the task but should make these explicit in the introduction section of your report. You should first try to find the information required (see the points below).
- Further details of the case study will be made available on Blackboard from time to time as the need for them is identified.
- Module Leader Muhammad Adnan will be available, via email, to answer

specific questions about the project and act as consultant / advisor to the project. You should restrict your demands on her time to no more than two emails per week. All questions and answers will be published on the Discussion board in Blackboard. This forms part of the assessment and is used to act within a real-life framework, whereby specifications may vary or require modification throughout the project lifecycle.

- The discussion board can also be used to ask more general questions and post comments.

<u>Guidance</u>

You should consider this assignment as a project and put in place good project governance mechanisms, and a project plan for the project. This plan is for your own use, and will not be assessed.

<u>Submission of assignment</u>

Submit **<u>one copy</u>** of your assignment for the whole group by the stated deadline to the "Assignment 2" portal on Blackboard. The submission should contain all the elements of the assignment above in one document.

Assessment Rubric

The assessment rubric on the next page shows the complete criteria of the CW and how you will be assessed. We will explore the content of the rubric together.

When the assessment is returned you will receive a digital version of the rubric showing how you performed against each criteria. You will also receive a short individual audio file that highlights both the strengths of the work and your key areas for development. There will be an opportunity to discuss these with your personal academic tutor.

Criteria	1-39% Almost	40 – 49% Fair	50 – 59% Good	60 – 69% Very Good	70-79% Excellent	80-100% Outstanding
- Introduction and summary; - Language and presentation; (10%)	Little or no rationale. Limited if any conclusions recommendations missing or inappropriate reached. Riddled with errors, incoherent and disjointed. Many references are inconsistent between the text and the list; several mistakes in the reference list.	Analysis draws out important lessons learned. Basic recommendations given. Frequent errors. Somewhat incoherent and disjointed. Some references are inconsistent between the text and the list; reference list with some mistakes.	Analysis draws out important lessons learned, and tries to develop a theme. Some supported recommendations are given. Occasional errors. Generally coherent. Lack of clarity in places. Referencing and citation style is consistent between the text and the list; reference list with some mistakes.	Analysis draws out appropriate conclusions with supporting recommendations Few errors. Coherent and clearly expressed. Referencing and citation style is consistent between the text and the list; reference list with only a few minor mistakes.	Excellent and well-formed recommendations made. Good structure and logically developed arguments. Free of errors. High coherence and clarity of expression. Referencing and citation style is correct and consistent between the list and the text; reference list completely concise without errors.	Excellent future work and improvement have been discussed. Clearly structured throughout. Very high standard ability achieved. Referencing is consistently used, complete and accurate.
Proposal of the appropriate project, including:	Too few elements of the plan and the report will have been covered. Insufficient	Most elements of the plan and the report will have been covered, but	Generally, well researched covering most issues associated	Well researched covering most issues associated with	Well researched throughout, argued and justified proposal and	The report will be professional and demonstrate a thorough

- Resources, - Cost Estimates, - Schedule and Dependencies, - Milestones and Deliverables, - Project Control and Risk; (90%)	justification will have been given. The report would not have considered many alternative proposals as necessary. A lack of sufficient thought will have been demonstrated to produce a viable plan or sufficient thought given to the issues and risks. Not all aspects of the plan will have been covered.	full justifications might not have been given. The report might not have considered as many alternative proposals as would be ideal but several alternatives will have been investigated and reported. It has been demonstrated that some (sufficient) thought has been given to the issues, but alternatives have fully thought through. At least a good majority of the issues have been covered	with the project, well-argued and proposals will be justified. The risk analysis will have identified the majority of risks. Tidy presentation, appropriate structure and be reasonably well argued although there may be some factors that might not have been fully considered. Reasonably clear and readable report providing reasonable justification with evidence where appropriate	the project, well-argued and proposals will be well justified. The risk analysis will have identified the large majority of risks. Presented neatly and tidily, well-structure and be well argued although there may be a few factors that might not have been fully considered. Clear and readable, providing good justification with suitable and appropriate evidence where necessary.	recommendations Tidy presentation, well-structured and clear lines of reasoning examining a number of alternatives and justifying the chosen recommendation. All issues and content covered providing justification with appropriate evidence where appropriate.	understanding of all the processes, issues and risks involved in the project, provide a solid well-structured, justified and viable plan. The plan could be presented to the University Executive after few amendments and implemented with confidence.

Anonymous Marking

You must submit your work using your **student number** to identify yourself, not your name. You must not use your name in the text of the work at any point. When you submit your work in Turnitin you must submit your student number within the assignment document <u>and</u> in the *Submission title* field in Turnitin. A video showing how to do this can be found here (link).

Assessment Regulations

The University's regulations, policies and procedures for students define the framework within which teaching and assessment are conducted. Please make sure you are familiar with these regulations, policies and procedures.

Formative

There will be a formative opportunity to support this session. In class we will collectively examine a single reference and complete an annotated reference list entry for it. You will then be asked to complete another entry in small groups which will be swapped with another group. You will use the assessment rubric to mark another groups work and provide some informal feedback.