1.

Triple constraint

All needed to be in line, if one is not met then the other will suffer and the project overall will not be a success.

Time – if you go over allocated time of the project the cost will most certainly rise.

Finance/Budget – if you go over budget you might not get a complete return of investment at the end of the project.

Quality/features – If you run over time or go over budget the quality of the service or product maybe impacted in a negative way.

2.

**Scope** deals with specific tasks necessary to complete a project. The prioritising of tasks is extremely important. It is critical to the project that the right people are assigned to the right task, as give the certain tasks to people who are capable of doing them. This prevents scope creep.

**Risk** is anything that can impact the completion of your project successfully. Every risk should be identified and analysed at the start of the project. This will help keep the on track and meet its goal or goals.

**Quality** should be ensured so that all the tasks related to the project are efficient and effective in relation to the projects objectives, so that the end product or service meets the stakeholders needs or requirements.

**Communication** is an extremely important function of in project management. For a successful project to be executed, effective communication to all stakeholders is essential. Also the communication between the stakeholders is essential This is where most projects fail.

3.

Nathan – 4/5

James – 3/5

Brian – 3/5

4. Project plan

Students – How many students will attend.

Lecturer’s – Who will deliver the module. Which lecturer’s will be available.

Workload - Time spent in front of a lecturer/ time spent independently learning.

Rooms – Which rooms will be available, what days will we need a lab environment.

Will some have to be online i.e. set up meetings on some platform.

Delivery of module – What technique to follow, as in continue assessment or final exam style. What sources will be used for the material needed. How to test the students in a group and individually.

Technology or applications – What is needed by the students to complete the module.

Interaction – How to get the students involved and interact as a project team and learn as much as possible.

5.

Essential elements of a plan:

Scope of project

Schedule of tasks

Budget to work with

Requirements

Quality criteria

Project resources needed

List of Stakeholders

Plan for Communication

Procurement strategy

Risk management

6.

Plan review:

Additional plan considerations.

Cost/Budget – How much will cost to deliver the module, as in to pay lecturer(s). What is the budget.

Stakeholders – Identify the key stakeholders.

Communication – How will the lecturers communicate with the students and the stakeholders.