BIT301 - Assignment 2

**Release date:** 25 August 2021

**Due date:** 1 November 2021 by 11.59pm

**Value:** 25%

**Late Penalty**: 5 marks per working day

**Expected Learning Outcomes Assessed**

This assignment assesses that student can

* CLO1: apply techniques for managing projects according to PMBOK specifications; (C3, PLO1, MQF1);
* CLO2: apply management and entrepreneurial skills to evaluate project feasibility and outcomes;(A4, PLO10, MQF4b)
* CLO3: propose strategies to facilitate project success by leading a group; (A5, PLO8, MQF3f)

# Project Management Tasks

You are required to complete your project as planned in Assignment 1 and compile a report using a **NEW** MS Word Doc file/ link your Google docs in the channel to your MS TEAMS classroom. The document contains the required documents according to the tasks below. Your report must contain the following sections and related documents. Refer to [Project Management document templates](https://hlms.help.edu.my/mod/resource/view.php?id=200452) uploaded in LMS. All changes/amendments to be reflected/tracked in the document.

# Planning Tasks (Group)

1. **Communications Management Plan**

Review the effectiveness of your communications techniques and frequency of communications used in your assignment 1. Complete table 1, by stating how you can improve communication among the stakeholders.

# Table 1: Communications Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Stakeholders** | **Position** | **Role** | **Communications Plan** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

1. **Quality Management Plan**

Review the project characteristics and requirements in the scope statement of assignment 1 and develop measurable quality standards related to meeting each of the requirements of the project using the table given in the repository. List the quality standards and metrics that will be used to evaluate the success of the project by completing Table 2: Quality Standards

# Table 2: Quality Standards

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Project Characteristic/Requirement** | **Quality Standard** | **Metric** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| etc |  |  |  |

1. **Risk Management Plan**

Plot a probability/impact matrix with at least six risk items which should comprise both positive and negative risks. Rank the risks and create a risk register for the project. Include a response strategy for each of the risks in the risk register, including time and cost estimates for each strategy.

# Monitoring and Controlling Tasks(Group)

1. **Earned Value Analysis – this task needs to be completed in week 10.** Perform the Earned-Value calculation by using the template, to evaluate your project status as of week 10. In your report, discuss and evaluate whether your project is performing better or worse than expected in terms of
   * scope
   * time
   * cost

# Issue Tracking

Continue to update the issue log started in assignment 1.

# Quality Control

Review Table 2: Quality Standards table and update Table 2: Quality Control to record and evaluate the results of quality control as your deliverables are produced (according to your schedule) and put the final table at the end of your report.

# Table 2: Quality Control

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Project Characteristic/Requirement** | **Quality Standard** | **Metric** | **Result** | **Evaluation** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| etc |  |  |  |  |  |

1. **Risk Management**

Update the risk register as necessary throughout the project and include the final table at the end of your report.

# Closing Tasks

1. **Tracking Gantt chart**

Include the final Tracking Gantt chart to show the progress of the project. Include this as a screenshot in your report. The changes from the original baseline Gantt chart must be clearly shown. Highlight and **discuss** any changes to the baseline and the strategies taken to meet the planned deadlines.

# Final Project Presentation

Prepare a set of PowerPoint slides to summarize the project and deliver a 10-minutes presentation based on the following requirements.

* + project objectives
  + tracking Gantt chart
  + planned versus actual cost
  + what went right
  + what went wrong
  + was the project a success
  + work produced (wiki, images, video, etc)

# Tasks (Individual Submission)

1. **Deliverables**

You are required to continue (and complete) your work on your project according to the Gantt chart. In your report, describe and provide evidence of completed tasks (link to URLs, screenshots, storyboards, etc. Update your tracking Gantt chart as you perform the executing tasks. You are also required to explain how your individual deliverables have achieved the 3 parameters in the triple constraints.

# Lessons learned Report

Prepare a lessons-learned report that evaluates the success or failure of the project in terms of scope, time, cost and quality, including personal lessons learned as a team member of this project.

# Peer Evaluation (refer to Appendix A)

**General Marking criteria and Submission Requirements**

* All documentation must be word processed using Times New Roman font size 12 with 1.5 spacing.

|  |  |
| --- | --- |
| **TURNITIN**  **Submission** | A Final Compiled report to be submitted to LMS Turnitin: [Assignment 2 Submission](https://hlms.help.edu.my/mod/turnitintooltwo/view.php?id=200505) by 11.59 PM. **NO** resubmission allowed.  It’s a SINGLE submission. |
| **Late Submission** | Please fill out the [Late Submission Form](https://hlms.help.edu.my/mod/resource/view.php?id=18061) to be considered for extension.  Penalty of 5 marks per working day will be imposed if:   * late submission form is not included; * reason for extension is not given; * extension is not granted. |
| **Cover Sheet** | Include the [Assignment Cover Sheet](https://hlms.help.edu.my/mod/resource/view.php?id=18060) |
| **Academic Integrity** | You are expected to adhere to the [Academic Integrity Policy](https://hlms.help.edu.my/mod/resource/view.php?id=32767). All referencing and citation should use APA Style (7th Edition preferred).  You do not need to submit the similarity report.  Turnitin similarity reports will be generated by the lecturer and penalties imposed for similarity exceeding 15%.  You may be subject to additional penalties according to  the [Academic Integrity Policy](https://hlms.help.edu.my/mod/resource/view.php?id=32767). |

**Appendix A – Peer Evaluation (Individual) worth 5% *You are required to highlight the points in the rubrics column when assigning the scores.***

***Completed By: ………………………….***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skills** | **4 Advanced - exceeds expectations** | **3 Competent - meets expectations** | **2 Progressing - does not fully meet expectations** | **1 Beginning - does not meet expectations** | **Score** |
| Contributions & Attitude | Always cooperative. Routinely offers useful ideas. Always displays positive attitude. | Usually cooperative. Usually offers useful ideas. Generally displays positive attitude. | Sometimes cooperative. Sometimes offers useful ideas. Rarely displays positive attitude. | Seldom cooperative. Rarely offers useful ideas. Is disruptive. |  |
| Cooperation with Others | Did more than others. Highly productive. Works extremely well with others. | Did own part of workload. Cooperative. Works well with others. | Could have shared more of the workload. Has difficulty. Requires structure, directions, and leadership. | Did not do any work. Does not contribute. Does not work well with others. |  |
| Focus, Commitments | Tries to keep people working together. Almost always focused on the task. Is very self-directed. | Does not cause problems in the group. Focuses on the task most of the time. Can count on this person. | Sometimes focuses on the task. Not always a good team member. Must be prodded and reminded to keep on task. | Often is not a good team member. Does not focus on the task. Let others do the work. |  |
| Ability to Communicate | Always listens to, shares with, and supports the efforts of others.  Provides effective feedback. Relays a lot of relevant information. | Usually listens to, shares with, and supports the efforts of others.  Sometimes talks too much. Provides some effective feedback. Relays some basic information that relates to the topic. | Often listens to, shares with, and supports the efforts of others. Usually does most of the talking. Rarely listens to others. Provides little feedback. Relays very little information that relates to the topic. | Rarely listens to, shares with, or supports the efforts of others. Is always talking and never listens to others. Provides no feedback. Does not relay any information to teammates. |  |

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| --- | --- | --- | --- | --- | --- |
| Accuracy - documentation/deliverables etc. | Work is complete, well- organized, error-free, and done on time or early. | Work is generally complete, meets the requirements of the task, and is mostly done on time. | Work tends to be disorderly, incomplete, inaccurate, and is usually late. | Work is generally sloppy and incomplete, contains excessive errors, and is mostly late. |  |
|  | | | | **TOTAL** | **/20** |

Provide appropriate **measurables/milestones/deliverables** to support your answers for the following questions:

* 1. How effectively did your group work? [5 marks]
  2. Were the behaviors of any of your team members particularly valuable or detrimental to the team? Explain. [5 marks]

**Appendix B: Presentation Rubrics worth 10%**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | **Marks Allocated** | | **Student 1** | | **Student 2** | |  |
| **Criteria** | | | | |  | |  | |  | |
| Content | | | Project objectives | | 5 | |  | |  | |
| Tracking Gantt chart | | 5 | |  | |  | |
| Planned versus actual cost | | 5 | |  | |  | |
| What went right | | 5 | |  | |  | |
| What went wrong | | 5 | |  | |  | |
| Was the project a success | | 5 | |  | |  | |
| Work produced (website, mobile app, video, etc) | | 5 | |  | |  | |
| Oral Presentation | | | Project Presentation | | 5 | |  | |  | |
| Materials | | | PP Slides | | 5 | |  | |  | |
|  | | | Total | | 45 | | 0 | | 0 | |
| Criteria | 0: Zero | 1 : Poor | | 2 : Weak | | 3: Satisfactory | | 4: Good | | 5: Excellent | |
| Content | This item not done/not  demonstrated | Minimal participation for this task | | Work done is unclear or incomplete | | Minimally completes all required work | | Good attempt to complete all  requirements | | Exceeds expectations in fulfilling tasks | |
| Presentation | Did not present | Presenter struggled in the presentation with poor voice projection,  no introduction and exceeding time limits | | Communication of the idea was broken and hard to  follow exceeding time limit of 5 mins | | Relatively interesting, rehearsed with a fairly smooth delivery that holds audience attention  exceeding time limit of 5 mins | | Delivery was clear, rehearsed and  within the time limit of 5 minutes | | Presenter was passionate about the topic, energetic, relaxed and confident with a  clear delivery within the time limit of 5 mins | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Materials | No Slides Prepared | The slides were difficult to read and too much information had been copied onto them.  No visual appeal. | There are many errors in spelling, grammar and punctuation.  Too much information was contained on many slides. Minimal effort made to make slides appealing | There are some errors in spelling, grammar and punctuation. Too much information on two or more slides.  Significant visual appeal. | Most slides have Information that relfects understanding and effective summarisation Visually appealing/engaging | All Slides information structured, precise and concise, Grammatically correct, No spelling errors Slides sesign aestethically pleasing |

# BIT301 Assignment 2 Marking Rubric

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 0: Zero | 1 : Poor | 2 : Weak | 3:  Satisfactory | 4: Good | 5: Excellent |
| This item not done/not demonstrated | Minimal participation for this task | Work done is unclear or incomplete | Minimally completes all required work | Good attempt to complete all requirements | Exceeds expectations in fulfilling tasks |

|  |  |  |  |
| --- | --- | --- | --- |
| **Marking Criteria** |  | | |
|  | **Marks** | **Student ID:** | **Student ID:** |
| **Planning (5+5+5+5+5+5=30%)**  CLO3: propose strategies to facilitate project success by leading a group | | | |
| **Communication Plan** – effective communication plan for stakeholders | **5** |  |  |
| **Quality standards** defined match project characteristics and requirements. | **5** |  |  |
| **Quality Metrics** correctly defined for all quality standards | **5** |  |  |
| Positive and negative **risk items** identified and  correctly plotted on **probability/impact matrix** | **5** |  |  |
| **Risk register** completed accurately with logical ranking of risks | **5** |  |  |
| **Risk response strategy** includes realistic time and cost estimates for managing risks. | **5** |  |  |
| **Monitoring and Controlling (10+5+5+5=25%)**  CLO2: apply management and entrepreneurial skills to evaluate project feasibility and outcomes | | | |
| **Earned Value Analysis** matches Gantt chart with evaluation of project scope, time and cost. | **10** |  |  |
| **Issue log** has additional issues listed; includes comments and updates. | **5** |  |  |
| **Risk register** updated regularly with comprehensive information given. | **5** |  |  |
| **Quality Control** performed throughout project  with results and evaluation recorded. | **5** |  |  |

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| --- | --- | --- | --- | --- |
| **Closing (5+10+5=20%)**  CLO2: apply management and entrepreneurial skills to evaluate project feasibility and outcomes | | | | |
| **Tracking Gantt chart** consistent with work done, shows progress compared to baseline. | **5** |  | |  |
| **Final presentation** is comprehensive and well prepared, presentation is clear. | **10** |  | |  |
| **Lessons Learned report** is detailed; includes evaluation of scope, time and cost and discusses strategies that were taken to meet project objectives. | **5** |  | |  |
| **Executing (10%)**  CLO1: apply techniques for managing projects according to PMBOK specifications | | | | |
| Discussion on **project and product deliverables** produced by team member is accurate and shows substantial contribution to the project.  *Discussion of whether the 3 parameters: scope, time and cost are achieved.* | **10** | |  |  |
| **Teamwork (5+5+5=15%)**  CLO1: apply techniques for managing projects according to PMBOK specifications | | | | |
| Peer Evaluation | **5** | |  |  |
| Gives meaningful **contribution** to the project (evident by the comments in the documents) **Active** communication with other team members via the MS TEAMS | **5** | |  |  |
| Shows **initiative** and is **proactive** in completing tasks. Focus on allocated tasks, Self directed.  **Work** is complete, organized and done on time or early | **5** | |  |  |
| **ACADEMIC INTEGRITY PENALTY** |  | |  |  |
| **LATE SUBMISSION ( x days)** |  | |  |  |
| **TOTAL** |  | |  |  |

 **Assignment Cover Sheet**

Assignment No.:

|  |  |  |
| --- | --- | --- |
| **Student Information (For group assignment, please state names of all members)** | | **Grade/Marks** |
| **Name** | **ID** |  |
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| --- | --- | --- |
| **Module/Subject Information** | | **Office Acknowledgement** |
| **Module/Subject Code** | BIT301 |  |
| **Module/Subject Name** | IT Project Management |  |
| **Lecturer/Tutor/Facilitator** | Seetha Letchumi |  |
| **Due Date** | 1 November 2021 |  |
| **Assignment Title/Topic** | Assignment 2 |  |
| **Intake (where applicable)** |  |  |
| **Word Count** | n/a | **Date/Time** |

# Declaration

* I/We have read and understood the Programme Handbook that explains on **plagiarism**, and I/we testify that, unless otherwise acknowledged, the work submitted herein is entirely my/our own.
* I/We declare that no part of this assignment has been written for me/us by any other person(s) except where such collaboration has been authorized by the lecturer concerned.
* I/We authorize the University to test any work submitted by me/us, using text comparison software, for instances of plagiarism. I/We understand this will involve the University or its contractors copying my/our work and storing it on a database to be used in future to test work submitted by others.

Note: 1) The attachment of this statement on any electronically submitted assignments will be deemed to have the same authority as a signed statement.

2) The Group Leader signs the declaration on behalf of all members.

|  |  |
| --- | --- |
| Signature: | Date: |
| E-mail: | |

*ACA-F-020(010611:01)*

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| **Feedback/Comments\*** |
| **Main Strengths** |
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| **Main Weaknesses** |
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| **Suggestions for improvement** |
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| --- | --- |
| Grader’s signature | **Student acknowledge feedback/comments** |
|  |
| Student’s signature: |
| Date: | Date: |

Note:

1. A soft and hard copy of the assignment shall be submitted.
2. The signed copy of the assignment cover sheet shall be retained by the marker.
3. If the Turnitin report is required, students have to submit it with the assignment. However, departments may allow students up to **THREE** (3) working days after submission of the assignment to submit the Turnitin report. The assignment shall only be marked upon the submission of the Turnitin report.

\*Use additional sheets if required. *ACA-F-020(010611:01)*

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