Digital & Technology Solutions Professional

Degree Apprenticeship

IT Project Management (QAC020C124)

Level 4

20 credits

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Programme Leader Approval: Adrian Harrop (Deputy in place of J Hurst)

UoR Approval:

Approved for Single / Multiple Use:

Review (Multiple Use): 12 months from creation

# Assessment Brief

This assessment brief provides details of the overall assessment for your module. It will provide outline details of the examination and specific instructions for any coursework elements. [Section 1](#_Section_1_Module) provides the detail of the assessment and [Section 2](#_Section_2_General) provides general assessment brief guidance.

Coursework (Weighted at 100%)

Description: 2500-word report

A mark of at least 40% must be achieved to pass the module.

# Submission details

|  |  |  |
| --- | --- | --- |
| Component | Date | Time |
| Coursework | Friday of week 10 - Details on VLE submission point | 2:00 pm |

# Module Learning Outcome Assessment Matrix

|  |  |
| --- | --- |
| **Learning Outcome** | **Coursework** |
| Describe fundamental concepts of IT Project Management from both traditional and alternative perspectives. | x |
| Explain key considerations and techniques in the execution and control of projects. | x |
| Recognize challenges in leading and managing IT projects in a given organisational context. | x |

# Section 1 Module Specific Assessment Briefs

# Coursework Brief

Total Marks: 100%

Word count: The overall word count is 2,500 words.

**All submissions must have a completed cover sheet attached to your submission.**

# Summative Assessment Brief

For this assignment you are to identify either an on-going project, or one that has already been completed within your organisation, and successfully attempt the four tasks below. If you are unable to reference your own organisation, you should either select a project scenario of your choice or create one.

The project that you identify could be similar, the same or related to the project that you are looking at for your Professional Practice and Portfolio Development (PPPD) module. You should consider what you do in this module, what you can take from it and what you can discuss within your PPPD presentation.

## Task 1: 15 marks

For the project which you have identified, perform a stakeholder analysis. Who was involved in the project, what were their roles? Who was the client, they could be internal and/or external? Ensure to highlight and discuss each stakeholder, their interest and any involvement that they may have.

## Task 2: 30 marks

A key part of any project is the team involved in ensuring its success. For this task you should discuss the variety of team roles involved in the project and justify why these roles are, or were, essential. As you are identifying the key roles you should provide an evaluation about how the team is performing or performed in the project.

When formulating your answer for this question you should take into consideration the members’ strengths and weaknesses, linking this to theory – such as Belbin, Tuckman or others.

## Task 3: 25 marks

Outline the scope of the project, by producing a Scope Statement document. Furthermore, include a Work Breakdown Structure (WBS) that represents the project’s most relevant elements.

## Task 4: 20 marks

All projects carry risk, and it is important to identify them before the project starts. You are to propose a Risk Management Process to be implemented for the business and apply it to create a sample Risk Management Plan, in the format of a Risk Register. This Risk Register must identify at least five potential risks associated with the project.

**Academic Conventions – 10 marks**

Marks will be awarded for correct academic conventions being observed in the context of spelling, punctuation and grammar, referencing and presentation. It should at a minimum include the following sections: a fully completed cover sheet, a table of contents, and a list of references that were cited in your report. References should be cited appropriately, and formatted using the [Roehampton Harvard style](https://library.roehampton.ac.uk/c.php?g=604242&p=4247622).

## Assessment Criteria

The following high-level assessment criteria provides a useful guide to the general characteristics you should develop in your assessment to ensure that:

1. Each assignment task should reflect understanding of the specific module content being addressed.
2. The solutions for the different tasks complement each other and the whole assignment demonstrates a comprehensive understanding of the chosen project.
3. The solutions are realistic and can easily be applied to real-world organisations.
4. Appropriate references and citation of the sources used to support your answers, according to the Harvard Referencing System.

## Marking Rubric

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Outstanding (80-100%)** | **Excellent (70-79%)** | **Very Good (60-69%)** | **Good (50-59%)** | **Basic (40-49%)** | **Little or No (0-39%)** |
| **Task 1 [15 marks]**  List and classify the main stakeholders of the business and perform a detailed Stakeholder Analysis for the project. | The learner has produced an outstanding list and Stakeholder analysis using the theory to provide relevant arguments and in-depth discussions.  12-15 marks | The learner has produced an excellent list and Stakeholder analysis using the theory to provide relevant arguments and discussions.  11 marks | The learner has produced a very good list and Stakeholder analysis using the theory to provide appropriate arguments and discussions.  9-10 marks | The learner has produced a good list and Stakeholder analysis using the theory to provide some appropriate arguments and discussions.  8 marks | The learner has produced a basic list and Stakeholder analysis using the theory to provide limited arguments and discussions.  6-7 marks | The learner has demonstrated little or no understanding and use of the theory.  0-5 marks |
| **Task 2 [30 marks]**  Evaluate and discuss the variety of team roles involved in the project as well as the overall team performance. | The learner has shown that they have an outstanding understanding of the variety of team roles involved in a project and has been able to evaluate if the team has, or is, performing.  24-30 marks | The learner has shown that they have an excellent understanding of the variety of team roles involved in a project and has been able to evaluate if the team has, or is, performing.  21-23 marks | The learner has shown that they have a very good understanding of the variety of team roles involved in a project and has been able to evaluate if the team has, or is, performing.  18-20 marks | The learner has shown that they have a good understanding of the variety of team roles involved in a project and has been able to evaluate if the team has, or is, performing.  15-17 marks | The learner has shown that they have a basic understanding of the variety of team roles involved in a project and has been able to evaluate if the team has, or is, performing.  12-14 marks | The learner has demonstrated little or no understanding of team roles involved in a project and has not been able to evaluate the team sufficiently.  0-11 marks |
| **Task 3 [25 marks]**  Outline the project scope and create a Work Breakdown Structure that represents the main elements of the project. | The learner has demonstrated an outstanding understanding of the project scope and created a very detailed structure of the project.  20-25 marks | The learner has demonstrated an excellent understanding of the project scope and created a detailed structure of the project.  18-19 marks | The learner has demonstrated very good understanding of the project scope and created an appropriate structure of the project.  15-17 marks | The learner has demonstrated good understanding of the project scope and created an appropriate structure of the project.  13-14 marks | The learner has demonstrated basic understanding of the project scope and created a limited structure of the project.  10-12 marks | The learner has demonstrated little or no understanding and use of the theory.  0-9 marks |
| **Task 4 [20 marks]**  Identify the potential risks of the project, detailing the Risk Management plan. Propose a Risk Management process for the business. | The learner has demonstrated an outstanding understanding of the potential risks, including a very detailed plan, consisting of 5 risks. A concise process gives an in-depth analysis of the management process to be implemented.  16-20 marks | The learner has demonstrated an excellent understanding of the potential risks, including a detailed plan consisting of 5 risks. A concise process gives a [comprehensive](https://www.thesaurus.com/browse/comprehensive) analysis of the management process to be implemented.  14-15 marks | The learner has demonstrated very good understanding of the potential risks, including an appropriate plan consisting of 5 risks. A concise process gives a suitable analysis of the management process to be implemented.  12-13 marks | The learner has demonstrated good understanding of the potential risks, including an appropriate plan consisting of 5 risks. A concise process gives a fairly analysis of the management process to be implemented.  10-11 marks | The learner has demonstrated basic understanding of the potential risks, including a limited plan consisting of less than 5 risks. A simple analysis of the management process to be implemented is given.  8-9 marks | The learner has demonstrated little or no understanding and use of the theory.  0-7 marks |
| **Academic Conventions [10 marks]** | Outstanding presentation and report that contains all key elements. Wide range of relevant literature used to inform work. Consistently accurate and assured use of academic conventions.  8-10 marks | Excellent presentation and report that contains all key elements. Wide range of relevant literature used to inform work. Consistently accurate and assured use of academic conventions.  7 marks | Very good presentation and report that contains all key elements. Good range of relevant literature used to inform work. Accurate and assured use of academic conventions.  6 marks | Good presentation and report that contains key elements. Relevant literature used. Accurate and assured use of academic conventions  5 marks | Basic presentation and report with some use of literature and academic conventions with minor errors are present in formatting and referencing.  4 marks | Poor presentation and report with little or no use of literature and academic conventions with significant errors are present in formatting and referencing.  0-3 marks |

# Section 2 General Assessment Brief Guidance

## Supporting Assessment documentation, rules and regulations.

To view the academic rules and guidance documents for the topics listed below please follow this link to the Degree Apprenticeship Handbook (DAH) module in Canvas: <https://canvas.qa.com/courses/1041>

If you are unable to access this module please contact [qaadegreeadmin@qa.com](mailto:qaadegreeadmin@qa.com) who will be able to resolve this for you.

Guidance found in the DAH:

* University of Roehampton Academic Regulations
* Regulations & Quality Assurance Overview
* Key contacts
* Mitigating Circumstance documentation
* Academic misconduct Procedure
* Final degree award calculation
* Appeals guidance
* Examination regulations
* Student feedback committees
* External examiner reports

**ASSIGNMENT COVER SHEET**

|  |  |  |
| --- | --- | --- |
| **Student’s name** | (First name) | (Last name) |
| **Module name** |  | |
| **Title of assignment** |  | |
| **Complete Word Count in my assignment** |  | |
| **Date submitted** |  | |

All work must be submitted by the due date. If an extension of time to submit work is required, a [Mitigating Circumstances Extension Form](https://canvas.qa.com/courses/1041/files/660514?module_item_id=143660) must be submitted.

**Has an extension been approved? Yes No If yes, please give the new submission date ….…/..…./…….**

|  |
| --- |
| IMPORTANT: THIS STATEMENT MUST BE READ & SIGNED  **Academic Integrity Statement**  Academic integrity and honesty are fundamental to the academic work you produce at the University of Roehampton. You are expected to complete coursework which is your own and which is referenced appropriately. The university has in place measures to detect academic dishonesty in all its forms. If you are found to be cheating or attempting to gain an unfair advantage over other students in any way, this is considered academic misconduct and you will be penalised accordingly.  **I declare that the work I am submitting is my own work, is properly referenced and has not been submitted elsewhere** |
| **Student Signature (Full Name):**  **Date:** |