



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

School of Technologies

Assessment Brief

Module Code

Module Title

CSE5012

Project Management

Academic Year

Semester

02

01

Module Leader email

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Content

Assessment Details	2
Submission Details	3
Assessment Criteria	3
Further Information	5
Who can answer questions about my assessment?	5
Referencing	5
Submission problems	5
Unfair academic practice	5
How is my work graded?	6

Assessment Details

Assessment title	Abr.	Weighting
Project Charter	WRIT1	50%
Pass marks are 40% for undergraduate work and 50% for postgraduate work unless stated otherwise.		

Task/assessment brief:

Scenario

Imagine your group holds roles at a software company, including that of a project manager. You have recently been entrusted with overseeing the project lifecycle of a software project for a client company. In line with this responsibility, you are now required to create and deliver a Project Charter. This document will outline your management approach for the client's project, as well as detail their requirements and objectives.

Task: You are required to prepare a project charter for the proposed project, which will be reviewed by the senior management for the approval.

Assessment criteria

- Project overview (15 Marks)
- Scope (15 Marks)
- Duration (10 Marks)
- Budget (15 Marks)
- Risks (15 Marks)
- Project team / Stakeholders (20 Marks)
- Format (10 Marks)

LO1: Identifying and understanding the project.

LO2: Selecting the project by analyzing its feasibility.

LO3: Identifying the project life cycle and knowledge areas.

LO4: Utilizing project management tools.

Word count (or equivalent):

1500 Words

This is a reflection of the effort required for the assessment. Word counts will normally include any text, tables, calculations, figures, subtitles and citations. Reference lists and contents of appendices are excluded from the word count. Contents of appendices are not usually considered when determining your final assessment grade.

Academic or technical terms explained:

Project feasibility - refers to the assessment of whether a project is practical and achievable, taking into account factors like cost, resources, time, and market conditions. It helps determine if the project is viable and worth pursuing.

The project life cycle - is a series of phases that a project goes through from initiation to completion. It typically includes stages such as planning, execution, monitoring, and closure. Each phase has specific tasks and objectives, and the project progresses through these stages until its conclusion.

Project management knowledge areas - are key areas of expertise that project managers need to effectively manage projects. They include aspects like scope, time, cost, quality, risk, procurement, communication, stakeholder management, and integration. Each knowledge area represents a distinct aspect of project management that requires understanding and proficiency for successful project execution.

Project management tools - are software or techniques used to plan, organize, track, and manage projects effectively. These tools help in scheduling tasks, allocating resources, managing budgets, tracking progress, and communicating with team members. They streamline project workflows and enhance collaboration, leading to more efficient project delivery.

Submission Details

Submission Deadline:

This will be provided on the Moodle submission point.

Estimated Feedback Return Date

This will normally be 20 working days after initial submission.

Submission Time:

By 2.00pm on the deadline day.

Moodle/Turnitin:

Any assessments submitted after the deadline will not be marked and will be recorded as a non-attempt unless you have had an extension request agreed or have approved mitigating circumstances. See the School Moodle pages for more information on extensions and mitigating circumstances.

File Format:

The assessment must be submitted as a pdf document (save the document as a pdf in your software) and submit through the Turnitin submission point in Moodle.

Your assessment should be titled with your:

Feedback

Feedback for the assessment will be provided electronically via Moodle. Feedback will be provided with comments on your strengths and the areas which you can improve. View the [guidance](#) on how to access your feedback.

All marks are provisional and are subject to [quality assurance processes](#) and confirmation at the programme Examination Board.

Assessment Criteria

Learning outcomes assessed

- Explain basic Project Management Principles and procedures.
- Plan organizational elements, Monitor and control projects.

Other skills/attributes developed

- Ethics in project management
- Utilizing project management tools and collaborating with team members
- Communication skills
- Group work

Marking/Assessment Criteria

Task	Poor	Satisfactory	Good	Excellent
Project overview	Poor work produced with very little information to the project. (0-03)	Satisfactory work produced by highlighting important information to the project. (04-07)	Good work produced by highlighting and critically analyzing important information to the project. (08-11)	Outstanding work produced by highlighting and critically analyzing important information to the project. (12-15)
Scope	Poor scope statement with or without objectives and logic. (0-03)	Satisfactory work produced on developing the scope including objective and milestone. (04-07)	Good work produced on developing the scope including objective, deliverables, and milestone. (08-11)	Excellent work produced on developing the scope including objective, deliverables, specifications, milestone and boundaries.

				(12-15)
Duration	Unrealistic duration for the project without any background study. (0-01)	Reasonable duration produced. (02-04)	Realistic duration for the project. (05-07)	Realistic duration for the project along with the estimation technique and justification. Project start and end date specified clearly. (08-10)
Budget	Poor budget / unrealistic budget without elements. (0-03)	Budget specifies breakdown or elements which are necessary for the project. (04-07)	Cost estimation technique justified and used. Budget includes important elements. (08-11)	Cost estimation technique justified and used. Realistic Budget includes all the aspects. (12-15)
Risks	Unmatched / unrealistic risks are listed. (0-03)	Common risks which can occur for the proposed project are listed. (04-07)	Realistic risks are picked up and listed. (08-11)	Realistic risks are identified. Evidences are discussed. (12-15)
Project team / Stakeholders	Irrelevant roles picked up, no stakeholders picked up. (0-04)	Reasonable roles are picked up for the project along with the stakeholder list. (05-10)	Most suitable project team assigned. Most relevant stakeholders for the project are picked up. (11-15)	Most suitable project team assigned with their information. Most relevant stakeholders for the project are picked up. (16-20)
Format	Unprofessional project charter provided. Poor formatting including font type, size and etc. (0-01)	Satisfactory project charter produced using appropriate tools, font size, type used. (02-04)	Produced a project charter using appropriate tools, font size, type used. Key elements are differentiated and highlighted. (08-11)	Produced a professional project charter using appropriate tools, font size, type used. Key elements are differentiated and highlighted. (08-10)

Further Information

Who can answer questions about my assessment?

Questions about the assessment should be directed to the staff member who has set the task/assessment brief. This will usually be the Module Leader. They will be happy to answer any queries you have.

Staff members can often provide feedback on an assignment plan but cannot review any drafts of your work prior to submission. The only exception to this rule is for Dissertation Supervisors to provide feedback on a draft of your dissertation.

Referencing and independent learning

Please ensure you reference a range of credible sources, with due attention to the academic literature in the area. The time spent on research and reading from good quality sources will be reflected in the quality of your submitted work.

Remember that what you get out of university depends on what you put in. Your teaching sessions typically represent between 10% and 30% of the time you are expected to study for your degree. A 20-credit module represents 200 hours of study time. The rest of your time should be taken up by self-directed study.

Unless stated otherwise you must use the **HARVARD** referencing system. Further guidance on referencing can be found in the Study Smart area on Moodle and at www.citethemrightonline.com (use your university login details to access the site). Correct referencing is an easy way to improve your marks and essential in achieving higher grades on most assessments.

Technical submission problems

It is strongly advised that you submit your work at least 24 hours before the deadline to allow time to resolve any last minute problems you might have. If you are having issues with IT or Turnitin you should contact the IT Helpdesk on (+44) 2920 417000. You may require evidence of the Helpdesk call if you are trying to demonstrate that a fault with Moodle or Turnitin was the cause of a late submission.

Extensions and mitigating circumstances

Short extensions on assessment deadlines can be requested in specific circumstances. If you are encountering particular hardship which has been affecting your studies, then you may be able to apply for mitigating circumstances. This can give the teachers on your programme more scope to adapt the assessment requirements to support your needs. Extensions and mitigating circumstances policies and procedures are regularly updated. You should refer to your degree programme or school Moodle pages for information on extensions and mitigating circumstances.

Unfair academic practice

Cardiff Met takes issues of unfair practice **extremely seriously**. The University has procedures and penalties for dealing with unfair academic practice. These are explained in full in the University's Unfair Practice regulations and procedures under Volume 1, Section 8 of the Academic Handbook. The Module Leader reserves the right to interview students regarding any aspect of their work submitted for assessment.

Types of Unfair Practice, include:

Plagiarism, which can be defined as using without acknowledgement another person's words or ideas and submitting them for assessment as though it were one's own work, for instance by copying, translating from one language to another or unacknowledged paraphrasing. Further examples include:

- Use of any quotation(s) from the published or unpublished work of other persons, whether published in textbooks, articles, the Web, or in any other format, where quotations have not been clearly identified as such by being placed in quotation marks and acknowledged.
- Use of another person's words or ideas that have been slightly changed or paraphrased to make it look different from the original.
- Summarising another person's ideas, judgments, diagrams, figures, or computer programmes without reference to that person in the text and the source in a bibliography/reference list.
- Use of assessment writing services, essay banks and/or any other similar agencies (NB. Students are commonly being blackmailed after using essay mills).
- Use of unacknowledged material downloaded from the Internet.
- Re-use of one's own material except as authorised by your degree programme.

Collusion, which can be defined as when work that has been undertaken with others is submitted and passed off as solely the work of one person. Modules will clearly identify where joint preparation and joint submission are permitted, in all other cases they are not.

Fabrication of data, making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis, or acting dishonestly in any other way.

How is my work graded?

Assessment grading is subject to thorough quality control processes. You can view a summary of these processes on the [Assessment Explained Infographic](#).

Grading of work at each level of Cardiff Met degree courses is benchmarked against a set of general requirements set out in [Volume 1, Section 4.3](#) of our Academic Handbook. A simplified version of these Grade Band Descriptors (GBDs) with short videos explaining some of the academic terminology used can be accessed via the [Facilitation of Learning](#) resource page.

We would strongly recommend looking at the [Study Smart](#) area of Moodle to find out more about assessments and key academic skills which can have a significant impact on your grades. Always check your work thoroughly before submission.

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CARDIFF SCHOOL OF TECHNOLOGY: VERIFICATION OF INTERNAL MODERATION OF ASSESSMENT IV2

Module Number: CSE5012	Module Name: Projects Management			Module Leader: Umesha silva		Year/Term: 2023/24
MODULE ASSESSMENT STRATEGY		BRIEFING INCLUDES:	X	IV's COMMENTS / RECOMMENDATIONS	MODULE LEADER'S ACTION TAKEN	
WRIT1 – Assignment	50%	Description of Task/Problem/Topic	x	Need to add both programmes title under programmes.	Done the modification.	
PRES1 – Presentation	50%	Hand in Details	x			
		Guidance Notes	x			
		Learning Outcomes	x			
Total	100%	Assessment Criteria	x			
ASSESSMENT DETAILS		Mark/Grade Criteria	x	Modifications done.		
		Marking Scheme	x			
		Feedback Sheet	x			
Assessment type: WRIT1		Referencing Requirements Given	x			
Nominated IV: Chathura Warnasuriya				IV Signature: Chathura Warnasuriya		Date: 20/10/2024

CARDIFF METROPOLITAN LINK TUTOR COMMENTS:			EXTERNAL EXAMINER COMMENTS:			
X	Please check appropriate box below		X	Please check appropriate box below		
	I confirm that I have considered the above draft assignment/exam and I am happy to approve the content. <u>Assessment can now be forwarded to the External Examiner for approval.</u>			I confirm that I have considered the above draft assignment/exam and I am happy to approve the content. <u>Assessment can now be released to the students.</u>		
	I confirm that I have considered the above draft assignment/exam and I am happy to approve the content subject to the above amendments. <u>Assessment can be forwarded to the External Examiner once these changes have been implemented and verified.</u>			I confirm that I have considered the above draft assignment/exam and I am happy to approve the content subject to the above amendments. <u>Assessment can be released to students once these changes have been implemented and verified.</u>		
	I confirm that I have considered the above draft assignment/exam and suggest the above amendments. <u>I would like to see the final amended version before I confirm approval.</u>			I confirm that I have considered the above draft assignment/exam and suggest the above amendments. <u>I would like to see the final amended version before I confirm approval.</u>		
Cardiff Metropolitan Link Tutor:		Link tutor signature:	Date:	External Examiner:	EE Signature:	Date:

Module Title		Module Number		JACS Subject Code(s) and % of each subject		ASC Category(ies)
Project Management		CSE5012		I200		6
Level (3 to 8)	Credits	ECTS Credit	Module Value (1=20 credits)	% Taught in Welsh	Module Type	
Level 5	15	7.5	0.75	0%	Taught	
Teaching Period (Term/Semester)				Pre-requisites		
Semester 3				CSE4007		
Module Leader		School(s)			Campus	
Thiviyan Senthilrajah		Cardiff School of Technologies			ICBT	
Assessment Methods						
Assessment Code and Method		Duration/Length of Assessment Method		Weighting of Asse	Threshold	Approximate Date Submission
WRIT 1 – Project Charter (Group)		1500 words equivalent		50%	1	Mid Semester
PRES1-Podcast (Group)		20 Minu Video (1500 words equivalent)		50%	1	End Semester
Rationale for Assessment and Opportunity for Feedback – This field is optional.						
Writ1: The students must provide the Project Charter and get feedback to go ahead.						
Pres1- The project must be evaluated based on how well the project management concepts are Implemented. Teamwork is an important skill to be evaluated in this process						
Aim(s)						
The aim of this unit is to provide skills and knowledge in managing business projects to deliver the results. This module provides students with the practical skills and theoretical background to undertake self-managed projects and to assist in the management of team efforts. This module aims to equip the student with informed opinion on some of the various solutions to business problems with more effective management of projects. The unit will furthermore focus on improving business skills, which are essential to liaise with clients and manage projects successfully.						
Learning Outcomes						
On successful completion of this module, students should be able to: <ul style="list-style-type: none">• Explain basic Project Management Principles and procedures.• Plan organizational elements, Monitor and control projects.• Utilize project management process.• Elaborate necessary skills for ICT projects.						
Learning and Teaching Delivery Methods						
Method	Rationale			Type of Contact (scheduled/ guided independent study/placement)	Total hours	
Lecture	To enable core knowledge and understanding content to be delivered to the whole module cohort			Scheduled	30	
Workshops/ Labs	To allow exploration of all aspects of module (knowledge, understanding, skills & other attributes) by apply the content towards projects and MS project.			Scheduled	30	
Independent Study	To enable students to independently develop their understanding of the module concepts and to complete formative & summative assessment activity.			Independent Study	90	

Total		150
Indicative Content		
<p>Introduction to projects: Discuss the characteristics of projects, Define scope, Budget (Estimation techniques) and Schedule [Triple Constraints]. International / local projects success and failure criteria.</p> <p>Project selections: Economic feasibility (NPV, ROI, Payback), Operational feasibility, Technical feasibility, Legal feasibility & Schedule feasibility. Along with-it SWOT, PEST analysis and Stakeholders analysis.</p> <p>Project management life cycle, project charter, responsibilities of a project manager and skills required.</p> <p>Work breakdown structure, Activity on Arrow, Activity on Node, generating Gantt chart using MS project, network diagram, critical path analysis and resource allocations.</p> <p>Communications: Responsibility Assignment Matrix (RAM), communication channels.</p> <p>Types of organizational structures and its impact to project management. (Functional, Project & Matrix).</p> <p>Risk management process (Risk identification, Risk assessment, Risk responses, Risk register and Risk control)</p> <p>HR management: Leadership styles, conflicts management, team building and motivations</p> <p>Performance management: Earned Value Management, status reports and etc</p>		
Required Reading		
<p>PMI., 2018. Project Management Body of Knowledge. 6th ed. Pennsylvania: Project Management Institute.</p> <p>Larson, E. W. & Gray, C. F., 2011. The Project Management the Managerial Process. 5th ed. New York: Tim Vertovec.</p>		
Recommended Reading		
<p>Elizabeth, H., 2011. Project Management in the Real World. Swindon: BCS.</p> <p>www.pmi.org</p> <p>www.projectmanager.com</p>		
Access to Specialist Requirements		
MS Project Software		