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

umeshas@icbtcampus.edu.lk

Content

Assessment Details

Assessment title	Abr.	Weighting
Podcast (Group)	Podcast	50%

Pass marks are 40% for undergraduate work and 50% for postgraduate work unless stated otherwise.

Task/assessment brief:

Scenario

Regarding the project outlined in your assignment 01, your objective is to create a podcast to planning and discussing fulfilling the client's requirements. Each team member in your project group must collaboratively engages in fulfilling their respective roles. This will effectively demonstrate the project's definition and highlight the anticipated benefits, showcasing its potential to address and resolve the identified issues.

Task: Apply the project management concepts and discuss the viability of the project.

Assessment criteria
- **Quality of podcast video** (20 Marks)
- **Content of video** (50 Marks)
- **Teamwork and Negotiation** (30 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):

20 mins Video

This 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.

A podcast - is a digital video program that covers a wide range of topics and can be informative, entertaining, or educational.

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:

student ID number, module code and assessment ID, e.g. st12345678 BHL5007 WRIT1

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.

Assessment Criteria

Learning outcomes assessed

- Utilize project management process.
- Elaborate necessary skills for ICT 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

Assessment Criteria	Quality of video presentation	Content of video	Teamwork and Negotiation
Weighting:	20%	50%	30%
Grading Criteria 0 – 29%	Poor quality video presented.	No identification of relevant theory. No recommendations or useful outcomes.	No attempt and no identification of desired outcome. Little communication with others. Individual attempts to cooperate. Peers choose not work with peer. Individual contribution to meet the shared objective. Identification of desired outcomes.
30 – 39%	A video presented, which might be in unedited pieces, but not relevant to the brief or scenario in any real way.	Some identification of relevant theory. No recommendations or outcomes, no real argument.	Demonstrates abilities to communicate with others. Peer led contribution to meet the shared objective. Peer contributes to an atmosphere that supports and empowers

			all group members. Identification of desired outcomes.
40 – 49%	A video presented of acceptable quality (video is a continuous whole), clearly heard and seen.	Satisfactory identification of relevant theory, some simple application. Makes at least one recommendation for professional and social responsibility, with some grounding in argument.	Acceptable abilities to cooperate and communicate effectively with others. Peer led (two or more) contributions to meet the shared objective. Peer contributes to an atmosphere that supports and empowers all group members. Identification of desired outcomes.
50 – 59%	Clear and understandable video with good use of available technology (some evidence of editing and arrangement of pieces) and clear evidence of preparation and effort.	Good use of appropriate theory in developing argument. Evidence of understanding the opening scenario and relevant research. Good, practical recommendations for professional and social responsibility.	Demonstrates abilities to cooperate and communicate effectively with others. Contributions from each peer to meet the shared objective. Selected peers contribute to an atmosphere that supports and empowers all group members. Identification of desired outcomes and demonstrates flexibility in negotiating.
60 – 69%	High quality video presentation with notable use of available technology (additional graphics, titling, etc.) and clear evidence of preparation and effort.	Demonstrates good understanding of opening scenario by identifying key issues and making specific, measurable and practical recommendations for professional and social responsibility. Critically evaluated relevant theory.	Demonstrates good abilities to co-operate and communicate effectively with others. Mostly equal contributions from each peer to meet the shared objective. Selected peers contribute to an atmosphere that supports and empowers all group members. Good identification of desired outcomes and demonstrates flexibility in negotiating assertively

			to reach agreed outcomes.
70+%	Excellent video production and innovative use of available technology and the video format (integration of sound, graphics, text)	Demonstrates deep understanding of opening scenario by identifying and interrelating key issues in the scenario, making specific, measurable and practical recommendations for professional and social responsibility. Critically evaluated relevant theory, whilst developing an argument fully integrated with conclusion and recommendations. Innovative use of the video format to enhance the communication of the lessons learned.	Demonstrates excellent abilities to co-operate and communicate effectively with others. Equal contributions from each peer to meet the shared objective. Each peer contributes to an atmosphere that supports and empowers all group members. Excellent identification of desired outcomes and demonstrates flexibility in negotiating assertively to reach mutually agreed outcomes.

Further Information

Staff note – Please check that these are aligned with your programme's expectations.

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 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: Project 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		
		Marking Scheme	X	Modifications done.	
		Feedback Sheet	X		
Assessment type: PRES1 – Podcast		Referencing Requirements Given	X		
Nominated IV: Chathura Warnasuriya				IV Signature: Chathura Warnasuriya	Date: 20/10/2024

CARDIFF METROPOLITAN LINK TUTOR COMMENTS:		EXTERNAL EXAMINER COMMENTS:	
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. **Assessment can now be forwarded to the External Examiner for approval.**			I confirm that I have considered the above draft assignment/exam and I am happy to approve the content. **Assessment can now be released to the students.**
I confirm that I have considered the above draft assignment/exam and I am happy to approve the content subject to the above amendments. **Assessment can be forwarded to the External Examiner once these changes have been implemented and verified.**			I confirm that I have considered the above draft assignment/exam and I am happy to approve the content subject to the above amendments. **Assessment can be released to students once these changes have been implemented and verified.**
I confirm that I have considered the above draft assignment/exam and suggest the above amendments. **I would like to see the final amended version before I confirm approval.**			I confirm that I have considered the above draft assignment/exam and suggest the above amendments. **I would like to see the final amended version before I confirm approval.**

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 Assessment	Threshold	Approximate Date of 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:
- 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	Independent Study	90

	formative & summative assessment activity.		
Total			150

Indicative Content

Introduction to projects: Discuss the characteristics of projects, Define scope, Budget (Estimation techniques) and Schedule [Triple Constraints]. International / local projects success and failure criteria.

Project selections: Economic feasibility (NPV, ROI, Payback), Operational feasibility, Technical feasibility, Legal feasibility & Schedule feasibility. Along with-it SWOT, PEST analysis and Stakeholders analysis.

Project management life cycle, project charter, responsibilities of a project manager and skills required.

Work breakdown structure, Activity on Arrow, Activity on Node, generating Gantt chart using MS project, network diagram, critical path analysis and resource allocations.

Communications: Responsibility Assignment Matrix (RAM), communication channels.

Types of organizational structures and its impact to project management. (Functional, Project & Matrix).

Risk management process (Risk identification, Risk assessment, Risk responses, Risk register and Risk control)

HR management: Leadership styles, conflicts management, team building and motivations

Performance management: Earned Value Management, status reports and etc

Required Reading

PMI., 2018. Project Management Body of Knowledge. 6th ed. Pennsylvania: Project Management Institute.
Larson, E. W. & Gray, C. F., 2011. The Project Management the Managerial Process. 5th ed. New York: Tim Vertovec.

Recommended Reading

Elizabeth, H., 2011. Project Management in the Real World. Swindon: BCS.
www.pmi.org
www.projectmanager.com

Access to Specialist Requirements

MS Project Software