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| ASSIGNMENT BRIEF | | | |
| **HTU Course No:** 030202190 - **HTU Course Name:** Managing a Successful Computing Project  **BTEC UNIT No:** T/615/1625 **BTEC UNIT Name:** Managing a Successful Computing Project | | | |
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| **Version: 1** |  | | |



# **Assignment Brief**

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| Student Name/ID Number/Section |  |
| HTU Course Number and Title | 030202190 - Managing a Successful Computing Project |
| Academic Year | Spring 2023 |
| Assignment Author | Islam Al Omari  Abdullah Al-Amareen |
| Course Tutor | Islam Al Omari  Abdullah Al-Amareen |
| Assignment Title | Digital Transformation - Mitigating Environmental Impact of Digital Endpoint Devices |
| Assignment Ref No | No. 1 |
| Issue Date | 01/05/2023 |
| Formative Assessment dates | Every week until 01/06/2023 |
| Submission Date | 18/06/2023 |
| IV Name & Date | Bassam Al Kasasbeh |

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| **Submission Format** |
| The submission includes report and presentation.  **Report includes:**   * Project Management Plan. * Technical Report. * Performance Review. (at least 500 words) **(Appendix B)**. * Logbook activities as per the details in the assignment guidance. **(Appendix A)**   **Presentation:**   * Final Presentation that describes your work during the semester.   **Reports Guidelines:**   * Your submissions should be in the form of a soft copy via the eLearning school system. The report should be:   1. Written in professional style format.   2. Your work must be supported with references using the Harvard reference system   **Oral Assessment:**   * The attendance of the oral assessment is mandatory in the date and time determined by your instructor within the period time stated above. * Answering all tasks in the report will be evaluated through the oral assessment. So, any question in the oral assessment for any criteria is not answered in the required level that mean you will lose that criterion, even though you answered it in the report and not included directly in a specific question. * At the end of the semester, you must sign the declaration form that is attached with this assignment. |
| **Unit Learning Outcomes** |
| **LO1** Establish project aims, objectives and timeframes based on the chosen theme.  **LO2** Conduct small-scale research, information gathering and data collection to generate knowledge to support the project.  **LO3** Present the project and communicate appropriate recommendations based on meaningful conclusions drawn from the evidence findings and/or analysis.  **LO4** Reflect on the value gained from conducting the project and its usefulness to support sustainable organizational performance. |
| **Assignment Brief and Guidance** |
| **Scenario**  Mitigating the environmental impact of digital endpoint devices is a critical challenge that requires a comprehensive digital transformation project plan and sustainable design practices. By promoting the environmental benefits of digital endpoint devices, users can make informed decisions and contribute to the overall sustainability of technology.  Assume you are working as a project manager for a digital transformation project aimed at mitigating the environmental impact of digital endpoint devices. The project is being undertaken by a team consisting of technical and non-technical personnel, including engineers, designers, sustainability experts, and marketing professionals.  You should manage to cover the following tasks throughout your project, and include your outcome in your technical report:  1. Construct a project plan for your research and evaluation project.   * The project plan should describe and explain the project aim and objectives. * Identify the activities that you are going to do in your project (including their sub-activities and details – i.e., work-breakdown structure); the sequence and time estimation of the activities and the main milestones (i.e., time plan/Gantt Chart); the required resources for each activity and their costs (i.e., Resource and cost pans); and your plans to manage the quality, risk and communication of your research. * 2. Perform a clear research and evaluation method, including references of data; type of data (qualitative and/or quantitative). And assess the reliability of the main research methods applied in your project (e.g., Surveys, interviews, case studied, observations, experiments, analysis and discussion). * 3. Examine and present the collected data (quantitative and/or qualitative as well as literature review), in a proper format, and discuss the results in detail. Accordingly, discuss several recommendations based on your study, that will lead you to make a meaningful conclusion. Then, assess the research process, analysis, and tools that you used to develop your project. (Use the template provided with this assignment)   4. In your performance review, make sure to include the following:   * The value of undertaking research to meet your project objectives. * Your own learning in this research project. * Judge on the project management process that you have constructed for this project. * Assess the value and contribution of the project planning/management in conducting the research and achieving its objectives. * Appraise how such project will help organizations in becoming more sustainable. |

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| **Assessment Criteria** | | |
| **Pass** | **Merit** | **Distinction** |
| **LO1** Establish project aims, objectives and timeframes based on the chosen theme. | | **LO1 & 2**  **D1** Critically evaluate the project management process and appropriate research methodologies applied. |
| **P1** Devise project aims and objectives for a chosen scenario.  **P2** Produce a project management plan that covers aspects of cost, scope, time, quality, communication, risk and resources.  **P3** Produce a work breakdown structure and a Gantt Chart or equivalent to provide timeframes and stages for completion. | **M1** Produce a comprehensive project management plan, milestone schedule and project schedule for monitoring and completing the aims and objectives of the project. |
| **LO2** Conduct small-scale research, information gathering and data collection to generate knowledge to support the project. | |
| **P4** Carry out small-scale research by applying qualitative and quantitative research methods appropriate for meeting project aims and objectives. | **M2** Evaluate the accuracy and reliability of different research methods applied. |
| **LO3** Present the project and communicate appropriate recommendations based on meaningful conclusions drawn from the evidence findings and/or analysis. | | **LO3**  **D2** Critically evaluate the  research and data analysis  tools used in the project  development stages  **LO4**  **D3** Critically evaluate how  the project supports  sustainable organizational  performance. |
| **P5** Analyze research and data using appropriate tools and techniques.  **P6** Communicate appropriate recommendations as a result of research and data analysis to draw valid and meaningful conclusions. | **M3** Evaluate the selection of appropriate tools and techniques for accuracy and authenticity to support and justify recommendations. |
| **LO4** Reflect on the value gained from conducting the project and its usefulness to support sustainable organizational performance. | |
| **P7** Reflect on the value of undertaking the research to meet stated objectives and own learning and performance. | **M4** Evaluate the value of the project management process and use of quality research to meet stated objectives and support own learning and performance. |

**Student Assessment Submission and**

**Declaration**

When submitting evidence for assessment, each student must sign a declaration confirming that the work is their own.

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| **Student name:** | | **Assessor name: Islam Al Omari** | |
| **Issue date:**  **27/04/2023** | **Submission date:**  **18/06/2023** | | **Submitted on:** |
| **Program: School of Computer and Informatics** | | | |
| **Course Name: Managing a Successful Computing Project**  **HTU Course Code:** 030202190  **BTEC UNIT:** 6 | | | |
| **Assignment number and title:** Assignment 1: Digital Transformation - Mitigating Environmental Impact of Digital Endpoint Devices | | | |

**Plagiarism**

Plagiarism is a particular form of cheating. Plagiarism must be avoided at all costs and students who break the rules, however innocently, may be penalized. It is your responsibility to ensure that you understand correct referencing practices. As a university-level student, you are expected to use appropriate references throughout and keep carefully detailed notes of all your sources of materials for the material you have used in your work, including any material downloaded from the Internet. Please consult the relevant unit lecturer or your course tutor if you need any further advice.

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| **Student declaration**  I certify that the assignment submission is entirely my own work and I fully understand the consequences of plagiarism. I understand that making a false declaration is a form of malpractice.  **Student signature: Date:** |

# Appendix A: Project Logbook Template

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| **Name:** |
| **Logbook Title:** |
| **Date:** |
| **Update on weekly research/tasks achieved**  **Points to consider:**  What have you completed?  Did you fulfil task requirements?  Are you on track and within deadlines set?  Did you need to make any changes to your project management plan? |
| **Any risks and/or issues identified?**  **Points to consider:**  Did you identify risks/issues with a lack of skills required for undertaking research/tasks?  Did you identify any additional risks/issues that have an impact on the project management plan? |
| **Problems encountered**  **Points to consider:**  What barriers did you face?  How did you overcome them? |
| **New ideas and change of project direction** |
| **What have I learnt about myself this week?**  **Points to consider:**  How did I feel when I had to deal with tasks/problems?  Did I find it useful to complete the tasks?  How well have I performed? What did I contribute?  What can I improve on next week?  How might this learning apply in the future? |
| **Tasks planned for next week**  **Points to consider:**  Which tasks are priority?  Have you set aside sufficient time for completion? |
| **Project plan status to date (on, ahead, behind):** |
| **Supervisor comments to address** |
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# Appendix B: Performance Review Template

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| * What was the project supposed to accomplish? |
| * Did the project succeed in its aims? How do you know? Specifically, outline any evaluation and assessment undertaken. |
| * What things do you think worked well and why? Evaluate all aspects of the project (e.g. initial inception, project activities, and project outcomes) from a range of perspectives. |
| * What problems emerged during the project and how were they tackled? Was there timely identification of issues and resolution during the project process? |
| * What did you learn from undertaking this project? |
| * How would you rate your performance as a project manager? |
| * What strength and weaknesses of your performance did you identify? |
| * How will this inform and support your continuous professional development? |