

# Knowledge assessment: Project management

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## Student details

Student: 880616253 / David Cruwys

## Student signature and Date

David Cruwys, 15th Nov, 2021

## Scenario

You are currently employed as a project manager with Red Opal Innovations (ROI) (ROI\_Scenario.pdf). You have been assigned the task of managing a project for a new company WizBiz.

Your project plan has been approved and you are ready to execute the project.

Refer to the scenario documents and Organisation standards in Assessment 1.

Download and unzip the resource folder (CI\_ProjMgt\_AE\_Pro\_SR1.zip) to access documents referred to in this assessment.

### Part 1: Commence the project

Refer to Assessment Checklist 1 for the criteria for this part.

There are several tasks that must be done before assembling and meeting your team.

For each of the following, create a separate word-processed document:

1. Create a logically-sequenced team document for the following, using appropriate language and grammar:

Prepare a statement of team values and expected behaviour that are in line with the organisational values. Note that this will be part of what will be used to monitor the team members' performance in the project.

**see:** [Team Values](#)

2. Select three suitable team members for the IT development project team (refer to Appendix 1 for the developer personas), justifying your selections.

Allocate the project roles listed in the Developer team job descriptions (ROI\_Developer\_team\_job\_descriptions.pdf) and responsibilities based on the requirements of the recommended project solution (as identified in the project plan in Assessment 1 Part 5.5) and the team member's strengths. You may create a table/matrix for this information.

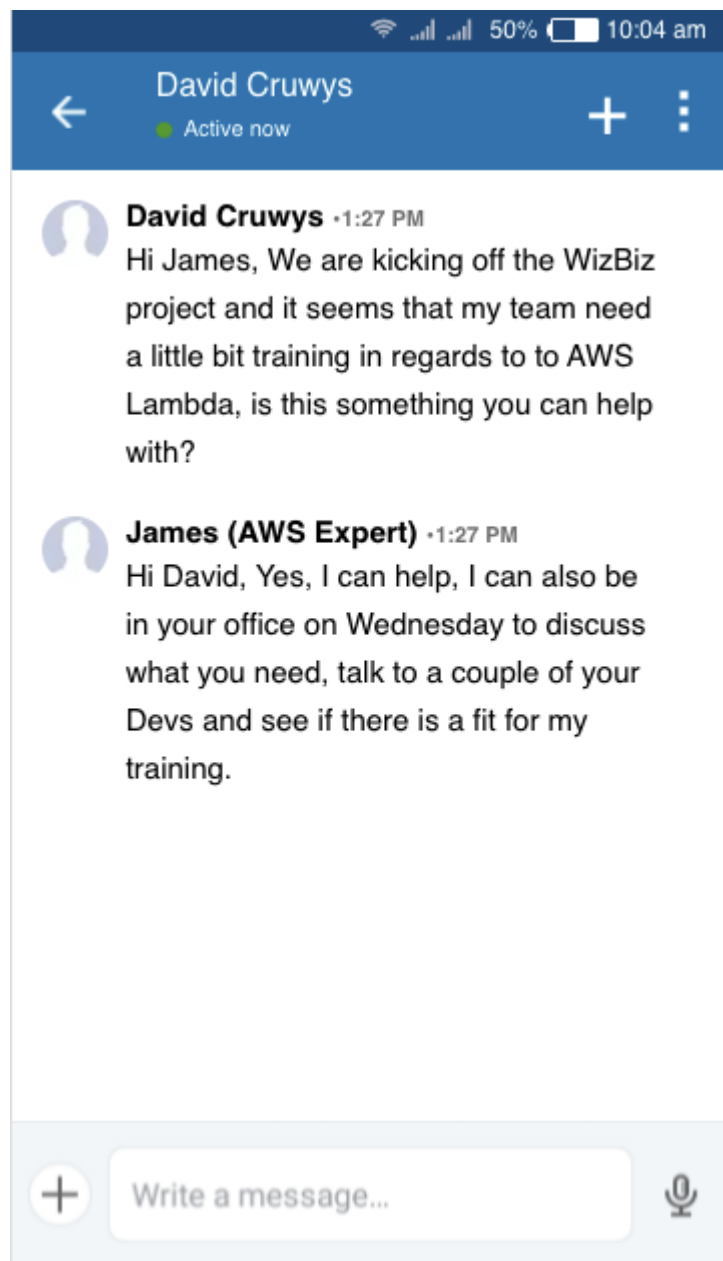
**see:** [Project Team](#)

3. Some team members may need training or support, which will be determined in the team meeting. So that you can assist them, you need to build your networks of key people and communities with expert

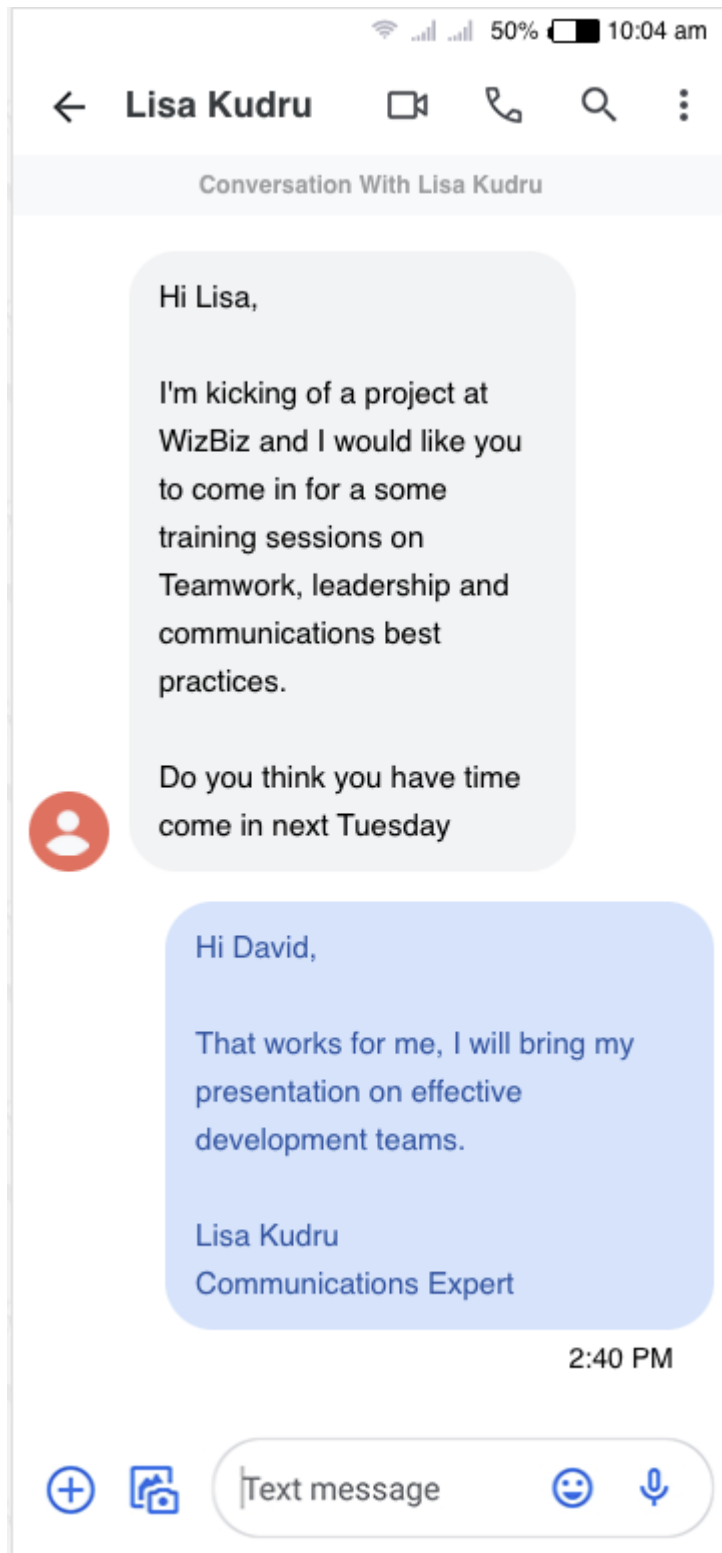
skills and knowledge.

Include details of at least two networks that could be utilised for staff training and upskilling. These may include meetup groups, LinkedIn, or other sources of expertise. Provide screenshots and/or emails (both sent and replied) of your interactions with these networks.

**Conversation** with James Skilly (AWS Expert) on Linked In



**Conversation** with Lisa Kudru (Communications Expert) on WeChat



Write an email to Alison Garmen, the IT Manager from WizBiz, to invite her to be part of your professional network and discuss how she could be of help with supporting the team. Use the [ROI email template](#) (ROI\_Email\_template.docx).

**From:** david.cruwys@redopalinnovations.com

**Sent:** 14 December 2021

**To:** alison.garmen@wizbiz.com]

**Subject:** [subject of email]

Dear Alison Garmen,

I would like to invite you to a network of people ([SydTechHub.com](https://SydTechHub.com)) that I connect with in the area of digital business here in Sydney, as you have already met James Skilly and Lisa Kudru whom I met through this network, I thought you may be interested

The people at this group have diverse areas of expertise such as:

- Executives (C-Level)
- Digital networks
- [ECommerce](#)
- [Scalable Cloud](#)

Kind regards,

**Signature block:**

David Cruwys

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