

Project planning:

Plan developed beyond a timeline?

Plan is being updated appropriately?

Change control management issues:

Currently tracking behind or ahead?

Explanation of tracking issues:

1 / 1

*Plan Timeline
real dates, but not time
no behind 1 week*

2/5

Marks: 13 / 20. Recorded as 0-5% overall, 0.5% increments, rounded

3%

Assessor Initials:

RW

Next appointment set for (students to book):

3 weeks

Audit Assessment 2

Date of Audit 2:

Participants:

Absent:

Assessment. 5% overall. Assessed as one mark, based on the accumulation of outstanding issues.

5 = All issues resolved (only minor adjustments or no adjustment required)

4 = Good (some adjustment needed to 1 area, others are resolved)

3 = OK (some adjustments still needed in 2-3 areas, others are resolved)

2 = Weak (improvements made but some adjustments still needed in 4-5 areas)

1 = Poor (very little improvement attempted)

0 = No effective improvement

Issues outstanding:

Advisor Relationship Management

Client Relationship Management

Team management

Evidence of work in progress

Management of documentation

Project planning

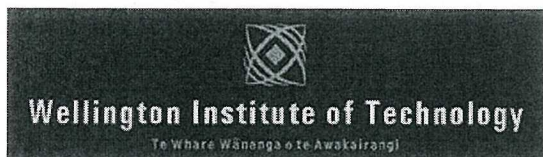
Marks: / 5. Recorded as 0-5% overall, 0.5% increments, rounded

%

Assessor Initials:

Next appointment set for (if required, students to book):

17/08/16



Audit Assessment 1

Project Name: *October Evaluator*
Team Members: *4*
Date project commenced: *July 2016*
Date of Audit 1: *18/8*
Participants: *4 FRS*

Absent: *nil*

Assessment. 5% overall. Each area marked 0-3, where:

3 = Workable (minor adjustments suggested or no adjustment required)

2 = OK (some adjustments needed)

1 = Poor (missing substantive elements)

0 = Non-existent, or effectively useless

Explanations: 2 are marked out of 1 each. Does the team show some insight into the real causes?

Advisor relationship management:

How many advisor meetings have taken place? *2*

Advisor: *SM*

2

Agenda issues: *missing a couple of std. items*

Minutes issues: *Follow agenda exactly 1:1*

Other documents: *harder progress reports*

Client relationship Management:

How many client meetings have taken place? *none - N/A*

Client:

/

Agenda issues:

Minutes issues:

Other documents:

Team management:

How many team meetings have taken place? *5*

Standing Agenda issues: *redundant*

Progress Report issues: *one only (by the meetings...)*

Other documents: *update for hour: project task by person in completed & allocated*

1 1/2

Evidence of work in progress:

Timecards - Hours and trends: *50-12 hrs behind*

- Explanation of hours and trends: *1/1*

- Recording issues: *1/1 take to hours by day*

Project diary - Recording issues: *good*

Individual log - Recording issues: *reverse guidelines*

1 1/2

Management of Documentation:

Drafts of documents retained? *individual - removed librarian*

Research notes issues: *ok - keep negative*

Correspondence retained and managed? *separate them*

Final versions (signed) management? *needs to be separated*

Version management - paper records issues: *none yet - OK digitally*

- Electronic storage / sharing issues: *- Gitlab - versioning*

Backups - management issues: *- manual sync*

2

no backup - 1 backup week