

Assignment #2: Project Plan and Presentation

STUDENT INSTRUCTIONS

Submission Instructions	Individual
Value	25%
Due Date	See assignment schedule on DC Connect

Learning Outcomes Covered in Assignment

- CLO 1 - Describe best practices for end-to-end analysis in data project management.
- CLO 2 – Assess the effectiveness of common approaches to business requirements, estimation, scoping, and planning during project execution.
- CLO 3 – Describe the impact of common approaches to data cleaning, data migration, and data quality on project scheduling.
- CLO 6 - Assess the effectiveness of project plans according to best practices and project/business needs.

Assignment

Your Task

The most important task you will complete as a Project Manager is to complete an integrated project plan.

Instructions

Identify a **Data Project** of your choosing and using the concepts of this course create an integrated project plan for your data project. Then record either a video or narrated PowerPoint presentation and present your plan. Then submit the audio or video file, or a link to your presentation along with our presentation.

You have the option to do this assignment on your own or in a group that you have formed. You must show yourself on camera for your recorded presentation. If you are in a group **EVERYONE must show themselves speaking in the presentation.**

Your video presentation must be limited to and must cover the following:

Project Description

- Organization/Company Background

- Project Description
- Proposed Solution Description (includes a solution diagrams showing data flows)
- Project Approach, Size & Complexity
- Project Scope (In/Out)
- Assumptions & Constraints

Project Planning

- Project Stakeholders
- Core Project Team
- Project Milestones
- Work Breakdown Structure (high level)
- Project Risks
- Project Budget (complete breakdown of project budget)
- Project Timeline diagram (shows the project schedule with milestones in a timeline diagram)

Project Processes

- Project Monitoring & Control - How you plan to do it
 - Processes for risk management, change management, meeting management, status reporting, escalation and issue management.

Deliverables

- MS PowerPoint document uploaded to DC Connect.
- 15-minute audio, video file or link to a narrated presentation uploaded to DC Connect.

Evaluation:

Please see the Rubric on the next page for Evaluation Criteria.

Submission:

Please submit all deliverables to the A2. Please read submission deliverables careful. You need to submit a recorded presentation and your PowerPoint presentation.

Plagiarism:

Plagiarized assignments will receive a mark of zero on the assignment and a failing grade on the course and may also receive a permanent note of plagiarism on your academic record.

Assignment Rubric

Criteria	Exemplary	Well Done	Accomplished	Developing	Incomplete
	5 points	4 points	3 points	2 points	1 point
Criterion #1 Project Description	Project plan outlines a project description with the following information: <ul style="list-style-type: none"> • Organization/ Company Background • Project Description • Proposed Solution Description • Project Approach, Size & Complexity • Project Scope (In/Out) • Assumptions & Constraints In a clear concise manner free of errors	Project plan consists of 80% of the components outlined under exemplary or all of the components but slightly incomplete. Some information is unclear or inconsistent.	Project plan consists of 60 - 70% of the components outlined under exemplary or all of the components but slightly incomplete. Some information is unclear or inconsistent.	Project plan consists less than 50 % of the components outlined under exemplary or all of the components but slightly incomplete. Some information is unclear or inconsistent.	Not completed
Criterion #2 Project Planning	Project plan outlines project planning for the following: <ul style="list-style-type: none"> • Project Stakeholders • Core Project Team 	Project plan consists of 80% of the components outlined under exemplary or all of the components but	Project plan consists of 60 - 70% of the components outlined under exemplary or all of the components	Project plan consists less than 50 % of the components outlined under exemplary or all of the	Not completed

Criteria	Exemplary	Well Done	Accomplished	Developing	Incomplete
	5 points	4 points	3 points	2 points	1 point
	<ul style="list-style-type: none"> • Project Milestones • Work Breakdown Structure • Project Risks • Project Monitoring and Control • Project Scope and Objectives • Project Approach • Project Stakeholders • Project Team (core and non-core) • Project Budget • Project Schedule including estimated work package effort (costs – bonus) • Project Risks <p>In a clear concise manner free of errors In a clear concise manner free of errors</p>	<p>slightly incomplete. Some information is unclear or inconsistent.</p>	<p>but slightly incomplete. Some information is unclear or inconsistent.</p>	<p>components but slightly incomplete. Some information is unclear or inconsistent.</p>	
Criterion #3 Project Processes	<p>Project plan outlines project processes for: risk management,</p> <ul style="list-style-type: none"> • change management, • issue management 	<p>Project plan consists of 80% of the components outlined under exemplary or all of the</p>	<p>Project plan consists of 60 - 70% of the components outlined under exemplary or all of the</p>	<p>Project plan consists less than 50 % of the components outlined under exemplary or</p>	<p>Not completed</p>

Criteria	Exemplary	Well Done	Accomplished	Developing	Incomplete
	5 points	4 points	3 points	2 points	1 point
	<ul style="list-style-type: none"> risk management escalations status reporting meeting management In a clear concise manner free of errors In a clear concise manner free of errors	components but slightly incomplete. Some information is unclear or inconsistent.	components but slightly incomplete. Some information is unclear or inconsistent.	all of the components but slightly incomplete. Some information is unclear or inconsistent.	
Criterion #4 Presentation	High quality presentation delivered within the 10 mins, content is clearly articulated and presented	Presentation delivered between 10 – 15 mins Presentation delivery not clear and either too fast or too slow.	Presentation delivered. Delivery time more than 15 mins or less than 7 minutes Information not clearly presented	Presentation not clear, hard to follow, could be within the 10 mins, above or below but could not understand the project.	Not Completed
Criteria #5 Data Project	Data Project	Data Project	Data Project	Not a Data Project	Not Completed
Criterion #6 Document Professionalism	Complete alignment to documentation professionalism outline	80 % alignment to documentation professionalism outline	70 %- 60 % alignment to documentation professionalism outline	50 % or less alignment to documentation professionalism outline	Not Completed

Criteria	Exemplary	Well Done	Accomplished	Developing	Incomplete
	5 points	4 points	3 points	2 points	1 point
Criterion #7 Late Assignment	Assignment is submitted by due date and time	Assignment is up to 2 days late	Assignment is between 3 – 5 days late	Assignment is more than 6 days late	Not Completed