



Project & Change Management SBS-MS Assignment – 2023

STUDENT ID

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UNIT TITLE: _____

NAME (in Full): _____

- All assignments are to be submitted on 6th April 2023 on <https://lms.atmsstudentgateway.com/>
- Any Assignment submission extension request must come to Azra Fatima (Head: Examination | Academic) afatima@atmsedu.org 5 days before the date of submission with a valid reason and supported documentary evidence.
- APA 7th edition referencing guidelines needs to be followed.
- Similarity between student's work is strictly not accepted, any student found with similar work will be graded Zero and fail for the course. However, Plagiarism is an academic offence and will not be tolerated.
- Any reevaluation request should come in 5 days of grade release. Any late request will not be obliged. (Form and other details shall be shared based on request)
- Reevaluation cannot be requested for plagiarized assignments as the assignment stands as an academic misconduct.
- If a program participant submits the assignment late, but within 1 week after the submission date a 20% penalty will be applied
- Re-evaluation request is NOT applicable for any failed courses provided the mark range from 59 to 69. Any grade which is below the range is however not applicable for this request.
- Any rescheduling request can be fulfilled within one week after the actual date of the assessment. Any late request will not be obliged.
- Assignment once submitted to exam board is final for marking.
- Second extension cannot be provided without supporting documentary evidence.
- Program participants are strongly advised to keep a copy of their work in case the submitted copy should go astray.
- Total 90 marks. 10 Marks for Class Attendance. Final marks will be converted to 90 marks.

PS. Kindly note to adhere to all the above instructions. Failing to read this, ATMS will not be responsible for any actions taken.

GUIDELINES FOR ASSIGNMENT

- a) If assignment is Question & Answer based then.
 - Introduction is needed for each question.
 - Question has to be answered based on the mark allotted for each question with references if any idea or information is taken from other source.
- b) If assignment is case based then,
 - Executive summary
 - Table of content
 - Introduction
 - Body of assignment (questions related to case need to be answered)
 - Conclusion / Recommendation if any
 - References (in-text + citation) to be used.

Total Marks_____ / 90

PLAGIARISM

Plagiarism is a form of **cheating**, by representing someone else's work as your own or using someone else's work (another student or author) without acknowledging it with a reference. This is a serious breach of the Academic Regulations and will be dealt with accordingly. Students found to have plagiarized can be **excluded from the program**.

Plagiarism occurs whenever you do any of the following things without acknowledging the original source:

- ✓ Copy information from any source (including the **study guide**, books, newspapers, the internet)
- ✓ Use another person's concepts or ideas
- ✓ Summarize or paraphrase another person's work.

How do I avoid plagiarism?

To ensure you are not plagiarizing, you must acknowledge with a reference whenever you:

- ✓ use another person's ideas, opinions or theory
- ✓ include any statistics, graphs or images that have been compiled or created by another person or organization
- ✓ Paraphrase another's written or spoken word.

What are the penalties?

The penalties for plagiarism are:

- ✓ Deduction of marks,
- ✓ A mark of zero for the assignment or the unit, or
- ✓ Exclusion from the program.

Plagiarism is dealt with on a case-by-case basis and the penalties will reflect the seriousness of the breach. **Please note claiming that you were not aware of need to reference is no excuse.**

Assignment

Assignment is a case essay and requires you to obtain sufficient information on a case of a change management and project and carry out a critical analysis of nominated aspects of that project.

- **Executive summary** - Basic overview of your chosen change management project
- **Table of content**
- **Introduction** - the primary objectives of your project.
- **Body of assignment (questions need to be answered) –**
 - **The nature of the case study project:** You are required to analyse your chosen case study's project nature which includes identifying and describing the tasks performed in your project. **Weighting (20%)**
 - **The nature of projects, programmes and portfolios and their management:** In this section you are required to analyse the 5 phases of project management by identifying the knowledge areas to specific phase in relation to your particular project. **Weighting (40%)**
 - **Governance:** You are expected to discuss the key people handling and involved in the project such as the project manager and the group of individuals who work together on a project to achieve its objectives. It consists of the project manager, project management staff, and other members who are maybe not directly involved with management but carry out the work related to the project. **Weighting (10%)**
 - **Engaging with stakeholders & teams:** You need to identify the strategies & plans to attract and involve individuals, groups, and organizations who may be affected by a project or may affect the project for effective decision making and execution. **Weighting (10%)**
 - **Monitoring and Closing:** Project monitoring involves tracking a project's metrics, progress, and associated tasks to ensure everything is completed on time, on budget, and according to project requirements and standards. Project monitoring also includes recognizing and identifying roadblocks or issues that might arise during the project's execution, and taking action to rectify these problems. **Weighting (10%)**
- **Conclusion / Recommendation if any**
- **References (in-text + citation) to be used.**