

Evidence of Coursework Management

Introduction

This report contains detailed information regarding the work conducted for the coursework assigned to us. This was a group project, and tasks were assigned to each member of the group. We were required to treat this as a project and use project management methodologies to handle the coursework. This report provides a look into the tasks that are compiled to create the deliverables of the coursework. Evidence of the meetings, tools, and work in the project was included along with diagrams and charts that support the management of the project.

Project Activity Breakdown

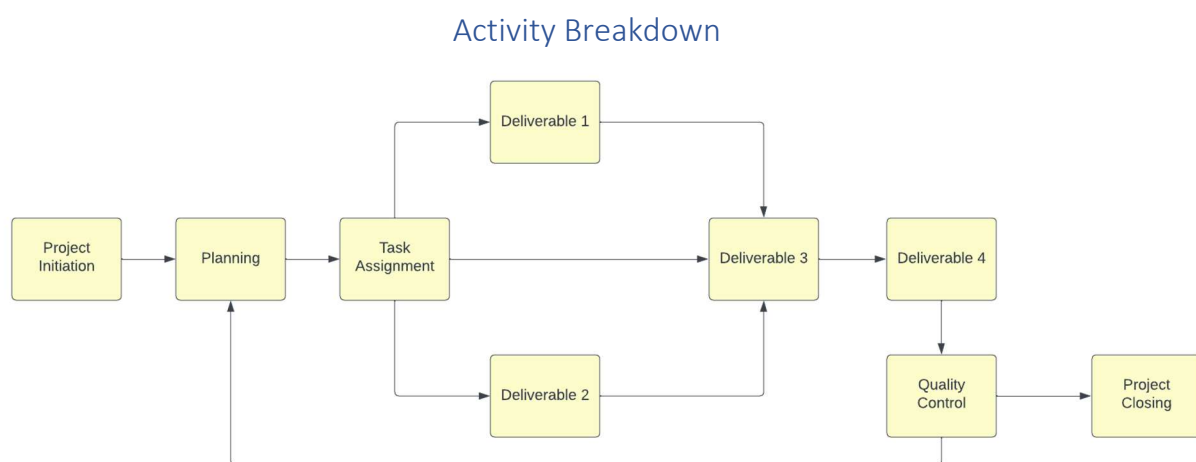


Fig: 1.0.1

Fig: 1.0.1 shows the project activity breakdown pertaining to the tasks involved in the coursework.

Project Management Methodology

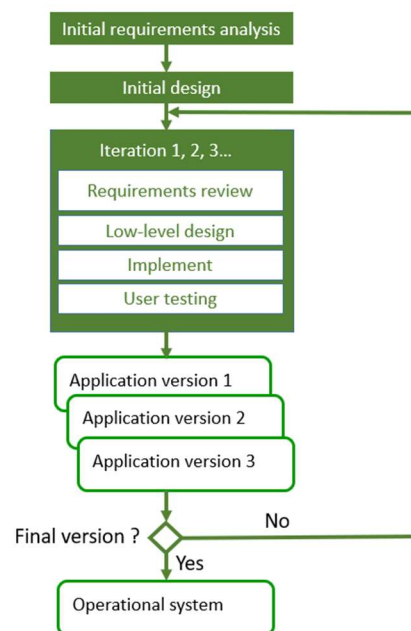


Fig: 1.0.2

Fig 1.0.2 demonstrates the project management methodology that was used in the project which was the Iterative Model.

Activity Breakdown for Deliverable 1

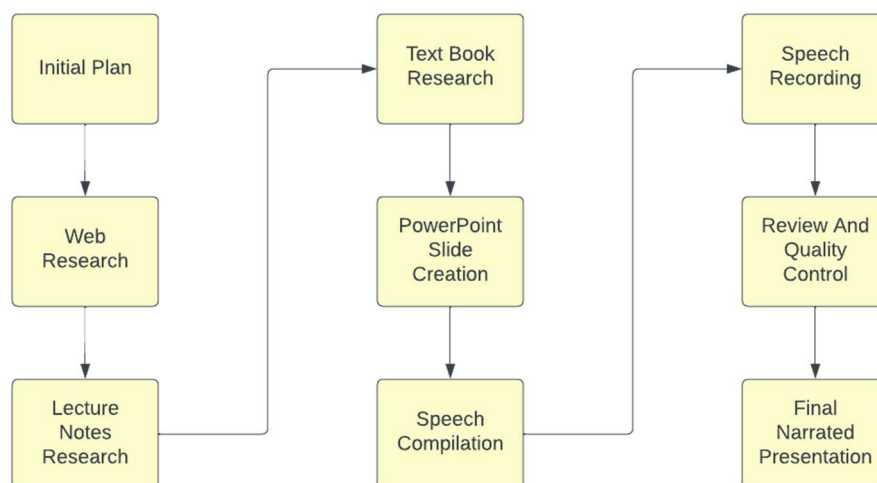


Fig: 1.0.3

Fig 1.0.3 is the showing the process of Deliverable 1 pertaining to the activity.

Activity Breakdown for Deliverable 2

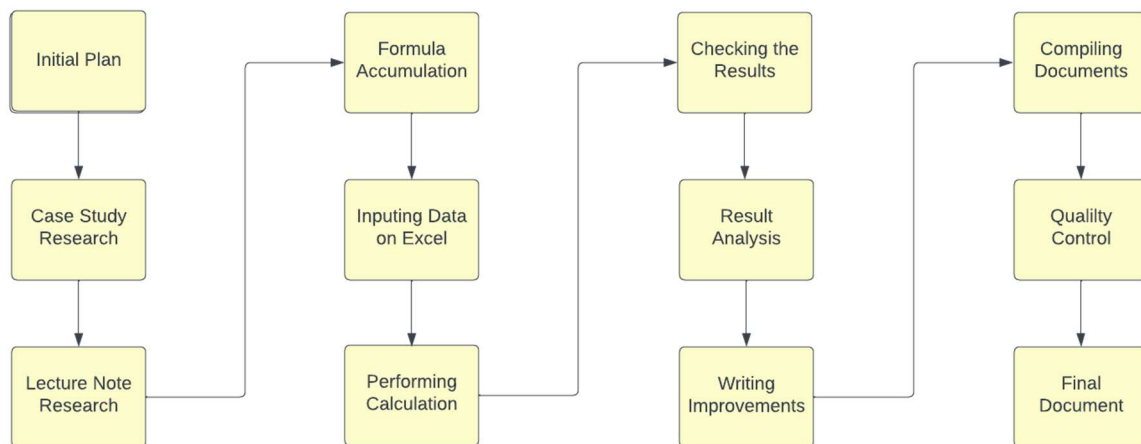


Fig: 1.0.4

Fig 1.0.3 is the showing the process of Deliverable 2 pertaining to the activity.

Activity Breakdown for Deliverable 3

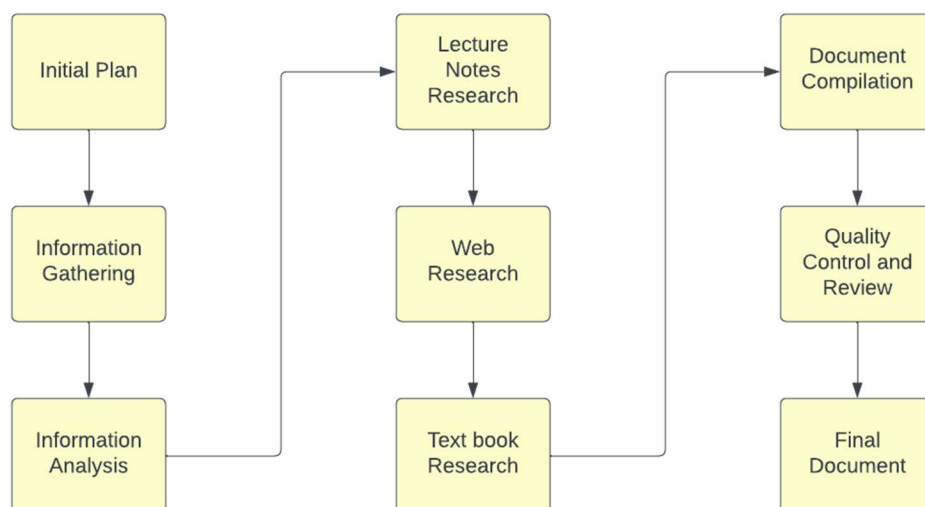


Fig:1.0.5

Fig 1.0.5 is the showing the process of Deliverable 3 pertaining to the activity.

Activity Breakdown for Deliverable 4

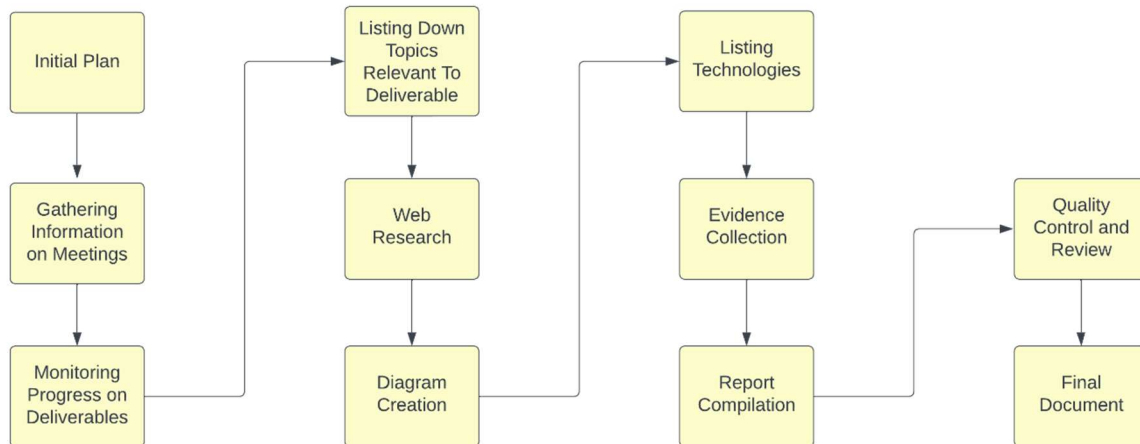


Fig:1.0.6

Fig 1.0.6 is showing the process of Deliverable 4 pertaining to the activity.

Management

Time

- **Define Activities (or Tasks):** Each of the five members of the group was assigned a specific task, which helps to ensure that the workload is distributed evenly and that everyone has a clear understanding of what they are responsible for. This approach also helps to ensure that there is no duplication of effort or confusion about who is responsible for what.
- **Sequence Activities:** We put the activities in the order they need to be undertaken.
- **Develop Schedule:** Developing a schedule is an important step in project management. It helps to determine the timeline for completing the project and ensures that all tasks are completed on time.

Task Id	Task name	Duration	Predecessor
1	Narrated PowerPoint Presentation	7 days	
2	Project Business Justification	14 days	
3	Joint Reflective Review	21 days	1,2
4	Evidence of work management	14 days	1,2,3
5	Submission	1 day	1,2,3, 4

Fig: 2.0.1

Gantt Chart

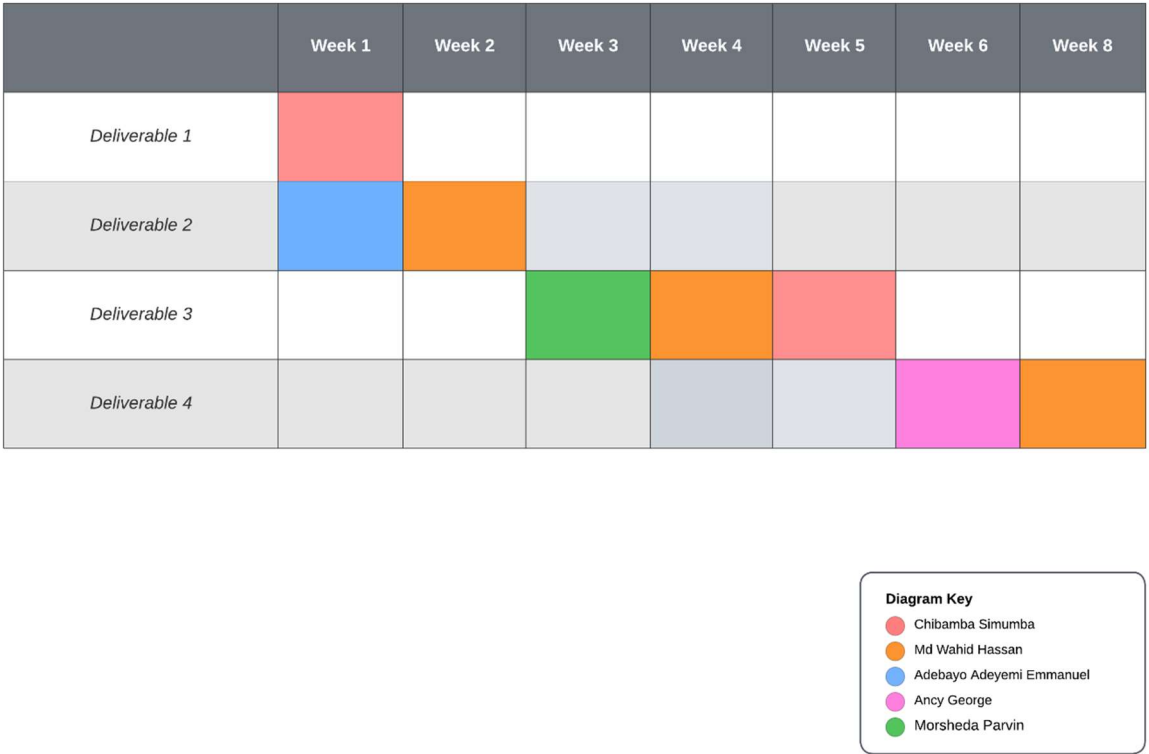


Fig: 2.0.2

Fig 2.0.2 shows the Gantt Chart demonstrating the timeline of the whole project.

Estimating

Allowing Contingency to Tasks



Fig:2.0.3

Resource

Resource Allocation Diagram

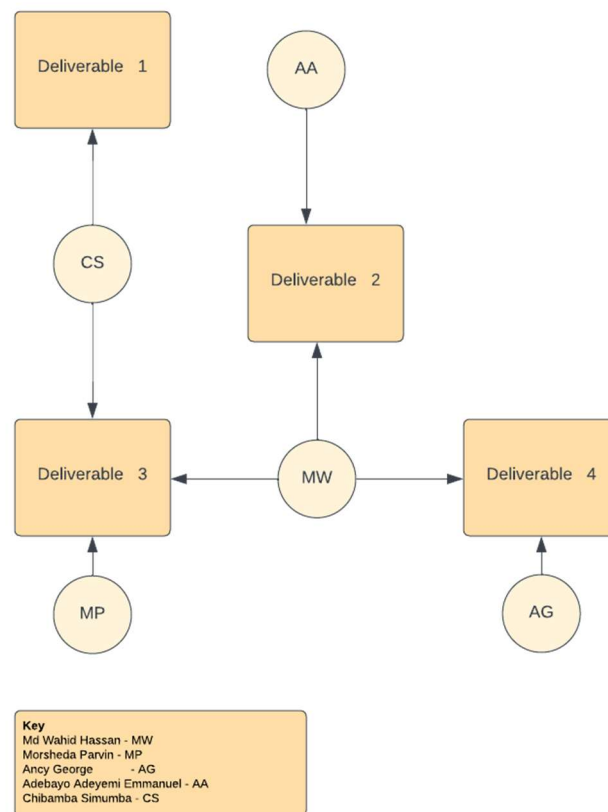


Fig: 2.0.4

In the Fig: 2.0.4 above, we can see that resource allocation for the project where resource means individual input from the team members.

Meetings

Below are the list of the meetings that occurred during the span of the coursework.

Meeting 1

Date: 09-03-2023 | Time: 09:00 pm – 09:30 pm | Location: Virtual meeting, Zoom

Attendees: Chibamba Simumba, Md Wahid Hassan, Adebayo Adeyemi, Morsheda Parvin, Ancy George

Agenda Items: To discuss the coursework and establishment of the communication channels.

Meeting 2

Date: 16-03-2023 | Time: 09:00 pm – 09:30 pm | Location: Virtual meeting, Zoom

Attendees: Chibamba Simumba, Md Wahid Hassan, Adebayo Adeyemi, Morsheda Parvin, Ancy George

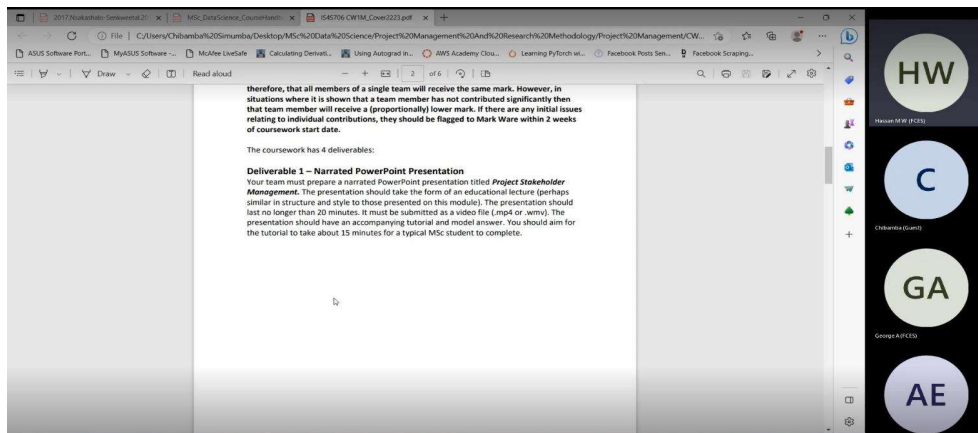
Agenda Items: To divide the tasks and deliverables in the coursework.

Meeting 3

Date: 07-04-2023 | Time: 09:00 pm – 09:30 pm | Location: Virtual meeting, Microsoft Teams

Attendees: Chibamba Simumba, Md Wahid Hassan, Adebayo Adeyemi, Morsheda Parvin, Ancy George

Agenda Items: To discuss the project management approaches, Task management, estimating techniques.



Meeting 4

Date: 14-04-2023 | Time: 09:00 pm – 09:30 pm | Location: Virtual meeting, Microsoft Teams

Attendees: Chibamba Simumba, Md Wahid Hassan, Adebayo Adeyemi, Morsheda Parvin, Ancy George

Agenda Items: Task Updates and Progress, Discussion of Issues and Risks

Discussions: Each team member provided updates on their assigned tasks, Progress was discussed, and any issues or roadblocks were addressed, Suggestions were made for improving task completion.

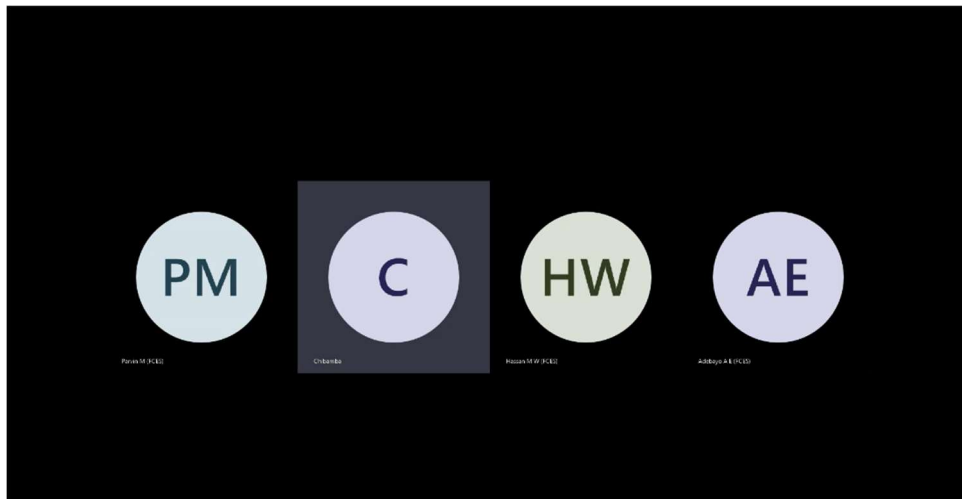


Attendees: Chibamba Simumba, Md Wahid Hassan, Adebayo Adeyemi, Morsheda Parvin, Ancy George

Discussions: Each team member provided updates on their assigned tasks, Progress was discussed, and any issues or roadblocks were addressed, Suggestions were made for improving task completion.



Discussions: To finalise the aspects of deliverable 3.



Meeting 7

Date: 25-04-2023

Time: 03:00 pm – 04:30 pm

Location: On Campus Meeting

Attendees: Chibamba Simumba, Md Wahid Hassan, Adebayo Adeyemi.

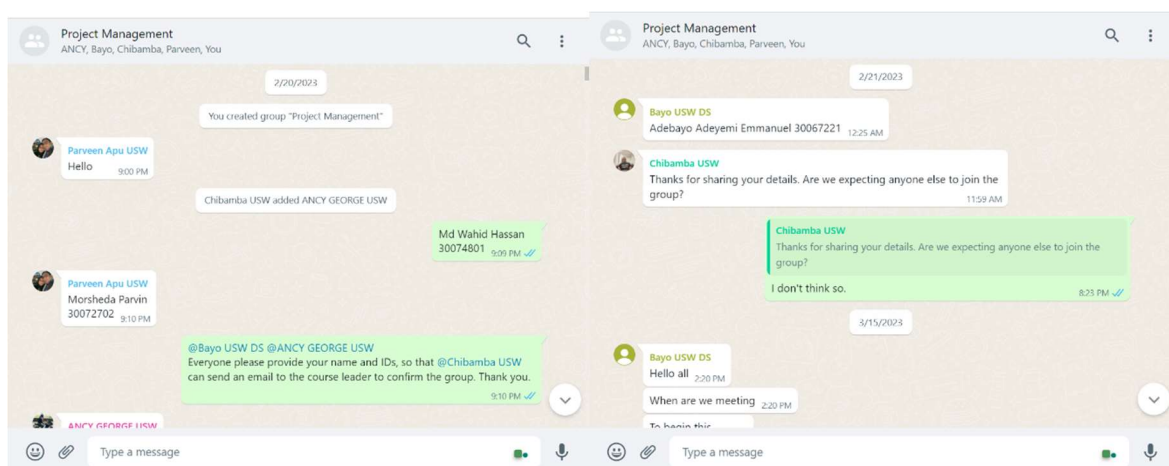
Agenda Items: Finalising the deliverables.

Discussions: To prepare all the deliverables for submission.

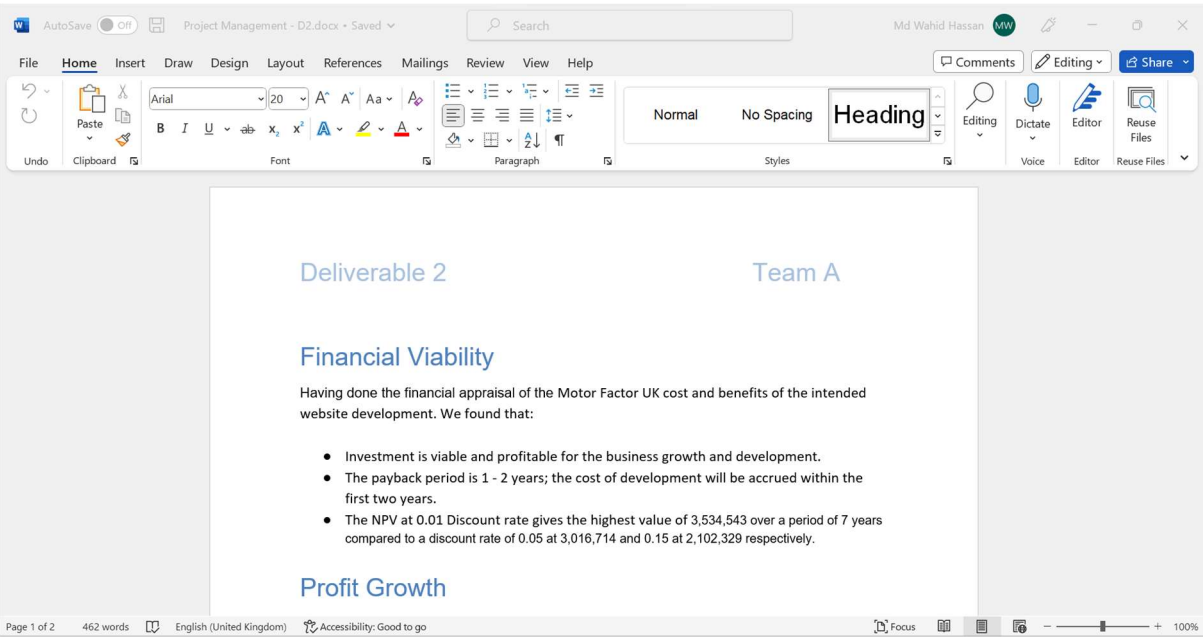
Tools

Below are the screenshots of the tools used in the project.

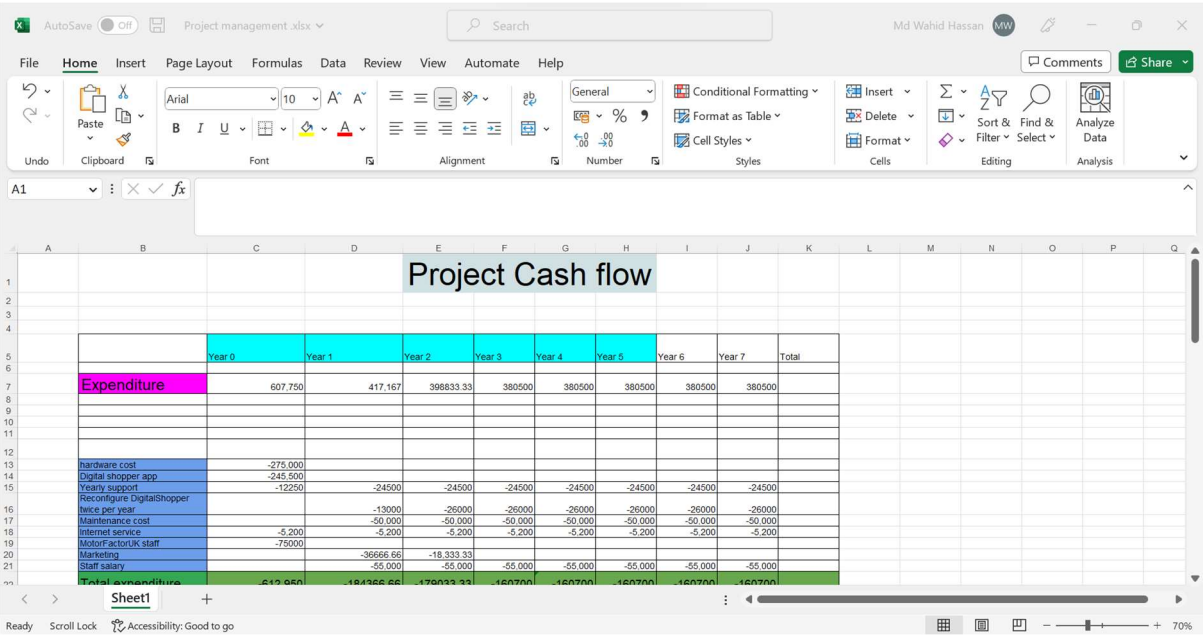
WhatsApp Group Chat



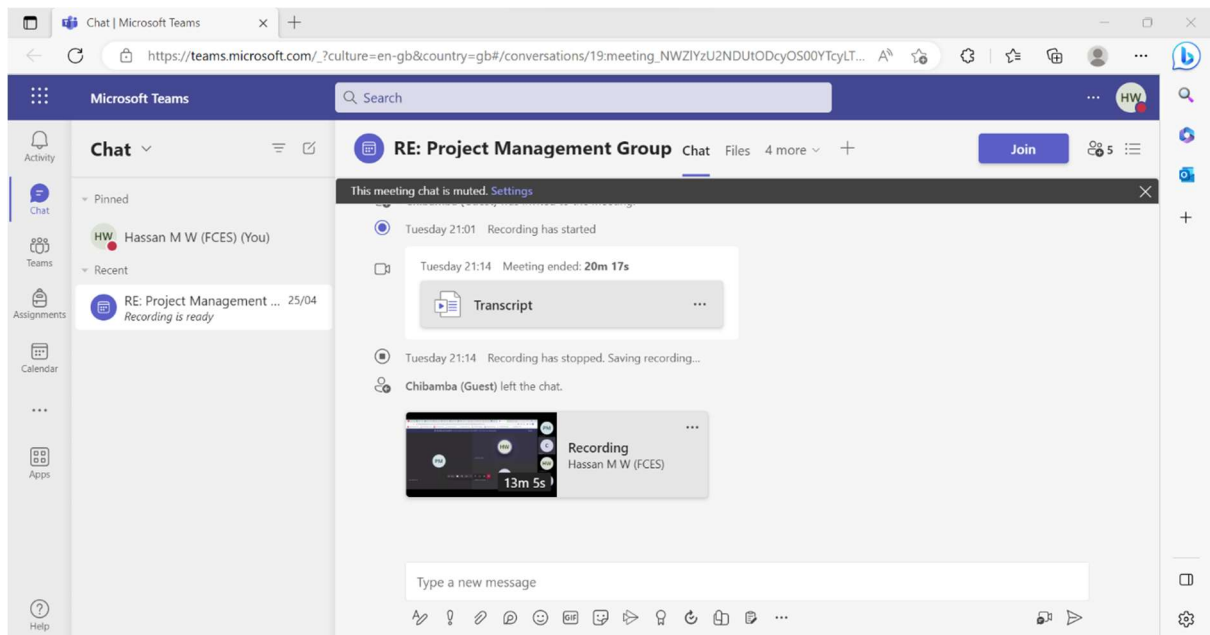
Microsoft Word



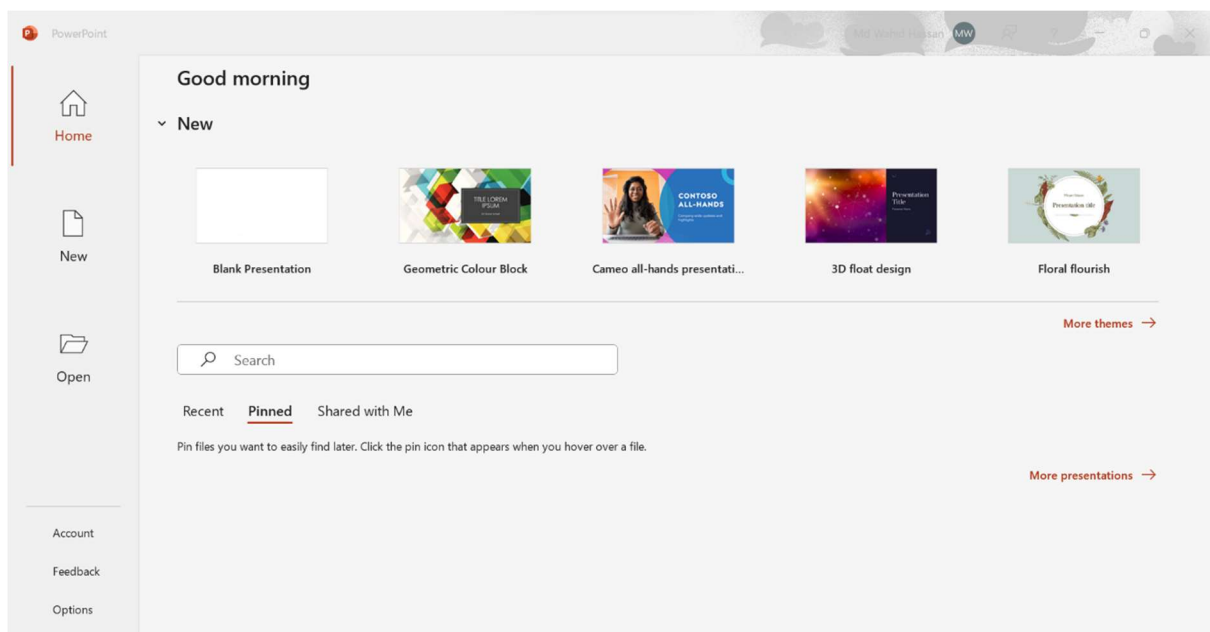
Microsoft Excel



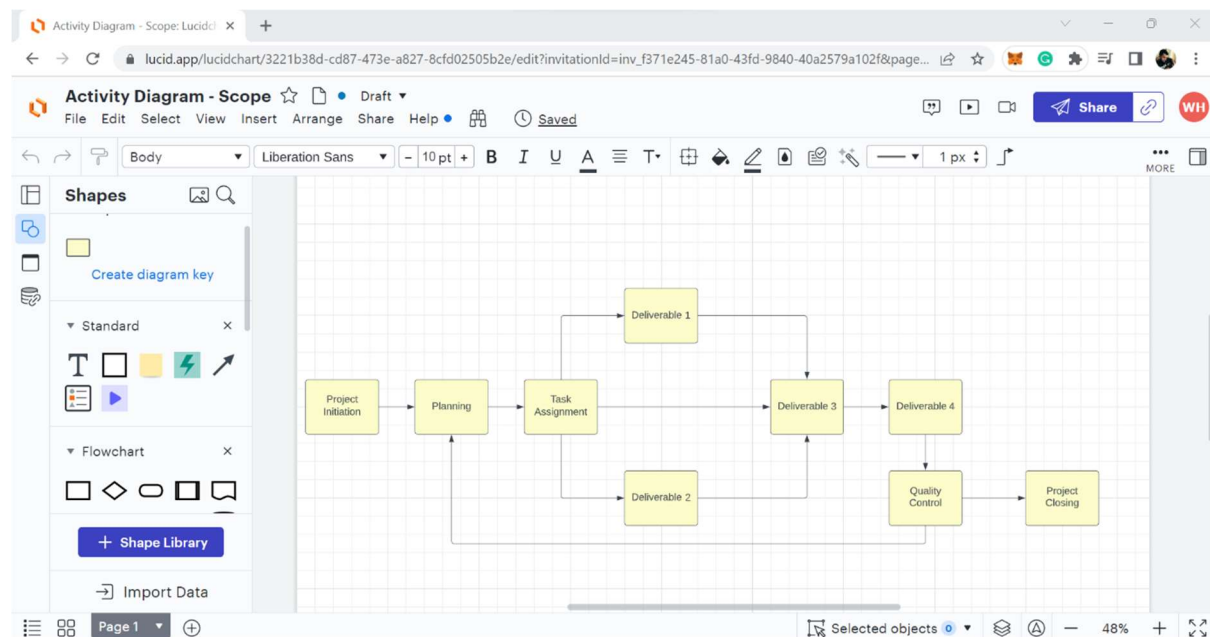
Microsoft Teams



Microsoft PowerPoint



Lucid Chart



Conclusion

In conclusion, we were able to deliver the project within the time projected by planning, identifying the resources needed for each stage, monitoring and managing every stakeholder involved by keeping each other informed, attending lectures to get the lecturer (who also has high interest, high power) opinion of what's needed to achieve the aim of the project, most importantly, to ensure the project meet its quality (Quality assurance) monitoring the progress of each activity, especially the critical activities, achieving the milestones within the allocated time.

We identified the risk and took measures to prevent it from becoming an issue.

Finally, every member of the team performed optimally to achieve the objective of the project.