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| --- | --- |
|  | ISCG6411 Project Planning and Control  **Assignment**  Semester 2, 2024 |
| School of Computing, Electrical and Applied Technology | **Deadlines:**  Part A: Monday 26 August 2024, 8:30 a.m.  Part B: Monday 16 September 2024, 8:30 a.m.  Part C: Tuesday 29 October 2024, 8.30 a.m. |
|  | **Course weighting:** 60%.  (Part A: 10%, Part B: 25%, Part C: 25%) |

**Assignment Objectives**

After completing this assignment, the student should be able to

1. demonstrate the use of project management tools and techniques
2. create project management documentation
3. apply monitoring and control techniques

**Instructions**

1. This is a team assignment. Maximum team size is three (3).
2. There are three parts in this assignment: Part A, Part B and Part C. These parts must be completed in the stated order.
3. Each part of the assignment is based on the case study given in Appendix A (see page 13).
4. Submit all documents that you use to complete each part of the assignment according to the instructions given in the Assignment Hand-in section of this document (see page11).

**Your Team**

All members of each team must be involved in ALL of the planning processes. One of the team members must be identified as the Project Manager (PM) while the others must be assigned specific (named) roles (you will need to sort this out yourselves). You are expected to jointly plan and report on this project – all team members should have access to a current set of all the documents (maybe via a Moodle Groups page or OneDrive shared folder).

Each team is expected to identity all the tasks that need to be included in the project plan. To share the workload, each team member must be assigned tasks that he or she has to complete. The outcomes of completed tasks should be reviewed by all members of each team. A breakdown of task allocations must be included in the Assignment Part A deliverables. In your planning you need to allow time for the team review of any documents created by individual members.

**Further Instructions**

* You must identify yourself with an assignment team immediately and confirm your arrangement with your lecturer, either in class or via an email. It is possible to change to another team later, but this must be done in consultation with your lecturer.
* After the initial “business meeting” your contact with your “sponsor” and other “stakeholders” will only be via e-mail.
* You must send all further questions (following the initial “business meeting”) by e-mail to your lecturer, who will act as your sponsor, or any other stakeholders. You must indicate who the questions are addressed to (i.e. the sponsor or a stakeholder). If you have not received a reply after several days, then do not delay further and contact your lecturer via a phone call to see if there is a problem. (See the course schedule for contact details of your lecturer.)
* All email replies will be sent to the address the e-mail came from. You should use the Cc option in your e-mail to ensure all your team members are fully informed. (In that way the lecturer’s reply will then be sent to all your team members.)
* There may be some restriction on your lecturer’s availability. This means you cannot expect immediate replies, and so, again, you must plan ahead.
* Your plan must be based on the answers to your OWN team’s questions. You must not use answers to another team’s questions. (A record of the answers provided to each team is kept.)
* You will be expected to use planning skills to get your assignment completed and delivered on time. Excuses for late delivery will not be accepted (use your risk management skills). Take note of the three deadlines. Early submissions are welcome.
* For the purpose of the assignment, you may assume that your project charter and budget approval date as Friday 13 September 2024 and the project commencement date as Monday 16 September 2024. Therefore, for Part B, your Gantt chart should show the Charter and Budget approval happening on Friday 13 September 2024 and the project commencement happening on Monday 16 September 2024.
* You must also incorporate into your Part C documents any changes that relate to feedback from Part B. It is most likely that there will be changes caused by the Hardware or Software selection tasks. Your analysis should identify a recommended solution, and the costs related to that should then show in your other documents, especially in Version Two of Gantt Chart; (i.e. it will be different to the original Budget.) At a later stage, you will be supplied with another handout that relates to Part C – a set of changes that you will have to apply to your initial plan – your Gantt Chart Version One. For Part C you will need to submit on Moodle files including revised budget and an updated version of your Gantt Chart (Version Two) showing all the required changes, and progress to date.
* “Task progress” must show in your Version Two Gantt chart for all activities that have been completed (or partially done) up to Friday 25 October 2024 (status date).
* The Status Report produced in Part C must match the situation shown in your Version Two Gantt Chart.
* You must correctly assign all costs (including recently added staff costs) to tasks in Part C. This must include your personal (PM) costs as well.
* Finally, before rushing in to ask a lot of random questions, you must first prepare your own team plan of how you will prepare and run this project. For example, you can use the table given below prepare your team plan:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Responsibility** | **Due Date** |
| *Identify team roles and tasks* |  |  |
| *Identify personnel involved* |  |  |
| *Identify business requirements* |  |  |
| *Identify potential h/w & s/w costs* |  |  |
| *Get duration estimates* |  |  |
| *Submit Proposal by…* |  |  |
| *etc.* |  |  |
|  |  |  |
| *Up to* ***end of Part C*** *!!* |  |  |

**NOTE: Your team plan must be for the whole semester!**

It is not valid to have all or just one student (in your team) responsible for everything.

**Information Gathering**

Note that this document supplies just a minimal starting set of information. You are expected to gather any additional information needed to develop the required Proposal document (also known as (aka) Charter), and planning and reporting documents, by asking stakeholders relevant questions. This information gathering initially may be done through a meeting with your lecturer and subsequent questions may be asked by e-mail. Please prepare an agenda for each meeting using Meeting Agenda Template provided in Appendix B (see page 14) and minutes of each meeting using a Meeting Minutes Template provided in Appendix C (see page 15). Meeting agendas and minutes must be attached as appendices for your final submission. *(Check with your lecturer in advance.)*

**Deliverables**

* You are expected to submit your assignment in three parts: Part A, Part B and Part C. Part A will be marked and returned to you before Part B is due and similarly Part B will be marked and returned to you before Part C is due. Changes are expected to be made by you in response to feedback on the Part A and Part B, but anything major will need an accompanying note of explanation in the following submission.
* Assumptions are not acceptable, but a front page of comments (*where data have come from, or why certain tasks have been added*) may help the lecturer to give more credit for the work done. Invalid data (e.g. unlikely hourly cost rates) will still be penalised and so make sure that you get clear answers to your questions.
* All team members will receive the same mark for each part of the assignment, unless a problem of inequitable participation is discussed with your lecturer, in advance.
* NOTE: Your Team Activity Plan should show an equitable workload – this must be confirmed with your lecturer as part of the feedback on your Part A of the assignment.

**NOTE:** All soft copies of your files must be compatible with the Microsoft Office version in use at Unitec – use the “save as” menu option if you are using a later version at home. If you are using an older or newer version at home, then check in advance that your file can be read at Unitec.

**Part A**

|  |  |  |
| --- | --- | --- |
| **Submit as an MS Word file (use the Project Charter Template provided in Appendix D – see page 16)** | | |
| 1. | *(Your sponsor has requested that you supply him with some initial information about the project).*  To do this, the major items to be supplied are as follows:  Your team’s data and **analysis** of the client interviews and e-mails on what they want and how this can relate to measurable organisational value (MOV) *(NOT a dump of lecturer’s e-mail replies)*. This will make the contents of introduction and description sections of the template. | **MARKS**  5 |
| 2  3. | A draft project “Goals and Objectives”, that must show suitable Acceptance Criteria. Statements of project ownership, scope, and exclusions.  A draft **project** Work Breakdown Structure (WBS) or Task List, that must also show dependencies and estimated durations. | 15  10 |
| 4. | Your **Team’s** activity Plan for the whole semester (personal WBS). | 10 |
| 5. | Agendas and minutes of your team meetings | 10 |
|  | **Total Marks** | 50 |

**Part A Marking Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Content** | **Marking criteria** | **Mark Allocated** | **Your Mark** |
| Data Analysis | Accurate | 2.5 |  |
|  | Complete | 2.5 |  |
| Goals | Clear and Business Related | 5 |  |
| Objectives | Specific and Business Related  e.g. efficiency, productivity, save cost ($) and time | 5 |  |
|  | Deliverables  e.g. IT Solution, Reports, Training, New Procedures etc. | 3 |  |
|  | Acceptance Criteria  Appropriate to the Deliverable – sign-off a Checklist or report, A later measure of $ or time. | 2 |  |
| Tasks | Match objectives: must show anything needed,  Plus, Standard to-do tasks for IT Projects such as Detailed Requirements Analysis, Hardware Purchase, Training, Testing Final Review etc. | 5 |  |
| Dependencies | Clearly identified using arrows or numbers  Understanding of parallel & sequential tasks i.e. not a straight-line project. | 5 |  |
| Group Plan | Suitable Activities  Spread over the whole semester, as per sample or suitable alternatives. | 5 |  |
|  | Shared Responsibility  Even spread of work. | 2 |  |
|  | Suitable Due Dates  Must show the three assignment dates plus some other dates leading into them. | 3 |  |
| **Agendas**  **Minutes** | Agendas and minutes of team meetings  *Provided templates used, all required data entered, documents professionally presented* | 10 |  |
| **Total** | | **50** |  |

**Part B**

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| --- | --- | --- | --- |
| **Submit all files in their native file formats.** | | **MARKS** | |
| 1. | **Your Project Proposal** including an initial Budget. It must show your improved objectives and work breakdown structure (WBS). | 35 | |
| 2. | **Your Control Plans**. These must be an initial set to cover items that you know about before the project commences, plus any potential events that could occur later. (A minimum of 5 **different** items per control plan.). Also to be included is a Change Management/Control Plan. This needs to include a description of the processes to be followed when changes to the project requirements and plan occurred. *(Don’t just copy our sample!)* | 25 | |
| 3. | **Version One of** an MS-Project Gantt Chart showing **all** tasks, dependencies, and resources (with known costs). This is the original plan, and it must show the critical tasks clearly marked by MS-Project. | 30 | |
|  |  |  | |
| 5. | Agendas and minutes of your team meetings | 10 |
|  | **Total Marks** | 100 |

**Part B Marking Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Content | **Marking Criteria** | **Mark**  **Possible** | Your Mark |
| The Proposal | Complete introduction, stakeholders identification, ownership and description | 6 |  |
| Project goal and MOV aimed at multiple areas of impact for the requirements stated in the assignment and in accordance with the textbook and other course materials | 6 |  |
| Objectives, deliverables and measures of success for the requirements stated in the assignment and defined in accordance with the textbook and other course materials | 6 |  |
| Project Scope & Exclusions stated in such way that prevent potential confusions | 6 |  |
| Budget derived from and matching with the project plan showing all the resources required | 6 |  |
| Professional presentation | 5 |  |
| **Sub-total (Proposal)** | **35** |  |
| **Control Plans**  *(including Change)* | Risk management plan with reasonably identified risk and realistic evaluations | 4 |  |
| Complete quality management plan with realistic requirements and measurements | 4 |  |
| Complete issue management plan with reasonable impacts and solutions | 4 |  |
| Complete scope change control plan suggesting a well-devised process | 4 |  |
| Complete communication management plan showing major reports with details | 4 |  |
| Complete and correct project library by identifying major documents | 4 |  |
| Style | 1 |  |
| **Sub-total (Control Plans)** | **25** |  |
| **Gantt Chart**  *Version One Gantt chart showing all tasks* | Accurate steps taken in preparing .mpp file in accordance with week 5 handout. Matching the information supplied and the proposed work breakdown structure (WBS). Phases, tasks and milestones appropriate to the type of project | 8 |  |
| Schedule showing an appropriate sequencing in time plan by considering parallel and sequential tasks. Task durations are realistic and appropriate for the type and size of the project | 4 |  |
| Logical assignment of resources, rates and dependencies. All over-allocations resolved according to the textbook and resource levelling methods discussed in class | 6 |  |
| Complete Gantt Chart representing all the stages of the project lifecycle with allocated resources shown on the bars | 6 |  |
| Critical Tasks highlighted in the Gantt Chart | 2 |  |
| Professional presentation | 4 |  |
| **Sub-total (Gantt Chart)** | **30** |  |
| **Agendas**  **Minutes** | Agendas and minutes of team meetings  *Provided templates used, all required data entered, documents professionally presented* | **10** |  |
| **Total for Part B** | | **100** |  |

**Part C**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Submit all files in their native file formats.** | | | | **MARKS** | | | |
|  | |  | | | |  | |
| 1. | | **Three** risk analysis reports about the changed events *(according to the extra handout at a later time).* | | | | 20 | |
| 2. | | **Version Two Gantt Chart and Revised Budget**   * Your new MS-Project Gantt Chart (complete with costs) showing changes caused by the special handout, plus critical path and the “Progress” up to Friday 25 October 2024. | | | | 50 | |
|  | | * A resource sheet showing all resources and the associated charge out rates. * A cash flow report, showing all expected expenses on a weekly basis. * A revised budget highlighting the modified items and costs. | | | |  | |
|  | |  | | | |  | |
| 4. | | A **Two-weekly** Status report to your client up to Friday 25 October 2024 showing progress and **all** changes*.* | | | | 20 | |
| 5. | Agendas and minutes of your team meetings | | | | 10 | |
|  | | Total Marks | 100 | | | | |

**Part C Marking Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Marking Criteria | | Mark Possible | **Your Mark** |
| **Updating project plan by implementing the 3 changes** |  |  |  |
| Correctly revising the baseline schedule in Gantt Chart: *Each change: is highlighted, has correct start date and end date, has correct predecessor(s), is assigned correct resources.* | * Change 1 | 5 |  |
| * Change 2 | 5 |  |
| * Change 3 | 5 |  |
| Revised task list and Gantt Chart presented correctly and professionally:  *correct parent-child relationships, colour coding, appropriate font sizes, best-fit column widths* | | 4 |  |
| Progress, baseline and critical tasks shown on Gantt Chart:  *tick in the appropriate tick box* | | 2 |  |
| Correct major tasks and sub-tasks formatting on Gantt Chart:  *appropriate indentation* | | 2 |  |
| Resource Sheet printout correctly showing all resources and charge out rates | | 2 |  |
| **Sub-total (Updated Project Plan)** | | **25** |  |
| Correctly revising the initial budget:  *For each change: budget estimate is precise, correctly entered in Gantt Chart, highlighted, formulas are correct* | * Change 1 | 5 |  |
| * Change 2 | 5 |  |
| * Change 3 | 5 |  |
| Revised budget presented correctly and professionally:  *Spreadsheet file, appropriate heading, colour coding, appropriate font sizes, best-fit column widths* | | 5 |  |
| A cash flow report showing all expenses on a weekly basis  *Spreadsheet file with appropriate filename, each quarter expanded to show the weekly expenses* | | 5 |  |
| **Sub-total (Revised Budget)** | | **25** |  |
| **Risk analysis reports for the 3 changes:**  *For each report: correct template used, risk identified correctly, appropriate analysis done, report presented at professional business standard* | * Accurate | 8 |  |
| * Complete | 8 |  |
| * Style | 4 |  |
| **Sub-total (Risk Analysis Reports)** | | **20** |  |
| **Status report showing progress and all changes:**  *correct template used, all progress and changes identified correctly, report presented at professional business standard* | * Accurate | 8 |  |
| * Complete | 8 |  |
| * Style | 4 |  |
| **Sub-total (Status Report)** | | **20** |  |
| **Agendas and minutes of team meetings:**  *Provided templates used, all required data entered, documents professionally presented* | | **10** |  |
| Total for part C | | **100** |  |

**Assistance to Other Students**

Students themselves can be an excellent resource to assist the learning of fellow students, but there are issues that arise in assessments that relate to the type and amount of assistance given by students to other students. It is important to recognise what types of assistance are beneficial to another’s learning and also what types of assistance are unacceptable in an assessment.

**Beneficial Assistance**

* Study Groups, i.e. your assignment team
* Discussion, especially in class
* Sharing reading material, e.g. via Moodle or shared files on OneDrive

**Unacceptable Assistance**

* Working together with another team on one copy of the assessment and submitting it as your team’s own work.
* Giving another team your work.
* Copying another team’s or individual’s work. This includes work done by someone not on the course.
* Changing or correcting another student’s work.
* Copying from books, the Internet etc. and submitting it as own work. Anything taken directly from another source must be acknowledged correctly – show the source alongside the quotation.

**Class Attendance**

Attendance will be monitored. In particular, non-attendance, late arrival and early departure for any class session allocated to assignment team activity (not always on the schedule), will result in a review of what portion of the team mark you would be entitled to.

**Submission**

Also read the hand-in instructions given below. There should be just one submission per team, but make sure you each have soft copies for backup purposes and contingency. The assignment you submit for marking must be a product of your own work (as a team) except for the use of resources supplied with the course, discussions conducted by the lecturer during class time, and other assistance shown as **Beneficial Assistance** in the section *Assistance to Other Students* on page 10, above. Your initial planning must include a plan for sharing the workload for the complete assignment. The lecturer for this course may ask any individual team member for further oral explanations, and any non-participating team members may be given different marks.

Note that a “Peer Marking” form is available on the course site on Moodle. This form should be used when a team member does not contribute as required. You must give advance notice to your team members if you intend to use that form. Also, be aware of attendance requirement, (as given above).

**Assignment Hand-in**

Only soft copies of all documents in their native file formats are required. The soft copies must be uploaded by the due date/time using the appropriate link provided on the course site on Moodle.

Assignments which are submitted after the due date and time without having received an extension through Affected Performance Consideration (APC) will be penalised according to the following:

* 10% of final marks deducted if submitted within 24 hours of the deadline.
* 20% of final marks deducted if submitted after 24 hours and up to 48 hours of the deadline.
* 30% of final marks deducted if submitted after 48 hours and up to 72 hours of the deadline.
* No grade will be awarded if submitted later than 72 hours after the deadline.

If a team-member does not submit his or her contribution to meet the team’s schedule, then the assignment should still be submitted on time along with a completed the Peer Marking form.

## Extensions and Assessment Concessions (AC)

If the unexpected happens or things don’t go according to plan, you may be able to apply for an extension or an Assessment Concession (AC) (formerly Affected Performance Consideration (APC)).

Extensions and Assessment Concession (AC) are different processes - you need to use the one that suits your situation.

If you need a short extension of time due to a minor issue and you are making this request before the assessment due date:

* You may be able to apply for an extension.
* See this [link](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unitec.ac.nz%2Fextensions&data=05%7C01%7Csram%40unitec.ac.nz%7C3cae69696559495c7a9608dba8232779%7C80f389b273804b67b5277f711a578130%7C0%7C0%7C638288641181889131%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6XkeRz9UuWmZcP3EAtDB1Hrvf97W6J0h3LOgn5iYAw8%3D&reserved=0) for more details and how to apply.

If you were unable to prepare, attend, submit or do your best in an exam or assessment that awards marks towards your final grade due to illness or other personal circumstances beyond your control:

* You may be able to apply for an Assessment Concession (AC).
* See this [link](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.unitec.ac.nz%2Fextensions&data=05%7C01%7Csram%40unitec.ac.nz%7C3cae69696559495c7a9608dba8232779%7C80f389b273804b67b5277f711a578130%7C0%7C0%7C638288641181889131%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6XkeRz9UuWmZcP3EAtDB1Hrvf97W6J0h3LOgn5iYAw8%3D&reserved=0) for more details and how to apply.

## Generative AI

Be aware that using Generative AI, including ChatGPT, for work submitted for assessment can be considered a type of “third-party assistance” (like getting someone else to write your assignment for you, even a friend or family member).

Therefore, submitting AI-generated material as your original work without appropriate acknowledgement may be considered a form of plagiarism, which may constitute academic misconduct.

For this assessment, you are allowed to use Generative artificial intelligence tools such as ChatGPT, Bard, Grammarly Go, etc. to:

* Clarify concepts, theories, ideas, etc., discussed in class during your preparation for the assessment.
* Generate preliminary ideas for writing.
* Edit a working draft of the assessment.
* Read and summarise research and supporting evidence for the assessment.

You are **NOT** allowed to use Generative AI to:

* Generate definitions or writing used in your final submission.
* Produce counter-arguments or refine thinking on your final submission.
* Writing test plans and test cases that are needed for an assessment.

For the purposes of academic integrity, students who haven’t demonstrated progress work in class time can be asked to demo/test their work and explain logic to the lecturer individually after assignment submission

**Have a query? Want to improve your work?**

You could:

* Talk it over with your lecturer
* Visit Student Learning and Achievement for learning advice and support.
* Visit the Pacific Centre (Building 180).
* Visit Maia (Building 180)
* Contact the USU Advocate for independent advice
* For contact details and more information, go to [www.usu.co.nz](http://www.usu.co.nz)
* Use the link given below on how to write an assignment: <https://guides.unitec.ac.nz/friendly.php?s=assignmenttoolbox>

**Appendix A: Case Study**

You work as a Project Manager for an IT company named Smart IT Services (SITS). Your company, SITS, has been engaged by a taxi company called Smart Taxi Services (STS). STS wants to implement an automated system using which customers can book taxi rides. The company uses freelance taxi drivers who use their personal vehicles to drive customers from place to place. Customers book taxi rides by calling the company’s 0-800 number. The company is looking to improve efficiency with better communication systems and to provide better customer service.

The management have decided on the following:

1. Set up a system to enable customers to book taxi rides through the company’s web site, which would also be optimized for mobile devices.
2. Develop an app that can be installed by each taxi driver on their mobile devices to alert them when there is a demand for their services.
3. Automate the 0800 number through a voice response system that will provide options for the customer to automatically key-in or speak out the details of the ride such as date and time required and the pickup and drop off addresses.

The expectation is that this will remove the need to manually assign drivers to rides. This will eliminate delays in taxi allocations to bookings, which in turn will result in faster service. Customer service will be improved and this in turn can lead to an increase in the number of ride bookings, an increase in revenue and market share.

You have been asked to manage this project. Your planning will need to include a detailed estimation of effort required for each of the work streams to perform the usual standard IT project activities and produce the deliverables. As part of the scope, you will have to provide training to all the registered drivers.

Initially you will have to quickly prepare the Project Proposal for this project. The Operations Manager at STS will be considered the “owner” of the new system.

**Costs**

Not many costs are known at present. Note that all costs need to be approved in principle by your sponsor before you can include them in your budget.

As future IT professionals you should be able to identify the full hardware and software requirements for such a project and should be able to obtain realistic costs for all new hardware and software. You may also think of using suitable cloud services to provision any hardware and software that may be needed.

Although there should be an analysis phase within your project to identify the finer details, you will need to do some initial analysis to identify the scope for the overall project. In particular, you will need to identify the roles of any personnel required. The costs of these personnel must be included in your Budget and the Part-B Gantt Chart.

There will be a questions and answers session in which you can gather detailed requirements for the project.

**Appendix B: Meeting Agenda Template**



**Meeting Agenda Template**

Company Address

**Phone:** 555-555-555555

**Fax:** 123-456-49165955

www.nicetemplates.org

**Type Company Name**

**Meeting Agenda**

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**Signed BY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved BY**

**Additional Notes:**

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| --- | --- | --- | --- | --- |
| Meeting Venue: | | |  | |
| Meeting Date: | | |  | |
| Meeting Time: | | |  | |
| Number of Attendees: | | |  | |
| Documents to Bring and Read: | | |  | |
| Short Details of Teleconference: | | |  | |
| Intention of Meeting: | | |  | |
| Agenda Prepared by: | | |  | |
| **Agenda:** | | | | |
| **No:** | **Time for Each Topic** | **Description of Each Agenda Item** | | **Name of Presenter** |
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**Type Meeting Title Here:**

**Appendix C: Meeting Minutes Template**

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| --- | --- |
| **Meeting Title** | |
| Held: | <Day, Date and Time> |
| Location: | <Location> |
| Present: | <List of people present> |
| Apologies: | <List of people who sent apologies> |
| Absent: | <List of people absent> |

|  |  |  |
| --- | --- | --- |
| 1.<Agenda Topic Name> | | |
| **Notes:** <notes and decisions in this agenda topic> | | |
| **Action Item** | **Responsible** | **Due** |
| **#1 <Action Name>** (date 1) Action progress history  (date 2) most recent action progress | <name> | <date> |
| **#2 <Action Name>** (date 1) Action progress history  (date 2) most recent action progress | <name> | <date> |
| <other actions> |  |  |
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| --- | --- | --- |
| 2.<Agenda Topic Name> | | |
| **Notes:** <notes and decisions in this agenda topic> | | |
| **Action Item** | **Responsible** | **Due** |
| **#3 <Action Name>** (date 1) Action progress history  (date 2) most recent action progress | <name> | <date> |
| **#4 <Action Name> - CLOSED** (date 1) Action progress history  (date 2) most recent action progress | <name> | <date> |
| <other actions> |  |  |
|  |  |  |
|  |  |  |

**Appendix D: Project Charter Template**

**Project Charter Template**

*<<Delete this page before submitting your assignment>>*

Cover page

*<<include course code, course title, Assignment Part A, Semester 2 2024, Project Charter, names of team members, and date submitted. Format the cover to a professional business standard>>*

**Table of Contents**

*<<create and automatic table of contents on this page>>*

**Project Proposal for***<< write name of project here>>***…………………………………………………………………………**

**Date:** *<<dd/mm/yyyy>>*

**Company Name:** *<<write name of company here>>*

**Introduction:**

*<<Write what this assignment is about here>>*

**Project Stakeholders:**

*<<Provide the project stakeholders in this table>> Insert more rows, if required*

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Contact details** |
| **Project Manager (PM)** |  |  |
| **Sponsor** |  |  |
| **Client (Owner)** |  |  |
| **Other** |  |  |

**Ownership:** *<<write the name of the owner of the new system here>>*

**Project Description**

|  |  |
| --- | --- |
| **Background** | *<<write the reasons for doing this project here>>* |
| **The Challenge** | *<<write the difficulties or hurdles that the project team may encounter and overcome in order to complete the project>>* |
| **Desired Impact** | *<<write what would be benefits of the project deliverables>>* |
| **Links to other Projects** | *<<find out as to whether there are links to other projects>>* |

**Measurable Organisational Value (MOV)**

|  |  |
| --- | --- |
| *(The Aim in a Business sense)* | *<<write the MOV here>>* |

**Project Objectives & Deliverables** *(plus Acceptance Criteria)*

*<<Provide the list of objectives, deliverables and Measures of success (Acceptance Criteria) >>*

|  |  |  |
| --- | --- | --- |
| Objective *(in business wording)* | **Deliverables** | **Acceptance Criteria** |
|  |  |  |
|  |  |  |
|  |  |  |

**Project Scope & Exclusions**

*<<Provide a summary of the project’s scope and exclusions (if any) here>>*

**Project Work Breakdown Structure**

*<<Provide a draft WBS here>>*



**Team’s Activity Plan**

*<<Provide your team’s activity plan for completing all the parts (A, B, and C) of the assignment here>>*

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignment Part** | **Task** | **Responsibility** | **Planned Completion Date** |
| PART A: | | | |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| PART B: | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| PART C: | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**References**

*<<list of references in APA Style)>>*

**Appendices**

*<<agendas and minutes of team meetings and any other documents used to prepare the charter>>*