***SUMMATIVE ASSESSMENT ACTIVITY 1: KNOWLEDGE ASSESSMENT***

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| 1. What is risk? Explain the concept, referring to accepted theory and practice.  The possibility of meeting danger or suffering harm. Project risk however can be defined as the potential impact to an asset or some characteristic value that may arise from some present process or form some future event. |
| 2. What role do organisational policies and procedures play in relation to risk management?  Organizational policies and procedures are essential for effective risk management. They provide standards, ensure compliance, assign responsibilities, offer guidance, facilitate communication, promote consistency, and support continuous improvement. |
| 3. How does legislation relate the policies and procedures in relation to risk management?  Legislation establishes legal requirements for risk management. Organizational policies and procedures translate these requirements into practical guidelines for implementation within the organization. Policies ensure compliance, assign responsibilities, provide guidance, and may need updating to align with changing laws. |

***SUMMATIVE ASSESSMENT ACTIVITY 2: PRACTICAL ASSIGNMENT***

**Task1**

1. A professional documented Operational Plan.



2. Minutes of the meeting held that shows buy in from management.

**Minutes of the Meeting**

Date: March 1, 2024  
Time: 10:00 AM - 11:30 AM  
Location: Lion Boardroom

**Attendees:**

* John Smith (CEO)
* Jane Johnson (CTO)
* David Doe (Project Manager)
* Zanele Magwaza (Scrum Master)
* Loyiso Gola (Team Leader)
* Other relevant stakeholders

**Agenda:**

1. Presentation of the operational plan for the development of the digital asset management system.
2. Discussion and feedback on the proposed plan.
3. Decision on plan approval and next steps.

**Meeting Summary:**

* The meeting commenced with David Doe, the project manager, presenting the operational plan for the development of the digital asset management system. He provided an overview of the project objectives, key activities, timeline, and resource requirements.
* Jane Johnson, the CTO, expressed her appreciation for the thoroughness of the plan and highlighted the importance of aligning the project with the company's strategic goals.
* John Smith, the CEO, inquired about the contingency plans in place to address potential risks and delays. David Doe assured him that contingency plans were included in the operational plan to mitigate any unforeseen challenges.
* Zanele Magwaza, the Scrum Master, emphasized the importance of regular monitoring and evaluation to ensure project success. She suggested implementing weekly progress meetings and bi-weekly reviews to track progress and address any issues promptly.
* Loyiso Gola, the Team Leader, provided insights into the team's readiness to execute the plan and assured management of their commitment to delivering the project on time and within budget.
* After a thorough discussion, John Smith, the CEO, expressed his confidence in the proposed plan and emphasized the strategic importance of the digital asset management system for the company's future growth.
* Jane Johnson and other stakeholders voiced their agreement with John Smith's sentiments and affirmed their support for the project.
* It was decided that the operational plan would be approved, and the project would proceed as outlined.

**Action Items:**

* David Doe to finalize the operational plan based on feedback from the meeting and distribute it to all stakeholders.
* Zanele Magwaza to schedule weekly progress meetings and bi-weekly reviews to monitor project progress.
* Loyiso Gola to ensure the project team is briefed on the approved plan and their roles and responsibilities.
* Jane Johnson and John Smith to provide any additional support or resources needed for the successful execution of the project.

**Next Meeting:**

* Bi-weekly progress review scheduled for March 15, 2024, at 10:00 AM.

**Meeting Adjourned:** 11:30 AM

3. All monitoring and controlling simulated documentation used to implement the plan, including the controlled schedule with planned and actual dates.

1. **Progress Report - Week 1**
   * **Date:** March 8, 2024
   * **Key Activities:**
     + Kick-off meeting conducted successfully.
     + Requirement gathering in progress.
   * **Planned Activities:**
     + Frontend development to start on March 11.
     + Backend development to start on March 11.
   * **Actual Activities:**
     + Frontend development delayed by 1 day due to unforeseen technical issues.
     + Backend development on track.
   * **Issues/Risks:**
     + Frontend development delay may impact overall project timeline.
   * **Action Taken:**
     + Frontend development team working overtime to catch up on lost time.
   * **Recommendations:**
     + Review and adjust schedule to accommodate frontend development delay.
2. **Bi-Weekly Review - March 15, 2024**
   * **Key Discussions:**
     + Reviewed progress since the kick-off meeting.
     + Discussed frontend development delay and its impact on the project timeline.
     + Identified additional resources needed for frontend development.
   * **Decision Made:**
     + Approved budget reallocation for additional resources.
     + Revised project timeline to accommodate frontend development delay.
   * **Action Items:**
     + David Doe to update the operational plan and distribute it to stakeholders.
     + Loyiso Gola to coordinate resource allocation for frontend development.
     + Zanele Magwaza to schedule a follow-up meeting to monitor progress.
3. **Weekly Progress Report - March 22, 2024**
   * **Key Activities:**
     + Frontend development progress improved after resource allocation.
     + Backend development on track.
   * **Issues/Risks:**
     + Minor delays in frontend development may impact subsequent tasks.
   * **Action Taken:**
     + Frontend development team provided additional support and guidance to address challenges.
   * **Recommendations:**
     + Continue close monitoring of frontend development to ensure timely completion.

4. Performance review.

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| Team Member | Key Responsibilities | Performance Rating (1-5) | Strengths | Areas of Improvements | Overall Feedback |
| David Doe | Project Management, Leadership, Stakeholder Engagement | 4 | Excellent organization skills, strong leadership, effective communication | May sometimes overlook minor details, could improve delegation skills | David has shown exemplary leadership and management skills throughout the project. He effectively communicates with stakeholders and ensures tasks are completed on time. |
| Zanele Magwaza | Scrum Master, Team Coordination, Problem-solving | 5 | Exceptional facilitation skills, proactive problem-solving, strong team coordination | None | Zanele's role as Scrum Master has been instrumental in ensuring smooth project execution. Her proactive approach and effective communication have contributed significantly to the team's success. |
| Loyiso Gola | Team Leadership, Technical Guidance, Conflict Resolution | 4 | Strong leadership, technical expertise, adept at conflict resolution | May need to provide more regular feedback to team members | Loyiso has demonstrated strong leadership skills and technical expertise. He effectively guides the team and resolves conflicts, contributing to a positive team dynamic. |
| Philasande Bhani | Front-End Development | 4 | Excellent frontend development skills, attention to detail, proactive problem-solving | Could improve time management to meet deadlines | Philasande has consistently delivered high-quality work in frontend development. His attention to detail and proactive approach have been commendable. |
| Luxolo Mkwaqa | Front-End Development | 3 | Competent frontend skills, collaborative team player, receptive to feedback | Occasionally requires additional guidance to overcome technical challenges | Luxolo has shown improvement in frontend development skills and is receptive to feedback. With continued guidance, he can further enhance his contributions to the team. |
| Sinovuyo Sikhisi | Back-End Development | 5 | Exceptional backend development skills, problem-solving abilities, efficient code optimization | None | Sinovuyo's expertise in backend development has been invaluable to the project. His efficient code optimization and problem-solving abilities have significantly contributed to project success. |
| Sizwe Mthembu | Back- End  Development | 4 | Strong backend development skills, proactive approach to challenges, collaborative team player | May benefit from additional training on specific technologies | Sizwe consistently delivers high-quality work in backend development and is a valuable team player. With additional training, he can further enhance his technical skills. |
| Zandile Mthethwa | Back-End Development | 4 | Proficient backend development skills, thorough understanding of project requirements | Occasionally requires clarification on complex tasks | Zandile consistently meets project requirements and demonstrates a thorough understanding of backend development. With continued clarification, she can overcome any challenges effectively. |
| Simphiwe Zwane | Testing | 4 | Thorough testing procedures, attention to detail, effective communication with development team | May need to prioritize testing tasks based on project timelines | Simphiwe's meticulous testing procedures have been crucial to ensuring the quality of the digital asset management system. Her effective communication with the development team has facilitated seamless collaboration. |
| Cleo Chlo | Database Administration | 5 | Expertise in database management, efficient problem-solving, proactive maintenance | None | Cleo's expertise in database administration has been exemplary. Her proactive maintenance and efficient problem-solving have contributed to the smooth functioning of the database system. |

**Task2**

1. A project plan



2. Minutes of the meeting held with team members that documents their understanding of what is required.

**Minutes of Meeting with Team Members:**

Date: March 3, 2024  
Time: 10:00 AM - 11:30 AM  
Location: Conference Room A

**Attendees:**

* David Doe (Project Manager)
* John Smith (Business Analyst)
* Philasande Bhani, Luxolo Mkwaqa (Frontend Developers)
* Sinovuyo Sikhisi, Sizwe Mthembu, Zandile Mthethwa (Backend Developers)
* Simphiwe Zwane (Tester)
* Cleo Chlo (Database Administrator)
* Zanele Magwaza (Scrum Master)
* Loyiso Gola (Team Leader)

**Agenda:**

1. Discuss project scope, deliverables, and timeline.
2. Review organizational structure and roles/responsibilities.
3. Present budget allocation and discuss resource needs.
4. Introduce change control process and its implications.
5. Address any questions or concerns from team members.

**Meeting Summary:**

* David Doe provided an overview of the project scope, objectives, and deliverables, emphasizing the importance of adhering to the timeline and budget.
* Organizational structure and team roles were reviewed, ensuring clarity on responsibilities and reporting lines.
* Budget allocation was discussed, with resources earmarked for development, testing, documentation, and training.
* The change control process was introduced, highlighting the need for documentation and approval for any scope changes.
* Team members had the opportunity to ask questions and seek clarification on any aspects of the project plan.

**Action Items:**

* David Doe to finalize the project plan and distribute it to all team members.
* John Smith to document any outstanding requirements and communicate them to the project team.
* Loyiso Gola to coordinate resource allocation and address any staffing needs.
* Zanele Magwaza to schedule regular progress meetings and ensure adherence to the project schedule.

**Next Meeting:**

* Bi-weekly progress review scheduled for March 17

**Task 3: Risk Assessment**

**1. Extract the Risks from the Operational Plan:**

* Potential delay in frontend development due to technical issues.
* Uncertainty in backend development timelines due to resource constraints.
* Data security breach resulting from inadequate database protection measures.
* Insufficient documentation leading to misunderstandings among team members.
* Scope creep due to frequent changes in project requirements.

**2. Risk Assessment Document:**

**a. Role of Risk Factors in Relation to Organizational Policies and Procedures:**

* The risk of potential delay in frontend development may impact the project timeline, which could violate the company's policy of timely project delivery.
* Uncertainty in backend development timelines could affect resource allocation, potentially violating organizational procedures for efficient resource management.
* A data security breach could compromise sensitive employee information, violating organizational policies on data protection and confidentiality.
* Insufficient documentation may lead to misunderstandings or errors in project execution, contradicting organizational procedures for clear communication and documentation.
* Scope creep may result in project scope exceeding the defined boundaries, violating organizational policies on scope management and project governance.

**b. Testing Risks Against Contingency Plans:**

* Contingency Plan - Frontend development team to work overtime to address technical issues and minimize delays.
* Contingency Plan - Utilize outsourcing or temporary resource allocation to mitigate backend development resource constraints.
* Contingency Plan - Implement additional data security measures and conduct regular security audits to prevent breaches.
* Contingency Plan - Conduct regular team meetings and reviews to ensure comprehensive documentation and address any misunderstandings promptly.
* Contingency Plan - Establish a formal change control process to manage scope changes effectively and prevent scope creep.

**c. Revising Risks to Incorporate Recommendations:**

* Revise risk mitigation strategy to include proactive identification and resolution of technical issues during frontend development.
* Revise resource allocation strategy to incorporate flexible staffing options to address backend development resource constraints.
* Enhance data security measures by implementing encryption protocols and conducting regular vulnerability assessments.
* Strengthen documentation processes by introducing templates and guidelines for consistent documentation practices.
* Refine change control procedures to streamline scope change evaluation and approval processes, minimizing the risk of scope creep.