Assignment Cover Sheet

Qualification	Module Number and Title
Higher Diploma in Computing and Software Engineering / Higher Diploma in Network Technology and cyber security	CSE5012 / Project Management
Student Name & No.	**Assessor**
	Thiviyan Senthilrajah
Hand out date	**Submission Date**

Assessment type	Duration/Length of Assessment Type	Weighting of Assessment
Project Charter	Report 1500 Words	Report 50%

Learner declaration
I, ………………………………………………………………………, certify that the work submitted for this assignment is my own and research sources are fully acknowledged.

Marks Awarded	
First assessor	
IV marks	
Agreed grade	
Signature of the assessor	Date

<u>FEEDBACK FORM</u>
INTERNATIONAL COLLEGE OF BUSINESS & TECHNOLOGY

Module:

Student:

Assessor:

Assignment:

Strong features of your work:

Areas for improvement:

Marks Awarded:

Assignment 01 – Project Charter 50%

Covered Learning outcomes;

- Explain basic Project Management Principles and procedures.
- Plan organizational elements, Monitor and control projects.

Scenario

Assume you are required to plan a Software Project and solve a real time problem facing by an organization. Each individual should participate in achieving scope of the system. You are free to decide the project topic but it should be creative, innovative, and trending.

Task: You are required to prepare a project charter for the proposed project, which will be reviewed by the senior management for the approval.

Assessment criteria

- Project overview (15 Marks)

- Scope (15 Marks)

- Duration (10 Marks)

- Budget (15 Marks)

- Risks (15 Marks)

- Project team / Stakeholders (20 Marks)

- Format (10 Marks)

Note: In class students should submit to the senior management and most suitable projects to be selected through a strategic management process. Selected project should be discussed along with valid arguments.

Submission Guidelines

- Paper Size: A4
- Words: 1500 words
- Printing Margins: LHS; RHS: 1 Inch
- Binding Margin: ½ Inch
- Header and Footer: 1 Inch
- Printing: Single Sided
- Basic Font Size: 12
- Line Spacing: 1.5
- Font Style: Times New Roman / Arial
- **Referencing should be done strictly using Harvard system**

Marking scheme

Task	Poor	Satisfactory	Good	Excellent
Project overview	Poor work produced with very little information to the project. (0-03)	Satisfactory work produced by highlighting important information to the project. (04-07)	Good work produced by highlighting and critically analyzing important information to the project. (08-11)	Outstanding work produced by highlighting and critically analyzing important information to the project. (12-15)
Scope	Poor scope statement with or without objectives and logic. (0-03)	Satisfactory work produced on developing the scope including objective and milestone. (04-07)	Good work produced on developing the scope including objective, deliverables, and milestone. (08-11)	Excellent work produced on developing the scope including objective, deliverables, specifications, milestone and boundaries. (12-15)
Duration	Unrealistic duration for the project without any background study. (0-01)	Reasonable duration produced. (02-04)	Realistic duration for the project. (05-07)	Realistic duration for the project along with the estimation technique and justification. Project start and end date specified clearly. (08-10)
Budget	Poor budget / unrealistic budget without elements. (0-03)	Budge specifies breakdown or elements which are necessary for the project. (04-07)	Cost estimation technique justified and used. Budget includes important elements. (08-11)	Cost estimation technique justified and used. Realistic Budget includes all the aspects. (12-15)
Risks	Unmatched / unrealistic risks are listed. (0-03)	Common risks which can occur for the proposed project are listed. (04-07)	Realistic risks are picked up and listed. (08-11)	Realistic risks are identified. Evidences are discussed. (12-15)

Project team / Stakeholders	Irrelevant roles picked up, no stakeholders picked up. (0-04)	Reasonable roles are picked up for the project along with the stakeholder list. (05-10)	Most suitable project team assigned. Most relevant stakeholders for the project are picked up. (11-15)	Most suitable project team assigned with their information. Most relevant stakeholders for the project are picked up. (16-20)
Format	Un professional project charter provided. Poor formatting including font type, size and etc. (0-01)	Satisfactory project charter produced a using appropriate tools, font size, type used. (02-04)	Produced a project charter using appropriate tools, font size, type used. Key elements are differentiated and highlighted. (08-11)	Produced a professional project charter using appropriate tools, font size, type used. Key elements are differentiated and highlighted. (08-10)