



# FIT5057 Project Assignment Brief

**Monash University**

FIT5057 Assessment Task 2 (Version 3)  
Project Planning Assignment



# TABLE OF CONTENTS

Table of Contents	2
1. Learning Outcomes	5
1.1. Fulfilment of Unit's Learning Outcomes	5
1.2. The Role of Reflective Thinking	6
2. Project Description	6
2.1. Business Goal	6
2.2. Project Brief	7
2.3. Project Constraints	8
Project Planning Report Template	10
1. Introduction & Terms of Reference	11
2. Project Objective/s & Constraints	11
3. Project Methodology	11
4. Project Governance Framework	11
5. Project Team Structure	11
6. Scope Management Plan	12
6.1. Product Scope Specifications	12
6.2. Work Scope (WBS) Specifications	12
7. People Management	14
7.1. Stakeholders Analysis Findings	14
Assumptions	14
Analysis Methodology	14
Analysis Findings	14
7.2. Stakeholder Engagement Plan	14
Assumptions	14
Stakeholders Engagement Methodology	14
Stakeholders Engagement Strategies	14
7.3. Communications Plan	15
Assumptions	15
Communication Plan	15
7.4. Human Resource Recruitment & Training Plan	15
Assumptions	15
Recruitment Plan	15
Training Plan	15
8. Project Schedule Management Plan	15
8.1. Assumptions	15

8.2.	Schedule Management Methods Applied _____	15
8.3.	Network Dependency Diagram & Critical Path _____	15
8.4.	Gantt Chart, down to level 4 of SLDC (and other) activities _____	15
9.	Project Cost Management Plan _____	16
9.1.	Cost Assumptions _____	16
9.2.	Costing Methodology _____	16
9.3.	Cost Budget Models _____	17
10.	Project Risk Management Plan _____	17
10.1.	Assumptions _____	17
10.2.	Risk Assessment _____	17
	Assessment Methodology _____	17
	Assessment Results _____	17
	Risk Response Plan _____	18
	Risk Management Delegation, Roles & Responsibilities _____	18
	Risk Register Summary _____	19
	Risk Management Impact on Budget _____	20
11.	Recommendation & Next Step/s _____	20
12.	Submission Checklist _____	20
13.	Reference List _____	20
14.	Project Management Documentation _____	21
14.1.	Meeting Records (Agendas and Minutes) _____	21
	Project Week X1 Records _____	21
	Project Week X2 Records _____	21
	Project Week X3 Records _____	21
	Project Week X4 Records _____	21
	Project Week X5 Records _____	21
14.2.	Weekly Project Timesheets _____	22
	Project Week X1 Timesheets _____	22
	Project Week X2 Timesheets _____	22
	Project Week X3 Timesheets _____	22
	Project Week X4 Timesheets _____	22
	Project Week X5 Timesheets _____	22
14.3.	Weekly Project Status Reports _____	22
	Project Week X 2 Reports _____	22
	Project Week X3 Reports _____	22
	Project Week X4 Reports _____	22
	Project Week X5 Reports _____	22

## Version Control

Version	Date	Changes Overview
3	March	Accommodated peer reviews from tutors
	19 April	Included: <ul style="list-style-type: none"><li>• In briefing that teams need to identify the individuals who will be the project stakeholders.</li><li>• Enhancements to template's instructional tips.</li></ul>

# 1. LEARNING OUTCOMES

## 1.1. Fulfilment of Unit's Learning Outcomes

Through this assignment and its collaborative teamwork, you would be able to achieve the following learning outcomes via the many decisions you have to make with your team and documenting how these group decisions translate into a project plan.

Unit's Learning Outcomes	Project Management Competency Areas
1. Analyse and evaluate the role of the modern project manager in the context of IT projects	You will be applying project planning concepts and techniques to decide the scope, schedule and cost of your software project; identify the key stakeholders and determining how to best communicate and engage with them; decide the basic recruitment and training needs of your project team; and propose a risk register that communicates your risk management planning data structures and requirements summary.
2. Interpret and critique a variety of project management methodologies offered by various professional bodies including that provided by the latest version (Edition 6) of Project Management Body of Knowledge (PMBOK).	You will be applying PMI's PMBOK and selectively using other standards in preparing your project plan, supported by appropriately chosen research evidence and team-agreed responses to assignment questions or instructions. Specifically, you will have to familiarize with the core knowledge areas of project management, including developing the basic cybersecurity and new technology risks management.
3. Describe and apply the available strategies, techniques and decision tools used by project managers to manage modern IT projects based on PMBOK methodology.	You will be understanding and applying PMBOK knowledge areas, planning methods and techniques in phasing your project management activities and overseeing your decided choice of a software lifecycle development (SDLC) methodology. You are expected to apply the basic software design methods you have learnt, to identify the software components, which are the milestone deliverables of your project plan.

***“Understanding how you achieved the unit's learning outcomes enables you to clearly write your PM capabilities in your CV”***

## 1.2. The Role of Reflective Thinking

When doing this assignment, reflect regularly on the key concepts you have learnt and applied. You have to be mindful of the research and critical thinking, reading and writing skills you have used. Learning these academic skills involve understanding the underlying techniques. If needed, make an appointment with the Library's research and learning skills advisers to coach you in developing these techniques driven skills. Your tutors will guide you in understanding how to approach the assignment through the weekly workbook tutorial activities.

It is through reflective thinking that you can cognitively recognize how you have achieved the learning outcomes in the different stages of your assignment planning and development work. Only after you apply this abstract thinking that you can then clearly identify how to translate your acquired knowledge and skills into describing your project management capabilities, developed through your assignment work, in your CV.

## 2. PROJECT DESCRIPTION

### 2.1. Business Goal

The tertiary education sector is competitive. Universities always find new ways to create and market their value add to students, not only increasing their brand reputation, but also attract more students as a competitive advantage. Providing innovative services that increase students' employability is one way universities can complete. Monash University has identified that enabling students to create and maintain their professional portfolios digitally is one such competitive strategy.

Monash strategists and its ICT department had investigated this strategic opportunity, developed and confirmed the business case for implementing this strategy, as a component of its new 5 years corporate strategy plan, ready for implementation from 2020.

The ICT department of Monash University had completed a Request for Information (RFI) and is now issuing a Request for Quote (RFQ). Your company has officiated your team to respond to Monash University's RFQ.



## 2.2. Project Brief

Monash university wants to develop a new digital service, to be integrated into Moodle. The service is to provide a tool for Monash students to develop their professional portfolios of selected assignments to showcase their employable capabilities. These portfolios are proof of a student's capabilities (knowledge and skills), used as references to strengthen marketability of the student's CV and cover letter/s during job hunting.



You are required to develop a new online system-tool that provides one or more templates that a student can use to create their portfolio journeys through a [WordPress](#) website builder or a LinkedIn social network platform, or both.

Regardless of which one or two platforms you choose, the new tool is required to:

1. Interface with Monash University's Moodle system to provide deidentified assignment related information and can authenticate your identity and that you had contributed to developing the assignment project.
2. The functionalities expected of the tool is that it:
  - a. Enables portfolio owners to edit and preview their portfolios in development
  - b. Provides 4 to 5 basic portfolio templates for users initially, while also allowing users to define and share their own templates.
  - c. Allows a portfolio to be setup for public viewing, password enabled viewing or registered user viewing
  - d. Provides version management of each portfolio, allowing the end-user to rollback to earlier and saved versions, if required.
  - e. Provide files and multimedia uploads, including video shots.
  - f. Provide data analytics and reporting capabilities, of which your client expects you to recommend and provide the appropriate functionalities and features.

To impress your client, you can (optionally) recommend one or two more new value adding functions and features and justify how they would benefit Monash University.

The eportfolio tool is also required to function in compliance with the

- University's [cybersafety guidelines](#); social media [policy](#) and [procedures](#) ; Information Technology Acceptable Use [Policy](#) and [Procedure](#), [Privacy Impact Assessment](#), privacy of student records [Policy](#) and [Procedures](#)
- Australia's [Data Protection Act 2019](#), Australian Privacy [Principles](#) and [guidelines](#), [Cybersecurity 2020 framework](#) and other legislated requirements you can find.

Performance of the tool is expected to enable at least a million users<sup>1</sup> online around the world to create or maintain their portfolios.

The tool is expected to be used in all common web browsers and multiple onsite and mobile devices.

Its usability should be user centered, consistent to navigate, easy to use and requiring no training.

## 2.3. Project Constraints



- You are given a budget of A\$60,000 for labor effort. All other non-development labour costs would be borne by Monash University in the form of in-kind materials and equipment. However, you are required to list all these in-kind resources and when they are required so that Monash University can allocate or procure and avail them for the project in a timely fashion.

---

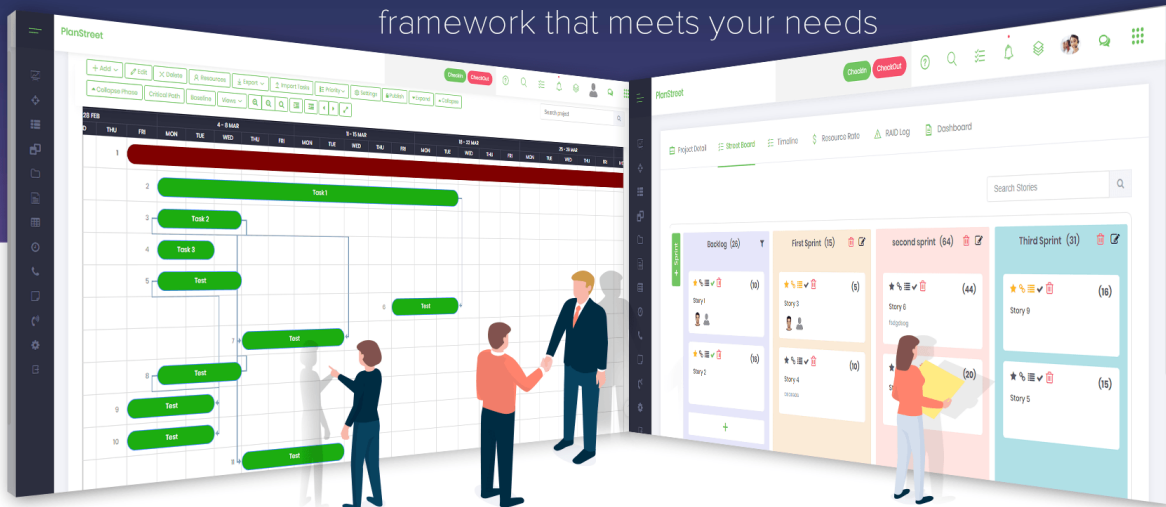
<sup>1</sup> Current Monash students and alumni



- You have 3 months to build & test the tool and one-month pilot-testing in Melbourne, India and China, after which the tool should be installed and is available globally to all students currently enrolled in Monash University. During the pilot run. It is expected that your team will fix and test any reported system anomalies and complete a final user acceptance testing and sign-off before a global rollout. The university wants the tool to be fully functional within 12 months or earlier.
- You need to identify the individuals who will be your project stakeholders.

# PROJECT PLANNING REPORT TEMPLATE

Ensure project success with the framework that meets your needs



You are to prepare, within 6 weeks duration during this Semester, a project plan containing the following information:

## Cover Sheet

Note: Pdf and MS Word templates are in Moodle.

## Executive Summary

The purpose of your report's executive summary is to inform your client, Monash University, about agreed project governance compliance requirements; what software functionality, when it can be delivered, what is the key breakdown cost drivers of human labor, who are the key influencers and highest impacted parties, your recruitment and training, and project communication plans, the key high to median risks and your response management approach and strategies.

You must NOT describe what your team did, but convey decision enabling information that informs (with evidence) and convinces Monash University decision makers to approve your project plan.

The writing should be paragraphed appropriately using Topic-Explanation-Evidence-Link (TEEL) paragraphing technique, optionally supported by headings, to convey the mentioned information in appropriate paragraph-clusters, to enable easy and clear reading of your project plan in a summarised format. The reader can read your detailed report to understand the evidence underlying the summarised information you included in the executive summary. Additionally, there should be an explicit logical link to the last section (ie the recommendation and next steps) of your report.

**Recommended length** is ½ page to no more than one page.

# Table of Contents

## Report Sections

### 1. INTRODUCTION & TERMS OF REFERENCE

Indicates which project management lifecycle stage this report refers to and listing the business and project management assumptions for initiating this project planning work.

### 2. PROJECT OBJECTIVE/S & CONSTRAINTS

States the business purpose/s the eportfolio system-tools support, the project's performance objectives and constraints, including the planning accuracy levels of your triple constraints.

### 3. PROJECT METHODOLOGY

Explain what is meant by project methodology, then state and justify which SDLC approach you have chosen. List your SDLC assumptions and constraints

### 4. PROJECT GOVERNANCE FRAMEWORK

Explain what is meant by project governance and why it is important in project management. Describe your project governance specifications and how would your team oversee compliance.

### 5. PROJECT TEAM STRUCTURE

Propose your team organisation structure. Explain its design principles and how it would help you to implement your project methodology effectively.

## 6. SCOPE MANAGEMENT PLAN

Introduce to the reader what is meant by scope and why is scope management very important. Explain why you need to manage scope changes and how would you do this.

## 6.1. Product Scope Specifications

## SOFTWARE DESIGN ASSUMPTIONS

- List the choice of software design methods
- Assumptions of functional and non-functional requirements

## SOFTWARE COMPONENTS (PRODUCT SCOPE)

Describe how you identify the software functions, user screens and intersystem interfaces, list of database files and the non-functional specifications. This description should link to the software design methods you have chosen.

You will need to construct a Requirement Traceability Matrix, using the format in the PMBOK Book of Forms (PMI, 2018). Readability of this information is important and presenting this information in landscape is sensible. Marks will be deducted if the matrix is difficult to read.

Indicate how accurate is your product scope.

[illegible]

## 6.2. Work Scope (WBS) Specifications

## SOFTWARE DEVELOPMENT ASSUMPTIONS

- List the choice of software development methodology – waterfall or agile, or mix
- List the choice of WBS Model
- Other assumptions

#### WORK BREAKDOWN STRUCTURE DESIGN PRINCIPLES

Describe the work design/control principles you applied to model the configuration Software Development Life Cycle (SDLC) process group flows to at least 4 levels deep.

#### WORK BREAKDOWN STRUCTURE DIAGRAM

Provide a hierarchy list of SDLC workflows to 4 levels deep. You may consider presenting a high level and the most detailed WBS and need to decide how you would make this visual communication readable to the reader.

Indicate how accurate is your WBS planning and relating to the planning accuracy of your product scope.

# 7. PEOPLE MANAGEMENT

## 7.1. Stakeholders Analysis Findings

Define what is meant by stakeholder analysis. Explain why stakeholder analysis an important PM activity.

ASSUMPTIONS

ANALYSIS METHODOLOGY

ANALYSIS FINDINGS

## 7.2. Stakeholder Engagement Plan

Define what is meant by stakeholders engagement and explain its importance.

ASSUMPTIONS

STAKEHOLDERS ENAGEMENT METHODOLOGY

STAKEHOLDERS ENGAGEMENT STRATEGIES

Stakeholder Group or Individual Name	Contact Person & Contact Details	Impact Rating (H,M,L)	Influence Rating (H,M,L)	What is important to stakeholder	How stakeholder contributes to project?	How stakeholder can block the project?	Engagement Type (use IAP2 levels)	Engagement strategy description, including specifying communication methods and frequency



### 7.3. Communications Plan

Define what is meant by project communications management. Explain why it is an important PM activity

ASSUMPTIONS

COMMUNICATION PLAN

### 7.4. Human Resource Recruitment & Training Plan

Define what is meant by HRM and which particular processes are you covering in this plan. Explain why it is an important PM activity.

ASSUMPTIONS

RECRUITMENT PLAN

TRAINING PLAN

## 8. PROJECT SCHEDULE MANAGEMENT PLAN

Define what is meant by project schedule management. Discuss which business aspect it links to. Explain why it is an important PM activity

### 8.1. Assumptions

### 8.2. Schedule Management Methods Applied

### 8.3. Network Dependency Diagram & Critical Path

Explain what these scheduling models are and why they are important in your planning.

Present these scheduling models in readable formats (your team will need to decide how you would provide this information in an appropriate summary overview and readable form, without losing contexts; and how you can allow the reader to access the details).

### 8.4. Gantt Chart, down to level 4 of SLDC (and other) activities

Provide an easy to read summary diagram of SDLC schedule in one page and attach its MS Project<sup>2</sup> file. Whether you attach the MS Project<sup>2</sup> file as an object in MS Word or a separate file with your assignment submission, you still need to check the MS Project<sup>2</sup> (mpp) file opens correctly in a MS Window environment, otherwise marks will be deducted.

Indicate how accurate is your schedule planning and relating to the planning accuracy of your WBS scope.

## 9. PROJECT COST MANAGEMENT PLAN

Define what is meant by project cost management. Explain why it is an important PM activity

### 9.1. Cost Assumptions

- (a) Inventory Schedule of In-Kind Project Resources Allocation in a table format
- (b) Unit Labor Charge-out Rates – use the format below to write this assumption

Position Title -	Experience Level	Metric	Metric
Eg Developer	Senior	\$1,000	Per man day
User Journey Analyst	Intermediate	\$60	Per man hour

- (c) Total Labor cost is capped at A\$60,0000
- (d) Other assumptions .....
- (e) .....

### 9.2. Costing Methodology

You are to use a budget scenario planning approach. Research what this means and present the 3 scenarios (best case, likely case and most case) that show your cost estimates. Explain why this budgeting approach is used and how would you use it (your explanation should indicate when you would use or switch to each budget scenario).

Describe the main or a mix of costing method/s you used in estimating the 3 scenarios' costs.

<sup>2</sup> Or ProjectLibre is also acceptable

## 9.3. Cost Budget Models

For each budget scenario:

- List the total cost by SDLC level
- Provide a monthly breakdown of expenditure by cost categories in readable format. Include your MS Excel spreadsheet – make sure this attachment works otherwise marks will be deducted.

How you format your cost estimates is important to ensure the financials are easily to read and understand.

Indicate the accuracy level of your budgeting across the different budget scenarios. Also include provision for risk management and think about how and where you would present these 2 information sets in all your budget models.

## 10. PROJECT RISK MANAGEMENT PLAN

Define what is meant by project risk management. Explain why it is an important PM activity. Explain what a risk register is and how is it used in managing project knowledge needed in PM.

### 10.1. Assumptions

- Assume you have to cater for a covid-19 situation
- .....
- .....

### 10.2. Risk Assessment

Explain what is meant by risk assessment and why it is a crucial part of project management. Describe how it works, clearly identifying its process flows and the application contexts of the information outcomes.

#### ASSESSMENT METHODOLOGY

Explain how you assess the risks, clearly identifying the assessment process flows and how the risk assessment information is used.

#### ASSESSMENT RESULTS

You need to provide one risk, a short description and the likelihood of occurrence, for each of the PESTLE risk themes. Explain the consequences and severity impact of each risk occurrence. Think about how you communicate this information that is easy to read and follow.

## RISK RESPONSE PLAN

Formulate and describe your risk response actions to preventing the risks and dealing with their consequences should they occur.

## RISK MANAGEMENT DELEGATION, ROLES & RESPONSIBILITIES

Decide the delegation of risk management responsibilities to the appropriate project team members

Person's Name	Risk Mgt Role and Responsibility	Risk Management Availability (%)	Contact Details

RISK REGISTER SUMMARY

Explain what a risk register is; why it is needed and why its information needs to be precise, clear and easily actionable.

Transcribe your risk management information you have just shared into the follow format. Make sure the condensed information is precise, makes sense and direct actions by people named in the matrix.

Risk Management Plan Summary							Risk Occurrence Management					
Risk ID	Risk Statement	Risk Owner	Risk Probability	Risk Impact	Risk Score	Risk Response Strategy	Revised Risk Probability	Revised Risk Impact	Revised Risk Score	Risk Response Actions	Risk Status	Comments

## RISK MANAGEMENT IMPACT ON BUDGET

Indicate and justify the cost of your risk management proposition on your budget. Make sure this provision for risk management is also reflected in your budget models.

### 11. RECOMMENDATION & NEXT STEP/S

What do you want Monash University to do after reading this report and what are the follow-up next steps if and when this report is approved.

### 12. SUBMISSION CHECKLIST

Compile your own checklist to assure your tutors that you have provided a report that meets the university's assignment submission requirements and all the appropriate assessment criteria you have identified for this assignment. Indicate who in your team has checked that all items in this list have been complied to before the submission was lodged and include their signatures.

### 13. REFERENCE LIST

Check all citations and references are in APA format and provide:

- For teams of 4 - at least 20 recent and trusted references, or which a minimum of 8 must be peer reviewed
- For teams of 3 – at least 15 recent and trusted references, or which a minimum of 6 must be peer reviewed.



## 14. PROJECT MANAGEMENT DOCUMENTATION

Explain why project management documentation is important and its nature and scope of documentation.

You can include URL links to your MS Team files, however make sure your tutors have access to your MS Team account. When your tutors cannot open these links, marks will be deducted. No zipped files and zero marks will be given to submissions with zipped project management documentation files.

Provide a list of weeks' deliverables, start and end dates in the format below, however indicating which sequenced 5 weeks are you providing project documentation

Week	Week's Project Plan Report Section Deliverables	Start Date	End Date	Project Documentation included in this Report (Y/N)

### 14.1. Meeting Records (Agendas and Minutes)

Explain why weekly project meeting documents are important.

These meeting documents can be in pdf or MS Word, no zipped files.

PROJECT WEEK X1 RECORDS

PROJECT WEEK X2 RECORDS

PROJECT WEEK X3 RECORDS

PROJECT WEEK X4 RECORDS

PROJECT WEEK X5 RECORDS

## 14.2. Weekly Project Timesheets

Explain why weekly project timesheets are important. Each week, if you can, generate these timesheets using MS Project<sup>2</sup> and store the reports as pdf or excel files.

PROJECT WEEK X1 TIMESHEETS

PROJECT WEEK X2 TIMESHEETS

PROJECT WEEK X3 TIMESHEETS

PROJECT WEEK X4 TIMESHEETS

PROJECT WEEK X5 TIMESHEETS

## 14.3. Weekly Project Status Reports

Explain why weekly project status reports are important and describe how to read and understand the contents. Where possible, please generate these reports using MS Project<sup>2</sup>.

PROJECT WEEK X 2 REPORTS

PROJECT WEEK X3 REPORTS

PROJECT WEEK X4 REPORTS

PROJECT WEEK X5 REPORTS