



Faculty of Engineering and the Built Environment  
**ENGG3500 (2018), Managing Engineering Projects**

# **Brief for the MAJOR Assessment Item (Part A)**

13<sup>th</sup> March 2018

## Summary:

During your Minor Assessment #02, your Team confirmed which project it would manage.

- That project now needs a Project Management Plan (PMP).
- Your Team is to develop this PMP.

## Assessment background:

Major Assessment Items A and B require you to create a comprehensive PMP, as would be completed in industry.

- Rather than ask you to complete the whole plan in one big assessment, we have broken the assessment into two components - to both spread the assessment workload and to enable you to incorporate feedback from Part A into Part B.
- Note that your completed Part A will be joined with Part B to, ultimately, create a full and complete PMP - rather than two separate parts of the same plan.

## Important information regarding Templates:

You are permitted, and expected, to use templates in the development of your Team's PMP.

There are a myriad of templates available on the internet for both full PMPs and each of the components of a plan.

- Indeed, you may use information from some templates from your Minor Assessment Items.
- Please note that while all templates are (broadly) similar, they are not the same, with different sections requiring different inputs.
- Please feel free to choose one provider and use only their templates, **or**, create templates of your own by adapting the best elements from a number of template providers.
- We strongly suggest that you create templates that; (1) best suits your particular project, and (2) supports the level of detail required in your particular PMP.

When choosing online templates, please note that many/most are structured for large, complex projects that require much more information than you'd need to include in your ENGG3500 project.

Note also that quite a lot of information in the project charter will be a summary of what is included in more detail in subsequent sections of your PMP. As such, it's fine to repeat certain information - but you do need to maintain context.

Just as there are many frameworks for PMPs, there is no right or wrong way to prepare a PMP. Your plan will be marked in accordance with the marking rubric but also on whether it would achieve its aim for its particular audience (ie, is it clear, comprehensive and complete). Also, you may find it very useful to see how previous students have used templates in the production of their PMPs, please see Blackboard for previous years examples.

**Bottom line:** There is no set template for your particular PMP; even so, using templates will make your workload **much** easier.

## Common Submission requirements:

Only one member from your Team is to submit your Team's (Part-A) Report

You are to publish your (Part-A) Report in accordance with this document:

- Netherton, M.D. (2017). *Formatting, Style and Referencing Specifications for ENGG3500 Assessment Items*, dated 30th Jan 2018. This document is available via the course's Blackboard site.

## Compliance requirements:

To be considered a compliant submission, your (Part-A) Report must meet the following five criteria:

1. Be submitted as a Formal Workplace Report (size A4), and contain, at a minimum:
  - a Title Page,
  - a Table of Contents,
  - the work that makes up the body of the report, and
  - Appendices, as appropriate (Appendices may be size A3, as required)
2. Not exceed the Page-limit, as defined within this brief's Other Important Instructions, (see Section 4 below).
3. Be created using MS-Word, and (when submitted electronically via Turnitin) submitted as either a \*.doc, or \*.docx file.
4. The name of your "*as-submitted-file*" is to follow this file-naming convention:
  - "*ENGG3500\_2018\_MAJOR\_Part\_A\_Team#99\_Jane\_DOE.docx*"
  - Of course, the file should be named using your own Team number and the name of the person who is actually making the submission via Turnitin.
5. Not have any plagiarism concerns, for any part (or parts) of your entire submission.
  - Remember: if you do include the work and/or ideas of any other person/people/organisation(s), then you are to fully and comprehensively cite, and reference, their work. Further, a Bibliography-list is not the same thing as a Reference-list.

**NOTE:** Your Team's ability to follow and meet specifications – and thus submit a fully compliant report – is considered a crucial aspect of your Team's work in ENGG3500.

- It is your Team's responsibility to ensure that your Team's submission is compliant.
- Non-compliant submissions will not be marked.

Further, to be considered "Individually-compliant", each person in ENGG3500 is to submit appropriate peer-marks, as detailed further in Section 6 (Marking Details).

- **NOTE:** If any person does not submit appropriate peer-marks, then they will be deemed as individually non-compliant, and awarded ZERO for this assessment item.

# **Major Assessment (Part-A) details:**

## **1. Introduction.**

This is a *Group Assessment Item* for each Project Team.

## **2. Assessment aim:**

The aim of this major assessment task is to prepare the first part (Part-A) of your PMP and submit it for marking and feedback.

The assumption is that your project has already been approved, so this is the first part of the plan of how your project will be managed, by you and your Team.

## **3. Instructions:**

Using the project your Team has selected as the basis for this assessment, your Team is to submit the following components of a PMP as a formal workplace report, and with the following components:

- The project charter: including project background and business need, goals, scope (requirements, deliverables, inclusions, exclusions, assumptions, constraints), significant project milestones, project budget summary, key stakeholders;
- Your approach; including the project management methodology, strategy and procedures to achieve project objectives;
- A scope management plan: including a project scope statement, Work Breakdown Structure and scope control plan;
- A requirements management plan: including requirements traceability matrix;
- A stakeholder analysis and management plan; and
- A schedule management plan: including the schedule management methodology/approach and software, a plan to monitor and control the schedule, an activity list, sequencing, duration estimates, a milestone list and Gantt Chart (or other visual representation of schedule).

## 4. Other Important Instructions:

- Each Team will submit one report only.
- You must attach a separate Appendix that clearly indicates who authored the different sections of the report (indeed, this attribution will be the basis of each person's individual mark)
- Your Reference-list is to be included in a separate Appendix.
- The report's required components and numbering system are detailed below (in Section 7)
- The body of your report is to be no more than 25 pages in length (of course, your final length can be less, and will depend on size of tables).
  - This page limit does NOT include your:
    - Title and Content pages, or
    - Appendices,

## 5. Due time & date:

The due time & date for this assessment item are detailed within the approved Course Outline.

## 6. Marking details:

Marking for this report will be in accordance with:

- The approved Course Outline, and
- The Marking Rubric (as posted to Blackboard).

Your total mark for this assessment item will be assembled from these three components:

- Individual marks (20.25 %). Based on those components of the report attributed to you, and as further defined in the Marking Rubric.
- Groups marks (6.75%). Based on the presentation of the report as a whole, and as further defined in the Marking Rubric.
- Peer Marking (3.00%). Based on your input via the Course's Blackboard site, for this particular assessment item.
  - **IMPORTANT NOTE:** If you do not submit a peer-mark for every member of your Team, for this particular assessment item, and before the Assessment Item's due time and date, then you will be considered as personally non-compliant, and receive zero for the entire assessment item.
  - Whilst this penalty may seem harsh, it is deemed an essential component of this course (and this assessment item in particular) that you provide valid feedback to all members of your Team.

## 7. Report components and numbering system

You are to provide the following components within your Report:

### **Title page**

### **Table of contents**

- *NOTE: You can use the automatic table of contents developer in MS Word.*

### **1. Introduction**

### **2. Project charter**

2.1. Project background and business need

2.2. Project goals/objectives

2.3. Project scope

2.3.1. Requirements

2.3.2. Deliverables

2.3.3. Inclusions

2.3.4. Exclusions

2.3.5. Assumptions

2.3.6. Constraints

2.4. Significant milestones

2.5. Project budget summary

2.6. Key stakeholders

### **3. Project management approach**

3.1. Project management methodology

3.2. Strategy and procedures to achieve project goals/objectives

### **4. Scope management**

4.1. Project scope statement

4.2. Work Breakdown Structure

4.3. Scope control plan

### **5. Requirements management**

5.1. Requirements management plan

5.2. Requirements traceability matrix

### **6. Stakeholder management**

6.1. Stakeholder analysis

6.2. Stakeholder management plan

### **7. Schedule management**

7.1. Schedule management methodology/approach

7.1.1. Software

7.2. Schedule monitoring and control plan

7.3. The critical path

7.4. Activity list, sequencing and duration estimates

7.5. Milestones

7.6. Gantt chart

### **8. Appendices**

8.1. Add any large documents/tables as an appendix rather than incorporating them into the body of the report