T. +61 2 9283 4388 | **E.** info@wic.edu.au
Lower Ground, 101 Sussex St., Sydney NSW 2000 Australia | www.wic.edu.au

ABN: 19 080 559 600 | **CRICOS CODE:** 01856K | **RTO:** 90501

Project Management

ASSESSMENT ONE

JOHN IN WELLS COLLEGE

Name of Student	Zhen YAO	ID	18297

Assessment 1 – Case Study

Contents

Instruction:

This task is to be completed individually. You need to analyse a case scenario and complete all the tasks mentioned after the scenario.

You need to demonstrate your IT project management ability to identify business strategy and gaps. You will also need to suggest a feasible solution to overcome identified gaps and produce a project charter along with a WBS to implement the proposed solution.

Duration:

A trainer will set the duration of the assessment.

All my work could be checked at https://github.com/yaozh54/WIC2022-PM-Assessment-Web.git

Case Study:

Project profile

Green information technology or Green IT is the study and practice of design, build, and use of hardware, software, and information technologies with a positive impact on the environment . As we known, the business world is starting to see the benefits of sustainability. We've all heard stories about companies such as Walmart going green, and now more and more companies are finding that being more sustainable around the globe, not just for reasons of environmental responsibility, but also for cutting costs in these extremely tight economic times.

Green IT efforts represent a specific focus area within enterprises that hold attention to this trend. Green IT leverages information technology to streamline operations, cut costly waste, and reduce the impact on the environment. IT typically consumes only about 10% of an organization's energy costs, but the net effect of a Green IT project is to go beyond just energy saving. To tackle the other 90%, a Green IT project extends into a variety of other departments, and to execute such an endeavour requires an effective project management function in order to identify and prioritize goals. A Green IT transformation can be a complex process.
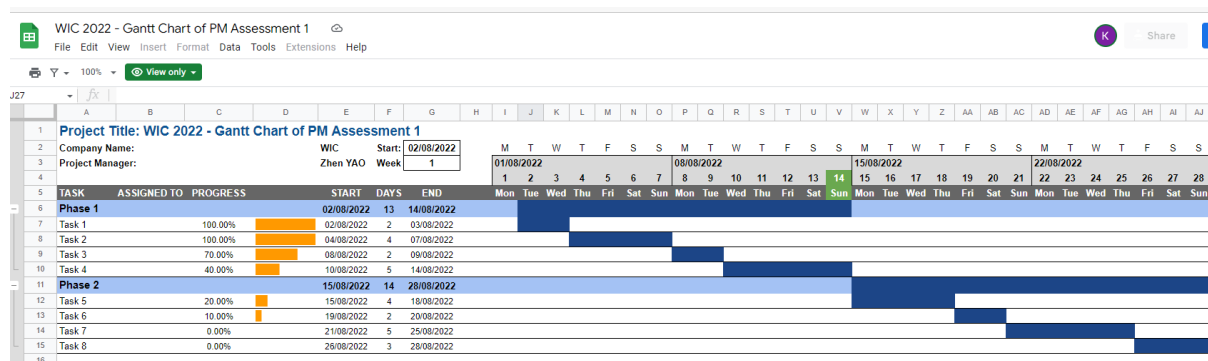
Vital Statistics:

- Number of project tasks - 8
- Project duration - 1 months
- Project budget - $ 200,000
- Number of users - 12

Check my Gantt Chart from google spreadsheet's link URL below:

https://docs.google.com/spreadsheets/d/1jWTEING4s9rQogaNAzeiBSZ6dX3O6c5isyxYNboJfqw/edit?usp=sharing

The screenshot of this Gantt Chart is shown as following

Business situation

The phenomenon of sustainability around the world has been become more evident than ever before. Either individual initiatives, organizations, industries or governments realize the importance of sustainability in their activities. Of course, people in Information Technology have been contributing to that while the Green IT arises and spreads in recent years.

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Your tasks:

Task 1: Identify Business Strategy and Gap

There are five main aspects of benefits of adapting Green IT, which is also the strategies that people have been thinking over.

At first, it helps to reduce the environmental impact and landfill waste by recycling, reusing and reselling etc. If people can participate in these activities, then the decreasing amount of equipment that ends up in landfills, less toxic waste, fewer natural resources and fewer carbon emissions can be expected definitely. In fact, it is estimated that 40% of the heavy metals in U.S. landfills come from discarded electronics.

Then the second One of the obvious and appreciated benefits of Green IT is to maintain the dramatically decreasing energy cost and facilitate energy saving. For example, according to the Center for Sustainable Systems, Energy consumption from office equipment could be reduced by 23% if all of the equipment had and utilized low-power mode, and if all printers and desktops were turned off at the end of the night, energy consumption would be reduced even further by 9%.

The third pro of Green IT is that companies could become more marketable and improve their overall brand reputation by adopting these sustainable practices.

Next by highlighting the Green IT initiatives, especially to the customers who value those efforts, it can lead to a more fruitful outcome. This is why Green IT can help with not only customer attraction but also with retaining current customers.

At last but not least, going Green IT will facilitate the spread of a green and sustainable culture in our communities. This will have a long-term and profound effects on our environment and future

Task 2: Recommend a feasible solution

It is assumed that "Wells International College" tend to improve its "Green IT" and the following aspects will be considered in this project.

At first, WIC can launch a campaign at the campus which recycle the nonworking electric devices and establish an online platform to help the people to swap the used electric devices that they want to buy with the devices that they don't need anymore.

Secondly, Updating the switches of all lights to be the switch with the acoustic control and sound control will help to save energy. Setting all computers to sleep or turn off in fewer minutes can also save energy and prolong their life.

Task 3: Produce a Project Charter

Please view my project charter (here only show part):

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Develop a project charter for the Windsor project specifying project start date, finish date, approximate budget, project manager, project team with roles and responsibilities, project objective, project approach and stakeholders.

Name: Green IT Campaign

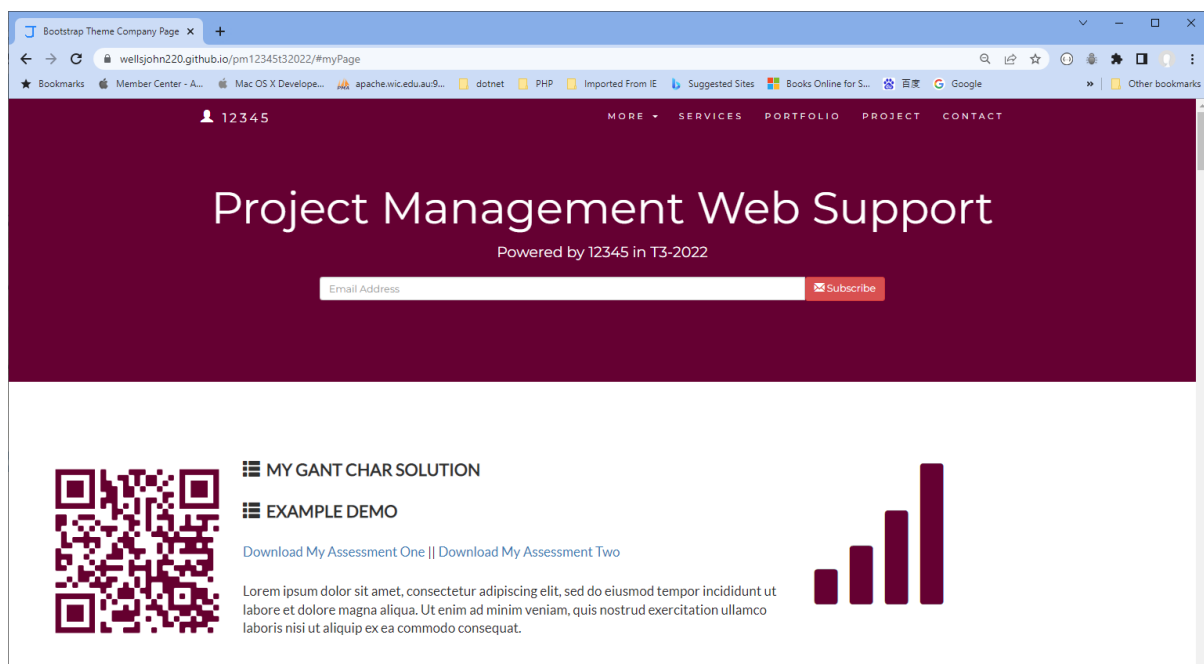Description: Facilitate Green IT
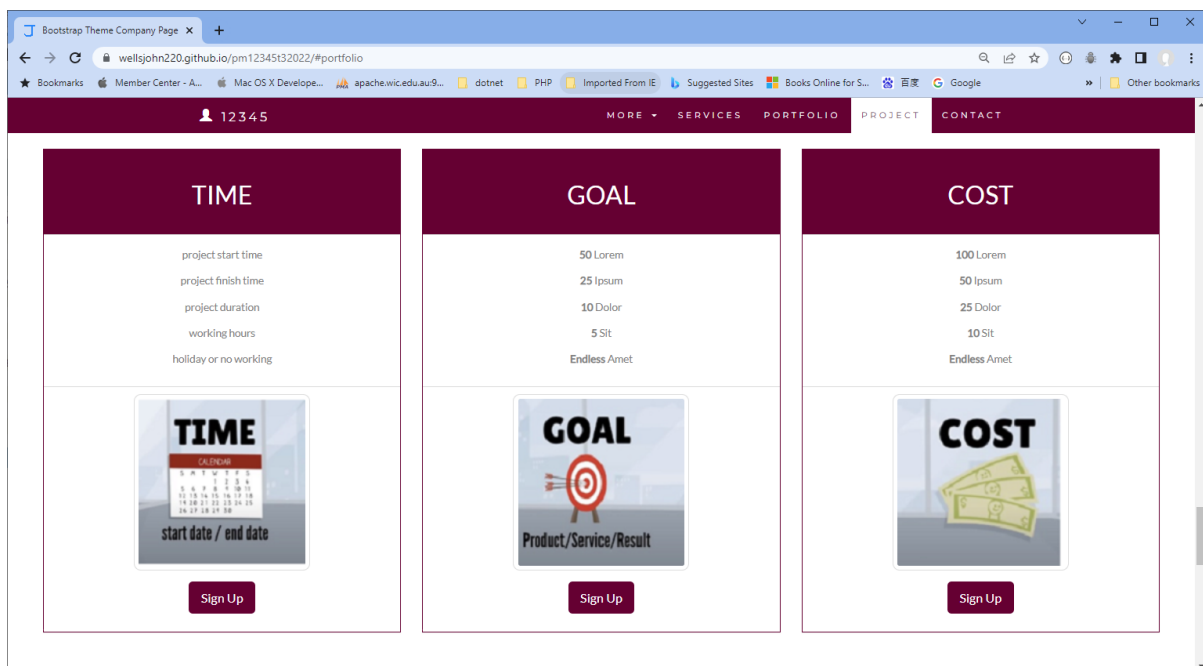
Manager: John

Date Approved: 14/08/2022

…

Task 4: Project Document

Please check my site: https://github.com/yaozh54/WIC2022-PM-Assessment-Web.git

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Please replace the images below:
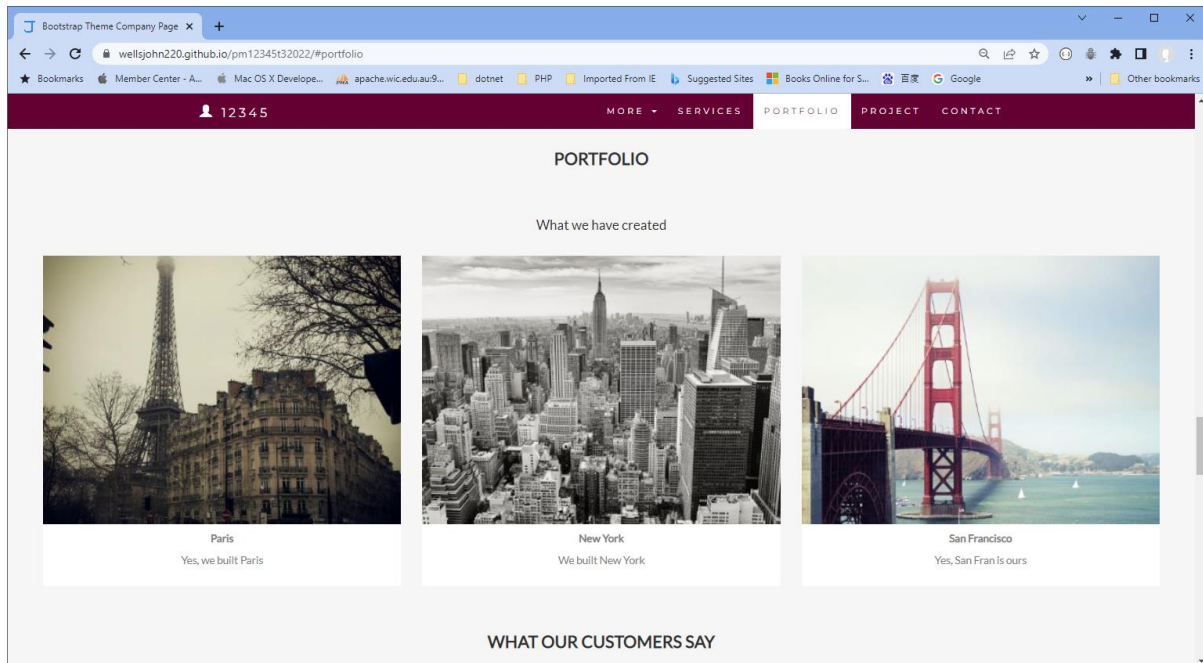
Task 5: Project Closure

In project management, project closure is a formal written assessment of a project. It documents all phases of project management into one digestible report. A project closure report also shows proof that the project team delivered what they promised they would in the beginning.

In order to learn about the success or failure of the assignment, every project closure checklist should include all legal and logistical steps needed to tie up any loose ends. A checklist of project closure documents is displayed as below.

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Description of Task	Status	Date Completed	Notes
All outstanding tasks outlined on the WBS have been completed	Overdue	November 14, 2014	Sponsor signed-off required
Outstanding issues have been documented and resolved	At Risk	November 20, 2014	
Goals of Project Charter were met	Completed	November 23, 2014	
Feedback from stakeholders has been received and documented	Completed	December 1, 2014	
End users have been trained	On Hold	December 5, 2014	
Measures for project success have been assessed and communicated	Overdue	December 7, 2014	
Project team have been evaluated and relieved from duty	At Risk	December 8, 2014	
Project costs have been paid and accounted for by Finance	Completed	December 9, 2014	
Post-project evaluation completed	Completed	December 10, 2014	

i.   The original project requirements from all stakeholders, including timeline and budget
ii.   Proof that each requirement was met using data from a project management software
iii.   Payment due upon services rendered of any outstanding and related supplier, partner, or vendor invoices
iv.   A holistic performance review for all major sections of the project
v.   An organized folder that includes all related project files and communications to be kept as part of your archive
vi.   Lessons learned and client feedback, and where managing client relations can be improved
vii.   Confirmation that the client has received all of their deliverables
viii.   The release or transfer of any remaining project resources
ix.   Properly off-boarding any one-time partners or freelancers brought on for this specific project

Please find some specific project closure documents as following:

1.   project closure report
   A project closure report is the last deliverable submitted at the end of a project, and it measures the project's overall success. The project manager records details of every phase of the project and provides a way for both themselves and senior management to determine what parts of the project worked and what didn't.

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Project Closure Report

Project Name:

Department:

Focus Area:

Product/Process:

Prepared By

Document Owner(s)	Project/Organization Role

Project Closure Report Version Control

Version	Date	Author	Change Description

Note For standard sections of the Project Closure Report template that have been excluded from the present document, the section headings have been moved to the Project Closure Report Sections Omitted list at the end.

2. Project Sign-off document

   When project sign off, it means your project finished. So you need make one clear sheet to tell everyone about your project. It will include:

   - project start date
   - project manager
   - project finish date
   - if something is going wrong
   - ...

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RTSPL   Project Sign – Off Sheet

Project Sign-off Sheet

Project Name:	Project Manager:
Start Date:	Completion Date:
Project Duration:	Sponsor:
Project Goal:	
Project Deliverables:	
Clients:	
By signing this document, I acknowledge that I have delivered all the stated deliverables at the agreed to quality levels.	By signing this document, I acknowledge that I have received all the stated deliverables at the agreed to quality levels.
Project Manager Name and Signature:	Sponsor Name and Signature:
Date:	Date:

Remarks

3. Project evaluation document

    You need show about your project, good or not enough. Summary all about your project

    It may include:

    - Budget evaluation
    - Quality evaluation
    - Benefit evaluation
    - Etc...

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SIEED project Final Evaluation report

A. Cover Sheet

Name of document	Final Evaluation
Full title	Social Inclusion Economic Enterprise Development
Acronym/PN	SIEED
Country	Vietnam
Date of report	August 2012
Dates of project	Start: 1 April 2008,start-up was delayed until 15 July 2008 End: 31 August 2012
Evaluator(s)	Ingrid Richardson
External?	Yes
Donor(s)	EU
Scope	Project
Type of report	End of Project evaluation
Brief abstract (description of project)	The SIEED project focussed on improving the incomes of Vietnamese and ethnic minority farmers in remote North-Western Vietnam through the provision of technical training and market linkages to groups of farmers. Farmer groups focussed on improving the quality, productivity and resilience of their chosen livelihood model in order to improve incomes. With project support, agricultural and forestry products were then linked to commercial buyers, improving the sustainability of income and practice change and introducing market-based production concepts. Project services were delivered in close partnership with the Women's Union, Farmers' Union and with local VNGO, CCD. CCD had a significant ownership stake in the project and has continued to deliver project services including group formation, technical training and agricultural marketing beyond the end of the project. In addition, the project supported improvements in the agricultural input and marketing services sector with the establishment of a new social enterprise, CCM, an organisation under the umbrella of CCD, that is committed to improving the delivery of quality, price competitive technical, input and marketing services to farmers across in Dien Bien Phu.
Project Goal and Specific Objectives	Goal: Poor rural producers participate in and benefit from Vietnam's economic growth post World Trade Organization (WTO) accession.
Objectives / Outcomes/Outputs	Specific objective 1: Poor farmers in 10 remote northern mountains communes benefit equitably from marketing of selected products regionally and nationally and sustainable farm/forest production systems. Specific objective 2: Community Centre Development (CCD), Women's Union (WU) and Farmers' Union's (FU) capacity to support community groups and their access to markets improved.
Evaluation Methodology	1. Review of quantitative and qualitative data collected by project staff through interviews with individual households and beneficiary groups.

4. Lesson learned template
- What we have learn through this project
- What we need to do if next project start
- What we learn some lesson. We could not make same mistake again.
- Etc.

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3   Lessons Learned Table

[Complete the following table. Identify the process phase (Concept, Initiating, Planning, Executing or Closing), the categories (such as cost, communication, documentation, processes, procurements/contracts, quality, resources/staffing, schedule/time, scope/requirements, and tools), the lesson learned, a description of the lesson learned, and a recommendation to implement the lesson learned.]

ID	Process Phase	Category	Lesson Learned	Description	Recommendation
1	Planning	Resources	Not enough staff	The Planning Process Phase for this project took significant effort to develop plans and methodology, and to navigate the Project Approval Lifecycle. Only two resources were allocated for this work – the Project Manager and an analyst. There were too many concurrent work streams for the two resources to complete.	The full scope of activities during the Planning Process Phase needs to be taken into consideration when resourcing the work. If additional resources are not available, the schedule must be pushed out.
2	Executing	Scope/Requirements	Too many new requirements	During the project development phase, the business owners consistently introduced new requirements into the scope of the project without adjusting the schedule milestones. The project was continually missing milestones to accommodate the additional work.	Project scope needs to be locked down during project development, or management needs to acknowledge the additional work and re-baseline the schedule. Staff cannot continually absorb additional work to maintain the schedule.

5. client feedback form

Client feedback is information provided by customers about their experience with a product or service. Its purpose is to reveal their level of satisfaction and help product, customer success, and marketing teams understand where there is room for improvement.

A good Client feedback form should

1) Don't make any fields required. Make it as easy as possible for users to provide feedback, no matter how short. ...
2) Always allow for open-ended feedback. ...
3) Avoid asking "How did you hear about us?" ...
4) Poise questions to account for all possible responses.

Client Feedback Form

I appreciate your honest feedback as I continue to improve my practice and create the best massage experience I can for my clients. Thank you!

Please rate your experience in the following categories and provide comments.

	Excellent		Good		Poor	Comments
Appointment-Making Process	5	4	3	2	1	
Appointment Reminder	5	4	3	2	1	
Cleanliness of Room	5	4	3	2	1	
The therapist exhibited a high level of professionalism before, during, and after the session.	5	4	3	2	1	
The discussion before the session was thorough and we created a plan for the session together.	5	4	3	2	1	
The level of pressure throughout the session was appropriate. The therapist checked in and adjusted the level of pressure as needed.	5	4	3	2	1	
The draping of the sheet throughout the session was secure and comfortable.	5	4	3	2	1	
The positioning of my body throughout the session was comfortable.	5	4	3	2	1	
I received the session and treatment I asked for.	5	4	3	2	1	

Would you return to my practice for additional sessions?   ☐ Yes   ☐ No

Would you recommend my practice to others?   ☐ Yes   ☐ No

Please list three factors that influenced your yes or no decision.

Please provide a quote that describes your experience during our session that I may use for marketing my practice.

Search Index