Project Assignment Part 1

In part 1 of the assignment, you will develop a project charter for your group's idea – either for the Digital Campus or for the New Makerspace project. You present your project charter in a 5-minute video presentation.

The principal function of the project charter is to obtain authorization for a new project. This authorization is achieved by demonstrating (a) how the project furthers organisational strategy of the host organisation, and (b) that you already have developed a good understanding of how to deliver your proposal – should it be approved.

Hand in - Tuesday 9th March (Week 4) 23:59 AEST

1. Your 5-minute video presentation

Record your team's project charter presentation. You should outline the components of your project charter [1] including details of how this project delivers organisational strategy. Use around half of your project charter presentation to demonstrate how the benefits of your project support the needs of the project stakeholders and the business. This part is worth 50%.

Present an outline of key features of your project. Refer to the PMBOK Guide [2] for a list of possible content to put in your charter. (Hint: explaining your stakeholders, requirements, scope, and major deliverables are probably essential to any project charter). This part is worth 40%.

2. Presentation slides

Submit your presentation slides and include a graphical representation of your project WBS on the last slide of your presentation. You do not have to (but you can) talk through your WBS in your presentation.

3. PMP Planning document

This is a 2-page document where you should explain the following:

1. What project management methods will you use to create your project plan and to deliver your project?
2. Why did you select the above project management methods?
3. What parts of the PMP will your team members work on?

This planning document is not your project charter and it is not your PMP, which you will hand in for Part 2. It is an information document detailing how your team plans to approach the PMP due in Part 2. It is only worth 10% of assignment (1% overall) but it is a vital opportunity for you to receive feedback about the direction of your group work. Moreover, the writing you put in here serves as a first draft for the 'PMP Reflections Document' that you will need to hand in for Part 2.

---

[1] PMBOK Guide (6th Ed.) Part 1 Sec. 4.1.
[2] PMBOK Guide (6th Ed.) Part 1 Sec. 4.1.3.1

Project Assignment Part 2

For Part 2, develop the Project Management Plan (PMP) [3] for the same project you described in Part 1, while demonstrating the application of PM Methods (PM methods are called Tools & Techniques in the PMBOK Guide [4]). You must include your project baseline and your plans for managing (at least) the PM knowledge areas covered by the C3PE methodology shown in week 1, which are the management of Stakeholders, Scope, Risk, Schedule, and Cost.

If you would like to further strengthen your plan and include other PM knowledge areas, first consider Communications and Resources planning, before other PMBOK guide knowledge areas. While these areas are covered briefly in the lectures, you may need to spend some further time researching these aspects on your own.

Do not hesitate to conduct further research of other PM methods [4] not covered in the lectures and include them in your PMP, while always using full refencing for your sources.

To demonstrate your application of the PM knowledge areas, you can include content in your PMP that relates to any (or all) of the following categories:

- **Results of work done** by your team, to develop the plan. E.g., your project baseline schedule, project risk register and baseline budget would be examples of this. This is the most direct kind of work to include because it forms your actual baseline project plan.
- **Descriptions of PM methods used** by your team, to develop the project plan. E.g., you can describe how you analysed stakeholders, how you decomposed the WBS, or how you ranked risks and opportunities for your project. While these accounts are not your actual plan, they show how you have applied PM methods.
- **Descriptions PM methods that will be used** by your team (or the PM who executes the project if this is not you) to successfully deliver the project. E.g., describe how the project team should iterate scope, elicit requirements from stakeholders or continue to develop the project plans. This category is useful if you feel that planning work will need to be continued after the start of project execution, and you want to show that you understand what this work is.

Overall, you should think of your PMP as a single document, that you could hand over to a different PM team to yourselves and, using only this document, they would know exactly what to do to handle the ongoing, successful management of your project.

Hand in Tuesday 30th March (Week 7) 23:59 AEST

1. Your team's project management plan

Your PMP may be up to 15 pages long. It is handed in through Turnitin. When you develop your PMP, make sure you incorporate feedback provided from Part 1.

2. PMP Reflections document

The PMP reflections document is your opportunity to discuss and to demonstrate how you have designed the contents of your project plan to deliver your project. It is only 1 page long, so will need to write it carefully to get high marks. Things you can consider when writing your PMP reflection document include:

---

[3] PMBOK Guide (6th Ed), Part 1: Sec. 4.2
[4] PMBOK Guide (6th Ed), Appendix X6 (and cross-references therein)

- (Basic) - how your team decided which PM methods to use in the development of the PMP.
- Why you have selected certain methods to help you create your PMP.
- (More advanced) - how the approach to managing your project described in the PMP is optimum for this project.

3. Team attribution survey

Fill in the team attribution survey to report how much effort each team member has put into the preparation of your PMP. The results of the survey will be verified and approved by your demonstrator before they are used to scale your individual grade for Part 2 of the assignment.

Project Assignment Part 3

Integration

Review and improve your PMP, with a particular focus on integration [5] between the different parts. See the refences to the PMBOK Guide for the definition of project integration. To quickly get a good understanding of integration, consider that when reading through a PMP displaying excellent integration, you should be able to say 'yes' to the following questions:

1. Have all the work packages (the lowest level of the WBS) been costed? are they all in the schedule? Are they in the budget?
2. Can the risks be traced to actual WBS and schedule items?
3. Can you trace the risks to the stakeholders, or to other project items?
4. Are the risk mitigation and contingency strategies comprehensive, properly costed, estimated for scheduling, and included in the budget and schedule?
5. If you've said you will do something in the resourcing plan, does it appear in the budget and the schedule?

While is it not possible to exhaustively list every single area where integration should appear in the PMP, it should clearly provide a single, cohesive view of the project, without loose ends, self-contradiction, or ambiguity. This makes a project plan resilient, convincing, and useful. For the present purposes of the PMP as an assignment, you can even go so far as to *demonstrate* this integration by cross referencing between the different parts of your PMP. This will help to give you the best mark.

The amount of work required to achieve good integration in your project plan will vary widely depending on the quality of work handed in for Part 2. For existing high-quality work, very little extra may be required to also score highly for integration in Part 3. For incomplete or problematic PMPs, the work required could be considerable. Part of the objective of the staged structure of this assignment is to give teams a second chance at turning in a high-quality project plan.

Students can start or continue with this work immediately from submitting their part 2 assignment, as you may already have outstanding suggestions for improvement, arising from your own research or ongoing feedback from your demonstrator.

Feedback

Incorporate feedback from your assessor(s), provided for PMP Part 2, in your revised (v2) PMP that you hand in for part 3.

---

[5] PMBOK Guide, 6th Ed. (2017) Part 1 Sec. 4 and Appendix X4.1

Change

In the feedback from the PMP Part 2, you will be asked to make a change to your PMP. The requested change is tailored to your project and so it is not possible to list all possible options for change in advance. By way of example, this change could include, but is not limited to, the following possibilities:

- More or less budget
- More or less time
- Changes to scope
- Changes to assumptions
- Triggering either risks or opportunities that you did (or did not) foresee in your plan

Hand in Tuesday 13th April (Week 9) 23:59 AEST

1. Your team's project management plan

This is your PMP, updated according to the guidelines, above. Either (a) hand it in in MS Word document format, incorporating tracked changes to show how it has evolved and improved from part 2, or (b) use some other tool to make it clear what changes have been made. If the assessor cannot tell if any changes have been integrated into the plan, you may not score the marks.

Add a fresh cover sheet to the front of the report and fill in the team attribution survey once again, to describe the contribution of team members for this final stage.

GSOE9820 Assignment Parts 1-3

School of Mechanical and Manufacturing Engineering

Assignment Part 1 grading rubric	Poor (0-25%)	Insufficient (25-50%)	Developing (50-75)	Accomplished (75-100)
Does the project charter create a direct link between the project and the strategic objectives of the organization? [CLO1] [50%]	Very limited evidence of work done, or content reproduced from templates with limited customisation. Borderline plagiarism.	No links at all between the project deliverables and the needs of the organisation.	The project seems to belong in this organisation, but the reasons why may not be explicit.	Systematic demonstration of how the project has been selected and/or designed to support stakeholder and business needs.
Do the project charter and the WBS provide a PM with enough information to start planning the project? [CLO 2] [40%]		Very little information on the project fundamentals. WBS may be thrown together without using correct guidance.	Project is loosely described by some further charter information. WBS provides an impression of the project possibly with some errors e.g. not following 100% rule.	Charter provides a well-developed outline of the project. WBS provides confidence that the team has formulated a practical solution to deliver the project.
Is there an outline for the PMP that is going to be developed? **[CLO 3]** **[10%]**	No plans for the PMP.	Something handed in, but clearly misses the point.	Basic structure of PMP, may need some tweaks before it is ready. Starting to assign work to group members.	Outline of the PMP with clear evidence of team organisation to deliver this. Some rationale of why the PM methods have been chosen and how they will fit together.

Part 2 grading rubric	Poor (0-25%)	Insufficient (25-50%)	Developing (50-75)	Accomplished (75-100)
Does the PMP demonstrate the successful application and sufficient scope of PM Methods? [CLO 3] [70%]	Very limited evidence of work done, or content reproduced from random web templates with limited customisation. Borderline plagiarism.	Application of PM methods haphazard, may be gaps in knowledge areas, and/or generic content not specific to your project.	PM methods applied with specificity to the project, with representation across 5 essential PM knowledge areas.	PM methods applied with specificity, across 7 (or more) essential PM knowledge areas, and a significantly higher level of attention to detail and effort in evidence.
Are sources for all the PM methods referenced ? [10%]	No	No	Yes, but not always, or vaguely	Thoroughly and precisely
Have the PM methods been selected to match the characteristics of this project? [20%]	Can't tell	Can't tell	Basic narrative, in the PMP reflections doc, may explain how but not enough why. Direct implementation of C3PE.	Compelling argument why this PMP will deliver this project to maximum benefit.
Does the PMP demonstrate excellent integration? [0%]	feedback only – useful for Part 3			

UNSW SYDNEY

Part 3 grading rubric	Poor (0-25%)	Insufficient (25-50%)	Developing (50-75)	Accomplished (75-100)
Have the requested changes been made? [CLO 4] [30%]	Not at all	Superficially	Mostly	Completely
Are the plans integrated? [CLO 4] [70%]	Very limited evidence of work done, or content reproduced from templates with limited customisation. Borderline plagiarism.	While parts of the PMP may be proficient there is little feeling of the plan as a whole – feels like a compilation of individual contributions each with an isolated understanding of the project	Different parts of the EPMP fit mostly together but there are some gaps or inconsistencies. Project may be based on one or two big assumptions or leave significant risks unconsidered.[6]	End-to-end connection from the business case through to the cost and time management, supported by risk analysis & detailed stakeholder analysis. No loose ends. Feels like a robust plan that will work[6]