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|  | **Enderoth**  Cambridge TEC (Certificate/Diploma) in Business  **Unit 16 – Principles of Project Management** | Student Name:­­­­ **Grade Awarded by:**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 16 - Assignment Checklist - DD-MM-2017

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| **TASKS** | **ACTIVITIES** | **STUDENT** | | **STAFF** |
| **LO1 - Understand the Stages of Project Management** | | | | |
| **P1.1 - Task 01** | Define what a Project is and using different project types and examples, outline the aims and objectives of what a project should achieve. |  |  | |
| **P1.1 - Task 02** | Define what Project Management, Project Managers and Project Stakeholders are, and using a specific project example, outline the aims roles and objectives of each of these. |  |  | |
| **P1.1 – Task 03** | Describe and explain with examples from your project choice, what a project Initiation is, the importance of defining Aims and Objectives and what a Feasibility Study is and expects to achieve. |  |  | |
| **P1.1 – Task 04** | Using the scenario, discuss what a Project proposal Document and a Business Case are, ownership, objectives and what they hope to achieve. |  |  | |
| **P1.1 – Task 05** | Using the template [here](LO1%20-%20Resources/LO1%20-%20Task%2005%20-%20Project%20Proposal%20Template.doc), and the guide [here](LO1%20-%20Resources/LO1%20-%20Task%2005%20-%20Project%20Proposal%20Template%20Instructions.doc), create, customise and complete a project proposal for your selected scenario. |  |  | |
| **P1.1 – Task 06** | Using the scenario, describe and discuss how Defining project Controls and Define a Communication Strategy benefit a project, including ownership, objectives and what they hope to achieve. |  |  | |
| **P1.1 – Task 07** | Using the template [here](LO1%20-%20Resources/LO1%20-%20Task%2007%20-%20Communications%20Plan%20Template.doc), and the guide [here](LO1%20-%20Resources/LO1%20-%20Task%2007%20-%20Communications%20Plan%20Instructions.doc), create, customise and complete a communication plan for your selected scenario. |  |  | |
| **P1.2 – Task 08** | Using the scenario, discuss how what a project Plan and Resource Plan are, their benefit to a project, including ownership, objectives and what they hope to achieve. |  |  | |
| **P1.2 – Task 09** | Using the template [here](LO1%20-%20Resources/LO1%20-%20Task%2009%20-%20Project%20Plan.doc), and the guide [here](LO1%20-%20Resources/LO1%20-%20Task%2009%20-%20Project%20Plan%20-%20Instructions.doc), create, customise and complete a Project plan for your selected scenario. |  |  | |
| **P1.2 – Task 10** | Using the scenario, discuss what a Financial Plan is, the benefit to a project, including ownership, objectives and what they hope to achieve. |  |  | |
| **P1.2 – Task 11** | Using the scenario, discuss what a Quality Assurance Plan is, the benefit to a project, including ownership, objectives and what they hope to achieve. |  |  | |
| **P1.2 – Task 10** | Using the scenario, discuss what a Risk Management Plan is, the benefit to a project, including ownership, objectives and what they hope to achieve. |  |  | |
| **P1.3 – Task 11** | Using the scenario, explain and discuss in terms of Project Direction what to Manage Project Controls, Reporting Project Status, Managing Communications and Managing Risk are, why they are important and how they can be used to direct a successful project running process. |  |  | |
| **P1.4 – Task 12** | Using the scenario, explain and discuss in terms of Project Direction what a Review of the Project is, why identifying Lessons learned is important and why this stage of the project management process is important to the future of the company or similar projects. |  |  | |
| **LO2 - Understand the Skills Project Managers Need to Have** | | | | |
| **P2.1 – Task 01** | Describe how communication is an effective characteristic of a Project Manager and for your project define the Project Managers communication needs and desires. |  |  | |
| **P2.2 – Task 02** | Describe how Team Building is an effective characteristic of a Project Manager and for your project define the benefits of Team Building in the Projects Success. |  |  | |
| **P2.3 – Task 03** | Describe how Planning Skills are an effective characteristic of a Project Manager and for your project define the Project Managers planning skills needs and desires. |  |  | |
| **P2.4 – Task 04** | Describe how Conflict and Time Skills are effective characteristics of a Project Manager and for your project define the Project Managers Conflict and Time Management skills needs and desires. |  |  | |
| **P2.5 – Task 05** | Describe how Negotiation and Problem Solving Skills are effective characteristics of a Project Manager and for your project define the Project Managers Negotiation and Problem Solving skills needs and desires. |  |  | |
| **P2.6 – Task 06** | Describe how the ability to Influence and Leadership skills are effective characteristics of a Project Manager and for your project define the need to influence others and Leadership demands in terms of project needs and desires. |  |  | |
| **P2.7 – Task 07** | Describe how Critical thinking and Business Case Writing are effective characteristics of a Project Manager and for your project define the Project Managers Critical Thinking and Business Case Writing needs and desires. |  |  | |
| **P2.8 – Task 08** | Describe how Risk Management and Cost Control are effective characteristics of a Project Manager and for your project define the Project Managers Risk Management and Cost Control needs and desires. |  |  | |
| **LO3 - Understand How and Why Projects are Monitored and Factors That Influence a Project** | | | | |
| **P3.1 – Task 01** | Explain why it is important to monitor a project using a Budget Variance Analysis report Explain how a Budget Variance Analysis report can be used to fault find within a project. |  |  | |
| **M1.1 – Task 02** | Analyse how a Budget Variance Analysis report can be used to fault find within your project and explain the potential impacts on the project. |  |  | |
| **P3.1 – Task 03** | Explain what Quality Management and Risks and Decision Logs are and how these reports can be used to manage progression within a project. |  |  | |
| **M1.2 – Task 04** | Analyse how Quality Management techniques can influence a specific project and explain the potential impact(s) on the project of using this technique. |  |  | |
| **P3.1 – Task 05** | Explain the benefits of Regular Reporting and Comparison of Actual versus planned progress are and how these reports can be used to manage progression within your project. |  |  | |
| **M1.3 – Task 06** | Analyse how Regular Reporting and Comparing Actual vs. Planned techniques can influence a specific project and explain the potential impacts on the project of using these techniques. |  |  | |
| **P3.1 – Task 07** | Explain the reasons and benefits for monitoring a project including identifying issues and providing solutions and explain how this can be used to manage progression within your project. |  |  | |
| **M1.4 – Task 08** | Analyse how monitoring a project processes can influence a specific project and explain the potential impacts on the project of using this technique. |  |  | |
| **D1.1 – Task 09** | In terms of Reporting, Quality Management and Comparison of Values, evaluate the effectiveness of the methods used for monitoring for your specific project. |  |  | |
| **P3.2 – Task 10** | Explain with examples how internal factors within a company can influence a project and how these influences can and need to be monitored as the project progresses. |  |  | |
| **M1.5 – Task 11** | Analyse the Internal factors that present a risk to a specific project and explain the potential impacts on the project |  |  | |
| **P3.2 – Task 12** | Explain with examples how external factors within a company can influence a project and how these influences can and need to be monitored as the project progresses. |  |  | |
| **M1.5 – Task 13** | Analyse the External factors that present a risk to a specific project and explain the potential impacts on the project. |  |  | |
| **P3.2 – Task 14** | Using the [website](http://calleam.com/WTPF/?page_id=799) examples, explain how other factors can present a risk to the success of a project. |  |  | |
| **P3.2 – Task 15** | Discuss in terms of your project the need to monitor other activities in order for a project to be more of a success. |  |  | |
| **M1.5 – Task 16** | Analyse the Other factors that present a risk to a specific project and explain the potential impacts on the project. |  |  | |
| **D1.2 – Task 17** | In terms of Internal, External and Other risks, evaluate the effectiveness of the methods against the potential risks when monitoring your specific project. |  |  | |
| **LO4 - Be Able to Prepare Project Plans** | | | | |
| **P4.1 – Task 01** | Using the [template](LO4%20-%20Resources/Project%20Plan.doc), prepare a project plan for a specific project. |  |  | |
| **M2.1 – Task 02** | Explain how the risks to a specific project could be mitigated. |  |  | |
| **D2.1 – Task 03** | Evaluate the impact on a specific project if contingencies have to be implemented. |  |  | |
| **P5.1 – Task 04** | Create a CPA diagram of one of your business project activities, explain this tool within a project management scenario and justify the use of this tool within your project plan. |  |  | |
| **M2.2 – Task 05** | Explain how the risks to a specific project could be mitigated with the use of a CPA diagram. |  |  | |
| **P5.1 – Task 06** | Create a Gantt Chart of one of your business project activities, explain this tool within a project management scenario and justify the use of this tool within your project plan. |  |  | |
| **M2.2 – Task 07** | Explain how the risks to a specific project could be mitigated with the use of a Gantt charts. |  |  | |
| **P5.1 – Task 08** | Create a PERT diagram of one of your business project activities, explain this tool within a project management scenario and justify the use of this tool within your project plan. |  |  | |
| **M2.3 – Task 09** | Explain how the risks to a specific project could be mitigated with the use of a PERT diagrams. |  |  | |
| **P5.2 – Task 10** | Explain with examples how software packages and Flow Diagrams can be useful tools within a project management scenario and justify the use of these tools within your project plan. |  |  | |
| **M2.4 – Task 11** | Explain how the risks to a specific project could be mitigated with the use of a software packages and Flow Diagrams. |  |  | |