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| http://www.cooperstc.com/index_htm_files/25897.png | **Coopers**  Cambridge TEC (Certificate/Diploma) in IT  **Unit 09 - Project Planning With IT** | Student Name:­­­­ **Grade Awarded by:**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 09 - Assignment Checklist - DD-MM-2014

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| **TASKS & LEVEL** | **ACTIVITIES** | | | | | | | | | | | | | | **STUDENT** | | **STAFF** |
| **LO1 - Understand how projects are managed** | | | | | | | | | | | | | | | | | |
| **P1.1 – Task 1** | Explain the importance of defining the Goal and the Analysing the Problem for a project in order to meet the success criterion. | | | | | | | | | | | | | |  |  | |
| Defining the Goal | | | | | | | Problem Analysis | | | | | | |
| **P1.2 – Task 2** | Explain the importance of System Investigating and a Feasibility Study for a project in order to meet the success criterion. | | | | | | | | | | | | | |  |  | |
| System Investigating | | | | | | | Feasibility Study | | | | | | |
| **P1.3 – Task 3** | Explain the importance of preparing a convincing Project Proposal for a project in order to meet the success criterion. | | | | | | | | | | | | | |  |  | |
| **P1.4 – Task 4** | Explain the importance of setting SMART objectives to produce possible solutions and how these objectives can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| **P1.5 – Task 5** | Explain the importance of pre-designing Aspects of a system and how a good system plan can have an impact on the success of a project production. | | | | | | | | | | | | | |  |  | |
| **P1.6 – Task 6** | Explain the importance of setting specific Team Roles in terms of Authority, Responsibility and Accountability and how this can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| Authority | | | Responsibility | | | | | | | Accountability | | | |
| **P1.7 – Task 7** | Explain the importance of setting specific Scheduling Targets in terms of Event, Activity and Span Time and how this can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| Event | | | | | Activity | | | | | | Span Time | | |
| **P1.8 – Task 8** | With the use of specific tables, explain the importance of setting specific Finding Targets and how this can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| **P1.9 – Task 9** | Explain the importance of organising User Documentation and the need for precision and quality in terms of addressing user issues. | | | | | | | | | | | | | |  |  | |
| **P1.10 – Task 10** | Explain the importance of Testing and Maintenance, discuss different methods available and explain with examples how these can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| Testing | | | | | | | Maintenance | | | | | | |
| **P1.11 – Task 11** | Explain the importance of Training and Launching and how the quality and timing of these can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| Training | | | | | | | Launching | | | | | | |
| **P1.12 – Task 12** | Explain the importance of Feedback and Project Reviewing and how assessing the failures and successes of a project can have an impact on the success of a future project. | | | | | | | | | | | | | |  |  | |
| Feedback From Users | | | | | | | Review of project | | | | | | |
| **P2.1 – Task 13** | Explain with examples the importance of using Current, Prior and Researched information for project management and how this can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| Current | | | | | Prior | | | | | | Researched | | |
| **P2.2 – Task 14** | Explain the importance of organising Personnel in terms of Work Activity, Considered History and Work Effort and how this can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| Work Activity | | | | | Considered history | | | | | | Work Effort | | |
| **P2.3 – Task 15** | Explain with examples the importance of planning for specific Resources spends in terms of Direct and Indirect costs and how this can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| Direct Costs | | | | | | | Indirect Costs | | | | | | |
| **P2.4 – Task 16** | Explain with examples the importance of planning for specific Resources spends in terms of Equipment and Software costs and how this can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| Equipment Costs | | | | | | | Software Costs | | | | | | |
| **P2.5 – Task 17** | Explain with examples the importance of Project Management Software and how this can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| **P3.1 – Task 18** | Explain the importance of Preparing Risk Analysis information in terms of Risk, Category and Probability and explain how this can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| Risk | | | | | Category | | | | | | Probability | | |
| **P3.2 – Task 19** | Explain with examples the importance of management leadership and Communication between client and project manager and how failing on this issue can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| Lack of Management Leadership | | | | | | | Poor Communication | | | | | | |
| **M2.1 – Task 20** | Using your chosen project, explain the impact Lack of Leadership and Poor Communication would have on a project. | | | | | | | | | | | | | |  |  | |
| Lack of Management Leadership | | | | | | | Poor Communication | | | | | | |
| **P3.3 – Task 21** | Explain with examples how external factors including conflict with the client can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| External Factors | | | | | | | Conflicts | | | | | | |
| **M2.2 – Task 22** | Using your chosen project, explain the impact External Factors and Conflicts would have on a project. | | | | | | | | | | | | | |  |  | |
| External Factors | | | | | | | Conflicts | | | | | | |
| **P3.4 – Task 23** | Explain with examples how Poor testing and Finished Quality of Product can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| Poor testing | | | | | | | Quality of Finished product | | | | | | |
| **M2.3 – Task 24** | Using your chosen project, explain the impact Poor testing and Quality of the Finished Product would have on a project. | | | | | | | | | | | | | |  |  | |
| Poor testing | | | | | | | Quality of Finished product | | | | | | |
| **P3.5 – Task 25** | Explain with examples how Unrealistic Timescales and Poor Progress Tracking can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| Unrealistic Timescales | | | | | | | Poor progress tracking | | | | | | |
| **M2.4 – Task 26** | Using your chosen project, explain the impact Unrealistic Timescales and Poor Progress Tracking would have on a project. | | | | | | | | | | | | | |  |  | |
| Unrealistic Timescales | | | | | | | Poor progress tracking | | | | | | |
| **P3.6 – Task 27** | Explain with examples how not following Internal Guidelines and being aware of Legislation can have an impact on the success of a project. | | | | | | | | | | | | | |  |  | |
| Internal Guidelines | | | | | | | Awareness of legislation | | | | | | |
| **M2.4 – Task 28** | Using your chosen project, explain the impact Internal Guidelines and Awareness of Legislation would have on a project. | | | | | | | | | | | | | |  |  | |
| Internal Guidelines | | | | | | | Awareness of legislation | | | | | | |
| **M1.1 - Task 29** | Produce a report that describes and compares three Project Management Methodologies that are used within Business Planning. | | | | | | | | | | | | | |  |  | |
| **M1.2 – Task 30** | Research and describe the range of advantages and disadvantages of these methodologies | | | | | | | | | | | | | |  |  | |
| Method 1 | | | | | Method 2 | | | | | | Method 3 | | |
| **LO2 - Be able to plan projects** | | | | | | | | | | | | | | | | | |
| **P4.1 - Task 1** | Using the Project Plan [attached](Unit%2009%20-%20AO2%20-%20Task%201%20-%20Project-Plan.doc), Identify the clients, stakeholders and target audience. | | | | | | | | | | | | | |  | |  |
| **P4.2 - Task 2** | Using the Project Plan [attached](Unit%2009%20-%20AO2%20-%20Task%201%20-%20Project-Plan.doc), identify any requirements necessary for the project solution | | | | | | | | | | | | | |  | |  |
| **P4.3 - Task 3** | Using the Project Plan [attached](Unit%2009%20-%20AO2%20-%20Task%201%20-%20Project-Plan.doc), outline the project scope for your project | | | | | | | | | | | | | |  | |  |
| **P4.4 - Task 4** | Using the Project Plan [attached](Unit%2009%20-%20AO2%20-%20Task%201%20-%20Project-Plan.doc), outline the potential short and long term benefits of the completed project on business functions. | | | | | | | | | | | | | |  | |  |
| **P4.5 - Task 5** | Using the Project Plan [attached](Unit%2009%20-%20AO2%20-%20Task%201%20-%20Project-Plan.doc), outline the success criterion for your project. | | | | | | | | | | | | | |  | |  |
| **P4.6 - Task 6** | Using the Project Plan [attached](Unit%2009%20-%20AO2%20-%20Task%201%20-%20Project-Plan.doc), outline the project constraints that may have an impact on the finished product. | | | | | | | | | | | | | |  | |  |
| **P4.6 - Task 6** | Using the Project Plan [attached](Unit%2009%20-%20AO2%20-%20Task%201%20-%20Project-Plan.doc), outline the project deliverables and match these against the success criteria set in the previous task. | | | | | | | | | | | | | |  | |  |
| **P4.7 - Task 7** | Using the Project Plan [attached](Unit%2009%20-%20AO2%20-%20Task%201%20-%20Project-Plan.doc), outline the **project assumptions** and **constraints** that can have an impact on the success of a project. | | | | | | | | | | | | | |  | |  |
| Product Assumptions | | | | | | | Constraints | | | | | | |
| **P4.8 - Task 8** | Using the Project Plan [attached](Unit%2009%20-%20AO2%20-%20Task%201%20-%20Project-Plan.doc), outline the potential project issues (e.g. ethical, sustainable, health and safety). | | | | | | | | | | | | | |  | |  |
| **P5.1 – Task 9** | Using this Project Plan, complete a Project Workflow Gantt Chart that describes the **Timings** and **Milestones** of your selected project. | | | | | | | | | | | | | |  | |  |
| Timings | | | | | | | Milestones | | | | | | |
| **P5.2 – Task 10** | Using this Project Plan and Gantt Chart, complete a Project and Budgeting Spreadsheet that describes the **risk analysis** and **costing breakdown** of the selected project. | | | | | | | | | | | | | |  | |  |
| Risk Analysis | | | | | | | Costing breakdown | | | | | | |
| **P5.3 – Task 11** | Prepare this collected information above into a usable format within the Project Plan in the form of a report. | | | | | | | | | | | | | |  | |  |
| **M3.1 - Task 12** | Using the information from the Gantt chart, produce a pert chart that defines the chain of Timings, Deadlines and Milestones activities for your Project. | | | | | | | | | | | | | |  | |  |
| **M3.2 – Task 13** | Using section 12 of your Project Plan, state the Milestones and parallel Processes of your Project Schedule. | | | | | | | | | | | | | |  | |  |
| **D1.1 – Task 14** | Evaluate the use of Gantt and PERT charts, identifying advantages and disadvantages for both chart types. | | | | | | | | | | | | | |  | |  |
| **D1.2 – Task 15** | Compare with evidence the different software used to create the Project charts using the selected criteria. | | | | | | | | | | | | | |  | |  |
| **LO3 - Be able to follow project plans** | | | | | | | | | | | | | | | | | |
| **P6.1 – Task 1** | Produce examples from your Product production that you have Maintained the Project Plan in keeping with timescales and targets. | | | | | | | | | | | | | |  | |  |
| **P6.2 – Task 2** | Document and evidence Adjusting the Project Plan in keeping with changes to the Project Production. | | | | | | | | | | | | | |  | |  |
| **P6.3 – Task 3** | Document and annotate three forms of Meetings or Discussion materials gathered throughout the Project Production. | | | | | | | | | | | | | |  | |  |
| Memo | | | | | Minutes | | | | | | Letter | | |
| **P6.4 – Task 4** | Document and annotate the meeting of 5 Milestones throughout the Project Production, discuss the Milestone, the importance of meeting it and the consequences of missing the Milestone. | | | | | | | | | | | | | |  | |  |
| What the Milestone is | Has it been met | | | | | The importance of the Milestone | | | Impact of Meeting or Missing | | | | Evidence of each. |
| **P6.5 – Task 5** | Create additional User and Client Project tests for your Production that demonstrates the robustness of your Project Plan. | | | | | | | | | | | | | |  | |  |
| **P6.6 – Task 6** | State and demonstrate whether you have met the Success Criterion set in LO2 with your Project Plan. | | | | | | | | | | | | | |  | |  |
| **P6.7 – Task 7** | State and demonstrate how you have met the Project requirements stated in LO2. | | | | | | | | | | | | | |  | |  |
| **P6.8 – Task 8** | Witness the 6 stages of User Documentation produced and explain how this is in keeping with your clients’ needs within the Project Plan. | | | | | | | | | | | | | |  | |  |
| Quality and Layout | | | | | Specifications | | | | | | How to Use | | |
| How to Adapt | | | | | FAQ | | | | | | Troubleshooting | | |
| **LO4 - Be able to review the project management process** | | | | | | | | | | | | | | | | | |
| **P7.1 – Task 1** | Adapt and Complete the report “**Unit 09 - LO4 - Task 1 - Project - Closeout Report**” for your event under Section B evaluating the **Milestones**. | | | | | | | | | | | | | |  | |  |
| **D2.1 – Task 2** | In the last column of Section B, Suggest improvements that could be made to the setting of Milestones if you were to repeat this project again. | | | | | | | | | | | | | |  | |  |
| **P7.2 – Task 3** | Adapt and Complete the report “**Unit 09 - LO4 - Task 1 - Project - Closeout Report**” for your event under Section C evaluating the **project performance Specification**. | | | | | | | | | | | | | |  | |  |
| **D2.2 – Task 4** | In the last column of Section C, Suggest improvements that could be made to the negotiation of the Project Specification if you were to repeat this project again. | | | | | | | | | | | | | |  | |  |
| **P7.3 – Task 5** | Adapt and Complete the report “**Unit 09 - LO4 - Task 1 - Project - Closeout Report**” for your event under Section D evaluating the **Costings and Budgets**. | | | | | | | | | | | | | |  | |  |
| **P7.4 – Task 6** | Adapt and Complete the report “**Unit 09 - LO4 - Task 1 - Project - Closeout Report**” for your event under Section E evaluating the **Final Product Scope**. | | | | | | | | | | | | | |  | |  |
| **D2.3 – Task 7** | In the last column of Section E, Suggest improvements that could be made to the **Project Scope** if you were to repeat this project again. | | | | | | | | | | | | | |  | |  |
| **P7.5 – Task 8** | Adapt and Complete the report “**Unit 09 - LO4 - Task 1 - Project - Closeout Report**” for your event under Section F evaluating how you overcame the **External Factors of Influence**. | | | | | | | | | | | | | |  | |  |
| **D2.4 – Task 9** | In the last column of Section F, Suggest improvements that could be made in preparation for **External Factors of Influence**.if you were to repeat this project again. | | | | | | | | | | | | | |  | |  |
| **P7.6 – Task 10** | Create a questionnaire that gains feedback from three users, the clients and two others aimed at improving the effectiveness of the Project Planning stage and complete Section G – lessons learned in response to feedback gained. | | | | | | | | | | | | | |  | |  |
| **D2.5 – Task 11** | Evaluate your feedback from 3 users, commenting on qualitative responses with an aim of improving the effectiveness of the Project planning. | | | | | | | | | | | | | |  | |  |
| **P7.7 – Task 12** | Produce a Self Evaluation of your Project Management Skills based on the selected criterion. | | | | | | | | | | | | | |  | |  |
| Setting of milestones | | Meeting deadlines | | | | | Actual resources usage | | | | | Management others | |
| Budgeting and Costs | | Effectiveness of Planning and Implementation | | | | | | | | | | Risk Management | |
| **D2.6 – Task 13** | Make recommendations to your Project Management skills that could benefit you in the future on based on the selected criterion. | | | | | | | | | | | | | |  | |  |
| Project management skills | | | | Final product | | | | Resources usage | | | | Future projects | |