

Project Time Management 641

Semester 1, 2014

Assignment 1

This assignment allows you to develop your skills in planning a project, particularly scheduling the work and resources required to achieve a project objective. It also requires you to apply project management software to aid the planning, optimising and reporting of your project.

You will be assessed on your ability to display an understanding of project scheduling and you are expected to be able to apply the software to a degree that enables you to record and display appropriate project data to support your responses. Advanced skills with MS-Project are not required but clear presentation of your plans is essential.

You are to compile a schedule utilising MS-Project* to plan and manage this project.

Background

You live and work in Perth, Western Australia with your partner/spouse and 3 children.

You have been invited to the wedding of your best friend who is getting married in London UK and you decide to attend the wedding and make this event part of a long-awaited European holiday for your family.

The objective of the project is for your family to attend this wedding and to experience Europe, which you determine will involve visiting at least 3 cities in 3 countries of Europe. Your family agrees that three weeks is appropriate and you will need to arrange leave from work and school.

The wedding is on Saturday 10th May 2014. The wedding invitation is for you and your partner (but your children are not invited).

You have accumulated more than enough leave at work but you have heavy commitments and your current assignment (closing out a major contract) will not be finalised until Thursday 1st May 2014. You must be at work on that day but you may leave anytime thereafter. Your boss is pretty flexible with dates as you work somewhat independently.

For many years, you have been regularly contributing to a 'holiday saver' bank account and this now has a balance of \$35,500 which you decide to use to fund this holiday.

Assignment Requirements

A. Create a project schedule: (40 marks)

1. (20 marks) Develop a logical work breakdown structure (WBS) showing the items of work necessary to accomplish this project. You will need to create some summary tasks to define a structure for your project work in addition to describing the work activities that need to be undertaken.
You can develop this WBS to whatever level of detail you need, however project reports in this assignment should show 50 to 75 items (ie no more than 75 lines in the WBS of any report).
2. (20 marks) Based on your WBS for the project, estimate the durations and resources for the activities that will be required to achieve the project objectives.
Show the dependencies between the activities/tasks that comprise your project schedule.
Clearly show the resources and durations of the components of your schedule.
In your schedule, clearly identify the start, end and duration of the project work and the dates planned for any milestones that will need to be achieved to successfully execute the project.

B. Time planning & control: (20 marks)

1. (10 marks) The sequence of tasks is based on dependencies, which may be either hard/mandatory or soft/discretionary. Briefly describe these different types of dependencies and illustrate both of these with specific examples taken from your project WBS.

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As a guide, your answer should not be more than 200 words.

2. (10 marks) Make an assessment of the appropriateness of the funding that you have for this project. Justify your assessment.

As a guide, your explanation should be about 250 words.

C. Managing a Variation: (30 marks)

1. (15 marks) Three days before you are due to depart on your holiday, you hear from a close friend who now lives in Vietnam who invites you to visit and meet her family. She can provide you and your family with accommodation. You are really keen to reunite with this friend and take advantage of this opportunity to see this country. After consultation with your family, you accept her offer and hurriedly make arrangements to extend your trip by one further week to include a visit to Hanoi on your return journey from Europe.

Vietnam requires visas which must be gained prior to entry and for that purpose, you are required to lodge your passports at the Vietnamese Embassy for 2 weeks.

Note: The Vietnamese Government, in reality, offers speedier and more convenient ways to obtain visas however, for the purposes of this assignment you may not use any of these alternative processes. Assume that you are travelling on Australian passports and assume that you and your family will require these visas and that you will need to lodge and leave your passports with the Vietnamese embassy for 2 full weeks.

Re-plan your holiday to include this variation, ensuring that you manage any significant risks associated with changing and extending the holiday.

Provide a revised WBS and schedule for the project including this variation (with the reports limited to 50 – 75 lines).

2. (15 marks) Explain the effects of this change on the planned project, including additional work and activities and those that have changed or no longer required and the associated changes to budget, risks etc.

Explain if and how you can still meet your objectives within the new constraints on your holiday.

As a guide, this explanation should about 300 words.

Important Instructions

- This is an individual assignment that requires you to present your own work.
- Presentation & layout of your assignment counts (10 marks).
- Present your work in a well-structured format.
- Ensure you adhere to the 'Guidelines for Submitting Soft Copy Assignments' which are available on Blackboard, under Assignments
- The assignment is due by 5:00 pm (WST) on Wednesday 7th May and must be submitted through Turnitin.
- Include an Assignment 1 Cover Sheet and Marking Sheet with your assignment.
- You may, but are not required to reference scholarly texts and articles to support your arguments. If you do, referencing must conform to Curtin University guidelines (Chicago).

* If you wish to use an alternate project scheduling and modelling software tool for the assignment (ie. other than MS-Project), you must have the prior agreement of the lecturer.