



BN205/MN601 Network Project Management

Assignment 2: Major Group Project Assignment

Report Submission Due: Week 11

Total Marks = 100 Marks (15% of Course Assessment)

Minimum **2000 words** exclusive of references and diagrams

Purpose of the assessment:

The purpose of this major assignment is to inscribe a **well-researched project management document** based on the overall parameters of a project, and establishes the appropriate project management and quality environment required to complete the chosen project.

Background

The document will include the various phases of Project Management such as *initiating, planning, executing and closing* a project. As the Project Management Plan helps the management team to maintain a constant focus towards delivering the major project in accordance with the customers' needs, wants, and expectations, the development of such a plan is comprised of the business case (refined from the Charter), project objectives and goals, success criteria, scope, high level schedule, stakeholder accountabilities, the communication plan, benefits and costs, governance and resourcing, the management approaches and a high level risk plan.

These documents ensure a consistent understanding of the project, help to set expectations, and identify resources necessary to move the project to the next level of detailed planning. The Major project must be delivered in a manner that captures the user's trust and confidence in the project plans ability to effectively and efficiently deliver a quality service or product. In order to insure major project success, it is imperative that good project management principles are used beginning early in the planning stage of a project. As the major project becomes more defined, the Project Management Plan will become the tool by which the project will be effectively managed.

Description of the assessment

The group is to **present a report** of a project as a group of 3-4 people. The group has to choose a project topic from the group members' individual project proposals (Assignment #1). Once Lecturer approval is obtained, your group is to **address all the Process Areas** of the project, as outlined in the Project Management unit as logically numbered topics in the report.

Appendices **will** contain Project and Assignment supporting documents, such as: a record of each group member's meeting agenda and minutes, the approved project proposal, examples of reports that would have been created in such a project, your projects meeting agendas and schedule etc.

The conclusion will analyse **imagined** project issues, conduct the post-project review (i.e., lessons learned) and make recommendations for future projects.

Team Roles

A Team **Captain** will be chosen for the purpose of selecting an additional 2-3 people for the team. Members should be chosen with unique skills to work effectively and co-operatively to complete the chosen assignment. Management of the Assignment tasks will be shared in the group. Any areas of the report **written individually** must be specified as such in the topic heading or it will be deemed the responsibility of the group should problems arise.

The role of Project Manager is shared equally in whatever manner you decide. The Sponsor, for the purpose of the report, is the individual who has expert knowledge of the selected proposal requirements. Students should include aspects of the project as if they were the Project Manager.

Students are expected to show evidence of reading and research using credible resources including, but not confined to their prescribed text. The assignment will be marked on the basis of depth of analysis, research, properly referenced and synthesised of a suitable and a well-argued response. Failure to complete and submit the assessment by the due time and date will result in a fail for the subject.

Assessment will be on the basis of the realistic nature of the project and how well it is presented. You should present the final document in a form that would be consistent with the details of your chosen project, and written in Business English in a report format. Make sure that the timeline, the budget and the quality of the work is realistic, justifiable and sufficiently attractive to win a tender for a real project. It is a requirement of the subject that reports include the use of PM tools (Flowcharts, Forms, diagrams) and software (Microsoft Project and Diagram tools such as Visio, Dia etc).

Project Report Requirements

Your major group project report must consist of at **least** the following:

- **Approval Document** for the proposed major group project
 - A clear **outline** of the project including title, start and end date, goals and objectives, etc.
 - (*Project proposal template and Submission link* is available in Moodle)
- **Project requirements** gathered and assumed (both functional and non-functional)
- Develop a project plan
- Determine project scope
- Stakeholder analysis for your project
- Use of Microsoft Project to complete
 - Work Breakdown Structure (WBS)
 - allocate time and resources,
 - apply cost
 - prepare Gantt Chart and Network Diagram.
 - Estimate time for your project
 - Determine resource needs for your project
- The envisaged project team members (title, skills/expertise, ie not students!)
 - Estimate cost for your project
 - Plan Quality for your project
 - Plan communications for your project
 - Plan project risks management

- Plan project deployment
- Crash the total project duration for 2 weeks. (show before and after)
- Project Signoff (page)
- Justify any assumptions
- Post project review and recommendations

Submission guidelines

The report should have a consistent, professional, and well-organized appearance. Create the report (Minimum **2000** Words) showing extensive use of MS Project.

1. Your report should include the following:
 - The cover page must identify student's (name and number), teaching staff, and assignment.
 - The assignment must use 12 point font size and at least single line spacing with appropriate section headings.
 - The report must include **executive summary, table of contents, introduction, discussions (with heading/sub-headings to address the requirements listed above), conclusions and recommendations, references and appendices.**
 - Reference sources must be cited in the text of the report, and listed appropriately at the end in a reference list.
2. The assignment must be submitted in soft (electronic) copy under *Moodle*. The page numbers of the assignment must be clear on each page. Should Moodle fail to operate for any reason, a zipped screen dump of the error message and the assignment emailed to the lecturer BEFORE the due date and expiry time will act as a backup method.

Marking criteria

Marks are allocated as follows:

Section to be included in the report	Description of the section	Marks
Executive summary, introduction, logical structure and conclusion	Executive summary, table of contents, introduction, logical flow of information and conclusion for the major project. The project should reflect a meaningful project title and a reasonable time period of between 6 months and/or over, as requested.	14
Project constraints and project requirements. Project crashing.	Well focused project Scope, WBS, estimation of Time, Cost, Quality, and understood key stakeholder s' roles and responsibilities including project team based on the major group project. List of functional and non-functional requirements. Crash the project duration for two weeks.	24
Project stakeholders, communications and risk management plan	Responding to the required task such as stakeholders analysis, communication matrix, risk matrix, and so on.	20
An effective use of MS Project software	The demonstration of scheduling, resourcing, and costing of different activities and tasks using an effective use of MS Project software (Clear knowledge and understanding). Required charts/graphs (Gantt chart, Network diagram, etc.) are extracted from MS Project software.	20
Project Deployment	Detailed description of project deployment plan	6

Project signoff, project review and recommendations	Project signoff letter, post-project review and recommendations	10
Reference and appendices	APA	6
Poor writing	Inadequate structure, careless presentation, or the report exceeds the word limit by more or less than 10%	-10
Plagiarism	Type of plagiarism <ul style="list-style-type: none"> - Copy from other student - Copy from internet source/textbook - Copy from other sources 	-100
	Total	100

Extensions: Requests for an extension, accompanied by supporting special consideration documentation, must be received from the student in writing **before 3 working days from the due date**. Penalties apply for late submission without an approved extension. Special consideration form is available on level 7 reception.

Penalties: Academic misconduct such as cheating and plagiarism incur penalties ranging from a reduced result to program exclusion. Turn IT In scores will be used to initially check assignments.

Marking Rubric for Assignment 2: Total Marks – 100 (15% of Course Total)

Marker's Name:		Mark Achieved:	
		/100	
Description	Excellent	Good	Unsatisfactory
Clear executive summary, introduction, logical structure and conclusion. The project should reflect a meaningful project title and a reasonable time period of between 6 months and/or over, as requested (start and end dates are Specific & Clear) /14	All topics are pertinent and covered in depth. Ability to think critically and source material is demonstrated	Generally relevant and analysed.	This is not relevant to the assignment topic.
Presenting well focused project Scope, WBS, estimation of Time, Cost, Quality, and understood key stakeholder s' roles and responsibilities including project team based on the major group project, demonstrating MGT3PM knowledge. /26	All elements are present and very well integrated.	Components present and mostly well integrated	Proposal lacks structure.
Use of the subject material including theories, literature, various charts (Gantt and PERT), Network structures used & applications to support overall ideas. Use of research, interpretation & the connections to the topic being presented./14	Logic is clear and easy to follow with strong arguments	Mostly consistent logical and convincing	Argument is confused and disjointed
The demonstration of scheduling, resourcing, and costing of different activities and tasks using an effective use of MS Project software (Clear knowledge and understanding). Required charts/graphs (Gantt chart, Network diagram, etc.) are extracted from MS Project software./20	All elements are present and very well integrated.	Components present and mostly well integrated	Proposal lacks structure.
Methods/strategies used for monitoring project during its lifecycle and controlling quality. Finishing and signing off the project and demonstration of the project evaluation, its importance, and critical lesson learned./6	All elements are present and very well integrated.	Components present and mostly well integrated	Proposal lacks structure.
Use of the specific discipline knowledge and terminologies, the business terms, & naturally flawing to suggestions or conclusion./4	All elements are present and very well integrated.	Components present and mostly well integrated	Proposal lacks structure.
Originality and expected outcomes. Coverage and use of creditable sources, effort made, and level of library search, (Appendices). Writing style and sentences construction grammar, spelling, & sentence syntax & wording. Citation style & how it has been used./4	All elements are present and very well integrated.	Components present and mostly well integrated	Lacks consistency with many errors
Deployment Plan./6	All elements are present and very well integrated.	Components present and mostly well integrated	Proposal lacks structure.
Reference style/6	Clear styles with excellent source of references.	Generally good referencing style	Lacks consistency with many errors
Poor writing	Inadequate structure, careless presentation, or the report exceeds the word limit by more or less than 10%		-10
Plagiarism	Type of plagiarism - Copy from other student - Copy from internet source/textbook - Copy from other sources		-100