University of Bedfordshire

CIS011-6 Professional Project Management
Coursework Assignment

Introduction

This assignment is designed to develop and assess your project management skills through the management of a project from its initial inception right the way through to product delivery and lessons learned report.

This will be a group-based assignment, and you will work together in groups of 10 people. However, although you will be working together (to bring together the reality of working in a group), the coursework assignment will be assessed on an individual basis – if you do not contribute to the team you will not receive a good grade.

The assignment

You are working as a group of up to 10 individuals who need to come together and work as a team. You will be using the PRINCE2 project management methodology to run a real-life project. As part of an educational advisory team you have been asked to create an educational showcase about an emerging technology. The area that your team looks at must be directly related to the course that you are studying, but may cover any aspect of technology within this area.

As a team you must produce the following:

1) Comprehensive Project Management Documentation – these must include Project Brief, Project Initiation Document, Highlight Reports, Lessons Learned Report and Meeting Minutes.
2) A Gantt chart that defines realistic deadlines.
3) A RACI Matrix based on the template provided on BREO.
4) A Risk Response Plan that clearly addresses the risks specific to the project.
5) A 12 page slide show that discusses the technology, it's benefits and future developments;
6) An educational virtual world showcase about the technology. A dedicated space will be provided in the UoB Virtual World (see slides on BREO). Please note that familiarization with the underlying technology is part of the project work and therefore must be managed as part of the project work;
7) A short video on the technology that can be used as an educational tool;
8) A social media presentation (e.g. blog, facebook, twitter, etc.) on the technology;

As an individual you must produce the following:

1) An individual report that reviews how the project was managed.
2) A peer review form using the template provided on BREO.

Rules

1) Each member must have a clearly defined role that is reflected in the RACI matrix;
2) No extensions to deadlines will be given, late deliverables will not be accepted;
3) PRINCE2 must be the project management methodology used;
4) All members must make a clearly defined contribution to the project and, as far as possible, all contributions should include an equal amount of work;
5) A project manager (1 per group) must be appointed during the first week;
6) All deliverables must be completed before week 10.

Timeline:

Week Number	Document required to be finished by end of that week.
1	*(no practical session in this week, sign-up on BREO for Team)*
2	Project Brief
3	Project Initiation Document
4	RACI Matrix and Gantt Chart
5	Risk Response Plan
6	Highlight Report (1)
7	
8	Highlight Report (2)
9	Lessons learned report.
10	**Assessment week**
11	*(no practical session; submission of individual report)*

Submission

Submission of the individual report will be via the turnitin system on BREO.

The submission date for all deliverables is **week 9.** Late submissions will attract a mark of zero unless approved extenuating circumstances are given[1]. During the practical sessions in week 10 there will be an **assessment** of the team and individual performance where attendance is **mandatory** and non-attendance will give a mark of zero unless agreed otherwise with the unit leader *in advance*.

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[1] See http://www.beds.ac.uk/studentlife/current/academic/extenuating

For reference purposes the group must upload all project documentation and deliverables on the group's file exchange area. These files are not directly marked but they provide evidence of the context in which marks are given to individual team members (see below). Meeting minutes must be uploaded weekly.

Practical sessions

During the practical sessions guidance and help relating to the PRINCE2 methodology will be given. The practical sessions should be used to develop the products specified. Note that you will also be expected to work outside of the practical sessions.

Attendance at lectures AND practical sessions is compulsory and will be monitored.

Marking

The RACI matrix forms the basis of the marking process. It defines who is **r**esponsible, **a**ccountable, and needs to be **c**onsulted or **i**nformed in respect to the following tasks:
- *Project Brief*
- *Project Initiation Document*
- *Gantt chart*
- *Highlight Reports*
- *Power Point Presentation*
- *Showcase in a virtual world*
- *Video*
- *Social Media*
- *Lessons Learned Report*
- *Project Management*

Each team member must be accountable to exactly one of these tasks and responsible for at least two more of those tasks (the person accountable to 'Project Management' is the Project Manager).

In addition a champion must be identified for each of the following areas:
- *Scope*
- *Time*
- *Cost*
- *Quality*
- *Risk*
- *Communication*
- *Human Resources*
- *Procurement*
- *Stakeholders*
- *Integration*

The RACI matrix will be submitted during week 5 through the group file exchange area.

The final, individual report must include:
- Your evaluation of the tasks you were accountable and responsible for.
- Your evaluation of the tasks related to the knowledge area you championed
- Your general ability to work within a group.

Grades will be given in view of the following three *Learning Outcomes* of the unit:
- **(LO1)** Demonstrate a critical understanding of project management and its role within an organisation.
- **(LO2)** Articulate an appropriate approach to managing a project (including Human Resources management) within a variety of complex and challenging scenarios.
- **(LO3)** Devise a robust and well-argued risk management strategy which can be deployed within a project, in the event of unforeseen circumstances.

Marking Process:

1. During Assessment Week you receive a grade based on your performance during the presentation in which you have to reflect upon your contribution in relation to the role you had in the team. This grade counts 50% against the Assessment grade. For an A grade you need to demonstrate a proactive attitude towards the project goals.
2. Your individual report will be marked on turnitin. For an A grade the report must critically discuss and reflect upon your and the team's actions. This grade counts 50% against the Assessment grade.

Both presentation and report must be consistent with the project experience. If there are inconsistencies between the real performance (as evidenced in the project deliverables and by observation in the practical sessions) and the report/presentation the unit team will adjust the grade accordingly.

Unprofessional or unethical behaviour can lead to a downgrading.
It is necessary to regularly check BREO for updates or clarifications.

Grading criteria:
For the presentation (LO1 & LO3):

A grade (16,15,14)	Thorough and very detailed demonstration of understanding the role of project management within the team project (LO1). Professional approach in addressing the minimisation of negative project risk and utilisation of positive risk paired with an ability to develop an excellent risk management strategy for the tasks given (LO3).

B grade (13, 12, 11)	A good understanding of the role project management plays within the team project (LO1). Professional approach in dealing with project risks and ability to follow the project team's risk management strategy (LO3).
C grade (10, 9, 8)	Understanding the necessity of active participation in the team with a good demonstration of project management skills (LO1). Good understanding of the project risks and how the team's risk management strategy impacts on the project (LO3).
D grade (7,6,5)	A satisfactory understanding of where project management skills play a role within the team's project (LO1). A satisfactory appreciation of project risk within the context of the team's project (LO3).
Fail grade (4,2,1)	No or only marginal understanding of project management skills and how they would impact the success or failure of the project (LO1); no or only marginal perception of risk and lack of awareness of the relevance of the risk management strategy for the team's project (LO3).

For the individual report (LO1 & LO2):

A grade (16,15,14)	Detailed and relevant critical reflection upon the team activities that led to the success or failure of the project (LO1). Clear understanding of the approach taken to manage the team's project with a demonstrated ability to reflect on alternative approaches of project management and how they would have impacted the project (LO2).
B grade (13, 12, 11)	The role of project management in conducting the assignment task is explained in detail (LO1). A good attempt to evaluate the team activities in view of the project management methodology used (LO2).
C grade (10, 9, 8)	The report shows the relevance of project management within the team's project (LO1). A comprehensive reflection on the approach taken by the project team. Some attempts towards meaningful evaluation of the project activities (LO2).
D grade (7,6,5)	Understanding of the role of the project management methodology played for the conduct

	of the project (LO1). A detailed description of the project approach and how it led to the success or failure of the project (LO2).
Fail grade (4,2,1)	No or superficial discussion of project activities (LO1). No understanding of the approach taken to manage the project (LO2).