

UNIVERSITY OF SUNDERLAND
SCHOOL OF COMPUTING AND TECHNOLOGY

NOTE TO LOCAL TUTORS

To ensure that you students have the best possible chance of success with this assessment it is very important that you read and understand the assessment before you hand it out.

When you handout the assessment explain the assessment page by page.

In particular clearly explain the required deliverables section.
The required deliverables are very specific and must be adhered to.

Also emphasise the point covered in the section “Reminder notes about MS Project”
These have been produced from past experience of the often poor nature of the MS Project plans produced by some DL centres.

The notes cover the things that I as module leader am constantly reinforcing to the students who study this module here at Sunderland.

In particularly I find that printouts of MS Project plan are often poor. This is generally because the many and various way of altering what is printed within MS Project is not understood. You need to ensure that your students understand how to vary what is printed.

UNIVERSITY OF SUNDERLAND

SCHOOL OF COMPUTING AND TECHNOLOGY

MODULE CODE:	CIF301
MODULE TITLE:	IS Project Management
MODULE ASSESSOR:	Ian Ridley
ASSESSMENT:	One of One
TITLE OF ASSESSMENT:	Assignment 1
MODERATED:	October 2008

PLEASE READ ALL INSTRUCTIONS AND INFORMATION CAREFULLY.

This assignment contributes 100% to your final module mark.

Please ensure that you retain a duplicate of your assignment. We are required to send samples of student work to the external examiners for moderation purposes. It will also safeguard in the unlikely event of your work going astray.

THE FOLLOWING LEARNING OUTCOMES WILL BE ASSESSED:

	Knowledge of:	
1.	a critical understanding of appropriate project management methodologies and tools	✓
	And the ability to:	
2.	develop, evaluate and assess the feasibility of project proposals, utilising appropriate tools, techniques and methods.	✓
	apply appropriate methods of planning, monitoring, control and change to the various aspect of a project.	✓

IMPORTANT INFORMATION

You are required to submit your work within the bounds of the University Infringement of Assessment Regulations (see your Programme Guide). Plagiarism, paraphrasing and downloading large amounts of information from external sources, will not be tolerated and will be dealt with severely. Although you should make full use of any source material, which would normally be an occasional sentence and/or paragraph (referenced) followed by your own critical analysis/evaluation. You will receive no marks for work that is not your own. Your work may be subject to checks for originality which can include use of an electronic plagiarism detection service.

Where you are asked to submit an individual piece of work, the work must be entirely your own. The safety of your assessments is your responsibility. You must not permit another student access to your work.

Where referencing is required, unless otherwise stated, the Harvard referencing system must be used (see your Programme Guide).

Submission Date and Time	Allow six weeks
Submission Location	

Ian Ridley
October 2008

IS PROJECT MANAGEMENT
CIF301
Assignment One of One (module weighting 100%)
October 2008

The Assignment

You are a Project Manager in an “E solutions” company and have been asked by a small retail company to supply a written proposal for the contract to design and install an integrated suite of software as follows:

a warehouse software system,
an online retail shop,
an order tracking and processing system,
and a secure payment system that will link to the current accounting system.

The company are keen to use proprietary easily available software where ever possible in order to keep down costs. The system must be easy to use with the minimum of training for company personnel.

The software must be able to handle the following, in no particular order:

1. costing of potential order
2. stock control,
3. inputting orders
4. track orders
5. allocating material from stock for a given order
6. ensure each order and its requirements are uniquely identifiable
7. allocating the packaging material required from the available options to each order
8. providing daily trading reports
9. provide tracking of how customers use the online retail store
10. process payment
11. link to current accounting software
12. have a fully accessible web site that meets W3C accessibility guidelines.

The system must be designed to company specifications. There is a tight budget and a rigid timescale. The MD has asked for the report to be formal, and must include a list of tasks, including phases, resource allocation and duration. A Gantt chart or charts need to be included to visually outline the project from start to finish and an explanation of costs for each resource both tabular and written; this should be presented in the body of report with charts included in the appendix.

The report should detail the project lifecycle as well as discuss how you monitor and control the project. The report must include an introduction, outlining the project. The main body of the report should identify any assumptions, possible problems and solutions and how the project will be monitored. A conclusion should be included and highlight any recommendations for implementation.

The following people will work on the project.

Project Manager

The overall time allocated for managing the project over the eight week period is 64 hours.

In addition, they will carry out a verification of the completed system before it is delivered and installed at the customer's premises, working with the System Analyst.

They will be charged at £35/hr

System Analyst,

The System Analyst will carry out the main analysis of what is required to meet the customer's requirements, this will take 3 days.

Also, they will verify that this has been achieved as the system is developed.

Finally, they will carry out a verification of the completed system before it is delivered and installed at the customer's premises. This will take one day.

They will be charged at £35/hr

Programmers/web designers

You have 4 programmers available; all are skilled in coding Visual Basic:

- Two are skilled at developing complex databases and spreadsheets.

- One is skilled at developing GUI's.

- One has skills in all areas, but will take 50% more time to do a task compared to the three specialists above.

You must use your knowledge to decide how long the various tasks will take.

They will be charged at £30/hr each

Graphic designer

There is one graphic designer available.

Their function is to carry out any graphic design work required as well as creating the general look and feel of a web site.

They will be charged at £30/hr each.

Installers

There are two installers.

Installation of preliminary work will take six hours and will require one installer.

The main installation phase will take 24 hours and require two installers.

The final phase will take four hours and require one installer and the system analyst.

The installers will be charged at £20/hr each

Trainers

There are two staff trainers.

Basic training will take 4 days and require two trainers

Specialist training will take 2 days and require one trainer

The trainers are also responsible for producing the system documentation, once coding (programming) is completed. This will take 56 man hours and must be produced as soon as possible.

They will be charged at £25/hr each

The project must be completed within 8 weeks of the start date. You will need to take into account any public holidays, and adjust the Gantt chart calendar to reflect the non-working days. The customer has a target budget of £8000; this may or may not be achievable. If you do not meet the target this is okay but, you must clearly state which aspects of the project required the most resources, financial and human and briefly explain how you would try to resolve this problem. However, if you do not require the full amount, you should state this in the project report as well.

Required Deliverables:

- A front cover sheet with your name, student number, module code and centre printed on it.
- A disc containing the MS Project Plan, the budget and any other files that are relevant. This must be taped to the reverse side of the front cover sheet.
- A detailed critical referenced report identifying and explaining how you will plan, monitor and control the project.
Your discussion should include:
 - An outline of any problems you may foresee (e.g. quality aspects) and how they can be avoided or overcome.
 - Contingency plans for any problems.
- Various tables that add to the understanding of the project, e.g. resource allocation, should be included within the report.
- An appendix containing print outs of:
 - a. The original MS Project Gantt Plan (this should be one page)
The plan must have no more than 35 task and/or milestones
A good balance would be 30 tasks and 5 milestones (including the start and end milestones).
See reminder notes on last page.
 - b. Associated budget and costs (this should be one page).

References

The Harvard Reference System **must be used**, see link on module web page.

A general reading bibliography should not be included.

Further Information

The assignment must be presented as a report and not as an essay.

The report should be 2000 to 2300 words

The report must be typed and printed in 'Times New Roman', the body of the report being font size 12pt.

The report should be single space.

The report must be printed on A4 paper and stapled in the top left-hand corner.

Any hand written material submitted will not be marked.

The assignment must not be placed in any form of folder, or cover, or envelope.

Presentation marks will be deducted if any form of folder or cover or envelope is used.

The report should be professional in its nature and of a high standard and quality.

Marking Scheme

Marks will be awarded as follows:

Element	Weighting
Quality and relevance of MS Project Baseline plan and budget	30%
Quality, relevance and coherence of report content and structure	40%
Use, relevance and context of references	20%
Presentation and quality of reports and printouts	10%

See marking criteria sheet below

Hand-out date:

Hand-in date: Allow six weeks from handout

Hand-in to:

Ian Ridley
October 2008

Marking Criteria Sheet

A - 70% and above

- Thorough understanding of key theories and distinguishing features/factors and trends;
- Overview of the field used as a basis for independent judgement;
- Clear structure and good critical analysis;
- + points below.

B - 55-69%

- Accurate description and understanding of the distinguishing factors;
- Reasonable interpretative analysis of the factors;
- Evidence of use of background knowledge and reading;
- Sound structure and good 'flow';
- Presence of reasonable critical evaluation;
- Demonstration of knowledge across substantive areas;
- + points below.

C - 40-54%

- Clear understanding of processes and factors;
 - Adequate structure and evaluative conclusion;
 - Question analysed and material relevant;
 - Grasp of basic issues in substantive areas;
 - Attempt to relate material to the essay question;
 - Some reading in evidence and appropriately incorporated;
-

F - 39% or less

- Long on description with little or no analysis or evaluation;
- Theoretical positions (concepts) lacking or confused;
- Little evidence of use of conceptual tools or of reading;
- Irrelevant, unrelated and muddled material.

Reminder notes about MS Project

1. All MS Project plans must have a Start and an End milestone
2. No task must be left dangling, all task must attached to a proceeding task/s and to a subsequent task/s. Except for the Start milestone which is attached only to a subsequent task/s and the end milestone that is only attached to a proceeding task/s.
3. I would not expect all tasks to take place sequentially
4. It is normal in a project plan to have tasks happening concurrently
5. MS Project plans generally have and use interim milestones to indicate and highlight goals and sub-goals.
6. Each task should have a worker attached to it.
7. The budget can be built into the plan and then exported to excel for further manipulation if required.
8. It is possible to print 35 task/milestones on a single page if no legend is used. If you do not know how to vary the print option ask your tutor to give you a session on setting and varying print options.