HOLMES INSTITUTE

FACULTY OF HIGHER EDUCATION

UNDERGRADUATE PROGRAM

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Assessment Details and Submission Guidelines	
Trimester	T1 2019
Unit Code	HS3051
Unit Title	Capstone Project (Design and Implementation)
Assessment Type	Group Assignment
Assessment Title	Group Assignment-1: Project Management
Purpose of the assessment (with ULO Mapping)	Establish Project Management Documentation. The team will compile a project scope statement, project charter, communication plan, team contract, Work Breakdown Structure (WBS), and a Gantt chart. The WBS and Gantt chart are continuously updated throughout the semester 1. Apply project planning, technical skills and methods to develop and implement an appropriate solution 2. Apply and evaluate project management skills and concepts in problem solving 3. Present the knowledge, skills and ideas acquired through results and discussion with different audience levels
Weight	10% of the total assessments
Total Marks	10
Word limit	
Due Date	Week 2 Friday 5pm.
Submission Guidelines	• All work must be submitted on Blackboard by the due date along with a completed Assignment Cover Page. • The assignment must be in MS Word format, no spacing, 11-pt Times New Roman font and 2 cm margins on all four sides of your page with appropriate section headings. • Reference sources must be cited in the text of the report, and listed appropriately at the end in a reference list using Harvard style.

Assignment 1 Specification

Purpose:
The team will compile a project scope statement, project charter, communication plan, team contract, Work Breakdown Structure (WBS), and a Gantt chart.

Your project supervisor will discuss the Assignment requirements with you. You are responsible for reading and understanding the case study.

Forming groups:
You will be working in teams of 4 only. You will need to decide a project manager/project leader – it is the project manager who will liaise with the project supervisor (your lecturer) about issues with the project (your assignment) this is the most efficient and productive approach

Once your groups are formed:
1. Decide on a suitable meeting time for all of you
2. Decide who will be the project manager/leader
3. Project management collaborative tool to manage the assignment documents and key deliverables.

We suggest you use…
Google groups; google docs
- Provide this information to your project supervisor
- Invite your project supervisor to access your collaboration tool to enable them to monitor the group' progress

In your groups, decide who will:
- Set up the collaboration tool
- Develop the report structure for access by all group members
- Create the team project plan and develop the GANTT chart – ready to be handed to your project supervisor in week 2's session

4. Your project supervisor will discuss the importance of preparing the project team documentation. You will be required to complete:
- Meeting agenda
- Meeting minutes,
- Individual timesheets

What you need to submit in week 2?

1- Project scope statement

"The actual document is important to avoid any unpredicted and unpleasant occurrences, which can happen while the project is in implementation. The scope is an important statement for the project participants and for the major stakeholders."

Project ID	NNNNNN-NN	Date	MM/DD/YY
Project Name			
Project Objectives	Project objectives include the measurable success criteria of the project. Projects may have a wide variety of business, cost, schedule, technical, and quality objectives. Project objectives can also include cost, schedule, and quality targets. Each project objective has attributes such as cost, volume, etc., a metric, and an absolute or relative value.		
Product Scope Definition	Describes the characteristics of the product, service, or result that the project was undertaken to create. These characteristics will generally have less detail in early phases and more detail in later phases as they are progressively elaborated. While the form and substance of the characteristics will vary, the scope description should always provide sufficient detail to provide later project scope planning.		
Project Requirements	Describes the conditions or capabilities that must be met or possessed by the deliverables of the project to satisfy a contract, standard, specification or other formally imposed document. Analyses of all stakeholder needs, wants, and expectations are translated into prioritized requirements.		
Project Boundaries	Identifies generally what is included within the project. It also states explicitly what is excluded from the project, if a stakeholder might assume that a particular product, service, or result could be a component of the project.		
Project Deliverables	Deliverables include both the outputs that comprise the product or service of the project, as well as ancillary results, such as project management reports and documentation. Depending on the project scope statement, the deliverables may be described at a summary level or in great detail.		
Product Success Criteria	Defines the process and criteria for successful products.		
Project Constraints/ Assumptions	Lists and describes the specific project constraints associated with the project scope that limit the team's options. For example, a predefined budget or any imposed dates that are issued by the customer. Lists and describes the specific project assumptions associated with the project scope and the potential impact of those assumptions if they prove to be false.		
Initial Project Organization	The members of the project team, as well as stakeholders, are identified. The organization of the project is also documented.		
Schedule Milestones	The customer, Project Sponsor, or performing organization can identify milestones and can place imposed dates on those schedule milestones. These dates can be addressed as schedule constraints.		
Cost Estimation/Fund Limitation	Describes any limitation placed upon funding for the project, whether in total value or over specified timeframes.		
Risk, Responsibilities, Mitigation Strategies			
Approval Requirements	Identifies approval requirements that can be applied items such as project objectives, deliverables, documents, and work.		

2- Project charter

"A report of the whole scope, all the objectives, and the members who are involved in the project. It serves as an opening definition of the duties and responsibilities of the participants and a summary of the objectives of the project. It is meant to be a document of agreement between the major stakeholders, the sponsor of the project and the whole team."

Project Name	*Project name*		
Project Manager	*Project manager name*	Organization	*Organization name*
Sponsor	*Sponsor name*	Organization	*Organization name*
Executive Committee Sponsor	*Executive Committee that is responsible for the project*		
Document Version and Date	*Version number and date of this document.*		

Document Change Control			
Revision Number	Date of Issue	Author(s)	Brief Description of Change

Project Scope	
Business Need	*Provide a brief overview and background information about the project. Explain at a high level what the project is to accomplish, who initiated the project and expected benefits (both tangible and intangible).*
Project Goals	*Identify the key project goals.*
Product Description	*Describe the product or service that the project is to deliver.*
In Scope/Out of Scope	*The scope sets the boundaries of the project. Enter those key items that are a part of the project and those major items that will not be worked on as part of this project. This is a high level description of what is in and what is out of the boundaries of the project.*
Critical Success Factors	*Identify the critical success factors for the project. Critical success factors are outcomes that must be achieved in order for the project to be considered a success.*
Project Assumptions	*List any assumptions made in defining the project. Assumptions can affect any area of the project including scope, stakeholders, business objectives and functional requirements.*
Project Constraints	*Summarize the key constraints that will serve as limitations and boundaries for the project team in their decision making.*
Project Deliverables	*List the key deliverables of the project with a short description of each.*

Please refer to the original document available on Bb for more details

3- Communication plan

| COMMUNICATIONS MATRIX								
Project Name:		<optional>						
National Center:		<required>						
Project Manager Name:		<required>						
Project Description:		<required>						
ID	Communicaton Vehicle	Target Audience	Description/Purpose	Frequency	Owner	Distribution Vehicle	Internal / External?	Comments
0	Weekly status report	Project Team	Communicate updated project status	Weekly	John Doe	email	Internal & External	

4- Team contract

Please refer to the original document available on Bb for more details

5- Work Breakdown Structure (WBS)
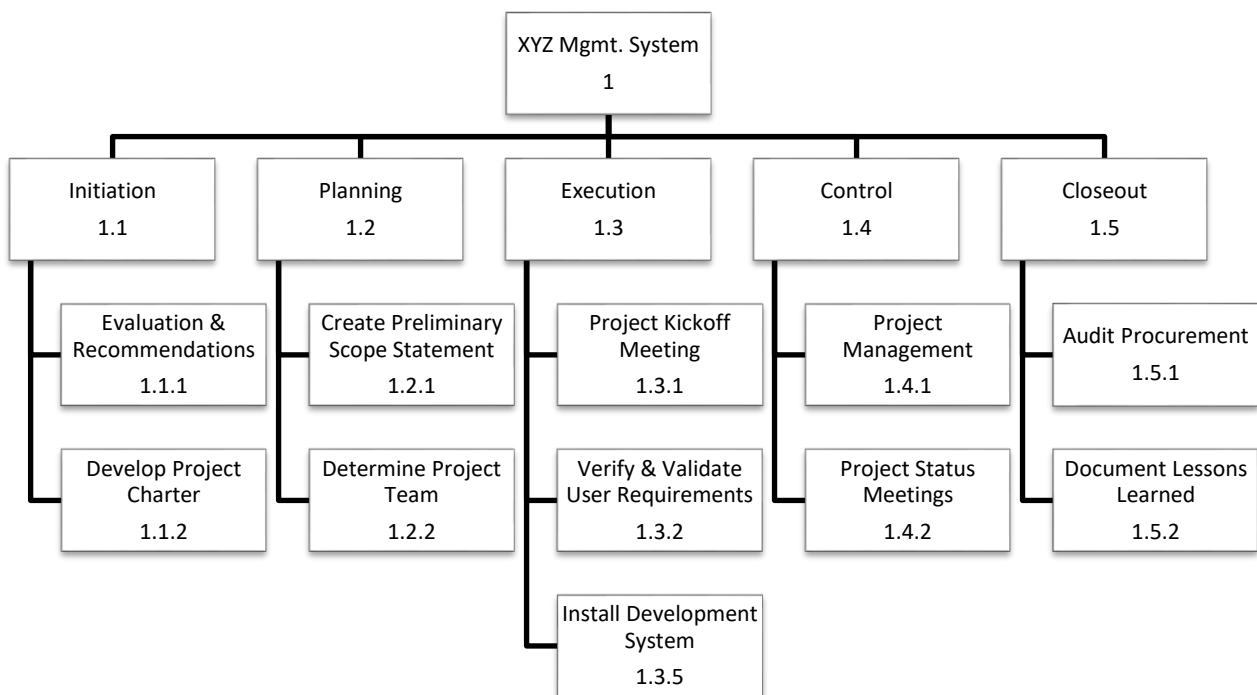
6- Gantt chart
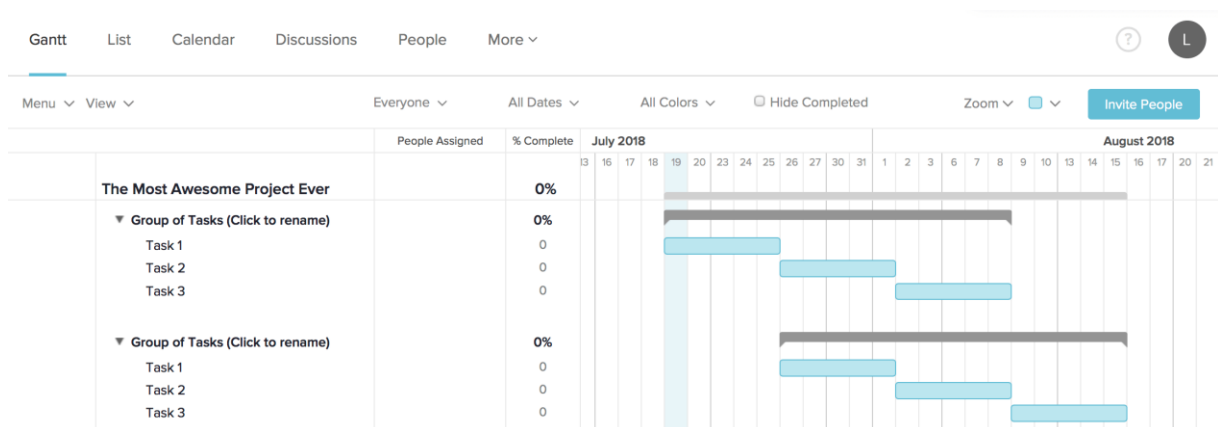
Please be prepared to show and discuss your project plan and prepare it in the form of a Gantt chart: the project plan should set out the dates of the team tasks through to completion of the assignment. To help you develop a Gantt Chart view these simple videos:

How to create a basic Gantt Chart in Excel:
https://www.officetimeline.com/make-gantt-chart/excel
https://www.ablebits.com/office-addins-blog/2014/05/23/make-gantt-chart-excel/

How to create a basic Gantt Chart online:
https://www.projectmanager.com/gantt-chart

Marking criteria

Marking criteria	Weighting
Project scope statement	2%
Project charter	2%
Communication plan	2%
Work Breakdown Structure (WBS)	2%
Gantt chart	2%
TOTAL Weight	10%
Assessment Feedback:	

References
http://templatelab.com/project-scope/#The_Statement
https://templatearchive.com/project-charter/
https://www2a.cdc.gov/cdcup/library/templates/CDC_UP_Communication_Matrix_Template.xls
https://www.cmu.edu/teaching/designteach/teach/instructionalstrategies/groupprojects/tools/TeamContracts/teamcontracttemplate.docx.
https://prd-medweb-dn.s3.amazonaws.com/documents/epmo/files/Work%20Breakdown%20Structure%20Template(1).docx.