

Unit 5 – Project Management

Summary

- 15 hours controlled assessment – in March/April
- The assessment is based on a scenario set by the board in September 2013 which will involve a spreadsheet problem.
- Work in teams to analyse the problem and come up with detailed solutions. Hold meetings and produce agenda and minutes. You are allowed to take any agenda, minutes and associated documents into the assessment time.
- The scenario will be amended in the controlled assessment sessions. You are expected to be able to adapt to the amendments required to develop and test a solution and manage the project effectively.
- You will need to use dedicated project management software in assessment time to produce and use an individual plan for your project.

Problem definition – 15 marks

Carry out an analysis of the revised problem.

Use your project proposal to produce a problem definition that:

- includes a summary of the group work carried out in preparation for the project and describes your own contribution to the work of the team.
- re-defines the scope and purpose of the project to take account of given changes in the client's requirements
- identifies measurable objectives for the project which define success criteria that can be used to assess the final outcomes

Project organisation – 30 marks

Using your project management software, **update** your project plan to account for the given changes in the client's requirements

During the course of the controlled assignment produce evidence to show that you can:

- set up and use procedures for storing project information
- use and update the project plan as necessary
- evaluate the impact of delays and adjust the plan to minimise their effect
- make effective use of project management tools

The project – 30 marks

Produce a solution to the revised problem (the spreadsheet)

You need to:

- produce a design for the numerical model in terms of layout formats, user interaction and graphic content
- produce designs for rules and calculations
- prototype and refine the model
- produce a test plan
- test the model and produce evidence of testing

The review – 20 marks

Produce a review document that evaluates your work and suggests improvements, covering:

- the completed model
- the effectiveness of the project management software used
- your own performance
- the value of the group work carried out prior to the controlled assignment

Presentation – 5 marks

Link the evidence in to a template provided