# Course: ENT 6A6: Project Management for Enterprise

**Assessment: Assessment Two: Creating a Project Plan**

**Report Word Count: 2,500 words maximum**

**TMM: 60%**

**Summative Submission: Project Plan in MS Project (Friday 1st May 2020 by 11.59pm)**

**Individual Report in MS Word/PDF (Friday 1st May by 11.59pm)**

**Module Leader: Dr. Sylvie Studente**

**ASSESSMENT OVERVIEW:**

This is an individual assessment that requires students to develop a project plan using MS-Project and submit an individual report. In the report you will describe the key methods used and steps taken to create your project plan (include screen shots to evidence your work). Additionally, you are expected to use a range of academic sources to substantiate explanations of the key techniques used. You will be expected to reference additional sources beyond the core text and class materials.

The two components to be assessed are:

1. Report: 2,500 created in MS-Word or PDF
2. Project Plan created in MS-Project

**CASE STUDY: NORTHAMPTON TAXIS**

After considering your initial scoping and planning documentation from assessment one, the Business Owner of Northampton Taxis has contacted you to run the project for the company. In light of the considerations presented from the initial scoping and planning documentation, the Business Owner has made the following adjustments to the project scope:

Project: Northampton Taxis Website Development Project

Start Date: 2nd March 2020

Required End Date: 58 working days from the start date

Budget: £13,000

Quality Specifications: Website design confirms to established guidelines as well as meeting requirements specified in the Data Protection Act (UK Legislation 1998).

You will need to create a project plan starting from the 2nd March 2020. Project task durations and costs allocated to each task can be found in table 1. You are required to consider the resources needed to undertake the project, how much you will spend on material and work resources and to ensure the project is planned to complete within time and on budget.

**THE REPORT:**

The report will enable you to demonstrate your individual reflections and understandings on the criticality of project planning and monitoring and control.There are four key sections to the report, which are:

Section One: Introduction

Section Two: Planning (see Project Plan section)

Section Three: Monitoring and Control (see Project Plan section)

Section Four: Evaluation (refer to Marking Scheme)

You must include a reference page at the back – remember to cite academic sources. The work must also include a title page (with student name and number clearly specified) and a content page.

**THE PROJECT PLAN:**

In the Planning and Monitoring and Control sections of your report, you need to evidence the following using MS-Project:

|  |  |
| --- | --- |
| **Planning** | **Monitoring and Control** |
| * Set the project start date
* Enter all project tasks, durations and dependencies
* Enter all project phases
* Entering work resources
* Entering material resources
* Assigning resources
* Changing the working time of a resource
* Dealing with resource overallocation
* Adding milestone tasks
* Adding a deadline task
* Adding recurring tasks
* Adding a task constraint
* Saving a baseline
 | * Entering completed tasks
* Entering 75% completed tasks
* Entering 50% completed tasks
* Entering 33% completed tasks
* Entering task notes
* Entering resource notes
* Missing deadline date
* Task variance
* Cost variance
 |

**SUBMISSION REQUIREMENTS:**

Submission requirements for this assessment are outlined in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Submission Item** | **Information** | **Submitted Via** | **Submission date** |
| **Project Plan**An electronic copy of the project plan in MS-Project  | The project plan should feature the elements indicated on the marking scheme. | Blackboard | Friday 1st May by 11.59pm. |
| **Individual Report**An electronic copy of the report in MS-Word or PDF format | The report should be formatted as follows: Arial, size 12, single line spacing. Include a contents page and a title page (with your name and student number) | Blackboard | Friday 1st May by 11.59pm. |

**PLAGIARISM STATEMENT:**

Plagiarism includes submitting work that has been written by someone else and copying passages from other sources without references. Plagiarism is easy to detect and will be acted upon. The Academic Misconduct procedures at Regent’s University London will be followed in cases of plagiarism.

Table 1: Project Activity Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity****ID** | **Phase Number** | **Phase Description** | **Activity Name** | **Predecessor** | **Duration****E (D)=** | **Cost** |
| A | One | Requirements Analysis | Elicit client needs | - | 2 | £420 |
| B | One | Requirements Analysis | Target audience analysis | A | 2 | £400 |
| C | One | Requirements Analysis | Gain server access | - | 2 | £200 |
| D | One | Requirements Analysis | Gain required resources | A | 3 | £200 |
| E | One | Requirements Analysis | Requirements specification | B, D | 4 | £400 |
| F | One | Requirements Analysis | Gain approval  | E | 2 | £100 |
| G | Two | Prototyping | Create prototype | C, F | 3 | £200 |
| H | Two | Prototyping | Approval of prototype  | G | 2 | £175 |
| I | Two | Prototyping | Test prototype | H | 1 | £250 |
| J | Two | Prototyping | Amend prototype | I | 2 | £100 |
| K | Two | Prototyping | Gain approval from  | J | 2 | £130 |
| L | Three | Development | Create coding templates | K | 4 | £1,000 |
| M | Three | Development | Create HTML and CSS documents | L | 8 | £1,000 |
| N | Three | Development | Develop interactive components | M | 3 | £1,500 |
| O | Three | Development | Add content | K, L | 4 | £2,000 |
| P | Three | Development | Verify site links | O | 2 | £200 |
| Q | Three | Development | Verify functionality | P, N | 2 | £100 |
| R | Three | Development | Gain approval from client  | Q | 2 | £100 |
| S | Four | Testing | Cross browser testing | R | 3 | £200 |
| T | Four | Testing | Error testing | R | 2 | £200 |
| U | Four | Testing | User group testing | R | 4 | £1,000 |
| V | Four | Testing | Amendments arising from testing | S, T ,U | 5 | £1,800 |
| W | Four | Testing | Gain approval from client  | V | 2 | £240 |
| X | Five | Training | Provide client with training  | W | 3 | £300 |
| Y | Six | Project Close | Connect website to database | W | 2 | £200 |
| Z | Six | Project Close | Launch website | X, Y | 2 | £150 |
| ZA | Six | Project Close | Project Review and Close |  Z | 2 | £150 |

**GRADING SCHEME:**

|  |  |
| --- | --- |
| **INTRODUCTION 5%** | **Grade**  |
| Introduction to the project aims and objectives | 5 |
| **PLANNING 35%** |  |
| Set project start date / enter tasks, durations and predecessors / enter project phases / save baseline | 10 |
| Entering and assigning work resources / dealing with over allocation / changing working time | 20 |
| Adding milestone / deadline and recurring tasks / task constrain | 5 |
| **MONITORING & CONTROL 20%** |  |
| Completed and partially entered tasks / missing deadline date | 5 |
| Resource and task notes entered | 5 |
| Cost & task variance | 10 |
| **CRITICAL EVALUATION 10%** |   |
| Critical reflection on aims & objectives | 5 |
| Recommendations for future projects | 5 |
| **QUALITY OF WORK & REFERENCING 30%** |   |
| Quality of report and referencing | 5 |
| Explanations of key techniques and critical review | 25 |
| **TOTAL GRADE** | **100** |