Instruction for report based on part 1 and part 2

A short report written directly to the project sponsor (approx. 1,500 words) containing both of the following:

* 1. An explanation of the need for effective, structured communication between the project manager and members of their team. Using theory and suitable case examples, tell your sponsor how best you believe the communication process should be structured on your project, so as to ensure the most efficient and effective possible team working.
	2. An analysis and critique of methodologies that might be used to run the project case study, principally comparing Agile, Waterfall and PRINCE2 methodologies. Explain their strengths and weaknesses and give your recommendation to the sponsor as to which methodology you believe would be best to use. There is no right or wrong answer for this and hence marks will be given on the basis of how well you have explained and justified your decision. As with the other assignment elements, reference examples and reference to theory is very important.

 Instruction from teacher

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PART A (Approx. 750 words)

*-*Brief introduction on Communication and the process

- Importance of communication in projects (both top down and bottom up from the project structure perspective); that includes both verbal and non-verbal mechanisms. Include examples of tools (apps, etc.) that are used for that purpose.

- Apply the above to your project, that is, explain how communication can be applied to your project for it to operate successfully, hence eventually achieving the objectives.

PART B (Approx. 750 words)

- Brief introduction on methodologies

- Waterfall (Pros and Cons - these can be in a table)

- Agile (Pros and Cons- these can be in a table)

- Prince 2 (Pros and Cons- these can be in a table)

- Conclusive evidence; this basically brings the rationale in few lines what methodology you chose for your project and why?

References (Harvard Referencing) are also applicable where students are giving definitions, etc. though there's no prescribed limit for it.

 Case scenario

QAHE wishes to improve the spaces available for business students and has asked you to project manage the refurbishment and redevelopment of the London/Birmingham/Manchester (please choose one based on your location) Campus. The preference is for tiered seating that can be retracted, together with acoustic panels on the walls to make it a better teaching space. You have been asked to project manage this process with support from the Facilities Management department at QAHE and have been given a provisional budget of £100k. Bear in mind that the work must not cause disruption to teaching timetables.