

Please note that this sample assignment is for our new suite of level 6 qualifications in management which became available on October 1st 2016.

Unit T/615/2726 Project Management

Level 6 15 Credits

Related Qualifications

ATHE Level 6 Certificate in Project Management 603/4889/6

ATHE Level 6 Diploma in Management 603/0627/0

ATHE Level 6 Extended Diploma in Management 603/0628/2

Sample Assignment

You should base your assignment on an organisation you work for, you know well personally or can effectively research. The choice is important as achievement of LOs 1 and 2 requires you to analyse actual business objectives, identify projects and then produce plans to achieve these objectives.

You will need access to detailed information about your chosen organisation including the business objectives and finances together with information about the sector in which the organisation operates. This can be web-researched by using an organisation's annual reports, websites and other general industry information.

Scenario

You work for a management consultancy practice and have been asked to support internal staff in a client organisation, with project management activities.

Task 1 – Identifying the projects

You are required to research the organisation and identify potential projects that fit with the current business objectives and are feasible for the organisation. You should prepare a briefing paper on potential projects for a meeting with the senior management team at the organisation. Your briefing paper should:

- give a brief introduction to your chosen organisation identifying the type and size of business and industry sector
- analyse the objectives of the business
- identify at least two potential projects that emerge from the current objectives.

LO1 AC1.1, 1.2

Task 2 – Project feasibility and methodologies

The senior managers of the organisation are interested in one of the projects you have recommended but want further information about the project to gain approval from the board of directors. You should write a report to the board of directors that:

- assesses the feasibility of the proposed project

- reviews project methodologies and identifies a suitable methodology for the chosen project
- describes the structure you have devised for the management of the project
- explains the role and responsibilities of the project manager.

Extension activities:

To gain a merit grade you must also:

- justify the methodology you have identified as suitable for the project
- evaluate the skills and experience needed by the project manager.

To gain a distinction grade you must also:

- analyse the contribution that the project will make in achieving the business objectives
- justify the chosen management structure and explain the contribution made by other team members.

LO1 AC1.3, 1.4 LO2 AC2.1, 2.2,
1M1, 2M1
1D1, 2D1

Task 3 – Project plan

The organisation has decided to move forward with the project and requires a detailed project plan. You should prepare a project plan that:

- details the deliverables, accountabilities and responsibilities and gives a breakdown of work involved along with high level estimates of time, resources and costs to meet set milestones

LO2 AC2.

Task 4 – Project controls

The board of directors have asked for a briefing paper on monitoring and controlling the progress of projects in general. In this document:

- identify the potential issues and risks associated with projects and how these can be managed
- design the systems and measures which can be used to monitor and appraise the status and progress of projects
- design contingency plans to mitigate against potential delays in projects
- assess the tasks required to close a project
- devise ways to review the success of a project.

Extension activities:

To gain a merit grade you must also:

assess the importance of reviewing projects following completion.

LO3 AC 3.1, 3.2, 3.3 LO4 4.1, 4.2
4M1

Guidelines for assessors

The assignments submitted by learners must achieve the learning outcomes and meet the standards specified by the assessment criteria for the unit. To achieve a merit or distinction grade, the learners must demonstrate that they have achieved all the criteria set for these grades. Where work for the pass standard is marginal, assessors can take account of any extension work completed by the learners. The suggested evidence listed below is how learners can demonstrate that they have met the required standards.

Task number	LOs and AC	Suggested evidence PASS	Suggested additional evidence MERIT	Suggested additional evidence DISTINCTION
1.	LO1 AC1.1, 1.2	The learner should give a brief description of the business and industry sector to set the scene for the assignment. They should set out and analyse in detail the objectives of the chosen business. Potential projects should be clearly described and be directly related to the objectives. At least two projects should be identified and the high level benefits and costs fully explained. There should be a clear recommendation for one of the projects identified with a suitable justification for choice.		
2.	LO1 AC1.3, 1.4 LO2 AC2.1, 2.2 1M1, 2M1 1D1, 2D1	The report should be produced in an appropriate style. A suitable methodology should be identified for the chosen project and reference should be made to alternative methodologies that could have been selected. A suitable management structure should be created and described along with a full explanation of the role and responsibilities of project manager.	The project methodology should be properly justified with appropriate reference to possible alternatives. Skills and experience required by the project manager should be identified and evaluated as to their relative importance in the success of the project.	The learner should clearly explain how the project will help to meet business objectives. The relevant objectives should be identified. The chosen management structure should be justified with reference to possible alternatives and there should be a clear identification of the contribution made by team members.
3	LO2 AC2.3,	The learner should produce a project plan in a suitable format containing all required, relevant project information. The plan should set out		

		<p>accountabilities, responsibilities, deliverables, allocation of resources, timelines, milestones, financial requirements and reporting requirements. There should be a breakdown of the project in terms of work tasks/activities to be completed.</p>		
4	<p>LO3 AC 3.1, 3.2, 3.3 LO4 4.1, 4.2 4M1</p>	<p>The learner must identify and clearly explain in detail, the issues and risks which may occur in projects in general. The systems and measures to monitor and appraise progress with projects must be realistic and designed to help overcome the risks. The contingency plan should focus on the issue of delays in project progress and completion. This plan should identify the steps which can be taken to overcome this issue and their implications.</p>	<p>The learner should assess the importance of reviewing completed projects and the benefits of doing this for future projects and other business activities. The assessment should lead to judgements on the merits and issues associated with this process.</p>	