

Project Management Assignment Guidelines 2024-25

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General Tips

- This component requires the use both theoretical (journals, texts) as well as practitioner **references** in your work.
- Please use **Harvard Referencing System** to cite sources and produce your Reference List:
 - <https://myaru.sharepoint.com/sites/student-library/SitePages/cite-them-right.aspx>
- It is also important that you **apply the context of the case to your discussions**
- Remember you are **making recommendations**

Core Texts

Maylor, H. and Turner, N. (2022) Project management. Fifth edition / Harvey Maylor, Neil Turner. Harlow, England ;: Pearson.

https://anglia.primo.exlibrisgroup.com/permalink/44APU_INST/1il1k4/alma999250133102051

Kerzner, H., 2017. Project management : a systems approach to planning, scheduling, and controlling Twelfth ed., Hoboken, New Jersey : Wiley

https://anglia.primo.exlibrisgroup.com/permalink/44APU_INST/t7lk8a/alma998949423602051

General Assignment Requirements

- Part A- here you are in general recommending to IQI a best practice approach to PM.
- Part B- Project Planning, Gantt Charts and Budget

Part A- Requirements

Your consultancy report must contain the following:

- Summary of the IQI current business structure?
- Recommend a **suitable project management methodology** which can be used across the complete organization and justification?
- Provide an overview of the **potential different organization structures**, with the advantages and disadvantages of each structure?
- Consider **how the organization can become more agile** and the benefits and risks this would bring to the organization?
- How will **customers benefit** from the new approach?
- Explain the **benefits of project management software tools**
- What are the key steps to ensure **full quality aspects within Project Management**?

Throughout the write up of Part A

- You are **making recommendations** to IQI to improve their PM practice
- You must support these recommendations with reasoned arguments, **supported by literature**
- So, throughout your paper **refer to IQI** and **apply** your discussions, **give examples** as necessary
- **DO NOT Only describe the PM process**

Part A- Consultancy Report

(approx. 2500 words) 45%

1.0 Introduction

- Define Project Management
- Define Project Management Success in terms of Time, Cost and Quality
 - Could use Iron Triangle or PMI 6 point Star
- Purpose and Outline of the paper i.e. What will be discussed in the subsequent sections

2.0 Summary of IQI Current Project Management Practice

- Given an overview of IQI Current Operations
- Identify the key Project Management issues and its effects
 - Could use a Cause and Effect Diagram
OR
 - SWOT Matrix
- Discuss current opportunities for IQI

3.0 Project Management Methodology

- Define Project Methodology
- Introduce the array of project methodologies (PMI, PRINCE 2) and approaches (Waterfall, Agile)

3.1 Recommended Methodology

- Make a clear statement of the recommended choice for IQI
- Explain why i.e. justification
 - Use case study context e.g. type of projects, is it already being used
 - Very Briefly, discuss how the chosen methodology works (Processes, Principles)
 - Include appropriate diagrams of Methodology

3.2 Recommended Approach

- Start argument by saying that traditionally, Software projects use a waterfall lifecycle
- However, recently Agile Project Management (APM) has been applied to a wide range of software projects (support with citation)
- Define APM
 - Discuss the Principles of Agile
 - How it works
 - Tools and Techniques
 - Include diagrams to aid explanations

- Evaluate and discuss how the Agile principles can be applied to IQI Projects
 - Could use a table

Agile Principles	Recommended Implementation at IQI

- To justify, discuss the benefits of APM
 - To IQI
 - To Customers
- Balance argument here with the risks of going Agile
 - Support your points with literature

4.0 Project Management Software Tools

- Introduce the idea that project management processes can be supported by software
- Identify various software that can be used:
 - MS Project/Project Libre
 - MS Power BI
 - MS Sharepoint
 - MS Copilot
 - Jira
 - Asana
- Discuss the benefits e.g.:
 - Tools can assist in project planning, scheduling, and tracking progress
 - Collaboration
 - Sharing lesson learnt etc.

5.0 Project Quality Management

- Define Project Quality, differentiate from Product Quality
- Project Quality Management → Product Quality → Customer Satisfaction
- Recommend use of Quality Management Processes
 - Quality Planning, Quality Control, Quality Assurance,
 - Briefly explain the processes with application to IQI
- Recommend use of various Quality control tools and techniques
- Discuss how this will be achieved using the methodology you recommended earlier

6.0 Project Organization Structure

- Discuss the importance/need for project organization
- Compare and contrast various potential organization structures
 - functional, matrix, and projectized
 - Could use a table for advantage and disadvantages
- Recommend an appropriate Project Organization Structure for IQ
 - Decentralization is not working!!!
 - Include possible organization chart for IQI
 - Recommend use of a PMO
 - What type e.g. Global PMO, Enterprise PMO, Business Unit PMO?
 - Give details of general roles staffed in the PMO

7.0 Conclusion and Summary of Recommendations

- Based on your discussion above, give a synopsis of your key recommendations
- Could use a table to provide summary

Key Issue	Recommendations
Project Methodology	• X • X
Organization Structure	• X • X
etc	• X • X
	• X • X

Part B- Project Planning Gantt Chart and Budget

(approx. 500 words) 45%

- Write up a discussion of:
 - The planned start date and finish date of the project
 - The assumptions e.g. holidays etc
 - Milestone Plan and critical tasks (use tables)
 - The Budgeted Cost for the project
 - Provide a Cost Breakdown by Cost Categories
 - Could use a chart or table

- **Print/Screen Capture and Paste Gantt Chart into report**
 - Ensure all columns are visible on the screen
 - Zoom in to show all bars to the left, without having to scroll (left to right)
 - You may need to take multiple screenshots to capture the entire Gantt Chart
- **Print/Screen Capture and Paste Budget into report**
 1. Project Information Statistics Dialog Box
File-->Information-->Statistics tab
 2. Cost per Resource
Go to Resource-> RBS

Report Format

- Title Page
- Table of Contents
- Part A – General Overview
- Part B – Project Planning
- Reference List
- Appendices

Disclaimer

- This guideline is not a prescription, but rather an outline of the basic structure and contents required to meet the minimum requirement of the assignment.
- It is therefore flexible
- It does not guarantee any particular grade/mark
- Your final grade/mark is determined by your application, use of literature and academic rigour in answering the questions.