

# Project Management Assignment Guidelines 2024-25

Dr Andre Samuel

# 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  
<http://libweb.anglia.ac.uk/referencing/harvard.htm>
- It is also important that you **apply the context of the case to your discussions**
- Remember you are **making recommendations**

# Core Texts

- **Maylor, H., 2011.** Project Management Fourth ed., Financial Times/ Prentice Hall  
[https://primo.anglia.ac.uk/primo-explore/fulldisplay?docid=TN\\_dawson9780273743521&context=PC&vid=ANG\\_VU1&search\\_scope=CSCOP\\_APU\\_DEEP&tab=default\\_tab&lang=en\\_US](https://primo.anglia.ac.uk/primo-explore/fulldisplay?docid=TN_dawson9780273743521&context=PC&vid=ANG_VU1&search_scope=CSCOP_APU_DEEP&tab=default_tab&lang=en_US)
- **Lock, D., 2018.** Project Management, Milton Taylor & Francis Group  
[https://primo.anglia.ac.uk/primo-explore/fulldisplay?docid=44APU\\_ALMA51103637920002051&context=L&vid=ANG\\_VU1&search\\_scope=CSCOP\\_APU\\_DEEP&isFrbr=true&tab=default\\_tab&lang=en\\_US](https://primo.anglia.ac.uk/primo-explore/fulldisplay?docid=44APU_ALMA51103637920002051&context=L&vid=ANG_VU1&search_scope=CSCOP_APU_DEEP&isFrbr=true&tab=default_tab&lang=en_US)
- **Kerzner, H., 2017.** Project management : a systems approach to planning, scheduling, and controlling Twelfth ed., Hoboken, New Jersey : Wiley  
[https://primo.anglia.ac.uk/primo-explore/fulldisplay?docid=44APU\\_ALMA2165602290002051&context=L&vid=ANG\\_VU1&search\\_scope=CSCOP\\_APU\\_DEEP&isFrbr=true&tab=default\\_tab&lang=en\\_US](https://primo.anglia.ac.uk/primo-explore/fulldisplay?docid=44APU_ALMA2165602290002051&context=L&vid=ANG_VU1&search_scope=CSCOP_APU_DEEP&isFrbr=true&tab=default_tab&lang=en_US)
- **Project Management Institute 2017.** A guide to the project management body of knowledge (PMBOK guide). Sixth ed., Newtown Square, Pennsylvania : Project Management Institute, Inc. [https://primo.anglia.ac.uk/primo-explore/fulldisplay?docid=44APU\\_ALMA2170497810002051&context=L&vid=ANG\\_VU1&search\\_scope=CSCOP\\_APU\\_DEEP&isFrbr=true&tab=default\\_tab&lang=en\\_US](https://primo.anglia.ac.uk/primo-explore/fulldisplay?docid=44APU_ALMA2170497810002051&context=L&vid=ANG_VU1&search_scope=CSCOP_APU_DEEP&isFrbr=true&tab=default_tab&lang=en_US)

# 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	<ul style="list-style-type: none"><li>• X</li><li>• X</li></ul>
Organization Structure	<ul style="list-style-type: none"><li>• X</li><li>• X</li></ul>
etc	<ul style="list-style-type: none"><li>• X</li><li>• X</li></ul>
	<ul style="list-style-type: none"><li>• X</li><li>• X</li></ul>

# 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-> Resource Usage and Right click->Insert column and choose 'Cost'

# 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.