

O11 Assignment Guidelines - 2024 Tri 2

1.0 Introduction

- Define Project mgt and Project Success criteria \triangle_{AS} (Use Citations)
- Outline the purpose of the Report
 - Reflection on Pm Knowledge + skills
 - Recommendations to improve Pm at Akholi
 - Project Mgt for Akholi Advance Project

150 words

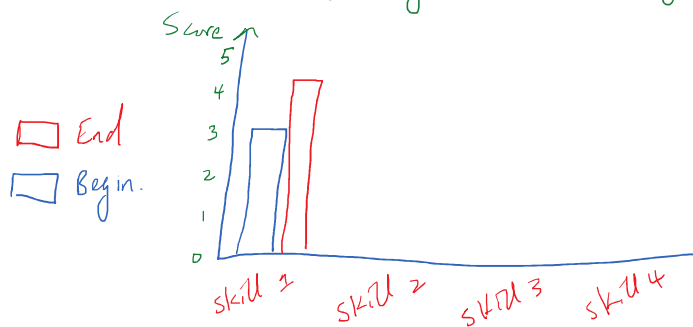
1.1 Knowledge and Skills Needed to be a Successful Project Mgr

- Introduction \rightarrow importance of Pm skills. (Use Citations)
 - \rightarrow there are many skills
 - \rightarrow id the core categories. (Human, Tech, Conceptual)
- Debate on the range of skills.
 - (Use Citations) \rightarrow use at least 2 sources for each skill being discussed.
 - neg, decision making, Problem Solv, Com, ... Stakeholder mgt, time mgt etc..
 - *AI skills*
- Conclusion \rightarrow Summary/ hist of key skills + Knowledge (5-7).
 - \rightarrow should use a Table

Skills	Discussion
-	-
-	-
-	-
Knowl.	
-	
-	

1.2 Reflection of Knowledge and Skills.

- Write a review comparing your skills + knowledge at beginning vs the end of semester. (Use Scores).

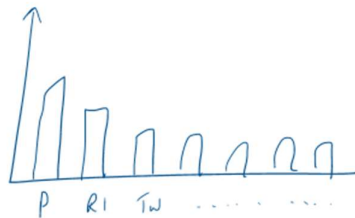


Build chart in Excel using Scores from

- Include Completed Reflection Table as Images

1.3 Reflection of Team Work and Roles.

- Using the Scores from Belbin's Team Role Questionnaire, Build a chart in Excel



- Discuss Your Preferred Roles i.e. Primary and Secondary

Strengths

- How it can help you manage a project and work in a team

- Discuss Your weaker Roles
i.e. Allowable weaknesses

- How these weaknesses may affect the team
- Did these improve during the module?

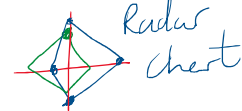
- Reflect on feedback from team members based on Group Activities in class.

Scores:

- Engaged
- Communicate
- Respect
- Contribution

- use Report from Buddycheck

- Use informal feedback
- Use results from Study Buddies on Canvas



1.4 Conclusion

You'll do this at the end of the module!

- Summarize what skills and knowledge you learnt/improved including working in teams.

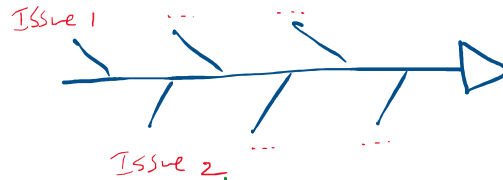
Task 2

2.1 Improving Project Management

Brief Background to Akhali

Overview of their Project Mgt Issues

- Include Fishbone diagram



Signpost - what will be discussed next

2.1.1 Project Methodology

- Define Project Methodology (Use Citations)
 - Make a recommendation that Akhali should adopt **Prince2**
 - Explain why: (Justify)
 - Use case study context i.e. the main issues faced by Akhali (Use Citations)
 - Use Benefits of Prince 2
 - Explain Prince 2:
 - Processes, Principles, Themes
 - Include diagram showing processes
- Must use Citations*
- Theory*
- Recommendation*
- Apply to Akhali*

2.1.2 Stakeholder Mgt

(Use Citations)

- Define Stakeholder, Give Examples of Stakeholders from **Akhali**
- Discuss Importance of Managing Stakeholders
- Discuss Stakeholder Analysis:

Stakeholder Register.

ID	Stakeholder	For/As	Power	Invol	Strategy
A	Mkt Dir	For	H	H	Mgt Class
B	F. Dir				
C	Design				

- Explain steps, use literature [Citations]

- Develop stakeholder Register for **Akhali Adv Project**

- use Power Interest Matrix

- Plot 

- Explain the strategies to manage stakeholders. Use a table. [Citations]

2.1.3 Risk Management

(Use Citations)

- Define Project Risk, Give examples of Internal Risks, External for **Akhali Adv Project**

- Discuss Importance of Risk Mgt (Why?)

- Discuss the Risk Mgt Process (Include Diagram)

make rec:
"should do"

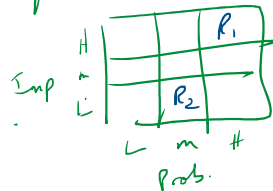
- Risk Identification
- Risk Analysis
- Risk Response

Explain and Apply to **Akhali**
use Citations

- Develop a Risk Register for **Akhali Adv Project**

- use template

- Paste as Image.



2.2 Project Charter for **Akhali Adv Project**

- Overview of what is a Project Charter (Use Citations)

- Give Brief Overview of the various sections of the charter (Summary)

- Completed Template for **Akhali Adv Proj**

- use screenshots

Task 3

3.1 Project Planning Gantt chart Report.

(Use
Gantt charts)

- Write up the Benefits of using AI for Project Planning
- Write up the key features of the SW Tool (ProjectLibre)
- What the SW can do?
 - Enter tasks, duration
 - SW schedules dates - start + finish
- How it aids planning?
 - Determines critical tasks.
 - Assign resources
 - Estimate cost → Budgets
- Write up a narrative for Alkhali Project
 - start Date, Finish Date of Project
 - Milestones + Milestone Dates
 - Critical Task / Path, Define as well
 - Assumption eg: Holidays
- Screenshots of Gantt chart from Project Libre. } make sure all columns + bars are visible
- use multiple

3.2 Project Budget Creation

(Use
Gantt charts)

- Give an overview of Budgeting techniques. i.e Top Down and Bottom Up.
 - State that the SW supports the Bottom Up Approach.
 - Write up Assumptions eg: rates, resources used etc.
 - Write up the Total Cost (Screenshot 1)
 - Write up a Breakdown of Total Cost
 - Cost per Resource (Screenshot 2)
 - Cost per Task (Screenshot 3)
- Refer to Screenshots

Screenshots to include from Project Libre within write up:

1. Project Information Statistics Dialog Box
2. Cost per Resource - RBS
3. Cost per Task - WBS

Task 4

4.0 Managing Implementation

4.1 Issue 1

- Use literature to support your points
- Discuss the Impact of Issue to project [Control Action] (use Actions)
 - Discuss your Response to mitigate -

4.2 Issue 2

- Same as above

4.3 Updated Gantt Chart

- Using the control actions recommended above, make adjustments to the Gantt chart from Task 3.1
- Include screenshots of New Gantt Chart