

Chartered Banker

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Project Management

Assignment

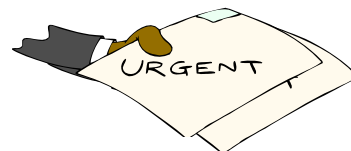
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Important Assignment Information

ASSIGNMENT LENGTH

For assignments submitted on or after **1st September 2008**, there is a **maximum** word count of **2,500 words**.

From that date, if you fail to adhere to the maximum word count, a deduction will be made to your final assignment mark. Specifically, if you exceed the 2,500 limit, you will be deducted **1%** for every **100 words** or **part of 100 words** over the limit.

For example, if you write a total of **2,614** words, a **2%** deduction will be made to your mark. For clarification, the word count includes all references and attached appendices.

PASS COMPENSATION AWARD

In recognition of the importance attached to the assignments, an award of **Pass Compensation** will be made to you if you score between 45% and 54% in the final exam and if you complete the required assignment(s) under the following conditions:

1. The assignment mark must be 60% or above – where two assignments are required, then the average mark must be 60% or above **and**
2. Assignments must be in the hands of the Tutor **at least** one month prior to the **chosen examination date for each subject**.

For example, if you enrol to sit a **full** credit subject examination on **15th December**, you must have sent **both** assignments to your tutor by **15th November**.

Similarly, if you enrol to sit a **half** credit subject examination on **2nd March**, you must have sent the **sole** assignment to the tutor by **2nd February**.

Please also note the following:

- (a) Where an assignment is marked at less than 60%, this may show up as **'Fail'** in the web-based student record – this is purely with reference to the Pass Compensation award and does not necessarily mean it is a sub-standard submission
- (b) You are **not** permitted to **re-submit** an assignment in order to gain a higher mark
- (c) In the event that you fail an exam and have not completed the required assignment(s), you can subsequently complete the required assignment(s) – these will then count towards any re-sit examination undertaken. Submission dates for these assignments must comply with the relevant timescales as stated in **2** above.

Introduction

In this assignment, you are asked to reflect upon a project that you have experience of – this project may be connected with a work situation, or you may choose to select a project that is not work-related.

The assignment basically asks you to relate the materials from the course to this project. As a result of carrying out this assignment, you may find that you have been using a number of project management tools and techniques – perhaps without being fully aware of this. Alternatively, you may find that had you used some of these techniques, then your project may have run more smoothly or had a better outcome.

Before starting work on the project, you should take time to consider which project will give you the best opportunity to display to your tutor your understanding of the Project Management course.

If you are having difficulty in selecting a project, please contact your tutor to discuss the best project for you to select.

Question 1

Please give a high level overview of your project. This should explain what the project was and the context in which the project occurred.

(TOTAL 5 MARKS)

Question 2

Explain what tools were used to select the project.

You should explain why these tools were used rather than some of the other selection tools, and why the resulting project was selected over other competing potential projects.

In the event that the project you are using to illustrate the assignment was not subjected to a selection process, explain, on hindsight, what tools would have been appropriate to use at this stage in the process.

(TOTAL 15 MARKS)

Question 3

Draft a Project Charter and a Project Requirements Document for your project.

(TOTAL 10 MARKS)

Question 4

Prepare a Work Breakdown Structure for your project. You may present this in either indented or graphic format.

Your answer should also include a description of your rationale behind the level of detail in your work packages.

(TOTAL 15 MARKS)

Question 5

Prepare estimates for **two** other resources associated with the project.

(TOTAL 10 MARKS)

Question 6

Draft a float calculation table and network diagram for the project, with the critical path clearly illustrated.

(TOTAL 15 MARKS)

Question 7

Describe the implementation phase of the project. In particular, explain whether the project ran to plan – in which case explain the benefits of careful planning to the project manager. Alternatively, if the project deviated from plan, why did this occur and what was the impact of these deviations for the project?

(TOTAL 15 MARKS)

Question 8

Reflecting on the project, what did you learn?

What good practices will you take from this to future projects, and what activities would you not do in the future and why?

(TOTAL 15 MARKS)

TOTAL ASSIGNMENT MARKS – 100