

**HIGHER COLLEGES OF TECHNOLOGY**

**Computer and Information Science**

**Non-Exam Based Assessment**

**Cover Sheet**

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| --- | --- | --- | --- |
| **Course Name** | **Project management** | **Course Code** | **CIS3103** |
| **Date** | **18-Feb-2018** | **Submission Date** | **30-April-2018** |
| **Maximum Marks** | 100 | **Percentage of Final Grade.** | 25% of coursework |

**This assessment will assess the following Course learning outcomes:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **CLO1** | **CLO2** | **CLO3** | **CLO4** | **CLO5** | **CLO6** |
| Question No. | X | X | X | X | X |  |

|  |
| --- |
| * The entire project/case study/poster is designed and developed by me (and my team members). * The proper citation has been used when I (and my team members) used other sources. * No part of this project has been designed, developed or written for me (and my team members) by a third party. * I have a copy of this project in case the submitted copy is lost or damaged. * None of the music/graphics/animation/video/images used in this project have violated the Copy Right/Patent/Intellectual Property rights of an individual, company or an Institution. * I have the written permission from people who are featuring in this project.   **Student Signature: Date:**  **Student Signature: Date:**  **Student Signature: Date:** |
|  |

**For Examiner’s Use Only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question No.** | **Part 1** | **Part 2** | **Lessons Learnt, Defense and Project Evaluation** | **Total Marks** |
| Marks Allocated | 100 – 33% | 100 - 33% | 100 - 34% | **100** |
| Marks Obtained (Student 1) |  |  |  |  |
| Marks Obtained (Student 2) |  |  |  |  |
| Marks Obtained (Student 3) |  |  |  |  |

General Project Guidelines

Project Management (CIS 3103)

This document provides the project-related guidelines that students have to follow while working on their chosen project. The instructions provided cover the requirements for the 1st part, the 2nd part, and the project presentation

SEMESTER

201720

General Project Guidelines

Project Management (CIS 3103)

# Knowledge Areas

The project management knowledge areas that are covered in this project are the following:

* Integration Project management (Developing the Project Charter)
* Scope Management
* Time Management
* Cost Management
* Risk Management

Details about what to do in each one of these areas are provided in the next sections of this document.

# General Information

This document provides you with the instructions you need to follow to manage the project that you have selected to work on this semester. This will guide you through the steps you need to follow to manage your project in a successful and professional way.

This project is worth 25% of the course grade. Grade book entry is out of 100 marks are divided into the following parts:

* Project Part 1 - 33 marks
* Project Part 2 - 33 marks
* Lessons Learnt, Defense and Project Evaluation – 34

This is an individual grade

# Project Selection:

Each team has the option to select their IT project type. The project chosen will be for a non-profit organization such as your own college. Note that IT projects involve using hardware, software, and/or networks to create a product, service, or result. Examples of IT projects include and not limited to the following:

* A small software development team adds a new feature to an internal software application for the finance department.
* A college campus upgrades its technology infrastructure to provide wireless Internet access across the whole campus.
* A company develops a new system to increase sales force productivity and customer relationship management.
* A college develops a web site to support alumni students.
* A college develops a new on-line social networking site (Social Software)
* Virtualization technology project to improve IT resource management.

**Note:** Your teacher may give each group a case study to work on. If that is the case, you have to stick to what is written in your case study.

General Grading Criteria for the Group Report is shown below:

|  |  |
| --- | --- |
| **General Criteria and Description** | |
| 0 | **Omitted** in Report |
| 1 | **Limited.** Description or illustration is not clear/is incorrect/displays no evidence of student's comprehension of the topic |
| 2 | **Underdeveloped.** Description/illustration shows some evidence of student's comprehension of the topic but lacks depth or has significant errors |
| 3 | **Satisfactory.** Description/illustration shows satisfactory evidence of student's comprehension of the topic. Description or illustration is satisfactory and is relevant to the project or case. |
| 4 | **Good.** Description/illustration is complete and shows student's comprehension of the topic to be correct. All evidence are relevant to project and are error free. |
| 5 | **Exceptional.** Description/illustration is excellent and shows student's comprehension of the topic to be correct and free of logical errors. Description or illustration is complete with references if applicable and is relevant to the project. |

**Project Part 1– Business Case, Charter and Scope Baseline Worth 33% of project grades**

Business Case: Due week of 18-Feb

Investigate requirements and business need for a real or fictitious business. A business case must be written using the template given. Business Case includes:

* Introduction: Description of Business and its operations and its activities
* Description of Requirement - What and Why
* Suggested solution and Cost Estimation
* Benefits of the proposed solution to the organization
* Stakeholders and their impact

Business case must be approved by your instructor before you begin on subsequent parts of the project

Charter and Scope Baseline: Due Week of 18-March

This part requires you to initiate the project by writing the project charter. Your instructor will be the sponsor of the project and needs to sign the charter to commence planning.

Planning activities need you to gather requirements and create a scope baseline.

Report must be written using the given template. Some research is required on the related project management knowledge areas and process groups.

Refer to the rubric for a list of work to be done in this section of the report

**Resources: Templates and MS Project to create a WBS.**

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**Project Part 2 – Time, Cost, Risk and EVM**

**Worth 33% of project grades. Due 29-April-2018.**

1. Research and study cost estimation, risk analysis techniques
2. Apply MS Project to complete project scope, time and cost baselines
3. Apply PERT estimation techniques and determine critical path using a network diagram
4. Apply analogous/bottom up and parametric techniques to determine activity/project budget
5. Apply resources to tasks in MS project and generate reports
6. Identify and Analyze risks using Risk Register
7. Research and study how EVM can be applied to this project

**Project Defense Instructions – worth 34% of the project.**

## **Defense Date: Week of 29-April**

There will be an individual defense of the project including a reflection and with questions relating to the application of project management techniques. Responses should relate to the theory of PM as well as how it was applied to your project.

## Project Rubrics

|  |  |  |
| --- | --- | --- |
| **Section** |  | **Highest Rating** |
| **Business Case** | Introduction: Description of Business and its operations and its activities | 5 |
| Description of Requirement - What and Why | 5 |
| Suggested solution and ROM Cost Estimation | 5 |
| Benefits | 5 |
| Stakeholders and their impact | 5 |
|  |  |
| **Project Charter and Scope Baseline** |  |  |
| Introduction to PM framework and Charter | 5 |
| Project Identification, Roles and Responsibilities of project team | 5 |
| Objectives and Success Criteria | 5 |
| Deliverables and high level scope | 5 |
| High level schedule | 5 |
| Constraints | 5 |
| Assumptions | 5 |
| Risks | 5 |
| Introduction to Scope Management and Requirements Gathering | 5 |
| Detailed scope with inclusions and exclusions | 5 |
| MSP - WBS LEVEL 1 - as per process groups | 5 |
| MSP - WBS: LEVEL 2 - organized per deliverables or other logical sub groupings | 5 |
| MSP - Project title and Calendar with people resources identified | 5 |
| WBS Dictionary Sample1 | 5 |
| WBS Dictionary Sample2 | 5 |
| **33%** |  | **100** |
| **Cost, Time and Risk Management** | List of summary activities and predecessors | 5 |
| Estimation of Duration: Application of Pert formula with description of various scenarios for ML, O and P estimates | 5 |
| Network Diagram with sequencing, duration, ES, EF, LS, LF | 5 |
| Network Diagram float and critical path | 5 |
| MSP - Project Gantt Chart showing WBS CODE, NAME, DURATION and PREDECESSOR | 5 |
| Project Milestone Tasks Report | 5 |
| Cost Estimation Technique’s Calculation of definitive total project budget | 5 |
| Application of parametric or bottom up estimation | 5 |
| Assignment of resources: Work and Material | 5 |
| Assignment of resources: Cost | 5 |
| Resource usage report | 5 |
| Baseline cost report from MS Project | 5 |
| Risk Break down structure identifies major relevant categories | 5 |
| Risk Break down structure with relevant risks for each category | 5 |
| Risk Register with impact and probability identified | 5 |
| Risk response plan for high probability/High impact risks | 5 |
| Earned value Management - Description of how it can be used | 5 |
| EVM – Description of a hypothetical Project situation and calculation of variances | 5 |
| EVM –Calculations of Indices and project forecast | 5 |
| References and Appendices | 5 |
| **33%** | **Total** | **100** |
| **Section** | | **Rating** |
| **Oral Defense** | Lessons Learnt - Reflection | 5 |
| Students' response to Question 1 | 5 |
| Students' response to Question 2 | 5 |
| Students' response to Question 3 | 5 |
| **34%** |  | **20** |