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Answers Updated

Formative assessments (82% completed)

Last answered at: 04/05/2021 04:16PM

Activity 10
0/9 Questions completed

Activity 10

1 Sam is the project manager on a fundraising project for a charity. The purpose of the project is to contact local councils and to address the council sessions with a request to place pamphlets across the council area to increase the awareness of the fundraising campaign.

Sam has three team members allocated to this project: Mark who has just completed Year 12 at a local school, Cindy who started as junior secretary at the local council and Joan who is a very reserved older woman who volunteered her services to the project.

You are swamped with work and ask Cindy to allocate the project tasks which you drew up. One of the tasks was to attend the council session meetings and state the request. Mark volunteered to do this task. After he attended the first meeting you got a phone call from the mayor complaining about the meeting and wanting to have nothing to do with the fundraising event. What would you recommend Sam do to take remedial action in terms of the project team members as well as the schedule? (100-150 words)

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2 Consider this project for a software application development:

The project is broken down into the project phases: planning, analysis, design, build, test and implement.

The current phase is the analysis phase. This is the WBS of the analysis phase:

Task no.	Project task	Role	Allocated to (responsible)	Time allocated	Project week
1	Identify requirements providers	Analyst	Pete and Nancy	2 days	1
2	Set up interview appointments	Analyst	Pete and Nancy	1 day	1
3	Interview preparation	Analyst	Pete and Nancy	2 days	1
4	Gather requirements	Analyst	Pete and Nancy	5 days	2
5	Document requirements	Analyst	Pete and Nancy	10 days	3, 4
6	Review requirements	Analyst	Review team	5 days	5

The actual hours recorded at the end of week one are:

Pete and Nancy spent two days on research around the project and identifying the requirements providers. They identified six individuals or teams of people who need to be interviewed for their requirements.

Pete and Nancy struggled for two days to set up interview appointments and only managed to get interviews set up with four of the interview providers.

Pete and Nancy spent one day in interview preparation but were not yet completed and needed an additional day each which would work out for them as it fitted in with their interview schedule for the following week.

Pete and Nancy were not concerned at this point in time as they were expecting it to take less time to document requirements than what they had originally estimated to take into account any interview delays.

Project meeting at end of week one:

a. How many days were scheduled for project activities to Pete and Nancy? (Answer with the individual allocated days as well as the total for both of them.)

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b. How many days were actually worked on these project activities?

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c. What is the percentage complete of each project task at the end of week one?

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d. Is the project on track, ahead of schedule or behind?

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e. How would you report this to the project stakeholders? Would you give any reasons for variations on the project schedule and would you give any assurances at this stage to address any possible variance?

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f. Are there any contingency plans that you would action at this point?

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g. Would you make any recommendations to Pete and Nancy at the project meeting?

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h. Which colour traffic light symbol would you allocate the project at this stage? Explain.


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Save

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Summative assessment 2 (25% completed)

Last answered at: 25/03/2021 07:09PM

 Project 2
0/3 Questions completed

Project 2

Work Breakdown Structure

Objective: To hold a meeting at 10 am next Thursday with the director, receptionist (to take minutes), sales staff and sales manager to discuss the recent loss of the company's largest customer.

Task	ID	Predecessor	Duration	Resources	Costs
1.0	Consult senior manager and director with agenda priorities		30 minutes	Senior manager, director, administrator (AD)	(SM) 0.5 hr x \$180 = \$90 (D) 0.5 hr x \$220 = \$110 (AD) 0.5 hr x \$35 = \$17.50
1.1	Prepare agenda	1.0	1 hour	Administrator (computer etc as per general admin requirements) (AD)	1 hr x \$35 = \$35
1.2	Invite attendees	1.1, 2.1.2, 3.0	15 mins	Administrator (computer with internet access for email, completed agenda and data)	(AD) 0.25 hr x \$35 = \$8.75
1.3	Confirm Attendance	1.2	15 mins	Administrator (computer with internet access for email)	(AD) 0.25 hr x \$35 = \$8.75
1.4	Hold Meeting	4.0; 1.3; 2.2.2	4 hours	Venue, caterers, senior manager, director, administrator, 3 x sales staff	(V) \$60/ hr x 4 = \$240 (C) \$25 x 6 = \$150 (SM) 4 x \$180 = \$720 (D) 4 x \$220 = \$880 (AD) 4 x \$35 = \$140 (s/s) 3 x 4 hrs x \$65 = \$780
2.0	Consult with attendees for availability		30 mins	Administrator (telephone)	(AD) 0.5 hr x \$35 = \$17.50
2.1.1	Find venue	2.0	1 hour	Administrator (telephone and office equipment)	(AD) 1 x \$35 = \$35
2.1.2	Book venue	2.1.1	15 mins	Administrator (computer with internet access for email)	(AD) 0.25 hr x \$35 = \$8.75
2.2.1	Catering Quotes	2.0	1 hour	Administrator (telephone and office equipment)	(AD) 1 x \$35 = \$35
2.2.2	Book caterers	2.2.1; 1.3	15 mins	Administrator (computer with internet access for email)	(AD) 0.25 hr x \$35 = \$8.75
3.0	Compile historical data		2 hours	Administrator (computer, reports, printer)	(AD) 2 x \$35 = \$70
3.1	Distribute data	3.0	15 mins	Administrator (computer with internet access for email)	(AD) 0.25 hr x \$35 = \$8.75
4.0	Computer with network connection for meeting		Nil		

Based on the Work Breakdown Structure provided, write a report to give to the sponsor of this project. The report should include an introduction and a conclusion.

- Analyse the Work Breakdown Structure and list each of the roles of personnel.

PAGE 1 of 2

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2 Considering the list of personnel required, for each of these roles, complete the table to indicate what you would expect of a person in that role including the reason for their selection.

Person/ name	Role summary (tasks)	Reason for selection

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3 Consider that the meeting has been held and the project is now complete. Write a brief summary of the performance of the identified HR members including failures, successes and work completed.

Person	Work completed	Failures/ areas of improvement	Successes/ tasks done well

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SAVE

Previous Project



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