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Project 1

Scenario: You are the project coordinator (assisting the project manager) for the Devonport - The People's Park regeneration project (project description available under Additional Documents).

1 Task 1

Familiarise yourself with the Devonport - The People's Park project description as supplied in Additional Documents. The project has not yet been launched, and is still in its initiation phase. The project manager is compiling the project charter prior to having the project approved by the city council, and he has asked you to help him. Answer the following questions related to the project charter:

I. What is the relationship between the project and the broader organisational strategies and goals? (30-50 words)

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II. Provide a brief high level project description) (20-30 words)

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III. Briefly describe:

a. The project's objectives

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b. The project's governance

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c. The benefits to be delivered by the project

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d. At least five (5) key stakeholders

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e. Any constraints

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f. Any key assumptions

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g. The highest priority 3-5 risks

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h. A ballpark total budget

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2 Task 2

This audio-visual task requires you to make and submit for assessment a voice recording of yourself presenting the The People's Park project to a City Council committee for approval. The presentation will take place in the council boardroom. The funds for the project cannot be made available, and the project cannot formally start, until it is approved by the committee.

Instructions:

Your presentation should be based on your answers to the questions in Task 1. So, you should discuss:

- o the existing state of the park, and why the project should be done
- o the project's relation to the council's broad objectives
- o a high level description of the project
- o material provided in your answers to questions 1.a to 1.h above.

You should:

- o present a connected and logical argument that is likely to be persuasive
- o not read word for word from your written answers

The presentation should be focused enough to convince an audience of decision makers. There is no specified duration, but 5-7 mins should be enough.

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3 Task 3

I. List six (6) documents that you as project coordinator would need to update as the The People's Park project progresses, and give a brief description of each (20-30 words each).

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II. Use your your existing knowledge of the The People's Park project, and your imagination, to identify four (4) issues that you might encounter along the way. Complete the following issues log for the identified issues:

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4 Task 4

The project is now 70% completed. A key stakeholder - the local tourism authority - has requested that you include a car park with 50 spaces in the list of deliverables for the project. The original plan did not include a car park. As she was speaking to you, you were thinking: 'This would cause some disruption if we agreed.' Describe the steps you would now take to reach a decision either to incorporate the car park in the project plan or reject it.

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5 Task 5

The project is now 100% completed. The project manager and yourself have led the team to a successful conclusion of the project. However, some things still need to be done to formally close off the project.

I. Identify and describe what you will need to do to hand over project products and associated documentation to the client at the end of the project.

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II. Identify and describe what needs to be done to complete financial, legal and contractual obligations.

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