

Assessment 1: Portfolio/Collection of Work

**Task 1: Introduction**

**Write a short introduction to your selected project giving context to why the PMI waterfall framework is the appropriate management approach for this specific project.**

(3 Marks / 200 Words)

**Task 2: Project Initiation**

**A. Explain the benefits of using a Business Case document and outline the main components of the documents.**

(3 Marks / 200 Words)

**B. Explain the benefits of a Project Charter Document and use the course template**

**as a guide to create a Project Charter document for your project.**

(3 Marks / 200 Words)

**C. Identify your project stakeholders and use an appropriate tool to analyse them. Complete a Stakeholder Register document and Stakeholder Communication plan.**

(4 Marks / 200 Words)

**Task 3: Project Planning**

**A.** **Highlight the main deliverable from the Scope Statement. Complete a Work Breakdown Structure (WBS) and discuss the benefits of WBS and assigning work packages to team members. Complete a sample of WBS Dictionary Documents based on your WBS and Charter document and discuss the benefits of using standard templates to collect requirements forming the WBS Dictionary.**

(8 Marks / 400 Words)

**B.** **Using the WBS Work Packages create a dynamic schedule using a Network Diagram. Work out the Critical Path of your project and indicate Float in the project work packages. Create a Gantt Chart to identify resources and create a project schedule.**

(6 Marks / N/A Words)

**C. Discuss the main element of your quality management plan. Describe what tools and techniques you will use for quality control and quality assurance and include samples for both. Explain how you have applied the 8 quality principle to your project in order to gain support from the project team / stakeholders / suppliers.**

(6 Marks / 1,000 Words)

**D. Discuss when risk planning should begin and why. Discuss the techniques used to identify and analyse risk (include example). Complete a risk register outlining risk level and strategy to deal with each risk.**

(5 Marks / 350 Words)

**E. Discuss the importance of a make or buy analysis. Discuss the importance of a**

**Statement of Works for goods and services needing to be procured. Provide an**

**example of 1 procurement item identified, for this item include the following:**

**● Make or buy analysis**

**● Statement of Work**

**● Supplier Selection Criteria**

**Discuss which contract type you selected for this procurement item and why.**

(6 Marks / 750 Words)

**F. Describe the steps taken to create a budget. Complete a budget for your project**

**and describe how you will monitor and control your budget.**

(8 Marks / 150 Words)

**Task 4: Monitoring & Controlling**

**A. Complete a Responsibility Assignment Matrix (RAM) or RACI Document for your**

**project team. Explain the dangers of Scope Creep and how you will use the**

**following to help control the scope:**

* **Change Control Board**
* **Variance Request Document**
* **Status Report**

(6 Marks / 400 Words)

**B. Give an example of scope change. Complete a variance request document explaining the effects on the triple constraints. Explain what conclusion the change control board came to and how the change was effectively communicated and implemented.**

(4 Marks, 350 Words)

**Task 5: Project Closing**

**Describe the steps you took to close your project including details about what documentation is needed to effectively close the project. Explain how you collected your lessons learned from the project and detail what went well and what you would do differently next time.**

(5 Marks / 500 Words)

**Task 6: Conclusion**

**Write a short summary outlining how this project benefited from using the PMI framework.**

(3 Marks / 300 Words)

**Bibliography & References**