Assessment Brief

Project Management
QQI Level 6 6N4090

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Introduction

Hello and welcome to your QQI Approved Project Management Course, we are delighted that you have chosen to work with DCM Learning as you continue your education.

This course is at Level 6 of the National Framework of Qualifications. To receive an award at Level 6 you will be required to undertake self-directed learning after you complete the training course. This self-directed learning will typically include additional reading, research, self-reflection and preparation of your assessments.

This document contains important information about the assessment process and it is important that you read each part of the document carefully so you clearly understand what is required of you.

We hope your return to learning experience is a positive one and we wish you every success in achieving your QQI Level 6 Project Management 6N4090 Award.

In addition to the information in this document, you should visit our Guide to completing your Project Management Assessments page.

Guidelines and Checklist

Your work should show evidence of relevant reading around each topic and it MUST be clearly referenced and include a bibliography. See page 12 for a guide to referencing.

Pay attention to the required word count for each section and do not go significantly under or over the required word count (10% above or below is ok).

Please use the MS Word Templates below for doing your assignments.

> Download and Use **"Assignment One Portfolio/Collection of Work Template"** Link
> Download and Use **"Assignment Two Written Assignment Template"** Link

Assignment Brief Checklist:

- I have read the 7 Point Checklist - Link
- I have used the Templates provided above
- I have followed the word count
- I have spell checked all of my assignments
- I have included a Bibliography
- I have watched the "Plagiarism & Referencing Video" - Link

Assessment 1: Portfolio/Collection of Work (70% / 70 Marks)

Your Portfolio of Work is a collection of project components required to effectively manage a chosen project through the stages of Initiation, Planning, Execution, Monitoring & Controlling and Closure. This will demonstrate your understanding and application of the globally accepted PMI ® project management framework for your selected project.

The portfolio of work should be presented in an essay style using the topic headings in the table below and with the appropriate use of populated templates.

To gain maxium marks we advise you:
1. Watch the "**Assignment One Portfolio/Collection of Work Video**" Link
2. Download and use the "**Assignment One Portfolio/Collection of Work Template**" Link
3. Make sure to answer **All Tasks**

Tasks		Required Word Count
Task 1 (3 marks)	**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.	200
Task 2 (3 marks)	**Project Initiation** A. Explain the benefits of using a Business Case document and outline the main components of the documents	200
(3 marks)	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.	200
(4 marks)	C. Identify your project stakeholders and use an appropriate tool to analyse them. Complete a Stakeholder Register document and Stakeholder Communication plan.	200

Task 3 (8 marks)	**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 of 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.	400
(6 marks)	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.	N/A
(6 marks)	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 principles to your project in order to gain support from the project team / stakeholders / suppliers.	1,000
(5 marks)	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.	350
(6 marks)	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	750
(8 marks)	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.	150

Task 4 (6 marks)	**Monitoring & Controlling** A. Complete a 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 • Change Request Document • Status Report	400
(4 marks)	B. Give an example of scope change and complete a change 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.	350
Task 5 (5 marks)	**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, what would you do differently next time.	500
Task 6 (3 marks)	**Conclusion** Write a short summary outlining how this project benefited from using the PMI framework.	300

Assignment 2: Assignment 30% / 30 Marks

Your assignment should demonstrate your understanding of the practical application of Project Management Theory under each topic heading in the table below and how it might apply to your real work as a Project Manager. You are required to undertake research to demonstrate that you understand the principles and theories of using best practice project management frameworks to effectively manage a project.

The work should be presented in an essay style using the headings below.

To gain maxium marks we advise you:
1. Watch the "**Assignment Two Written Assignment Video**" Link
2. Download and use the "**Assignment Two Written Assignment Template**" Link
3. Watch the "**How to Format my Assignments Video**" Link

Tasks		Required Word Count
Task 1 (17 marks)	**Project Management Methodologies** Summarise the difference between Agile and Waterfall Project Management AND discuss how you would decide which method was appropriate for a given project. Explain who the Project Management Institute (PMI) is and what PMBOK is. Explain what you understand about the PMI 5 Process groups: • Initiate • Plan • Execute • Monitor & Control • Close For each process group, provide a summary of what is involved in this phase of the project and how the phases interact with each other. Discuss the benefits of using this structure. What are the 10 Knowledge areas and why must a project manager understand how they relate to the process groups.	1,750

Task 2	The Role of Project Management	
(3 marks)	A. Discuss a range of interpersonal skills needed by a project manager and why they are needed in overcoming common challenges the PM may face.	300
(3 marks)	B. Describe the difference between a manager and a leader, how is this relevant to project management?	300
(2 marks)	C. How would you describe your default leadership style? What other styles must you also develop and why?	250
Task 3	Managing the Project Team	
(2 marks)	A. What areas must a PM focus on when building an effective project team?	100
(3 marks)	B. Describe the principles of effective performance management for a PM's team, include comments on: • Setting Goals • Feedback • Adapting your style to the person and situation • Ground rules • Effective meetings	300

Marking Guide

50-64%	**Pass**	Show that you've learned and understood the course material.
65-79%	**Merit**	Have learned the course material and show that you can apply that knowledge to real-world situations (use practical examples).
80-100%	**Distinction**	Show a deep understanding of the course material and how to apply it. Show evidence of having carried out additional reading, being able to show the pros and cons of the course materials and associated theories and offer alternatives based on solid research.

Structuring your Assignments

Examine the marking scheme for each assignment, and use the headings provided in the marking scheme as paragraph headings for your work. By doing this you're far less likely to leave out something that attracts marks.

Things to watch out for:

- Use the assignment templates provided when submitting your assignments.

- Marks don't carry over from one section to another. No matter how much you write on a given section, you can't score more than the maximum allowed marks for that section.

- If you don't use headings in line with those in the marking guide, you're far more likely to leave out something that's worth marks. Headings also make it easier for the examiner to give you marks, rather than having to hunt through an assignment for mention of the topic.

- Get somebody else to proofread your work before you submit it. It's much easier to spot mistakes in another person's writing, and you can lose marks for careless mistakes.

- Don't be significantly under or over the required word count (10% above or below is ok).

- Formatting matters! Use paragraphs and put headings in bold. Change the vertical spacing on your document to 1.5 or 2.0 (YouTube has how-to videos) to make your assignment easier to read.

Bibliography & References

Whenever you mention another author's work in your assignment, you should credit that author in a References section. This is a list of books, research papers or websites you've referred to in your assignment. The purpose of referencing is to give the reader enough information to find the source material. The method you use to reference should be consistent; see the links below for referencing methods. Make sure to highlight in the body of your assignment when you do this, so that the examiner knows you're not copying another author's work without crediting them.

For example, in the body of your project, your text might look something like this:

"Kirkpatrick (1) developed a four-level model for evaluating training, which was challenged and refined by Kaufman (2)."

And then at the end of your assignment, you would have a list of references:

References:

1. Kirkpatrick, D., & Kirkpatrick, J. 2006. Evaluating Training Programs: The Four Levels Berrett- Koehler Publishers.
2. Kaufman, R., & Keller, J. M. (1994). Levels of evaluation: beyond Kirkpatrick. Human Resource Development Quarterly, 5(4), 371-380.

Online Referencing Tools:

https://www.citethisforme.com/harvard-referencing

http://scholar.google.com (search for the book/paper and click the icon)

Helpful Link:

Please watch the "**Plagiarism & Referencing**" Video Link

Submitting your Assessment

IT IS ESSENTIAL THAT YOU FOLLOW THESE GUIDELINES WHEN YOU ARE SUBMITTING YOUR WORK

1. You must submit 1 document per assessment. All files should be saved as PDFs before they are submitted. Files must be named as follows: -
   a. 6N4090 – Portfolio of Work – YOUR NAME.pdf
   b. 6N4090 – Assignment – YOUR NAME.pdf

2. You must respect the word count guidelines
   a. Portfolio/Collection of Work: 5,000 Words plus/minus 10%
   b. Assignment: 3,000 Words plus/minus 10%

3. Any information that you source from another writer MUST be referenced in your bibliography. (NOTE: Your bibliography is not included in your word count)

4. You must avoid plagiarism. Plagiarised work will not receive a mark.

5. **All work must be submitted on or before the date advised in your enrollment**

6. If you need an extension you must complete our extension request form
   Click this **LINK** to request an extension now
   Click **HERE** if you need help completing the extension request form

Once your assignments are ready click the button below to submit them for grading:

| Upload your Assignments for QQI Project Management Course | → |

If you need help to complete our submission form visit **HERE**.

Caroline Brereton
Admin Team
Contact Info
admin@dcmlearning.ie | 01 524 1338