Level 1 Project management (PM 7574-126)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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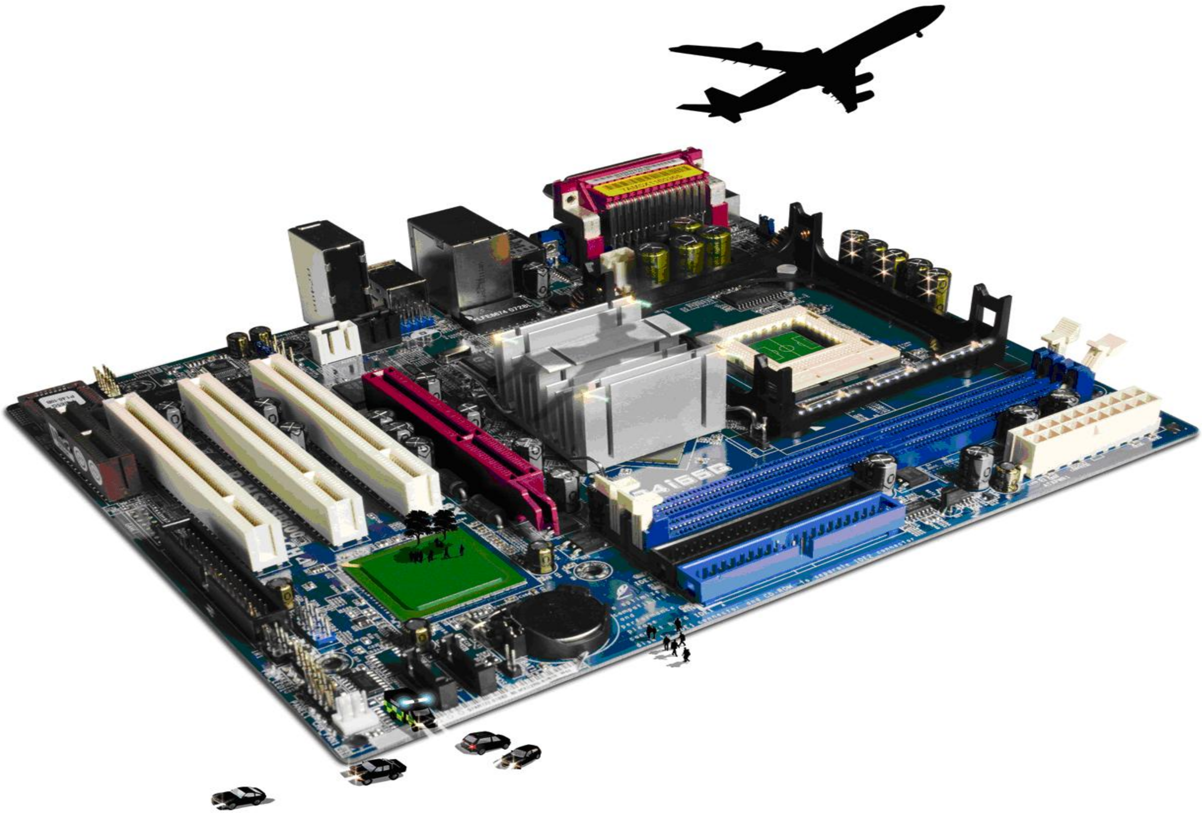

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Level 1 Project management (PM 7574-126)

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Project management (PM 7574-126).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **one and a half hours**.

Level 1 Project management (PM 7574-126)
Candidate instructions

Time allowance: one and a half hours

The assignment:

This assignment is made up of **four** tasks

- Task A - Creating project file
- Task B - Adding the project data
- Task C - Using calendar tasks
- Task D - Editing project tasks

Scenario

You work for a local events company who are about to arrange a conference for one of their clients in 4 months from today's date. Your line manager John Peters has overall responsibility for the project and you will be assisting him.

John Peters wants you to set up a plan showing the stages and progress of the room's preparation, so that all people working on it know what to do and when to do it by. There is a budget of £750 overall for this part of the project which must be completed on time.

To assist you a table showing what is to be done and by when has been provided for you below.

Task	Milestones	Person responsible	Budget	Status
Booking the venue	**To be done this week**	**You**	**£250**	**Not started**
Sending out invites	**To be done by two weeks from today**	**Paul Wright**	**£50**	**Not started**
Collect RSVP information	**To be done by seven weeks from today**	**Paul Wright**	**None**	**Not started**
Make contact with caterers for menus	**To be done this week**	**Tom Hunt**	**None**	**Not started**
Order food and drink	**To be done by 8 wks from today**	**Tom Hunt**	**£275**	**Not started**
Confirm speaker	**To be done in 4 weeks time**	**Mary Higgins**	**£175**	**Not started**

Read all of the instructions carefully and complete the tasks in the order given.

Task A – File set up

1 Open software that is suitable for project planning

2 Read the email below and extract the following details

EMAIL

Hi thanks for agreeing to help with the management of this project. I am directly responsible for the project and you will be assisting me. I need you to set up a plan to show the stages and progress of the preparation of the room so that all the people working on it know what to do and when to do it. There is a budget of £750 overall for the project. We have 4 months from today until this work needs to be completed.

Thanks

John Peters

3 Give your project the heading **Conference**

Set your **PROJECT END DATE** to 4 months from today's date

4 Save the project file with the same name as the project heading, **Conference**

Task B – Document layout

1 Use the information provided in the table under the scenario to set the activities & milestones for the plan

2 Use the information provided to add the budgets to the plan

3 Use the information provided to add the persons responsible for each activity of the plan. Assigning as needed

4 Save the project file with the same name as the project heading, **Conference2**

Task C – Using calendar tasks

1 Prepare a task calendar for the activities and add the following:

- make a note to send an email to confirm venue booking – **conference@hotmail.coz** your contact is Elizabeth and this should be done today
- Make a note to send an email to Paul Wright reminding him to design the invitations – decide on a completion date that is before the milestone date already entered
- buy envelopes and stamps for sending the invitations - decide on a completion date that is before the milestone date already entered
- Make a note to send an email to Paul Wright reminding him to confirm the number of attendees to Mary Higgins so that catering arrangements can be confirmed – date is the same as milestone already set.

Make a note to send John Peters an email of progress – eight weeks before the end of the project

2 Mark a dependency on the plan, between the RSVPs and ordering the food and drink

3 You are not available on Fridays – note this on the calendar

4 John Peters is not available on any Wednesday – show this on the calendar

5 Make a note on the calendar to request from all members of the team who have tasks for a project, for an update seven weeks from today

6 Save the project file with the same name as the project heading, **Conference3**

Task D – Editing project tasks

1 Edit the names and activities in different colours for all members of the project team so that they stand out eg you and your activities in one colour and Tom in another

2 You have booked the room today – change the status of this activity as appropriate

3 Mary Higgins has phoned to say she has contacted and booked the speaker - change the status of this activity as appropriate

4 Paul Wright has made a start today in sending out the invitations - change the status of this activity as appropriate

5 Using a filter show only the activities to be done by Tom Hunt include task, dates budget and status details

6 Using the information from the filter prepare a report ready to email to John Peters.
Save the report as **activityTom**

7 Save the project file with the same name as the project heading, **Conference4**

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

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