About City & Guilds
City & Guilds is the UK’s leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group
The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities
City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright
The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute 2010 and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

• centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
• learners may copy the material only for their own use when working towards a City & Guilds qualification

The Standard Copying Conditions on the City & Guilds website also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications
City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds’ products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000 (Centres) www.cityandguilds.com
T +44 (0)844 543 0033 (Learners) learnersupport@cityandguilds.com
## Contents

**Unit 126 – Project management Level 1**

**Assignment B**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction – Information for Candidates</td>
<td>2</td>
</tr>
<tr>
<td>Candidate instructions</td>
<td>3</td>
</tr>
</tbody>
</table>
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.
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.

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

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
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**