Level 2 Project Management Software (7574-226)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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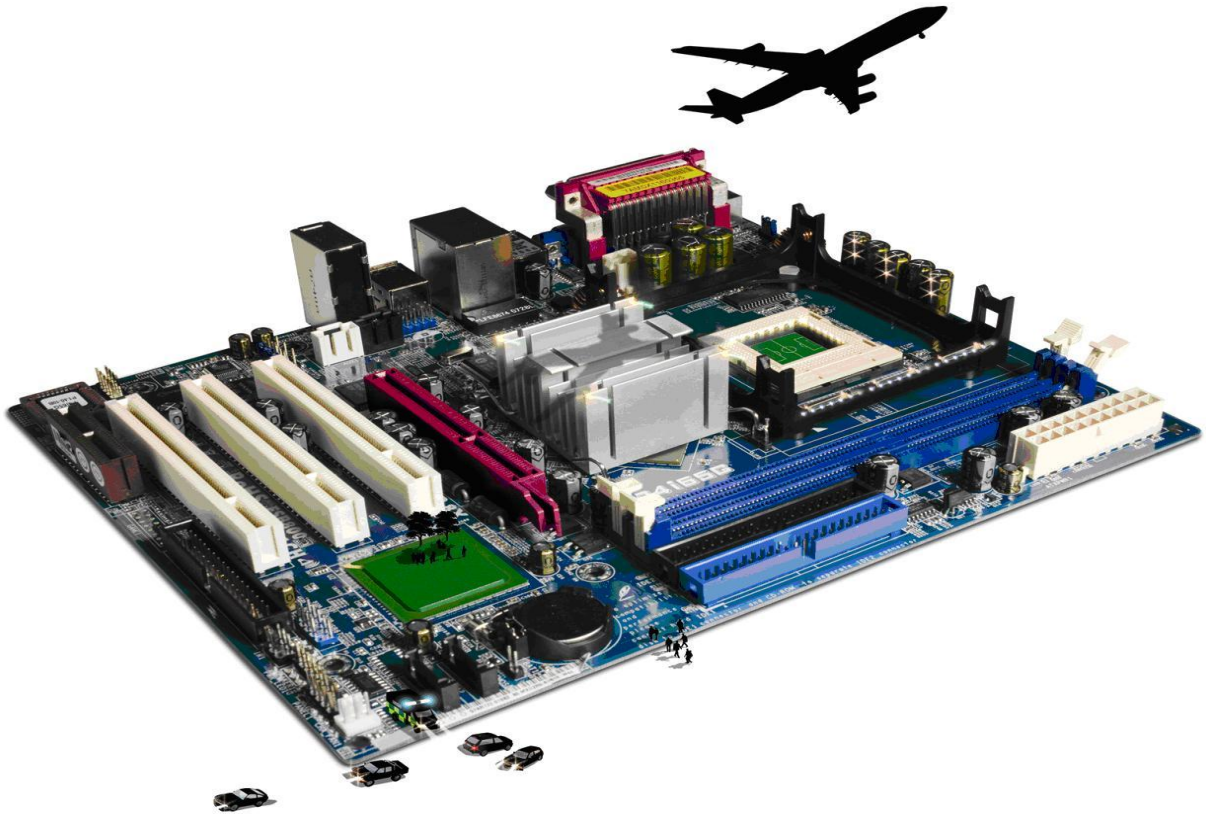

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Level 2 Project Management Software (7574-226)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Project Management Software (7574-226).

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 **two hours.**

Level 2 Project Management Software (7574-226)
Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A – Adding Milestones and resources
- Task B - Setting up a task calendar
- Task C - Editing and updating
- Task D - Preparing a report

Scenario

You are assisting a local tourist attraction with a one day group visit. The group will consist of 25 adults from another country. Because this is a new service for the tourist attraction you are going to prepare and monitor project management information.

The visiting group will all need information in their own language as well as in English. They will require refreshments when they arrive and a pre ordered light lunch at 1pm. The group will arrive by coach at 9.45 five weeks from today.

The tourist attraction is quite small but the whole team will work together. The team consists of the owners Mr and Mrs Wilson, an administrator Jayne, and the catering manager Jinni.

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

Task A – Adding Milestones and resources

1 Open software that is suitable for project planning.

2 Read the 'information' you have been provided by your assessor.

3 Give your project a heading and save the file using an appropriate file name and use any other criteria you have been given.

4 Use the 'information' to identify the **critical project information** and note this down in your Planning Document.

5 Use the information to identify the critical tasks and any milestones and people responsible for each task.

Note this down in your **Planning Document**.

6 Use the information you have identified to draw up a **PERT** analysis to estimate the time required for each task. Show dependencies on the analysis, use the **Planning Document** for this.

7 Insert **End Date** of project into the software.

8 In the Project Information Summary (or Notes) add the Title of the Project, the name of the Manager as **Jeremy Bales** and your own name as the **Author**.

9 Identify any risks and issues that may have an impact on the project and note these in the **Planning Doc**.

Task B – Setting up a task calendar

1 Use the information from the **PERT** analysis to set all tasks and milestone dates.

2 Use the 'information' provided to set budgets.

3 Add the person responsible for each task/activity to the plan.

4 Link all dependencies as per your **Planning Document**.

5 Print a copy of the **Network Diagram** or **PERT** chart to show all tasks, dates, resources and dependencies.

6 Add a new Task above all the tasks relating to food and call it **REFRESHMENTS** – set this with duration of **zero** days as it is a summary field.

7 Group all the food related tasks under **REFRESHMENTS**.

8 Add a milestone to indicate headsets should have been completed by the date you have identified in your **PERT** analysis.

9 Add a milestone to indicate the date and time of the visit.

10 Print out a copy of the plan as a **GANTT CHART** showing everyone's tasks and the dates they have to be completed by.

11 Print out a **RESOURCE USAGE** report showing everyone's tasks and progress so far.

12 Save the project file with the same name.

Task C – Editing and updating

1 Set the working day in the calendar to start at 9 am and finish at 5 pm.

Lunch is between 12.30 and 1.30.

2 Create a **HOLIDAY** calendar and add Jayne's holiday date to it.

3 Take a screen print (or printout) of the **HOLIDAY** calendar with Jayne's holiday showing and paste it into your Document Planning file.

4 It is **ten** days since the start of the project and Jayne has confirmed that she has send out the map and also the pre order lunch forms – update the plan.

5 Jayne has rescheduled her holiday and will now take it after the visitors have been.

She does however, need **two** days off next week instead – update the/her calendar.

6 The translations are going to be **two** days later than first planned– update the plan to show the change.

7 Show the translation activity as 75% complete.

8 The date has been set with the engineers, and the headset check is now complete – set this to 100% complete.

Task D – Preparing a report

1 Re print the Network Diagram showing all updates.

2 Print a report showing the progress of the project

(this **MUST** show the percentage of tasks complete as well as those started or not started).

3 Print a report that shows only the activities to be done by you.

4 Save the report as **activityyourname** (don't forget any specific naming requests).

5 Add the number 2 to the original file name and save "**name2**" (don't forget any specific naming requests).

6 Close the project management software.

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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