Level 2 Project Management (7574-226)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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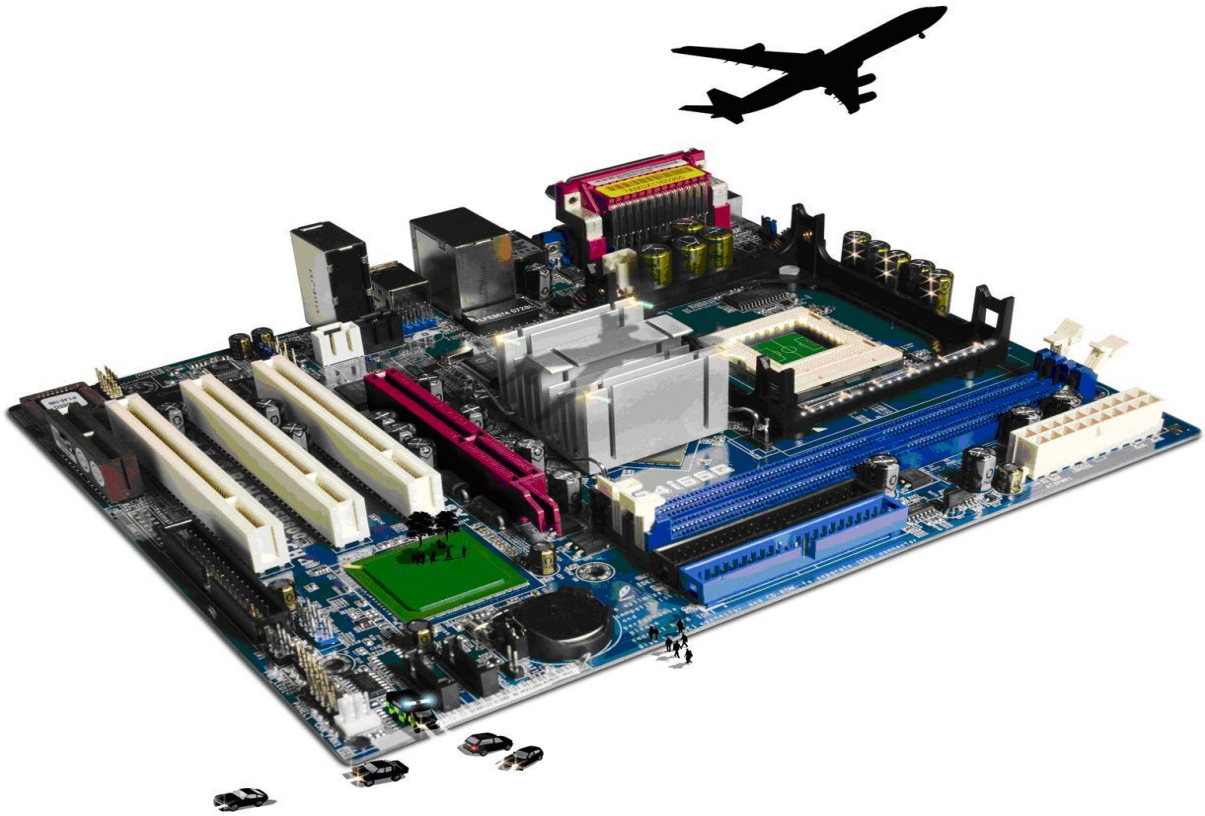

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Level 2 Project Management (7574-226)

Assignment B

Introduction – Information for Candidates

About this document

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

Time allowance: Two hours

The assignment:

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

- Task A - File set up
- Task B - Document layout
- Task C - Further document layout
- Task D - File update

Scenario

At a recent club meeting you agreed to help with the management of a new games room project. The secretary of the club has sent you an email which contains all the information you need to set the project up using ICT.

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 Music Project Brief you have been given and set your **PROJECT END**.

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

4 Add **Mr Reiden** as manager of the project to the Project Information.

5 Use the brief to identify the **critical project information** and note this in your Planning Document.

6 Use the brief to identify the **critical tasks** and any **milestones** and people responsible for each task.

Note this down in your Planning Document.

7 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.

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

Task B – Document layout

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

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

3 Add Installation Engineers as a Cost Resource and assign them as required.

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

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

6 Add a milestone to indicate that the floor and sound system should be completed by the date you have identified in your **PERT** analysis.

7 Add a milestone to indicate the date that the sound proofing should be completed.

8 Add a milestone to indicate the date when the recording system should be set up.

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

10 Printout/screenprint a copy of the plan as a **GANTT CHART**.

11 Printout/screenprint a **RESOURCE USAGE** report showing everyone's tasks and progress so far.

12 Save the project file with the same name.

Task C – Further document layout

1 Set the working day in the calendar to start at 9 am and finish at 5 pm. Lunch is between 1pm and 2pm.

2 Create a **MUSIC ROOM** calendar and add the days that the Music Theatre is available for installations.

3 Take a screen print (or printout) of the MUSIC ROOM showing availability for installations and paste it into your Document Planning file.

4 The floor is going to be laid down **two** days later than first noted – update the plan to show the change.

5 Show the Recording System set up as 75% complete.

6 You have received a copy of the Marketing Plan – record this as complete.

7 Re print the **Network Diagram** showing all updates.

Task D – File update

1 Print/screenprint a report showing the progress of the project (this **MUST** show the percentage of tasks complete as well as those started or not started).

2 Print/screenprint a report that shows resource usage.

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

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

5 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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