City & Guilds Level 3 Project management software (PM 7574-326)

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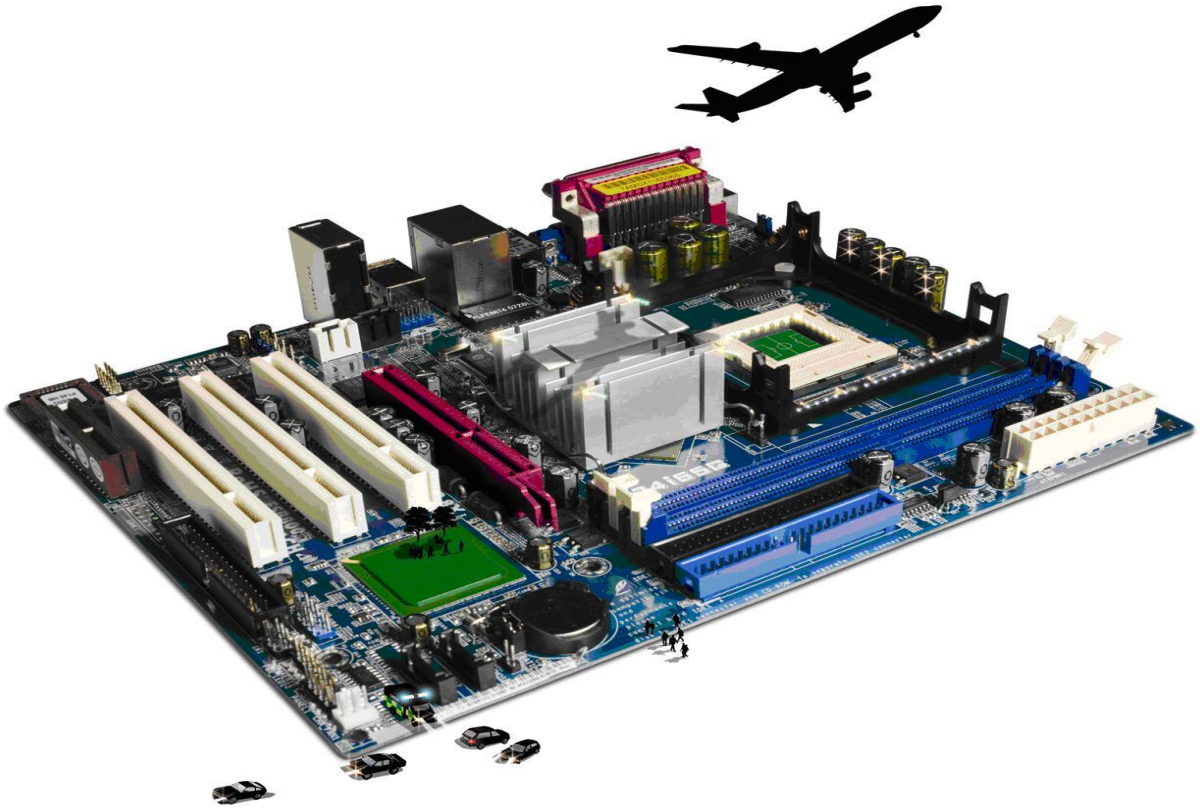
ITQ
Assignment guide for Candidates
Assignment A



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City & Guilds Level 3 Project management software (PM 7574-326)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 3 Project management software (PM 7574-326).

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 and a half hours**.

City & Guilds Level 3 Project management software (PM 7574-326) Candidate instructions

Time allowance: two and a half hours

The assignment:

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

- Task A - Set up a Project
- Task B - Set up a calendar and publish
- Task C – Create sub project
- Task D - Update and modify
- Task E - Link/Combine Projects

Scenario

You work for a small Property Management Company called Dynamic Lettings and have been asked to keep track of all future lettings using a project management tool. So that the company partners can see what resources are needed on an ongoing basis to secure new lettings through to completion.

The company has recently been contacted by the owners of Candelby House who are moving overseas and who wish to let their property whilst they are away. The project for Candelby House will be used as a template for all future lettings.

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

Task A – Set up a Project

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 title and save the file using an appropriate file name and use any other criteria you have been given.

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

5 Use the **Information** given 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 graphically display the project (eg **PERT/GANTT**) to show the time required for each task, include task type eg fixed cost, fixed duration, fixed work.

Show dependencies on the analysis, use the **Planning Document** for this.

7 Insert **Planned 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 **Michelle Gray** and your own name as the **Author**.

Task B – Set up a calendar and publish

1 Use the information from the **PERT/GANTT** and **Information** document to set all tasks and milestone dates.

2 Use the '**information**' provided to set budgets.

3 Add the resources defined in the **Information** document to your project.

4 Link the person responsible to each task/activity for the project.

5 Link all dependencies as per your **Information** Document.

6 Modify the working calendar to show Monday to Friday working times as 09:00 – 17:30 and Saturday as 09:00 – 17:00.

7 Add an exception to the calendar for the 18th of this coming month.
Show as a Training Day with no working hours.

8 Using the software print a copy of the **Network Diagram** or **PERT** chart to show all tasks, dates, resources and dependencies.

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

10 Save or publish your project so that it can be shared with colleagues.

11 Save the project file with the same name.

Task C – Create sub project

1 Using the details provided in the **Information 2** document, set up a new Project, this project will be used as a sub project of the **Candelby House lease** later in this assignment.

2 Add the resources defined in the **Information 2** document to your project.

3 Link the person responsible to each task/activity for the project.

4 Link all dependencies as per your **Information 2** Document.

5 Modify the working calendar to show Monday to Friday working times as 09:00 – 17:30 and Saturday as 09:00 – 17:00.

6 Add an exception to the calendar for the 18th of this coming month.

As a Training Day with no working hours.

7 Save your Project.

Task D – Update and modify

1 Return to the **Candelby House Lease** project.

2 Modify the planned start date for **Produce draft contract for Property** so that it starts after **In Principle rental agreed**.

3 Modify the **Suitable references received** task to 50% complete.

4 Add a note to say that **Bank reference received**.

Explain in your **Project Planning Document** why this task information had been updated to 50% complete.

5 Add an exception to Thomas Jordan's calendar which indicates he is on holiday from the 25th – 28th of this month.

6 Update the Conduct Viewings task so that earliest start date is 25th of this month.

7 Using your Project Planning Document explain why Thomas Jordan may be showing more than 100% utilization on some days of the project.

8 Save your updated project.

Task E - Link/Combine Projects

1 Using suitable techniques, combine or link your two projects.

Save your updated project with a suitable name.

2 Ensure that your project reflects that both references should be received before the property can be offered, along with any contingency plans if they have not been received.

3 Update the **Property Let** task to show the actual start Date as the 4th of the following month.

Print a **GANTT** chart that shows Planned dates and actual dates.

4 Save your Project(s) and close the project management software.
When you have finished working :

- Ensure your name is on each document and label all removable storage media with your name
- Hand all paperwork and removable storage media to your assessor.

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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