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

ITQ
Assignment guide for Candidates

Assignment B

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Level 3 Project management software (PM 7574-326)

Assignment B

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**.

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 family run Estate Agents called Dynamo Estates and have been asked to keep track of all future sales using a project management tool. So that the company partners can see what resources are needed on an ongoing basis to secure new properties through to completion.

The company has recently been contacted by the owners of Sandlewood House who are moving overseas and who wish to sell their property before they move away. The project for SandleWood House will be used as a template for all future sales.

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

4. Use the '**information**' to identify the critical project information and not this down in your **Planning Document**.

5. Use the **Information** given to identify the critical tasks and any milestones and any contingency plans should people responsible for each task become unavailable.

   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 Brown** 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 for 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 08:00 – 17:00 and Saturday as 08:00 – 14:00.

7. Add an exception to the calendar for the 19th of this coming month.

   Show as a team building 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 **Sandlewood House** sale later in this assignment.

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

3. Link the person responsible for 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 08:00 – 17:00 and Saturday as 08:00 – 14:00.

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

   As a team building day with no working hours.

7. Save your Project.

Task D – Update and modify

1. Return to the **Sandlewood House** sale project.

2. Modify the planned start date for **instructing solicitors** so that it starts after **offer accepted**.

3. Add a note to say that the offer should be accepted by vendors before contacting solicitors.

   Explain in your **Project Planning Document** why this task information had been updated to 100% complete.

4. Modify the **offer accepted** to 100% complete.

5. Add an exception to Thomas Macfarlane'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 Macfarlane may be showing more than 100% utilisation 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 contracts must be exchanged before completion.

3. Update the **Completion** task to show the actual start Date as the 5th 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:

- 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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