You need to write a Project Brief using a **Word document with Power Point Slides** to cover the following topics:

1- Business Rationale
2- Project Objectives
3- Project Lifecycle
4- Timeline Plan
5- Stakeholders
6- Communication Plan

You are required to include both theory (what is each topic and why is it important) and application of the theory on the project context.

Use Power Point to create your slides and then transfer them to a Word document, where you can write notes to expand and explain each of them.

For each of the above 6 topics:
1- Use one slide to explain what the topic is (this shows you knowledge)
2- Use another one or two slides to list information which is relevant to your project (this shows you can apply knowledge to a project context)
3- You may include some relevant pictures or diagrams

Each Slide (target 20 slides in total) must have narrative text, to explain and amplify the short bullet points that you put on the Slide. You must submit a single Word file containing both PowerPoint Slides and Notes.

b. Tips on constructing your coursework

1.Each Slide is suggested to write around 30 words with 120 words notes. A total of 150 words per slide across 20 Slides comes to 3,000 total words as required. Some individual Slides/Notes may have more and some less, but if your total is less than 3,000 words you are unlikely to have completed the coursework fully.
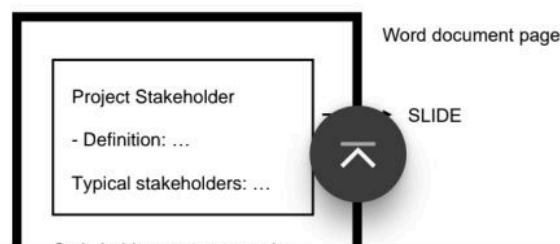
2. Notes are the script that you would use if you were presenting the slides in this case, the assessor will be reading your text, to see how much you understand the topic and how well you can apply it into the project scenario provided.

3. It is important that each Slide contains bullet points of one or two lines of simple text each, that are easy to read and understand. These bullets summarise the main points that you want to communicate. The Notes for each Slide is where you write narrative text, like writing a section of an essay.

4. Make sure that you have consistent depth in your answers for each Topic. Spend more time working on the Topics that you find difficult, not less time.

5. You should include academic citations in the Notes fields and include in the end the reference list for these citations; use the Harvard Referencing Style for citations and reference list.

6. Here is an example of how the Word document with the Slides and content should look like: (do not copy this text):

Word document page

SLIDE

Project Stakeholder

- Definition: …
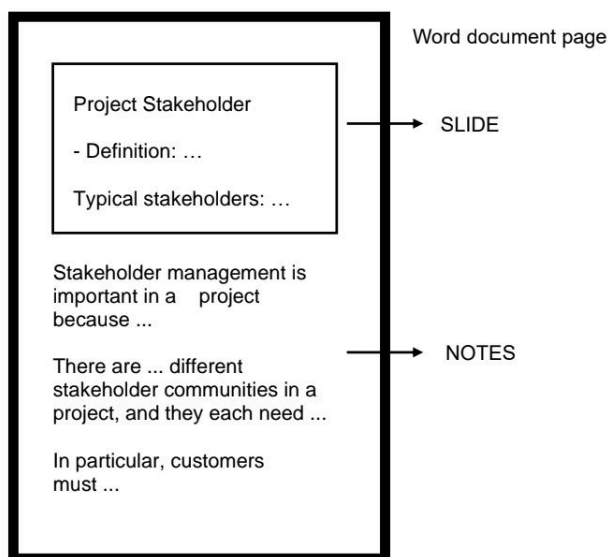
Typical stakeholders: …

Stakeholder management is

4. Make sure that you have consistent depth in your answers for each Topic. Spend more time working on the Topics that you find difficult, not less time.

5. You should include academic citations in the Notes fields and include in the end the reference list for these citations; use the Harvard Referencing Style for citations and reference list.

6. Here is an example of how the Word document with the Slides and content should look like: (do not copy this text):

Word document page

Project Stakeholder

- Definition: …

Typical stakeholders: …

→ SLIDE

Stakeholder management is important in a   project because ...

There are ... different stakeholder communities in a project, and they each need ...

In particular, customers must ...

→ NOTES

c. Marking Criteria

Marking Criteria	Weight:
Focus The Slides should show the correct usage of the knowledge learnt on the module, covering: Lifecycle; Stakeholders; Objectives; Business rationale; Communications; Timeline plan.	20
Synthesis The Notes should demonstrate an understanding of all the topics in the assessment through explanation of the theory with suitable referencing.	30
Soundness The Slides and Notes should show the appropriate application of the project theory to the business scenario provided.	30
Clarity of structure	10

The information should be clearly presented in PowerPoint Slide & Note form.	
Mechanical Soundness The text should be clearly written with good grammar, spelling and punctuation. Citations and matching reference list should be in Harvard standard.	10