University of Sunderland

Faculty of Business Law and Tourism
School of Business

MODULE CODE: SIM335

MODULE TITLE: Managing Projects

MODULE LEADER: Meg Eghebi

ASSESSMENT TITLE: ASSIGNMENT 1 of 1

CONTRIBUTION OF THIS ASSESSMENT TO THE OVERALL MODULE MARK (%): 100%

Turnitin Submission

PLEASE READ ALL INSTRUCTIONS AND INFORMATION CAREFULLY.

This assignment contributes 100% to your final module mark.

All assignments submitted to Canvas will automatically be checked by the Turnitin system which will produce a report on the level of similarity within the assignment.

THE MODULE LEARNING OUTCOMES WILL BE ASSESSED AS FOLLOWS:
  Note: These are not the assignment topics. The actual assignment is on the next page.

1.	Critically evaluate and apply a range of skills and techniques associated with the management of projects	✓
2.	Demonstrate capability to evaluate projects from a financial, human resource and time-related perspective	✓
3.	Appreciate the requirements for control and the application of control mechanisms	✓
4.	Evaluate the relationship between time, cost and quality, and understand the alternative approaches available for managing them.	✓
5.	Demonstrate critical thinking and analysis skills	✓
6.	Demonstrate the ability to apply and evaluate tools and techniques associated with the management of projects	✓
7.	Demonstrate diagnostic skills	✓

Note that to pass the assessment, all learning outcomes must be met.

SUBMISSION INFORMATION

Submission method	Submission details
On the Canvas site for this module via a submission link	*Via the Canvas SIM335 assignment submission link*

The Assignment

For this assignment, you must **complete both Tasks 1 and 2**

Background: The assignment is intended to bring out the benefits and limitations of different approaches to project planning and control by relating these to the circumstances in the case outlined. It is also intended to allow students to demonstrate their learning and competence with respect to the management of resources generally but in particular elements of **scope, schedule, quality, and cost.**

Task 1 (40% marks) **(Total 700 words)**

1) List the **Four (4)** stages of the Project Life Cycle and discuss the importance of the final stage.
   (8 marks).

2) Through an example briefly explain the meaning of a **Work Breakdown Structure (WBS).** Why is it important to have such a structure? **(6marks.)**

3) Using the tables below, plot out a full Network Diagram for all projects and identify the critical path. How many days does it take to complete every project? **(2 x 3 = 6marks).**

4) What is the importance of generating a project close-out report? **(4 marks).**

5) What is the purpose of Risk responses in Project Management? Identify and briefly discuss **The Four (4)** types of responses to risk. **(6marks).**

6) Outline and explain the purpose of Quality audits. Identify the reasons why such methods (Project evaluation, Monitoring and Control) you would introduce to ensure a project is completed to the correct Quality standard. **(10 marks)**

Project 1

Tasks	Precedence	Time
a	-	3days
b	a	2days
c	b	3days
d	b	1days
e	c	5days
f	c	8days
g	d	2days
h	f	6days

Project 2

Tasks	Precedence	Time
a	-	3 days
b	a	5 days
c	a	3 days
d	b	4 days
e	d	5 days
f	c	4 days
g	d	2 days
h	f	3 days
j	h	6 days

Project 3

Tasks	Precedence	Time
a	-	3days
b	a	6 days
c	b	3days
d	b	4 days
e	c	5days
f	c	4 days
g	d	6 days
h	f	3 days
j	h	4 days

Task 2: (60%) <u>Case Study:</u>

"Pump Ltd" is a SME company specialising in the design and supply of pumps. The organisations they are commissioned by include: Local Authorities, SME enterprises, and - on rare occasions - large global companies. The company has been particularly successful since it started trading in 2005. They trade from a single main warehouse next to the factory that also includes office accommodation (30,000 square meters). At present the company employs: 1 General Manager, 2 Assistant Managers, 3 Administration staff, 4 Design and Sales Staff, 3 supervisors, and 20 General Operations staff.

As part of a strategy of expansion, **"Pump Ltd"** has employed you as a Project Manager to manage a one-off special project. This project is concerned with the opening of a building which they recently acquired (50,000 square meters). This new building will allow the company to target and respond to Asia and Middle East markets for large demands for pumps and must be opened within a 9-month schedule using an investment budget of £750,000. Initially, the new staffing structure at the new building will mirror the existing structure at the existing site.

As the Project Manager responsible for opening the new building for trade, you are required to prepare a report **(2,300 words).** From a **<u>Project management perspective</u>** outline the activities required to successfully manage this new initiative, ensuring that it is on time, and within budget.

The analysis should include the skills and competencies required by the Project Manager, along with the project management process. Use examples of the concerns, Project Life Cycle stages, processes, and leadership, administration and control problems associated with managing the lifecycle of this major project.

The answers to both tasks are independent and should be addressed separately.

Task 1 answers to six questions (700 words) are to be completed as an individual task.

Task 2 a report that is produced for task two of (2300) is also to be completed as an individual task.

The total report should not be more than 3000 words (+/- 10%)

For your convenience, both tasks should be submitted as one document, which clearly states and contains both individual tasks.

The criteria for assessing the task for the two reports will be as follows:

Report presentation (20%) (12marks)

The extent to which the assignment represents an effective report; this will be judged on:

Appearance: Is a word count included at the end of the report? Is it within the specified amount? Is the text double-spaced?

Structure: Does the report follow the conventions of the format? Does it have a clear introduction, explaining how it answers the questions? Do the sections of the report develop ideas in a logical sequence? Are diagrams or other subsidiary information shown in appendices?

Spelling and grammar: Are all words spelled correctly and is the meaning of sentences clear?

Referencing your work: Have appropriate references been included in the report? Has a recognised referencing system been used for notation? (See relevant section in the Guide to Basic Study Skills)

The University of Sunderland adopts a 'Harvard' referencing method, ONLY. No other method of referencing should be used in your submission work. The 'Harvard' method of referring to publications and of arranging references uses the author's name and the date of the publication. References are listed at the end of the document in alphabetical order, by author's name.

Use of relevant theory (40%) (24marks)
Has the right theoretical content been chosen as the basis for answering the questions? Is there evidence of the use of course notes and books? Is the theory hats selected significant to the questions?

Analysis (40%) (24marks)
This measures the extent to which students develop a structured argument for the points they make, by combining relevant theory with the information provided in the questions.

Academic Integrity and Misconduct: Any work submitted is subject to the University's rules and procedures governing infringement of assessment regulations.

GradingCriteriaSIM335   *Managing Projects Individual Assignment*

First Class (70 – 100%)

A creative and original response to the question. Critically reflecting on perceived theory and experiences. Wide and appropriate use of sources (theory and practice) based on reading and experiences. Answer written fluently, with evidence of a highly developed capacity to structure work systematically and argue logically.

Upper Second Class (60 – 69%)

Comprehensive knowledge of concepts and theories. Appropriate application of theory and experience to the question answered. Ability to inter-relate concepts and ideas. Some originality in approach and awareness of scope and limitations. Answer systematically structured and coherent.

Lower Second Class(50-59%)

Evidence of knowledge of concepts and theories. Attempts to relate and balance theory and practice. Main issues addressed appropriately. Mainstream texts and lecture notes were used. Work is presented in a structured form but arguments are weak in places.

Third Class(40-49%)

Evidence of uncritical knowledge of main concepts and theories. Limited attempts to relate theory and practice relying on personal opinions or assertions. Limited evidence of reading. Presentation and structure were weak in several places.

Fail (0 – 39%)

Some knowledge of main concepts and theory but major omissions and/or misunderstandings. Style and structure weak and overly descriptive. Considerable limitations in ability to perceive the relationship of theory and practice.
Limited reading.

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Task 2

Criteria	70% +	60-69%	50-59%	40-49%	<40%
Use of relevant theory **Indicative weighting = 40% of 60 mark (24marks)**	The report identifies all the relevant theories to answer to complete the task. The theories used are described in detail. There is clear evidence that course notes, books and other sources are used. Theories used are significant in listing the activities required to successfully plan and manage a Major project.	The report identifies most of the relevant theories to answer to complete the task. On the whole, the theories used are described in detail. There is clear evidence that course notes and books are used. Theories used are largely significant in listing the activities required to successfully plan and manage a Major project.	On the whole, the report identifies the relevant theories required to answer to complete the task. The theories used are sometimes described in detail. Overall, there is clear evidence that course notes and books are used. Theories used are significant in listing the activities required to successfully plan and manage a major project.	The report identifies some of the relevant theories to answer to complete the task. The theories used are partly described. There is some evidence that course notes, and books are used. Theories used are sometimes significant in listing the activities required to successfully plan and manage a major project.	The report fails to identify the relevant theories to answer to complete the task. The theories used are not described. There is no evidence that course notes, books or other sources are used. Theories used are not significant in listing the activities required to successfully plan and manage a major project.
Analysis **Indicative weighting = 40% of 60 mark (24marks)**	There is evidence of extensive research from a variety of sources to provide better understanding to the background of the task. A structured argument is taken for the points made by combining relevant theories with information researched or provided in the task. The conclusions are clear and link into the requirements of the task.	There is evidence of some extensive research from a variety of sources to provide better understanding to the background of the task. A structured argument is taken for the points made, often by combining relevant theories with information researched or provided in the task. The conclusions on the whole are clear and link into the requirements of the task.	There is evidence of some research to provide better understanding to the background of the task but the sources are not extensive. There is some structured argument taken for the points made. The relevant theories are not always combined with information researched or provided in the task. The conclusions are not clear and have only limited linkages into the requirements of the task.	There is evidence of limited research being conducted to provide better understanding to the background of the task but sources are not extensive. There is limited structured argument taken for the points made. There are only limited combinations of the relevant theories with information researched or provided in the task. The conclusions are descriptive and do not link into the requirements of the task.	There is no evidence of research from a variety of sources to provide better understanding to the background of the task. There is no structured argument taken for the points made. The relevant theories are not combined with information researched or provided in the task. The conclusions are unclear and only descriptive. Conclusions also do not link into the requirements of the task.
Presentation and Structure **Indicative weighting = 20% of 60 mark (12marks)**	The presentation is clear. There are no or few spelling or grammatical errors. The report has been referenced correctly, using the Harvard style of referencing. A word count is provided at the end of the report and is within the limit of 2300 words. The report is text double-spaced. The structure of the project is clear, cohesive and logical. Each section has been clearly structured using sub-headings (signposts) and these follow a logical order. Additional diagrams and other subsidiary information are shown in the appendices and properly referenced. Appendices are relevant and are able to provide a better understanding to the report.	The presentation is on the whole clear, there are no or few spelling or grammatical errors. The project has been referenced correctly, using the Harvard style of referencing. A word count is provided at the end of the report and is within the limit of 2300 words. The report is text double-spaced. The structure of the project is on the whole clear, cohesive and logical. Each chapter has been clearly structured using sub-headings (signposts) and these on the whole follow a logical order. Additional diagrams and other subsidiary information are shown in the appendices and properly referenced. Appendices are mostly relevant and are able to provide a better understanding to the report.	The presentation is partially clear. There are occasional spelling and or grammatical errors. The project has not always been referenced correctly, using the Harvard style of referencing. A word count is provided at the end of the report but is not within the limit of 2300 words. The report is text double-spaced. The structure of the project is not entirely clear, cohesive or logical. Each section has partially been clearly structured using some sub-headings (signposts) but it is difficult to follow. Additional diagrams and other subsidiary information are sometimes shown in the appendices but not always properly referenced. Appendices are occasionally relevant and are at times able to provide a better understanding to the report.	The clarity of the presentation of the project is limited. There are spelling and or grammatical errors. The project has not been referenced correctly, using the Harvard style of referencing. The layout is loose and was difficult to follow. The structure of the project is not clear, cohesive or logical. Each chapter has been limited structured using some or no sub-headings (signposts), which made it very difficult to follow. Additional diagrams and other subsidiary information are not shown in the appendices and not properly referenced. Appendices are irrelevant and are not able to provide a better understanding to the report.	The presentation is unclear. There are numerous spelling or grammatical errors. The report has not been referenced correctly, using the Harvard style of referencing. A word count is not provided at the end of the report and is not within the limit of 2300 words. The report is not text double-spaced. The structure of the project is unclear, inconsistent and illogical. Sections are not clearly structured using sub-headings (signposts) and do not follow a logical order. Additional diagrams and other subsidiary information are not shown in the appendices and not properly referenced. Appendices are irrelevant and are not able to provide a better understanding to the report.

Total: 60marks