



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

LEVEL/ LEFEL 5

MODULE CODE/ COD Y MODIWL: ACCC5005
PROJECT MANAGEMENT

ASSESSMENT TYPE/ MATH O ASESU: PRESENTATION & ASSIGNMENT

ASSESSMENT/COMPONENT/ ASESAD/CYDRAN: Task 1 & Task 2

COMPONENT WEIGHTING/ PWYSAU'R CYDRAN: 100 %

WORD COUNT/ NIFER Y GEIRIAU: 2500 Words (Task 2)

SUBMISSION DETAILS/ MANYLION CYFLWYNO:

- **Make sure that Your Name , Your Student P Number, Your Module Title, Assignment Title and Your Module Lecturer's Name are clearly shown on the front page of your assignment**
- **All assignments must be submitted electronically to Moodle.**
- **Team leader of each team should submit their prototype and slides electronically using the link provided on Moodle.**



BACHELORS DEGREE ASSIGNMENT SPECIFICATION (SOAC)

Programme:	BSc Cloud Computing		
Lecturer:	Koushik Modak	Internal Verifier:	Renuga Jayakumar
Assignment Title:	Project Management		
Hand Out Date:	The second week of the term	Submission deadline:	Please refer to the assessments schedule published on Students' Hall in Moodle and the Assessment Board on campus

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| • Referencing: | In the main body of your submission you must give credit to authors on whose research your work is based. Append to your submission a reference list that indicates the books, articles, etc. that you have read or quoted in order to complete this assignment (e.g. for books: surname of author and initials, year of publication, <u>title of book</u> , edition, publisher: place of publication). |
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Late submission will result in a late penalty mark, as follows:

Up to four weeks late, maximum mark of 40% for first attempts and 0% for resubmissions. (Academic Quality Handbook 2015/16 7.5 (5))

Learning Outcomes tested (from module/unit syllabus)	Assessment Criteria To achieve each outcome a student must demonstrate the ability to:
1. Develop the concept of quality and quality management, and analyse the role quality plays in project development.	• Demonstrate a critical understanding of quality concepts • Analyse the role of software quality assurance in a case study
2. Initiate, plan and manage a project, from initial idea through to implementation and ultimately project closure.	• The student group will build a solution to the project using appropriate implementation measures.

TASK DESCRIPTION

Japher Motors Integrated System

Japher Motors is an auto mobile service company, it is a relatively small business and their daily activities are managed by a receptionist. Japher motors have several business services.

- They provide repairs for both Automatic and Manual transmission cars
- They specialise in service and repairs of only German manufactured car
- They have a store within the premises for spare parts sales
- They have only five staffs including the owner Mr Japher

Two main business processes in the company are the booking and payment systems, these are very key aspects of the business, as the staff rely on an adequate system to carry out daily activities.

Booking is done for repairs and servicing by either physically coming to the service centre or by calling up the reception. Bookings are registered using a diary system, i.e., a calendar diary, a pen, time in/time out of client are recorded in a first-in order.

The Payment system records information using an account book, detailing date of payment, deposit paid, balance due, date final payment made etc.

This system of operation has been in use for as long as the company has been in existence, which is almost 20 years now. However, the owner Mr Japher is looking to upgrade to an information system to help manage the company's booking, payment and sales of spare parts system to move with current trends.

A new software-based IT system is required to enhance and integrate all business processes together, in order to meet up with current demands of the business and also to be efficient with customer service and effective with handling client's information.

The new system should be able to:

- Store customer details including history of visits to the company
- Accept booking details and print out confirmation ticket
- Generate payment cost based on service required
- Store inventory details of spare parts

Task 1: Group Presentation on Project Plan and Demonstration – 20%

You are required to develop a medium level prototype for the integrated system for Japher Motors using Rapid Prototyping Methodology. You should evaluate the requirements for the new integrated booking system, payment system and spare parts inventory system. Based on requirements, create a detailed project plan for executing the integrated system (use Microsoft project, Microsoft Access or any other similar software). The plan should include, **A WBS, communication plan, Stakeholder management plan, Gantt chart, project deliverables etc.**

You should also cover following aspects:

- Training to users
- Data migration
- System launch
- Assessment plan
- Demonstration of the prototype

You should include academic and credible sources of information with a focus on recently published books, journals and whitepapers. You must include a References section at the end of **Task 1**.

Note: Though it is a group work, students will be marked individually based on their individual performance.

Task 2: Individual report (2500 words) – 80%

An individual report which should include:

- A written report accompanying and explaining your Project Plan
- An explanation of the assignment of work individually, the methods used and an evaluation of how this worked.
- Risk management for the Integrated System project, including either Risk Exposure calculations or a Risk Evaluation Matrix with explanation.
- Quality Assurance Issues for the Integrated System project

You should include academic and credible sources of information with a focus on recently published books, journals and whitepapers. You must include a References section at the end of **Task 2**.

Note: Task 1 has to be submitted via Turn-it-in by the Group Leader only whereas Task 2 has to be submitted individually via Turn-it-in.

GUIDANCE FOR STUDENTS IN THE COMPLETION OF TASKS

Marking Scheme (Task 2 Individual Report)

You will be assessed against four common assessment criteria and marks will be divided between the **Individual Project Plan** and **the report** for the module as follows:

1. A good workable prototype. (25%)
2. Marks will be allocated based on your knowledge and understanding of any software to develop project plan and to divulge good project plan (25%)
3. Marks will be awarded based on the quality of the research informed work documented in the individual report. (40%)
4. Skills for Professional Practice will be assessed based on the written and presentational quality of the report. (10%)

MARKING CRITERIA AND STUDENT FEEDBACK

This section details the assessment criteria. The *extent* to which these are demonstrated by you determines your mark. The marks available for each criterion are shown. Lecturers will use the space provided to comment on the achievement of the task(s), including those areas in which you have performed well and areas that would benefit from development/improvement.

Assessment Criteria- Task 1		Marks available	Marks awarded
1. Research Informed Literature		20	
2. Knowledge and understanding of project management technique and good group work		25	
3. Analysis		30	
4. Presentation, Application of the concept and Demonstration		25	
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Assignment Mark (Assessment marks are subject to ratification at the Exam Board. These comments and marks are to give feedback on module work and are for guidance only until they are confirmed.)	Late Submission Penalties (tick if appropriate)		%
	Up to four weeks late		
	First Attempt?		

Assessment Criteria- Task 2		Marks available	Marks awarded
1. A good medium-level software prototype meeting user's need.		25	
2. Use of Microsoft Project or similar software to complete a realistic project plan. A report evidencing good understanding of Project management techniques and good group work.		25	
3. A well-researched and presented individual document, with good referencing		40	
4. Presentation and quality of the Project specification and report.		10	

Assignment Mark (Assessment marks are subject to ratification at the Exam Board. These comments and marks are to give feedback on module work and are for guidance only until they are confirmed.)	Late Submission Penalties (tick if appropriate)		%
	Up to four weeks late		
	First Attempt?		

Generic Grading Criteria (Degree)	
0-35	A mark in this range is indicative that the work is below the standard required at the current level of your Degree programme. Work falls short of the threshold standards in relation to one or more of knowledge, intellectual, subject based or key skills. Work is based on only minimal understanding, application or effort. It will offer only very limited evidence of familiarity with knowledge or skills appropriate to the field of study or task and/or demonstrate inadequate capability in key skills essential to the task concerned. It may address the assessment task to some extent, or include evidence of successful engagement with some of the subject matter, but such satisfactory characteristics will be clearly outweighed by major deficiencies across remaining areas. Other reasons for failing the coursework may include excessive absenteeism; academic dishonesty (cheating), plagiarism or failure to participate in teamwork.
35-39	A mark in this range is indicative that the work is below, but at the upper end is approaching the standard required at the current level of your Degree programme. Whilst some points are correctly presented there are serious errors and/or omissions and/or irrelevant material. It indicates work of an insufficient standard. It will show very limited knowledge or understanding of the relevant subject area, and display weak writing and analytical skills and/or poor application of technique. Writing will exhibit weak grammar, very inadequate or absent references and/or bibliography and may contain major factual errors. Quantitative work will contain significant errors and incorrect conclusions.
40-49	A mark in this range is indicative that the work is of an acceptable standard at the current the level of your Degree programme. Work demonstrates some familiarity with and grasp of a factual/conceptual knowledge base for the field of study and/or ability to employ specialist skills, but only just meeting threshold standards. Work may be characterised by some significant errors, omissions or problems, but there will be sufficient evidence of development and competence. Writing may be poorly presented without properly laid out referencing/bibliography, or in the case of quantitative work, it may not be possible to follow the logic and reasoning leading to the results obtained and the conclusions reached.
50-59	The work is of a satisfactory to very satisfactory standard at the current level of your Degree programme. Work demonstrates ability to evaluate new information, concepts and evidence from a range of sources and generate ideas through the analysis of concepts at an abstract level. Arguments and issues will be discussed and referenced, but these may not be fully documented or detailed. The work will be mostly accurate and provide some evidence of the ability to analyse, synthesise, evaluate and apply required methods/techniques. There will be no serious omissions or inaccuracies. There will be good evidence of ability to take responsibility for own learning including the selection and use of relevant techniques and applying creative skills. With Quantitative work it should be possible to follow the logical steps leading to the answer obtained and the conclusions reached.
60-69	A mark in this range is indicative of that the work is of a very good standard for the current level of your Degree programme. Work of commendable quality commanding wide ranging specialised technical, creative and/or conceptual skills. There will be consistent evidence of capability in all relevant subject-based skills, including the ability to self-evaluate and work autonomously and to use effectively specified techniques in appropriate contexts. Writing work will make excellent use of appropriate, fully referenced, detailed examples and there will be clear evidence of analysis, synthesis and evaluation. Any quantitative work will be clearly presented, the results should be correct and any conclusions clearly and accurately expressed.
70-84	A mark in this range is indicative that the work is of an excellent standard for the current level of your Degree programme. Work is based on a rigorous and broad knowledge base, demonstrating ability to analyse, synthesise, evaluate concepts and/or interpret and describe the creative expression and the associated workflow process including both the design and development/production considerations. The work will go beyond that provided on reading lists and include independent work. There will be strong evidence of competence across a range of specialised skills and the capability to operate autonomously. The work will exhibit excellent levels of knowledge and understanding, with elements of originality and flair.
85-100	A mark in this range is indicative of outstanding work. Marks in this range will be awarded for work that exhibits excellent levels of knowledge and understanding throughout with substantial elements of originality and flair. The work will demonstrate a broad range of critical reading that goes well beyond that provided on reading lists. Marks at the upper end of the range will indicate that the work is of publishable, or near publishable academic standard.