



Name of Programme	BEng MSED/AUTO/MCyle, ME L5 2011/12		
Module Title	Engineering Management		
Assignment Title	Project Planning		
Staff Responsible	Mark Sandford		
Hand out Date	Week Beginning 17 Oct 2011	Hand In Date	12 Dec 2011
Contribution %	30		
Internal Verification	CW	External Verification	

Aims and Objectives

To rigorously plan your 2nd year group project with particular reference to **your** contribution to the overall project.

Procedure

Write a report to introduce the project to your managing director.

Your report should include:

- 1) An abstract of the project
- 2) List all team member's roles and responsibilities within the project. Identify the skills and personality traits required for **your** role, make reference to 'Belbin's' model.
- 3) A list of overall group tasks and associated timings
- 4) A detailed list of **your** tasks including
 - Hours required to perform the task
 - Task duration
 - Preliminary 'Bill of Materials' with approx costs and purchase lead times
 - List of any specialist equipment required
- 5) Identify significant milestones and gateways for the whole project. For **your** particular areas of the project generate SMART gateway objectives
- 6) Identify two areas of concern within **your** section of the project and suggest suitable methods to mitigate the risk.
- 7) Generate an overall summary Gantt chart for the whole project and generate a more detailed plan for the section of the project that you are responsible for. The plan should identify significant milestones and gateways.

NB An Excel project planning template will be available on Moodle

Requirements
Produce a paper report in A4 format (A3 sheets may be included if folded) Include a cover sheet identifying the module and assignment title, the group project title, do not forget to include the author's name!. An electronic submission is also required through TurnItIn.

Assessment		
Task		Possible %
1) Abstract		5
2) Roles		10
3) Overall tasks		5
4) Your tasks		35
5) Milestone and gateways		20
6) Risk management		10
7) Gantt chart		15

PENALTIES FOR LATE SUBMISSION:
UP TO ONE WEEK LATE, MAXIMUM GRADE OF PASS.
OVER ONE WEEK LATE, FAIL.