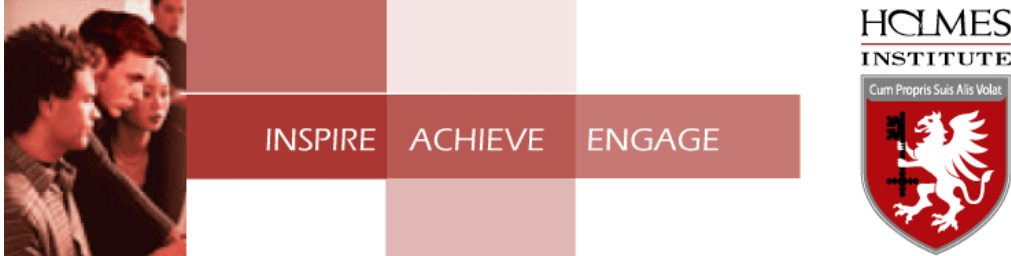


HOLMES INSTITUTE FACULTY OF HIGHER EDUCATION UNDERGRADUATE PROGRAM	
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Assessment Details and Submission Guidelines	
Trimester	T2 2021
Unit Code	HS3052
Unit Title	Capstone Project (Design and Implementation)
Assessment Type	Group Assignment
Assessment Title	Group Assignment-1: Project Management
Purpose of the assessment (with ULO Mapping)	<p>Establish Project Management Documentation. The team will compile a project scope statement, project charter, communication plan, team contract, Work Breakdown Structure (WBS), and a Gantt chart. The WBS and Gantt chart are continuously updated throughout the semester</p> <ol style="list-style-type: none"> 1. Apply project planning, technical skills and methods to develop and implement an appropriate solution 2. Apply and evaluate project management skills and concepts in problem solving 3. Present the knowledge, skills and ideas acquired through results and discussion with different audience levels
Weight	10% of the total assessments
Total Marks	10
Word limit	1000-1500 words
Due Date	Week 2 Friday 5pm.
Submission Guidelines	<ul style="list-style-type: none"> • All work must be submitted on Blackboard by the due date along with a completed Assignment Cover Page. • The assignment must be in MS Word format, no spacing, 11-pt Times New Roman font and 2 cm margins on all four sides of your page with appropriate section headings. • Reference sources must be cited in the text of the report, and listed appropriately at the end in a reference list using Harvard style.

Assessment Design – Adapted Harvard Referencing:

Holmes will be implementing as a pilot program a revised Harvard approach to referencing. The following guidelines apply:

1. Reference sources in assignments are limited to sources which provide full text access to the source's content for lecturers and markers.
2. The Reference list should be located on a separate page at the end of the essay and titled: **References**.
3. It should include the details of all the in-text citations, **arranged alphabetically A-Z by author surname**. In addition, it **MUST** include a hyperlink to the **full text** of the cited reference source.

For example;

P Hawking, B McCarthy, A Stein (2004), Second Wave ERP Education, *Journal of Information Systems Education*, Fall, <http://jise.org/Volume15/n3/JISEv15n3p327.pdf>

4. All assignments will require additional in-text reference details which will consist of the surname of the author/authors or name of the authoring body, year of publication, page number of contents, paragraph where the content can be found.

For example;

"The company decided to implement a enterprise wide data warehouse business intelligence strategies (Hawking et al, 2004, p3(4))."



Non-Adherence to Referencing Guidelines

Where students do not follow the above guidelines:

1. Students who submit assignments which do not comply with the guidelines will be asked to resubmit their assignments.
2. Late penalties will apply, as per the Student Handbook each day, after the student/s have been notified of the resubmission requirements.
3. Students who comply with guidelines and the citations are "fake" will be reported for academic misconduct.

Assignment 1 Specification

Purpose:

The team will compile a project scope statement, project charter, communication plan, team contract, Work Breakdown Structure (WBS), and a Gantt chart.

Your project supervisor will discuss the assignment requirements with you. You are responsible for reading and understanding the case study.

Forming groups:

You will be working in teams of 4 only. You will need to decide a project manager/project leader – it is the project manager who will liaise with the project supervisor (your lecturer) about issues with the project (your assignment) this is the most efficient and productive approach

Once your groups are formed:

1. Decide on a suitable meeting time for all of you
2. Decide who will be the project manager/leader
3. Project management collaborative tool to manage the assignment documents and key deliverables.

We suggest you use...

Google groups; google docs

- Provide this information to your project supervisor
- Invite your project supervisor to access your collaboration tool to enable them to monitor the group's progress

In your groups, decide who will:

- Set up the collaboration tool
- Develop the report structure for access by all group members
- Create the team project plan and develop the GANTT chart – ready to be handed to your project supervisor in week 2's session

4. Your project supervisor will discuss the importance of preparing the project team documentation.

You will be required to complete:

- Meeting agenda
- Meeting minutes,
- Individual timesheets

Project Management

To ensure the quality, cost, and timeliness of the new system, you suggested that the case you've been assigned will use a project management approach. You plan to include an overview of project management, a step-by-step description of project planning, and an explanation of key terms. You also need to describe various types of task patterns, and show examples of Gantt chart.

The owner or the (president) agreed, and he wants you develop a project scope statement, project charter, communication plan, team contract, Work Breakdown Structure (WBS), and a Gantt chart that will describe project management concepts and benefits. You realize that most of the partners do not have project management experience, and it is important to deliver a clear, informative documents.

What you need to submit in week 2?

1- Project scope statement

“The scope statement serves as a formal document for the accepted project scope. It should be agreed upon and approved by the sponsor, project team, and all involved stakeholders before the project's commencement.”

Project Scope Statement					
Title	Timesheet Reporting Tool	Date	June 08, 2017		
Project Manager	Nicole Hansen				
Project Justification	The Timesheet Reporting tool will be the creation of a user-friendly web-based application. The application will automate the process of tracking the daily time entries made by employees.				
Project Scope Description	The timesheet reporting tool will be used as a tracking tool to review the time entries by the Information Technology employees globally.				
Project Objective	To create a tool to track the timesheet entries for all the Information Technology employees.				
High-Level Requirements	<ul style="list-style-type: none">• User access for the tool granted to all employees• Admin access to support team• Report generation access to project managers• Enable users to remotely access the tool• Standard templates for all reports				
In Scope	<ul style="list-style-type: none">• Multi-level approvals for timesheets• Timesheet tasks additions to the tool by Admin access users• ‘Copy Previous Week’ timesheets feature• Access tool via Desktop				
Out of Scope	<ul style="list-style-type: none">• New project/task added to the tool by managers• Connectivity with HRMS to update employee leaves automatically• Role-based task list template• Access tool via mobile and tablet				
Cost Estimate	Cost Item	Estimated Project Cost	Actual Spend	Cost until completion	Variance
	Software	\$2300	\$900	\$1400	NA
	Hardware	\$5000	\$1500	\$3500	+/- 1000
	Other	\$750	\$0	\$750	+/- \$100
	Total	\$8050	\$2400	\$5650	
Assumptions	<ul style="list-style-type: none">• Timesheets will be updated by users daily.• Timesheets task list will be updated once a month				
Deliverables	<ul style="list-style-type: none">• A Single system to record time hours for FTE and Contractors• Run timesheet reports identifying missing entries• Generate reports identifying productive tasks and work hours• Generate charts for steering committee packs• Detailed user guide on steps to update the tool for all users				
Constraints	<ul style="list-style-type: none">• Unplanned leaves not captured from the leave system• Timesheet view access for the team only to Direct managers				

HS3052 Capstone Project A&B (Design and Implementation) Assignment 1

2- Project charter

“A report of the whole scope, all the objectives, and the members who are involved in the project. It serves as an opening definition of the duties and responsibilities of the participants and a summary of the objectives of the project. It is meant to be a document of agreement between the major stakeholders, the sponsor of the project and the whole team.”

Project Charter Template

PROJECT TITLE		Employee and Rewards recognition Application		DESCRIPTION		Automate and simplify rewards and recognition program with easy-to-use and customizable cloud-based solution.	
BUSINESS NEED				CORE TEAM MEMBERS		KEY STAKEHOLDERS	
Build a cost-effective rewards and recognition program that is scalable, customizable, and meets your company's goals.				Name	Role	Name	Role
Improve organization ability to attract and recruit high quality talent and compete in the Market				Mark Tim	Project Manager	Microsoft	Sponsor
Component of healthy Workplace				Vijay Kshyap	Team Leader	Investors	Shareholders
Element of Performance Management				Neelam	Business Analyst	Users	Users
Overall create healthy workplace and retention of quality talent				Nina	Graphic Designer		
OBJECTIVES							
To create a friendly environment and healthy place where resources would enjoy working in the organization and maintain long term professional relationship							
To recognize resource for their commendable and high quality service and commitment							
Automate and simplify your rewards and recognition program with our easy-to-use and customizable cloud-based solution.							
GOALS				SUMMARY PROJECT STATUS			
The goal of the project is to retain and hire high quality resources. Set standards for employees so they have concrete goals to reach and encourage resources to set goals that are Specific, Measurable, Attainable, Relevant and Timely – that provides employees a clear path to follow and gives their supervisors established metrics to measure progress.				Project Start Date:		2021-04-15	
				Project Completion Date:		2021-09-15	
				Overall process Impacts:		New Customizations or Changes	
				Potential Financial Budget:		\$100,000,000	
SCOPE		OPPORTUNITY		MILESTONES		STATUS	DUE
The scope is to create a new Employee and Rewards recognition full fledged Application where user and supervisor measure their respective progress		Currently, Microsoft employee recognition portal doesn't help to measure progress neither encourages high quality resources. Microsoft foresees an opportunity to improve their HR processes so that they can attract the best talent available in the Market		Requirement Gathering		In Progress	2021-04-17
				Current Business Process Analysis		In Progress	2021-04-26
				Project Presentation		Not Started	2021-06-25
				Future Business innovations		Not Started	2021-07-25
				Performance Analysis		Not Started	2021-08-04
				Final Application Delivery		Not Started	2021-09-09
CONSTRAINTS				ASSUMPTIONS			
1) Time Constraint				1) We assume that the above estimation is based on the consideration that would be no major changes			
2) Budget Constraint				2) We assume resources be available as required else there would be delay in overall deliveries			
3) Resource Constraint				3) We assume stakeholders active participation else there would be a delay in deliveries			
DELIVERABLES							
1) Wireframes and prototype explaining the flow of the applications							
2) Deliverables will be pushed every 3-4 weeks							
3) Licences and plugin required will be provided by Sponsor							
4) Hosting services will be purchased and provided by the client							
5) IT Department will test new security and privacy settings.							
SPONSOR NAME				SIGN & DATE			
MATTHEW WATSON							

HS3052 Capstone Project A&B (Design and Implementation) Assignment 1

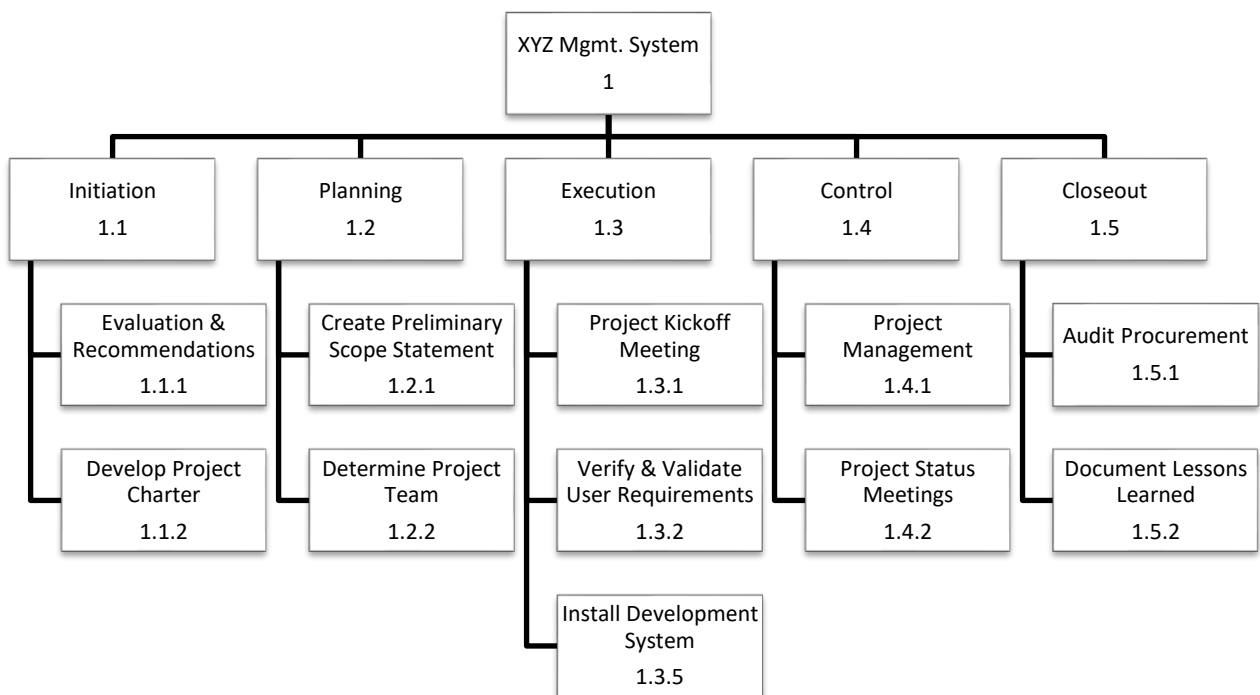
3- Communication plan

COMMUNICATIONS MATRIX								
Project Name:		<optional>						
National Center:		<required>						
Project Manager Name:		<required>						
Project Description:		<required>						
ID	Communication Vehicle	Target Audience	Description/Purpose	Frequency	Owner	Distribution Vehicle	Internal / External?	Comments
0	Weekly status report	Project Team	Communicate updated project status	Weekly	John Doe	email	Internal & External	

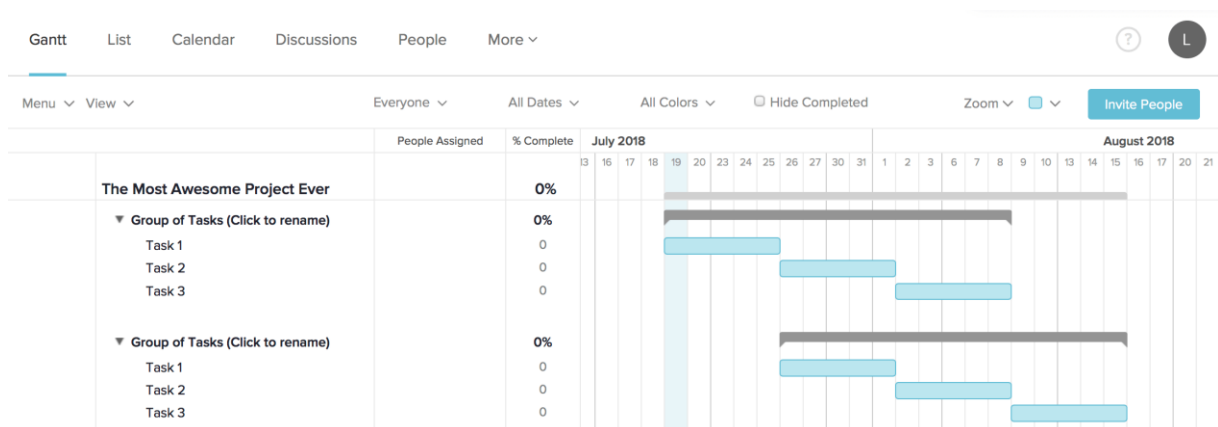
4- Team contract

Please refer to the original document available on Bb for more details

5- Work Breakdown Structure (WBS)



6- Gantt chart



HS3052 Capstone Project A&B (Design and Implementation) Assignment 1

Please be prepared to show and discuss your project plan and prepare it in the form of a Gantt chart: the project plan should set out the dates of the team tasks through to completion of the assignment. To help you develop a Gantt Chart view these simple videos:

How to create a basic Gantt Chart in Excel:

<https://www.officetimeline.com/make-gantt-chart/excel>

<https://www.ablebits.com/office-addins-blog/2014/05/23/make-gantt-chart-excel/>

How to create a basic Gantt Chart online:

<https://www.projectmanager.com/gantt-chart>

Marking criteria

Marking criteria	Weighting
Project scope statement	2%
Project charter	2%
Communication plan	2%
Work Breakdown Structure (WBS)	2%
Gantt chart	2%
TOTAL Weight	10%
Assessment Feedback:	

Submission Guidelines

Your submission document should be a single word or pdf document containing your report.

All submissions are to be submitted through the safeAssign facility in Blackboard. Submission boxes linked to SafeAssign will be set up in the Units Blackboard Shell. Assignments not submitted through these submission links will not be considered.

Submissions must be made by the due date and time (which will be in the session detailed above) and determined by your unit coordinator. Submissions made after the due date and time will be penalized per day late (including weekend days) according to Holmes Institute policies.

The SafeAssign similarity score will be used in determining the level, if any, of plagiarism. **SafeAssign will check conference web-sites, Journal articles, the Web and your own class members submissions for plagiarism.** You can see your SafeAssign similarity score (or match) when you submit your assignment to the appropriate drop-box. If this is a concern you will have a chance to change your assignment and resubmit. However, resubmission is only allowed prior to the submission due date and time. After the due date and time have elapsed your assignment will be graded as late. **Submitted assignments that indicate a high level of plagiarism will be penalized according to the Holmes Academic Misconduct policy, there will be no exceptions.** Thus, plan early and submit early to take advantage of the resubmission feature. You can make multiple submissions, but please remember we only see the last submission, and the date and time you submitted will be taken from that submission.

Academic Integrity

Holmes Institute is committed to ensuring and upholding Academic Integrity, as Academic Integrity is integral to maintaining academic quality and the reputation of Holmes' graduates. Accordingly, all assessment tasks need to comply with academic integrity guidelines. Table 1 identifies the six categories of Academic Integrity breaches. If you have any questions about Academic Integrity issues related to your assessment tasks, please consult your lecturer or tutor for relevant referencing guidelines and support resources. Many of these resources can also be found through the Study Skills link on Blackboard.

Academic Integrity breaches are a serious offence punishable by penalties that may range from deduction of marks, failure of the assessment task or unit involved, suspension of course enrolment, or cancellation of course enrolment.

Table 1: Six categories of Academic Integrity breaches

Plagiarism	Reproducing the work of someone else without attribution. When a student submits their own work on multiple occasions this is known as self-plagiarism .
Collusion	Working with one or more other individuals to complete an assignment, in a way that is not authorised.
Copying	Reproducing and submitting the work of another student, with or without their knowledge. If a student fails to take reasonable precautions to prevent their own original work from being copied, this may also be considered an offence.
Impersonation	Falsely presenting oneself, or engaging someone else to present as oneself, in an in-person examination.
Contract cheating	Contracting a third party to complete an assessment task, generally in exchange for money or other manner of payment.
Data fabrication and falsification	Manipulating or inventing data with the intent of supporting false conclusions, including manipulating images.

Source: INQAAHE, 2020

References

<https://www.techno-pm.com/2017/06/project-scope-statement-template.html>
<https://pmstudycircle.com/project-charter/>
http://templatelab.com/project-scope/#The_Statement
<https://templatearchive.com/project-charter/>
https://www2a.cdc.gov/cdcup/library/templates/CDC_UP_Communication_Matrix_Template.xls
<https://www.cmu.edu/teaching/design/teach/instructionalstrategies/groupprojects/tools/TeamContracts/teamcontracttemplate.docx>
[https://prd-medweb-dn.s3.amazonaws.com/documents/epmo/files/Work%20Breakdown%20Structure%20Template\(1\).docx](https://prd-medweb-dn.s3.amazonaws.com/documents/epmo/files/Work%20Breakdown%20Structure%20Template(1).docx)