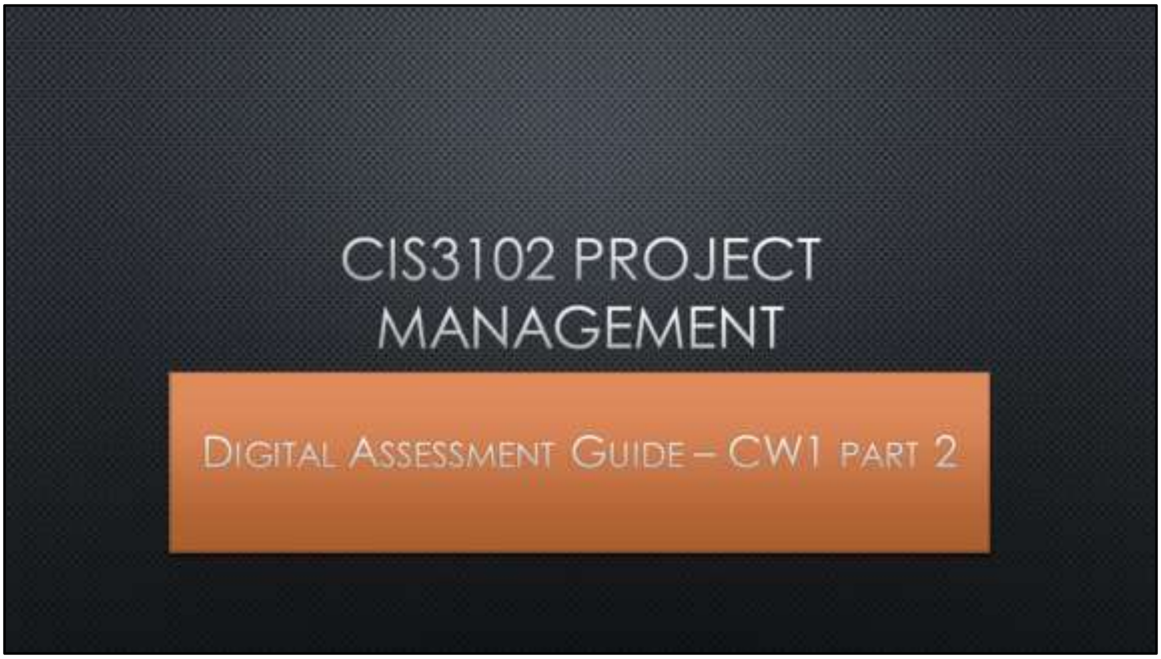


This is your digital assessment guide for the second part of your project management Assessment. It will explain what is expected and what you need to do to get a good mark. The overall percentage of CW1 is 70%, so this part is worth 35% of your overall module mark.

OK, so first thing is the important dates, the final submission of part 1 is 1 16th December via Turnitin on Learning Edge.

As per the department rules I will not be giving extensions, all extension requests will go through Collette Gavan and must be supported by evidence.

The communications plan is the first section of part 2. This section should include a stakeholder register as well as a communications plan table.

The Stakeholder register is simply a list of all of the people or businesses who may have an interest in the outcome of the project. I would suggest starting with all of the internal stakeholders first and then the external stakeholders. For the external stakeholders you may ***not have a name***, for example 'Hardware suppliers', in this case you can leave the name blank and just add 'Hardware suppliers in to the position box.

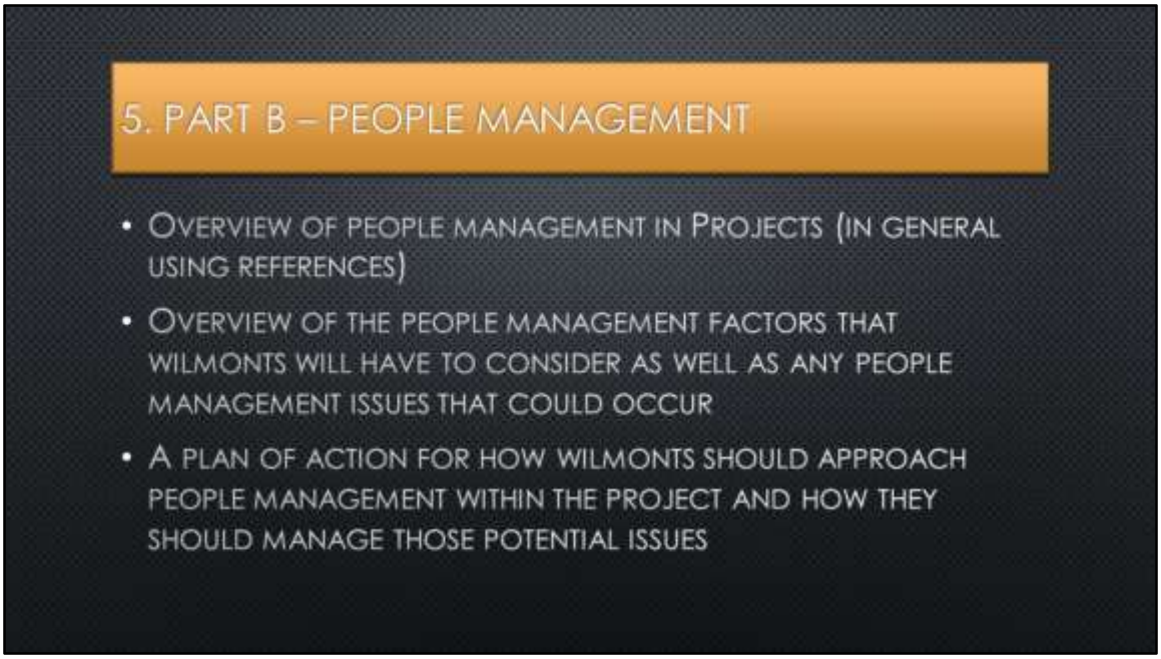
You may also not have ***specific contact information***, you can either make this up or leave it blank.

The ***communications plan*** has a number of requirements. ***The first column*** notes what the communication is, this may be documents or meetings and will include standard PRINCE2 communications like highlight reports along side project specific communications like the hardware requirements, and so on. You should aim for at least 10 communications in your table.

The second column simply states who the communication is aimed at. This may be the project board, all staff, all managers, or specific people.

The third column states who's responsibility it is to create or manage this communication. ***The fourth column*** states the purpose of the communication, it may be to present specific information or to discuss things where required.

The fifth column notes when that communication will take place. This may be before the project, at the end of the project, a specific date, or a set schedule, for example, every 2 weeks or once a month.
The final column states *how* the communication will occur. This may be a meeting, a report or an email, or any other method that is deemed appropriate.

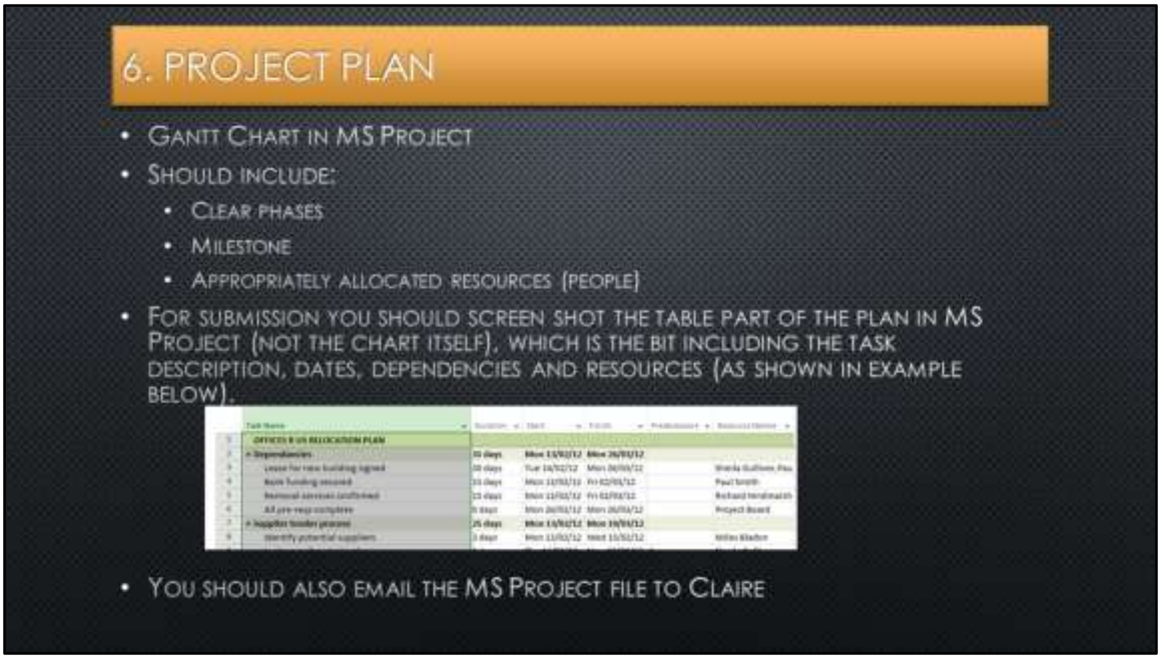


Part B of section 5 is related to people management, I'm suggesting you include each of these three areas, how you structure those in your write up is up to you.

Firstly, you should include a general overview of people management in projects, this should include *at least* two references to the literature on the subject. Please be careful not to wander off in to people management in general, stick to people management related specifically to projects.

Secondly there should be some critical consideration of the people management factors that Wilmonts will have to consider, as well as any possible people management issues.

Finally, you should explain how Wilmonts should or could approach and manage these issues, making it exceptionally clear what they can or should do to mitigate those possible issues.



The next section is your project plan. ***This is simply your Gantt chart***, no additional writing is required in this section.

Your Gantt chart should include clear phases, which are shown using the indentation tool in MS Project. You should also note any milestones and appropriately allocate the staff, who are noted as resources in the Gantt chart table. If you are unsure how to do any of these things, the videos in week 8 of the schedule explain them all very simply.

For submission you should screen shot the table part of the plan in MS Project (not the chart itself), and copy it in to your document. The table is the bit including the task description, dates, dependencies and resources (as shown in the offices are us example here, which is one of the seminar tasks scenarios we used.

The next section is the risk log. ***Each risk should have a risk number*** so they are easy to track and refer to in other documentation.

The risk description is important. You should ensure that the risk description only describes ONE risk and the description of the risk is not in anyway ambiguous. For example, having a risk description of ‘budget’ does not explain what the risk is. Be specific/

The probability is noted as high medium or low and should determine the likelihood of this risk occurring.
The impact is also high medium or low and notes the impact on the project if this risk were to occur.

The severity is calculated by adding the probability to the impact. The score is calculated by assigning one point to a ‘low’ probability or impact, 2 points to a medium and 3 points to a high probability or impact. The probability and impact scores are then added together to calculate the severity.

The risk owner is the person responsible for managing the risk. ***The completion date***

is the date this risk will no longer be a risk. This may be the end of the project, or may be a specific date. For example, if you have a risk that the recruitment company do not recruit enough staff, then the date you have all the staff recruited can be your completion date. Remember that these dates can change as you move through the project.

Finally, the mitigation method is a note of what you can do to mitigate this risk. These methods can be Transference, reduction, prevention, contingency or acceptance, and a brief explanation as to what can be done would be useful.

At a minimum you should aim for 20 risks, if you struggle to identify risks, look for example risk logs or use the 8 risk categories I identified for you in the lecture.

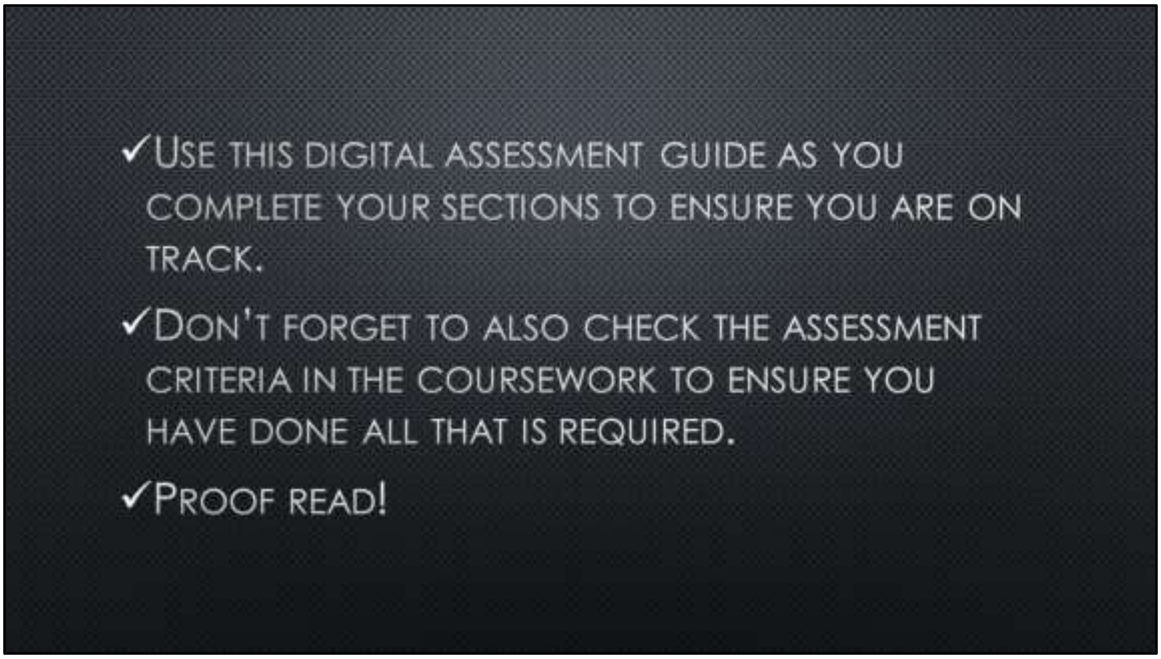
Finally you should plot your risks on to a risk profile. To do this you simply note the risk number in the appropriate box, so if risk one is high probability but low impact then it is plotted in to the ***corresponding box as shown here***

7.1 RISK PROFILE

Probability / Impact	Low	Medium	High
High	1, 5		4, 6
Medium	7, 8, 9	10	2
Low	3		

Some boxes may have many numbers and some boxes no numbers at all, this is fine.

Those wishing for higher marks may identify those in the 'High severity' red area and give more explanation as to how these risks can be managed to reduce their probability or impact.



✓***Use this digital assessment*** guide as you complete your sections to ensure you are on track. Anyone asking questions that are already answered here will be pointed back to this guide.
✓***Don't forget*** to also check the assessment criteria in the coursework to ensure you have done all that is required.
✓***And finally, Proof read!*** The PID is a professional business document and there is no surer way to look unprofessional than to hand in a document full of spelling and grammar errors.

I hope you find this guide useful, I hope that it will help during those late night and weekend study sessions when you do not have me on hand to answer questions. Good luck with part 2.