

# Professional Project Manager

## Project Management

Show us that you know how to demonstrate your understanding of the principles of project management and apply project management skills, tools and techniques required in a project environment.

- Level **6**
- Credits **30**
- \$349.00 NZD (GST incl.)

## Assessment

You are required to submit evidence of the following:

1. Evaluate project initiation information and develop the Project Charter and Project Stakeholder Register in accordance with an organisations requirements.
2. Evaluate project information and develop a Project Plan including project scope, schedule and cost baselines and risks in accordance with an organisations requirements.
3. Develop a Project Change Control Register and Project Performance Reports and use to monitor, evaluate and control projects in accordance with an organisations requirements.
4. Develop Project Closure reports to critically reflect and evaluate the project according to an organisations requirements.

All work completed for this EduBit must be your own.

## Learning Recommendations

Watt, A (2014) Project Management

<https://opentextbc.ca/projectmanagement/front-matter/introduction-2/>

Free online courses

[www.thebalance.com/project-management-training-courses-online-4134252](http://www.thebalance.com/project-management-training-courses-online-4134252)

You can choose to purchase:

PMI (2013) A Guide to the Project Management Body of Knowledge (PMBOK guide), Fifth edition. Pennsylvania Project Management Institute, Inc. (available on Fishpond)

[www.fishpond.co.nz/Books/Guide-to-Project-Management-Body-of-Knowledge-Pmbokr-Guide-Fifth-Edition-Project-Management-Institute/9781935589679](http://www.fishpond.co.nz/Books/Guide-to-Project-Management-Body-of-Knowledge-Pmbokr-Guide-Fifth-Edition-Project-Management-Institute/9781935589679)

# Tasks

## Proof of Identity

Please include a scanned copy of photo identification (e.g. passport, drivers licence, work ID card).

## Attestation Form(s)

An attestation is a declaration by a witness that the tasks and activities specified have been performed in their presence and that the evidence provided is true and correct. The Attestation form(s) relevant to this assessment is located in the Resources section above.

Please complete and scan a copy of the necessary form(s) then upload it here.

## General Information

Please provide:

1. The name of the organisation you are employed by.
2. A brief overview of your project management experience (maximum 100 words).

## **Task 1: Evaluate project initiation information and develop the Project Charter and Project Stakeholder Register in accordance with the organisations requirements**

*I can:*

1.1. Develop formal Project Charter documentation to initiate the project for my organisation.

*By providing:*

A copy of the formal Project Charter you developed to initiate the project that aligns with the overall organisation's strategy and objectives and sponsors expectations. This must include all of the following range: Project purpose or justification; Alignment with the organisational strategy; High-level project description; High-level requirements; Project objectives and related success criteria; High-level risks; Summary milestone schedule; Summary budget; Stakeholder list (external

and internal to the organisation); Project approval requirement; Assigned project manager, responsibility, and authority level; Name and authority of the sponsor or the person(s) authorising the project charter; An executive summary.

The document may make reference to other documents that have informed the charter, such as: Agreements (contracts), Statements of work, Business Case.

The Project Charter format must be set out in accordance with your organisation's requirements and be professional with clearly set out headings (a minimum of 5-10 pages is required).

*I can:*

1.2. Identify stakeholders and develop a Project Stakeholder Register/ Stakeholder Engagement Plan in accordance with my organisation requirements for this project.

*By providing:*

A copy of the Project Stakeholder Register / Stakeholder Engagement Plan you have developed that supports the Project Charter provided in Task 1.1.

This must be in either Table or Excel format and must include all of the following range:

- Identification of at least six (6) internal and external stakeholders for the project.
- For each Stakeholder this must include all of the following range: Stakeholder name (group or individual); Contact person position; External or Internal Stakeholder; Role in the project; List of stakeholder's major requirements; List of stakeholders expectations; Potential influence on the project; Classification or categorization of each stakeholder.

This may include: Contact Information.

The format of the Project Stakeholder Register must be set out in accordance with your organisations requirements, and be professional with clear and relevant headings and layout and must be either Table or Excel format.

## **Task 2: Evaluate project information and develop the Project Plan including project scope, schedule and cost baselines and risk documents in accordance with the organisations requirements**

*I can:*

2.1. Evaluate the Project Charter information to develop the Project Plan, which outlines how the project will be managed and controlled, aligns with the Project Charter and includes all subsidiary planning in accordance with my organisation's requirements.

*By providing:* A copy of the Project Plan that you have developed, after evaluation of the Project

Charter information from Task 1.1, outlining how a project will be managed in relation and aligning with the project identified in Task 1.1. (Project Charter). This must include all of the following range: Selected project life cycle; Processes used to manage the project; Specific approaches to meet project objectives; Baseline management; Project Reviews which must include: Subsidiary management plans; Scope management plan; Schedule management plan; Cost management plan; Quality management plan; Human Resource management plan; Communications management plan; Risk management plan, Procurement management plan, Stakeholder management plan.

In addition, the Project Plan may include: Tools and techniques that will be used in the project management processes and Variance thresholds.

At all times, throughout this task, the Project Plan format must be set out in accordance with your organisation's requirements, and be professional with clearly set out headings and table of contents (a minimum of 12 pages is required).

2.2. Develop and define the Project Scope Baseline in accordance with my organisations requirements.

*By providing:* A copy of the Project Scope Baseline that you have developed and obtained approval/sign-off. This must include all of the following range: **Project Scope Statement** which must include: Product scope description; Project deliverables; Product acceptance criteria; Project exclusions; Project constraints and Project assumptions; **Work Breakdown Structure** which must include decomposition of all the work required to achieve the project objectives, with all work packages clearly labelled.

2.3. Develop a Project Schedule Baseline in accordance with my organisations requirements.

*By providing:* A copy of the Project Schedule Baseline you have developed. This must include a copy of the Project Network Diagram reflecting the Project Schedule Baseline and approved/sign-off which is aligned with the Project Scope Baseline provided in Task 2.2. This must include all of the following range: WBS Identifier Number; Activities; Clear dependencies between activities; Assigned resources; Activity durations (with start and finish dates); Critical path; Milestones for reporting purposes; Alignment with the Project Scope Baseline; Evidence of approval/sign-off.

2.4. Develop the Project Cost Baseline in accordance with my organisations requirements.

*By providing:* A copy of the Project Cost Baseline that you have developed and obtained approval/sign-off, that is aligned with the Project Schedule Baseline provided in Task 2.3. This must include all of the following range: S curve chart showing the time-phased budget; Supporting budget breakdown that is aligned to the WBS Work packages; Evidence of approval/sign-off.

The Project Cost Baseline format must be set out in accordance with your organisation's requirements, and be professional with clearly setout headings and table of contents.

2.5. Develop the Project Risk Register and evaluate project information for project risks in accordance with my organisations requirements.

*By providing:* A copy of the Project Risk Register that you have developed that supports the Project Charter provided in Task 1.1. This must include all of the following range: Identification and analysis of least six (6) project risks; Risk identifier; Risk statement; Probability of occurring; Impact on objective if the risk occurs; Risk score; Response strategies; Responsible party; Status; Comments.

In addition, the Project Risk Register may include: Risk Categories, Supporting Risk Probability and Impact Matrix.

### **Task 3: Develop a Project Change Control Register and Project Performance Reports and use to monitor, evaluate and control projects in accordance with the organisations requirements**

*I can:*

3.1. Develop a Project Change Control Register and use to monitor and evaluate the project in accordance with my organisations requirements.

*By providing:*

A copy of the Project Change Control Register that was developed and compiled by you at regular intervals, showing evidence of your monitoring and evaluation to show progress of the project and to scan for changes that impact on the project during its lifespan.

The Project Change Control Register format must be set out in accordance with your organisation's requirements, and be professional with clearly setout headings and table of contents.

This must include all of the following range:

- Identification of at least three (3) change items.
- Change ID.
- Category.
- Description of change.
- Submitter.
- Submission date.
- Status of change (.e.g. open, pending or closed).
- Outcome of change request (e.g. approved, deferred or rejected).

In addition the Project Change Control Register may include: Change impact analysis (separate document).

*I can:*

3.2. Develop the Project Performance Report and use to evaluate information and compile Project Performance Reports in a timely manner in accordance with the organisations requirements.

*By providing:*

Two (2) copies of your Project Performance Reports developed and compiled by you regularly during the project. These evaluate information and progress as to how the project was proceeding, and are aligned to the approved/signed-off and agreed scope, schedule and cost baselines, and were submitted to the sponsor on a regular basis.

This must include all of the following range:

- Name of the Sponsor.
- Intervals submitted to the Sponsor.
- Overall project performance.
- Accomplishments for the current reporting period.
- Change items raised in the current reporting period.
- Progress against key schedule milestones in the current reporting period.
- Funds spent in the current reporting period, and progress against budget.
- Root causes of variances (schedule / budget).
- Accomplishments planned for the next reporting period.
- Costs planned for the next reporting period.
- Risks realised in the reporting period.
- New risks identified.
- Issues.
- Comments.
- Copies of all the Team Member Status Reports used to compile the two (2) Project Performance Reports.

In addition the Project Performance Report may include: Accomplishments planned but not completed this reporting period; Root causes of accomplishment variances; Impact to upcoming milestones or project due date; Planned corrective or preventive action.

The Project Performance Report format must be set out in accordance with your organisation's requirements, and be professional with clearly setout headings and table of contents (a minimum of 2 pages, is required).

#### **Task 4: Develop and generate Project Closure reports to critically reflect and evaluate the project according to the organisations requirements**

*I can:*

4.1. Develop the Project Lessons Learnt report to assist with performance on future project.

*By providing:*

A copy of the the Project Lessons Learnt Report you have developed and compiled throughout the project or at specific intervals. This must include all of the following range:

- Identification of aspects of the project and for the project team that worked well to be shared.
- Aspects identified where there are opportunities for improvement for future project work.
- Project performance analysis for:
  - Requirements - Scope - Schedule - Cost - Quality - Human Resources - Communication - Stakeholder management, Reporting, Risk management - Procurement management - Areas of exceptional performance - Areas for improvements.

In addition, the Project Lessons Learnt may include: Process Improvement; Quality defects; Vendor management.

The Project Lessons Learnt Report format must be set out in accordance with your organisation's requirements, and be professional with clearly setout headings and table of contents. (A minimum of 8-12 pages is required).

*I can:*

4.2. Evaluate the entire project and compile the Project Closure Report to reflect the final project performance as compared to the project objectives in accordance with my organisations requirements.

*By providing:*

A copy of the the Project Closure Report that has been compiled to report on the final project performance.

This must include all of the following range:

- Project description.
- Project objectives including comparison of project objectives and baselines.
- Completion criteria.
- How Criteria was met or reason for variance.
- Project approvals obtained.

The Project Closure Report format must be set out in accordance with your organisation's requirements, and be professional with clearly setout headings and table of contents (a minimum of 2 pages is required).

*I can:*

#### 4.3. Critically reflect to enhance my own project management practice.

*By providing:*

A copy of a brief and concise critical reflection to enable enhancement of your project management practice. This must include all of the following range of reflections:

- On your planning, monitoring and evaluation practices during the project
- Your ability to manage the project to meet objectives and outcomes
- Any feedback from attestations or from stakeholders during the project and plan to enhance your future project management practice.