

# Project Management: Planning

## Project Management

Show that you know how to demonstrate your understanding of the principles of project management and apply project management skills, tools and techniques required in planning a project in accordance with your organisation's requirements.

Level 6

Credits: 12

\$199.00 NZD (GST incl.)

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## EduBit Outcomes

### Conditions of Assessment

You are required to submit evidence of the following:

1. Evaluate project information and develop a Project Plan in accordance with your organisations requirements.
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## Learning Recommendations

Watt, A (2014) Project Management:

<http://opentextbc.ca/projectmanagement/>

Online courses:

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

You may also 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/q/A+Guide+to+the+Project+Management+Body+of+Knowledge+?rid=949662731](http://www.fishpond.co.nz/q/A+Guide+to+the+Project+Management+Body+of+Knowledge+?rid=949662731)

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## Resources

- [Download Assessment Criteria](#)
- [Attestation Form\(s\)](#)

Any supporting references must be in the APA style published by the University of Canterbury, at: [www.canterbury.ac.nz/library/support/citations-and-referencing/apa-american-psychological-association-style/](http://www.canterbury.ac.nz/library/support/citations-and-referencing/apa-american-psychological-association-style/)

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## Tasks

### Proof of Identity

#### Task Description

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

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### Attestation Form(s)

#### Task Description

An attestation is a declaration by a witness that the tasks and activities specified have been performed in his or her 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.

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### General Information

#### Task Description

*Please provide:*

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

This information is not assessed but provides context for the assessor.

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### Task 1. Evaluate project information and develop a Project Plan in accordance with the organisations requirements.

#### Task Description

*I can:*

1.1. Evaluate the Project Charter or other key foundation information to develop the Project Plan, which outlines how the project will be managed and controlled, how it aligns with the Project Charter or other key foundation, including all subsidiary planning in accordance with my organisation's requirements.

*By providing:*

1.1.a. A copy of the Project Charter or other key foundation.

1.1.b. A copy of the Project Plan that you have developed after evaluation of the Project Charter or other key foundation information from Task 1.1, outlining how a project will be managed in relation and aligning with the project identified in Task 1.1. This must include all of the following range:

- Selected project life cycle.
- Processes used to manage the project.
- Specific approaches to meet project objectives.
- Details of baseline management OR if not baseline explain why not.
- Project Reviews which must include: Cost management, Human Resource management plans AND must include two of the following:  
Subsidiary management plans; Scope management plan; Schedule 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; Variance thresholds.

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).

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## **Task 2. Develop and define the Project Scope Baseline in accordance with my organisations requirements.**

**Task Description**

*I can:*

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 a list of responsibilities and work place that will enable completion of the project.

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

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### **Task 3. Develop a Project Schedule Baseline in accordance with my organisations requirements.**

#### **Task Description**

*I can:*

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.

This must include all of the following range:

- Activities.
- A statement identifying key dependencies and how these will be managed.
- Assigned resources.
- Activity durations (with start & finish dates).
- Critical path.
- Milestones for reporting purposes.
- Alignment with the Project Scope Baseline.
- Evidence of approval/sign-off.

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

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### **Task 4. Develop the Project Cost Baseline in accordance with my organisations requirements.**

#### **Task Description**

*I can:*

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 3.

This must include all of the following range:

- Supporting budget breakdown including a variance statement of plan and budget with actual activities and costs.
- 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 set out headings and table of contents.

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## **Task 5. Develop the Project Risk Register and evaluate project information for project risks in accordance with my organisations requirements.**

**Task Description**

*I can:*

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.

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.

The format of the Project Risk Register must be set out in accordance with your organisation's requirements, and be professional with clear and relevant headings and layout.

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**Task 6. Provide a copy of the attestation form completed by my supervisor attesting to information provided in Tasks 1 - 5.**

**Task Description**

*I can:*

Provide a copy of the attestation form completed by my supervisor attesting to information provided in Tasks 1 - 5.

(Please upload your completed and signed attestation form to this task as well as in the Attestation Form(s) section of this assessment).

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