Executing and Closing a Project

OERu

Show us that you have gained knowledge of project management theory and can apply it to executing and closing a project.

Executing and closing a project (IPM104) is the fourth micro-course for Introduction to project management - a standalone 16 credit course for OERu.

- Level 5
- Credits 4
- $80 NZD (GST incl.)

Assessment

You are required to submit evidence of the following:

1. Apply theoretical knowledge to implement and prepare for future projects.

All work for this EduBit must be your own.

- This EduBit requires you to create and submit a coherent project implementation plan and reflection. There are five learning challenges. The outputs of each challenge constitute the component parts of assembling the project plan for implementing the project. If you participated in the OERu online course and completed these challenges, you may edit and improve your original answers before assembling the project charter.
- Consult the assessment rubrics (under Resources) before preparing and after completing your submission to ensure that you have met the minimum requirements for achieving this EduBit.

All work for this EduBit must be your own.

Learning Recommendations

Your project https://oer.nz/pmyourproject2

Your Project learning pathway: https://course.oeru.org/ipm104/learning-pathways/your-project/overview/

Communication https://oer.nz/pmcommunication

Implementation https://oer.nz/pmimplementation

Closure https://oer.nz/pmclosure

Review and reflection post implementation https://oer.nz/pmreview

Tasks

Proof of Identity

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

General Information

Please provide:

> A brief description of your current role, why you are submitting this Edubit assessment and if you have any prior work experience in project management or a related field.

(This information is not assessed but is intended to provide context for your assessor.)

Task 1: Communication plan challenge.

I can:

1. Prepare a communication plan for a project.

By providing:

1.1. A project you have chosen for completing the assessment tasks. The project should ideally be able to be completed within a year, involve a minimum of three stakeholders and require inputs from two or more people to complete the project. Consult the Your Project learning pathway (also provided under Learning Recommendations for this assessment) for more information on choosing a project for this EduBit.

1.2. A paragraph with a brief description (four (4) to five (5) sentences) of the project you have selected.

1.3. A communication plan overview which identifies:

- Project name.
- Project manager.
- Plan owner (if applicable).
- Beginning and completion dates of the project.
- Project objectives and key message points (high level).
- List of stakeholders.

1.4. A communication plan matrix describing a minimum of three (3) up to six (6) communication activities. Your matrix should have five columns for each communication activity:

1. Date (or frequency) (when).
2. Team member who is responsible for the communication (who).
3. Target audience (whom).
4. Tool or medium for the communication(s) (how).
5. Key message points (what).

Task 2: Getting things done challenge.

I can:

2. Write up an implementation summary to monitor the progress of a selected project task, and create a corresponding change control template for the task.

By providing:

2.1. An implementation summary (300 to 400 words) which describes how to monitor the implementation of a element or task in your identified project that must be completed before another task or element in the project can be completed (i.e. the task you select must be a dependency). You implementation summary must:

- Specify the objective of the task or project element.
- Explain why you have selected this task for monitoring in a sentence.
- Describe the task and its related dependencies.
- Specify the timeline for completion of the task or element.
- Describe a minimum of two appropriate "in progress" measures to monitor progress of the task or element and why these are suitable measures.
- Describe corrective actions you will take if the task or element does not progress in line with the original plan and who is responsible for the corrective action.

2.2. A completed change control template you selected online or created yourself for describing a proposed change of the project task above and analysing its impact for decision making. Your template must:

- Provide evidence of a change control process.
- Describe and analyse the implications of the proposed change for the project.
- Specify responsibility for completion of the change control process.
- Provide an implementation timetable for the change including how its completion will be monitored.
- Name an appropriate authority for approving the change.

Task 3: Closure activity challenge.

I can:

3. Complete a project closure checklist for my project.

By providing:

3.1. A project closure checklist with a minimum of five sections correctly completed with appropriate checklist items showing how you plan to close your project. (Checklist available for download in .docx versions).

Task 4: Reflection and learning challenge.

I can:

4. Reflect critically on my successes and areas for improvement in project management, and use this experience to advise others.

By providing:

A written reflection (250 to 350 words) based on my experience in preparing (or implementing) a project plan and how this learning will inform future project management. Your reflection must:

- Identify two aspects of your project management planning (or implementation) which you feel went well. Explain how you will incorporate these lessons into future projects.
- Identify two aspects of your project management planning (or implementation) which were problematic. Explain why these were a challenge and what you will do to avoid these issues in the future.
- Explain your biggest challenge undertaking the preparation of an implementation plan for your project and what advice you would give a new project manager undertaking the same task.

Task 5: Assemble a project implementation plan and reflection.

I can:

Assemble a project implementation plan which is of a standard that can be used to run a project and advise future projects based on my experience of planning a project.

By providing:

5.1. An abridged and coherent project implementation plan to monitor progress of a standard that can be used to run a project. The project implementation plan must include the following elements:

- Project overview comprising project identification section and statement of project objectives and deliverables (5 Marks).
- A communication plan matrix (5 Marks).
- An implementation summary for monitoring a contingent project task (5 Marks).
- A change control template for the task above (5 Marks).
- A project closure checklist (5 Marks).
- A reflection on your project planning (or implementation) experience (5 Marks).

5.2. A document presented in a professional business format of a standard that can be used to run a project.

- Professional presentation and formatting (5 Marks).
- Coherence of report (5 Marks).