# Assignment 2 scenario

Smart-Solutions is a home appliances company based in Southampton. The company deals in selling products of different retailers such as, washing machines, refrigerators, and microwave ovens etc. Providing highest level of customer services is paramount for any businesses. The workforce is comprised of two directors, one receptionist, three office administrators, four marketing executives, and nine field workers. The company uses manual operations and hard copy file systems to manage clients’ data. Although the company has successfully assisted well over 250 clients, it is looking for more effective management system to keep track of inventory. Realising the benefits that the computerised environment can bring; the company now intends to digitise data and create a network to share the data and resources centrally. Therefore, the company has decided to buy software and hardware, build a website as well as implement a network to access and share centralised files stored on a local server. Smart-Solutions also wishes to implement smart technology to optimize the delivery platform by driving efficiencies, streamlining online calls to their customers, increasing inclusive and personalised view, maximizing value, growing smarter, creating new KPIs and standardising processes.

Unfortunately, Smart-Solutions does not have an IT department at present, so they have approached your company, Sci-Tech, to advise them on the best possible solution to carry out this project.

You have been designated as the project manager for this project and have now been asked to manage it.

**Assignment 2**

**Rationale:** Based on the scenario students will be required to produce a 1500-word project management report which should include and discuss project documents related to their project. These documents should include business case, project charter, work breakdown structure and a critical path. Students should also review ethical, social and legal responsibilities during a project by referring to current project management literature. This assignment will be submitted in week 12.

# Tasks / Deliverables of Assignment 2

**Task-1:** Prepare a business case for your selected project. Pay particular attention to the following areas in your project business case:

1. Justification for the case for the project undertaken.
2. An evaluation of cost/benefits and risks of alternative options (PRINCE2) while providing a rationale for the selected options.
3. A summary of the benefits (both tangible and non-tangible where applicable) that will arise from the completed project and any unavoidable drawbacks.

**Task-2:** Prepare a project charter and based on this, design a WBS (Work Breakdown Structure). You also need to produce a network diagram which would identify the critical path on it.

**Task-3:** Review the role of a project manager in the context of their ethical, social and legal responsibilities during a project. Critically evaluate how the project manager should perform and give your judgment on the quality of the project manager’s work as well as their limitations.

**Task-4:** Write a summary of the cost benefit analysis and quality assurance of the project management (size estimations; effort estimates; estimate improvement techniques; function points; algorithmic cost models). How do these change the life cycle of the project?

**Presentation, Report Layout and References:**

***Note:*** *An executive summary, introduction and conclusion are necessary in your report.*

**Referencing and Bibliography**

Although much of your report will contain existing body of knowledge, you must write your assignment in your own words to demonstrate your understanding of the subject. You are required to follow the **Harvard referencing system** when citing others' work. An accompanying list of references must also be provided as part of your report. Extensively referenced work reflects the level of research you conducted in the process of producing the document. It is also an acknowledgement of other people’s work. Correct referencing demonstrates your academic and professional skill. It also reflects your academic honesty and thus to some degree protects you from cases of plagiarism.

## Marking Criteria:

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| **Task** | **Guidance/Criteria** | **Marks** |
| 1 | Prepare a business case for your selected project. (a) The business case must provide a justification for the case case (executive summary). (b) The business case must provide a rationale for your choice of project including costs, benefits and risk of alternate options while providing a rationale for the selected option. (c) You are required to provide a summary of the potential benefits the project will bring, and any potential drawbacks. | 30 |
| 2 | Prepare a project charter for the project. The project charter should clearly state the scope, objectives and people participating in the project. Prepare a WBS (Work Breakdown Structure) for the project from the project charter developed in task 1 of this assignment. A critical path analysis shows the longest length of time to complete a project. You are required to develop a critical path for the work breakdown structures developed in this task earlier. | 20 |
| 3 | A project manager is responsible for completing the project while observing all ethical, social and legal aspects during the completion of the project. You are required to evaluate the role of the project manager in this context. Critically discuss the main tasks the project manager performed during the project, and give your judgment about the quality of the project manager’s work. | 15 |
| 4 | Cost benefit analysis and other quality assurance activities are part of the project evaluation process. In this task, you are required to write a critical summary of the cost-benefit analysis and other quality assurance activities. How do these reflect the life cycle of a project? | 25 |
| **Presentation, Report Layout and References** | Your report is well laid out and formatted according to the given requirements. Your report is free from grammatical and spelling errors. The Harvard referencing style has been used to cite the work where necessary and a list of references is also provided. | 10 |
| **Total** | **100** |

***Assignment Preparation Guidelines***

* All components of the assignment (text, diagrams. code etc.) must be submitted in ….**one-word file** (hand-written text or hand drawn diagrams are not acceptable), any other accompanied materials such as simulation file, code, etc. should be attached in appendices.
* Standard and commonly used fonts such as Arial or Calibri should be used, font size must be within the range of 10 to 15 points including the headings, body text and any texts within diagrams,
* Spacing should not be less than 1.5
* Pay attention to the Assessment criteria / Marking scheme, the work is to be concise and technical. Try to analyse, compare and evaluate rather than simply describe.
* All figures, screenshots, graphs and tables must be numbered and labelled.
* The assignment should be logically structured, the core of the report may start by defining the problem / requirements, followed by the proposed solution including a detailed discussion, analysis and evaluation, leading to implementation and testing stage, finally a conclusion and/or personal reflection on learning.
* Screenshots without description / discussion does not constitute understanding and maybe assumed irrelevant.
* Please access your Turnitin Test Page via Dashboard or My modules to learn more about Turnitin and to make a test submission and to check your similarity score before uploading your final version
* You will have opportunity to submit as many times to your module pages as you want up until the deadline.
* Make sure to make backup of your work to avoid distress for loss or damage of your original work, use multiple storage media (memory stick, cloud and personal computer).

***Plagiarism and Collusion***

* **Academic Integrity** is a matter that is taken very seriously at the university and student should endeavour to enforce it to all their assignments. In other words, plagiarism, collusion (working and copying from another student) and ghost writing will not be tolerated and will result in sanctions eg: capped resit, suspension and/or withdrawal. Correct referencing demonstrates your academic and professional skill. It also reflects your academic honesty and thus to some degree protects you from cases of plagiarism.
* You must write your assignment in your own words to demonstrate your understanding of the subject.
* Material from external sources must be properly referenced and cited within the text using the Harvard referencing system,
* You are required to follow the **Roehampton Harvard referencing System**. Please refer to Moodle for the latest version of the **Roehampton Harvard referencing System** or ask the library.
* An accompanying list of references (on a **separate page and in alphabetical order**) must also be provided as part of your work.
* Plagiarism: occurs when you present somebody else’s work as your own, whether that work is an idea, graphs, figure, illustration or a pure text. Be it available in web, textbooks, reports or otherwise.
* Wholesale use of text and diagrams from websites is considered as plagiarism when not acknowledged.
* Plagiarism will be dealt with firmly and can lead to serious consequences and disciplinary procedures.
* Collusion: occurs when copying another student’s report (Text, Figures, Illustration etc..) and submitting it as your own.