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# MIT5001

## IT Project Management

### Case Study and Presentation

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## Case Study and Presentation (Individual Assignment) - 10% (Due week 5, Sunday 11:55pm)

### Objective(s)

This assessment relates to the unit learning outcomes as in the unit descriptor. This assessment is designed to evaluate student's ability to identify the key phases of projects and to successfully manage the projects by using various IT project management tools and techniques.

The following ULOs are assessed in this assessment.

- LO1** Demonstrate ability to skilfully manage projects by putting to effective use various IT project management tools and techniques.
- LO2** Critically analyse project parameters and identify the key processes from the available project management book of knowledge in practical case scenarios.

### INSTRUCTIONS

In this assignment you will use the IT project management knowledge area and the tools used in project initiation and planning to prepare a project charter for the Case Study below. Make sure to analyse the project management parameters and identify the actors relevant to the case study and mention the project scope, constraints and assumptions.

For this assessment, you will **prepare a project charter** based on the business case given below. Your report should be limited to approx. 1000 words. Use 1.5 spacing with a 12 point Times New Roman font. You can use other sources to support your claims. Citation of sources is mandatory and must be in the IEEE style.

The project charter must include:

- Project Title.
- Background (*Why is the project is undertaken? Describe an opportunity or problem that the project is to address.*)
- Project Goal/s (*Not more than 3*)
- Project Scope (*What will be the end result of the project?*)
- Key Stakeholders
- Project Milestones (*Identify/assume the significant project milestones*)
- Constraints and Assumptions

### Submission Guidelines:

All submissions are to be submitted through turn-it-in. Drop-boxes linked to turn-it-in will be set up in the Unit of Study Moodle account. Assignments not submitted through these drop-boxes will not be

considered. Submissions must be made by the due date and time (which will be in the session detailed above) and determined by your Unit coordinator. Submissions made after the due date and time will be penalized at the rate of 10% per day (including weekend days).

The turn-it-in similarity score will be used in determining the level if any of plagiarism. **Turn-it-in will check conference websites, Journal articles, the Web and your own class member submissions for plagiarism.** You can see your turn-it-in similarity score when you submit your assignment to the appropriate drop-box. If this is a concern you will have a chance to change your assignment and re-submit. **However, re-submission is only allowed prior to the submission due date and time.**

After the due date and time have elapsed you cannot make re-submissions and you will have to live with the similarity score as there will be no chance for changing. Thus, plan early and submit early to take advantage of this feature. You can make multiple submissions, but please remember we only see the last submission, and the date and time you submitted will be taken from that submission.

## **SIGMA Consulting's Business Case:**

### **Introduction/Background**

SIGMA Consulting's core business goal is to provide world-class project management consulting services to various organizations. The CEO, Joe Fleming, believes the firm can streamline operations and increase business by providing information related to project management on its intranet site, making some information and services accessible to current and potential clients.

### **Business Objective**

SIGMA Consulting's strategic goals include continuing growth and profitability. The Project Management Intranet Site Project will support these goals by increasing visibility of the firm's expertise to current and potential clients by allowing client and public access to some sections of the intranet. It will also improve profitability by reducing internal costs by providing standard tools, techniques, templates, and project management knowledge to all internal consultants. Since SIGMA Consulting focuses on identifying profitable projects and measuring their value after completion, this project must meet those criteria.

### **Current Situation and Problem/Opportunity Statement**

SIGMA Consulting has a corporate Web site as well as an intranet. The firm currently uses the Web site for marketing information. The primary use of the intranet is for human resource information, such as where consultants enter their hours on various projects, change and view their benefits information, access an online directory and Web-based e-mail system, and so on. The firm also uses an enterprise-wide project management system to track all project information, focusing on the status of deliverables and meeting scope, time, and cost goals. There is an opportunity to provide a new section on the intranet dedicated to sharing consultants project management knowledge across the organization. SIGMA Consulting only hires experienced consultants and gives them freedom to manage projects as they see fit. However, as the business grows and projects become more complex, even experienced project managers are looking for suggestions on how to work more effectively.

### **Critical Assumption and Constraints**

The proposed intranet site must be a valuable asset for SIGMA Consulting. Current consultants and clients must actively support the project, and it must pay for itself within one year by reducing internal operating costs and generating new business. The Project Management Office manager must lead the effort, and the project team must include participants from several parts of the company, as well as current client organizations. The new system must run on existing hardware and software, and it should require minimal technical support. It must be easily accessible by consultants and clients and be secure from unauthorized users.

### **Analysis of Options and Recommendation**

There are three options for addressing this opportunity:

1. Do nothing. The business is doing well, and we can continue to operate without this new project.
2. Purchase access to specialized software to support this new capability with little in-house development.
3. Design and implement the new intranet capabilities in-house using mostly existing hardware and software.

Based on discussions with stakeholders, we believe **that option 2 is the best option.**

**Marking Guide: 50 Marks**

<b>Task</b>	<b>Description</b>	<b>Marks</b>
<b>Background</b>	Describe why the project is undertaken. Students need to mention an opportunity or problem that the project is to address.	08
<b>Project Goal</b>	State maximum three goal/s of the project.	06
<b>Project Scope</b>	Describe the end result of the project.	10
<b>Key Stakeholders</b>	List all the individuals who are related to the project.	05
<b>Project Milestones</b>	Identify or assume the significant events to complete the project.	06
<b>Constraints</b>	Identify and mention anything that restricts or dictates the actions related to the project.	08
<b>Assumptions</b>	State the factors that is considered to be true, real or certain often without any proof or demonstration.	07