



**BRENTWOOD**  
OPEN LEARNING COLLEGE

## Assignment Cover Sheet

|                        |                                             |
|------------------------|---------------------------------------------|
| <b>Student Name:</b>   | Lit Tzar Ching Joe                          |
| <b>Student Number:</b> | 1286                                        |
| <b>Course:</b>         | International Diploma in Project Management |
| <b>Assignment NO:</b>  | 1                                           |

Please insert your completed assignment ( in word format) here:

1

I d

II d

III d

IV b

V a

2

I A project has a clear start date and end date, routine work represent a process that will never finish.

II 1. Pointing out the requirements, 2. Fulfilling various needs, 3. Balancing the project constraints, budget, scope, quality, schedule, resources and risk.

III

Initiation – Different sources and different reasons can result in projects arising.

Planning – From an idea to a reality, as project outlines are translated into specific actions.

Executing – The project becomes reality here.

Controlling – Careful monitoring against the key dates and milestones

Closing – All deliverables can be formally signed off and the team disbanded.

IV

Communication Skills - Written and oral communications are the backbone of all successful projects.

Organizational Skills - Track and locate mater in a moment

Budgeting Skills - establish and manage budgets

Problem Solving - Best course of action to take and implement

Negotiation and Influencing - Working with others to come to agreement

Leading - Impart vision, inspire and motivate others, establish direction and gain consensus for strategic goals

Team Building and Human Resources - Help people work through the various teamforming stages to become fully functional

V Five process groups

Initiation, Planning, Executing, Controlling, and Closing

Nine knowledge areas

Integration Management

Scope Management

Time Management

Cost Management  
 Quality Management  
 Human Resource Management  
 Communications Management  
 Risk Management  
 Procurement Management

3

Project title: School Management System

| Stage | Length of time involved | Key activities         |
|-------|-------------------------|------------------------|
| 1     | 1 month                 | Project Deliverables   |
| 2     | 1 month                 | Procure Hardware       |
| 3     | 1 month                 | Test Hardware          |
| 4     | 1 month                 | Procure Software Tools |
| 5     | 2 months                | Write Programs         |
| 6     | 1 month                 | Test and Debug         |
| 7     | 1 month                 | Install                |
| 8     | 2 month                 | Training               |
| 9     | 1 month                 | Acceptance             |

### Student Statement:

By submitting this assignment, I confirm that this is my own work.

|                   |                                                                                     |      |             |
|-------------------|-------------------------------------------------------------------------------------|------|-------------|
| Student Signature |  | Date | 10-Aug-2014 |
|-------------------|-------------------------------------------------------------------------------------|------|-------------|

### For Tutor / Assessor Use Only

|                    |  |
|--------------------|--|
| Total Marks        |  |
| Marks Obtained     |  |
| Percentage / Grade |  |