

CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge Career Award in Management
Executive Certificate

MANAGING PROJECTS

4178/01
4251/01

Optional Module

Valid between 1 January 2003 and 31 December 2003

READ THESE INSTRUCTIONS FIRST

You should read the assignment carefully

It is important to complete the **Assignment Cover Sheet** when you have finished your work. You must complete the details and sign the declaration to confirm that the assignment is all your own work and your tutor must sign to verify that it is your own work.

The length of the assignment must be between 2000 and 3000 words.

This document consists of **3** printed pages.



Executive Certificate Module 4178/C

Managing Projects – Option Module

Title: A Project for the Future

1. Examine the objectives of your department or section for the next 12 months. Discuss with your manager where the greatest change will have to be made within the department for the objectives to be met. Agree with your manager the expected outcomes of this change, including:

- time schedules
- budget
- measurable change required

2. Using this information, prepare a project plan to implement this change process. This will include the following processes and documentation:

- Defining the project scope and objectives
- Identifying the project stakeholders
- Identifying the key performance indicators
- Preparing an overview plan

At this stage, share these with your manager and gain their feedback. Amend the information accordingly.

3. Prepare a project specification and management documents. These will include at least :

- a work breakdown structure
- a schedule
- a resource plan
- a budget estimate
- a staffing matrix
- an assessment of risk and contingency planning.

This documentation may be computer generated and may include other documents relevant to your organisation or the project itself.

4. Identify a process and schedule for monitoring the progress of the project against the planning documentation. Show how you will implement your contingency plans if required and the costs incurred in doing so. Show how the effect of this cost will be managed.

As part of this monitoring plan, show how you will identify the successful completion of the project and how success will be measured against the project objectives.

5. When you have completed these, prepare a presentation to your manager of the whole plan and your reasoning behind it, including your plans for monitoring and controlling the progress of the project.

Obtain and record feedback from your manager on the plan and the quality of your reasoning.

You must include in your assignment all documentation, notes and materials generated from each stage.

You are not expected to include confidential information on your organisation, its personnel or performance.

Your project plan does not have to be accepted and implemented for the assignment to be valid.