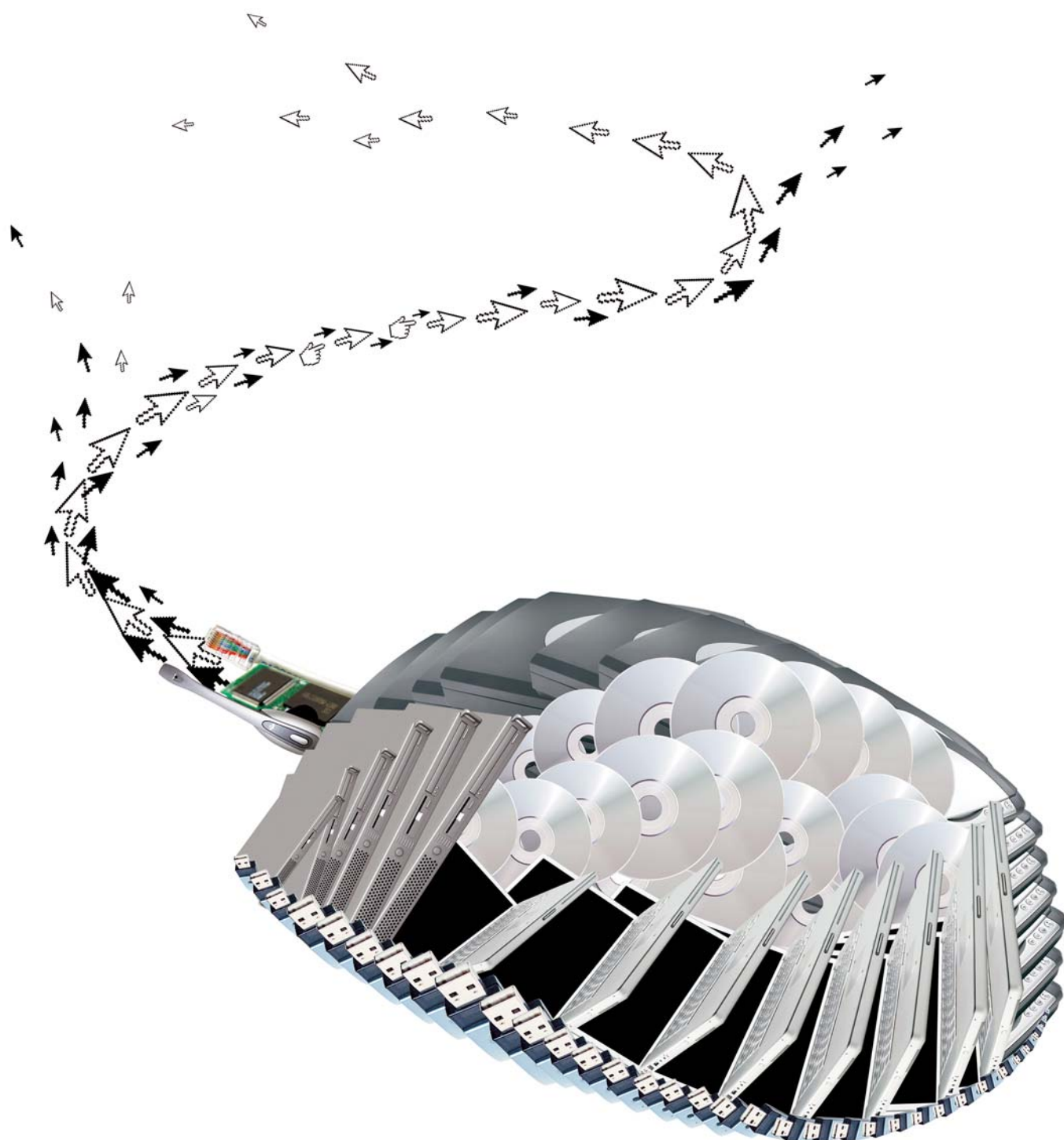


SAMPLE INTERNALLY ASSESSED UNIT COMMENTARY

UNIT 7 - MANAGING PROJECTS



Diploma – Principal Learning Information Technology

Level 2 Unit 7 Managing Projects

Sample Internally Assessed Unit Commentary

Please note that the following internal tasks, responses and moderator commentary are provided as examples only for the purpose of assisting assessors delivering the Diploma Principal Learning. A direct relationship between the marks/commentaries and a unit grade cannot be made at this stage, since grade boundaries will be determined at the Award Meetings at the end of each series.

AQA-C&G IT DIPLOMA: PRINCIPAL LEARNING LEVEL 2, UNIT 7: MANAGING PROJECTS YEAR OF EXAMINATION:

Centre Number	Candidate Name	Assessor	Total Mark	12
			/48	
	Candidate Number	Moderator	Moderator's Mark	/48

Assessment criteria topic 1: Project management fundamentals (12 marks)

	0-1 mark	2 marks	3 marks	4 marks
1	The candidate demonstrated that they have a limited understanding of project management fundamentals	The candidate demonstrated that they have some understanding of project management fundamentals	The candidate demonstrated that they have a full understanding of project management fundamentals	
	<p>Location of evidence, including page number: The Project Plan provides evidence of some understanding of planning, task breakdown, allocating resources to tasks and tracking progress as well as managing deviations from the plan. The Project Evaluation also shows some understanding of the necessity for reviewing the project against its original objectives.</p> <p>Comments: It would be necessary to consider this along with the other necessary evidence for Unit 7 in order to determine whether the candidate has a full understanding of the project management fundamentals.</p>			Mark 2
2	The candidate demonstrated some use of project planning and management techniques	The candidate demonstrated some understanding of the planning and management techniques used	The candidate demonstrated good understanding of the planning and management techniques used and some of these were used appropriately	The candidate demonstrated full understanding of the planning and management techniques used and these were used appropriately
	<p>Location of evidence, including page number: The Project Plan shows some understanding of the techniques used but the plan itself is not detailed and might have been better constructed using a Gantt chart or similar tool.</p> <p>Comments: Further evidence from the individual project will need to be considered in order to determine whether the candidate has demonstrated a higher understanding of the techniques, though those that have been used in this project have been used appropriately.</p>			Mark 2

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	0-1 mark	2 marks	3 marks	4 marks
3	Candidate provided some description of the roles of people involved in the projects undertaken	Candidate provided a good descriptions of the roles and responsibilities; they also showed some understanding of why each is needed	Candidate showed a good understanding of the roles and responsibilities; they also showed a good understanding of why they are needed	
	<p>Location of evidence, including page number: A description of the roles of those involved is provided in the Business Plan, page BP1 and in the Minutes of Meeting 1, pages MM1.3 and MM1.4. This does show some understanding of the reason each is needed. This is reinforced by the statements in the Mini Enterprise Presentation, page MEP4.</p> <p>Comments: Further evidence from individual project required in order to derive complete mark.</p>			Mark 2
4	Candidate showed some awareness of the importance of team working	Candidate showed an awareness of the importance of effective team working and why it is important		
	<p>Location of evidence, including page number: The Mini Enterprise Presentation, page MEP4 shows some awareness of the importance of team working and this is further emphasised in the Project Review, pages PE2 and PE3.</p> <p>Comments:</p>			Mark 2

Assessment criteria topic 2: Factors in the success and failure of projects (12 marks)

	0-1 mark	2 marks	3 marks
5	Identified a limited number of factors that may have contributed to the success of projects	Identified a range of factors that may have contributed to the success	Described a range of factors that may contribute to the success of projects
	<p>Location of evidence, including page number: The candidate has identified a number of factors which contributed to the success of the project in the Project Evaluation, pages PE2 and PE3. There are also some additional factors in the Mini Enterprise Presentation, page MEP5, and these are sufficient to award two marks.</p> <p>Comments: The other pieces of evidence required for this unit are likely to provide additional success factors and the opportunity to describe them.</p>		
6	Identified a limited number of factors that may have contributed to the failure of projects	Identified a range of factors that may have contributed to the failure of projects	Described a range of factors that may contribute to the failure of projects
	<p>Location of evidence, including page number: As above, there is sufficient for two marks to be awarded.</p> <p>Comments:</p>		
7	Provided an example of a successful project and a failed project	Provided examples of successful projects and a failed project	Provided examples of three projects, explaining in detail why they succeeded or failed
	<p>Location of evidence, including page number: There is no evidence in this portfolio.</p> <p>Comments:</p>		

	0-1 mark	2 marks	3 marks
8	Candidate lists some internal and some external factors involved in the success or failure of projects	Demonstrated an understanding of the difference between internal and external factors involved in the success or failure of projects	Also demonstrated an understanding of the people issues involved in the success or failure of projects
	Location of evidence, including page number: There is limited evidence in this project. Comments:		

Assessment criteria topic 3: Creating, following and reviewing project plans (24 marks)

	0-1 mark	2 marks	3 marks	4 marks
9	Candidate produced a simple project plan for their own project containing some relevant items	The project plan produced includes most items and shows some understanding of the principles of project planning	The project plan produced is comprehensive and shows a good understanding of the principles of project planning	
	Location of evidence, including page number: Not applicable. Comments:			Mark 0
10	Candidate used this plan to manage a technology-enabled project, monitoring their progress	This plan was used to manage a technology enabled project, effectively monitoring progress throughout the project	This plan was also adapted where necessary, whilst it was being followed	
	Location of evidence, including page number: Not applicable.			Mark 0
11	Candidate produced a simple project plan for a team project, containing some relevant items	The project plan produced for a team project includes most items and shows some understanding of the principles of project planning	The project plan produced for a team project is comprehensive and shows a good understanding of the principles of project planning	
	Location of evidence, including page number: The Project Plan includes most of the important items for a project of this nature, which is fairly simple in scope and execution. The Plan shows some understanding of the principles but the plan is not detailed, nor does it show a good understanding of the planning process. Some time allocation is shown, some allocation of resources and some response to variations and delays in the plan. Comments:			Mark 2

	0-1 mark	2 marks	3 marks	4 marks	
12	Candidate identified some of their own strengths and weaknesses in planning their own project	Candidate also identified areas that could have been improved in planning their own project, reflecting on the plan and on the success of the project	Candidate critically evaluated their own strengths and weaknesses in planning their own project; reflecting on the plan and the success of the project	Candidate used their evaluation and reflection on the plan and success of the project to identify actions to take when planning projects in the future	
	Location of evidence, including page number: Not applicable.				Mark
Comments:					0
13	Candidate identified some of their own strengths and weaknesses in managing their own project	Candidate also identified areas that could have been improved in managing their own project, reflecting on the plan and on the success of the project	Candidate critically evaluated their own strengths and weaknesses in managing their own project; reflecting on the plan and the success of the project	Candidate used their evaluation and reflection on the plan and success of the project to identify actions to take when managing projects in the future	
	Location of evidence, including page number: Not applicable.				Mark
Comments:					0

	0-1 mark	2 marks	3 marks	4 marks
14	Candidate reviewed team performance and identified some of the issues involved when working on a team project and in how the team was managed	Candidate reviewed team performance and the success of the team project plan, identifying some of the issues that made the project a success or failure and showing some awareness of the differences in the planning or management of individual and team projects	Candidate reviewed team performance and the success of the team project plan, identifying some of the issues that made the project a success or failure and showing some awareness of the differences in the planning and management of individual and team projects	Candidate showed a clear understanding of the issues involved in team projects, and of the importance of good people skills and effective management as well as good planning
	<p>Location of evidence, including page number: The Project Evaluation, pages PE2 and PE3, as well as the Mini Enterprise Presentation, pages MEP2, MEP4, and MEP5 show that the candidate has considered a good range of issues that made the project a success. In reviewing team performance they showed an understanding of the differences between the requirements of a team project and an individual one. To gain the fourth mark it would be expected that a greater understanding of the role of managing a team and good planning would be shown.</p> <p>Comments:</p>			<p>Mark</p> <p>3</p>
15	Candidate identified some areas where a team performance could have been improved	Candidate identified a range of areas where team performance could have been improved	Candidate also identified behavioural problems caused by non-team members	
	<p>Location of evidence, including page number: The pages listed above, as well as the Minutes of Final Meeting, page MFM2, identify a number of areas where team performance could have been improved. No behavioural problems caused by non-team members were identified.</p> <p>Comments:</p>			<p>Mark</p> <p>2</p>

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