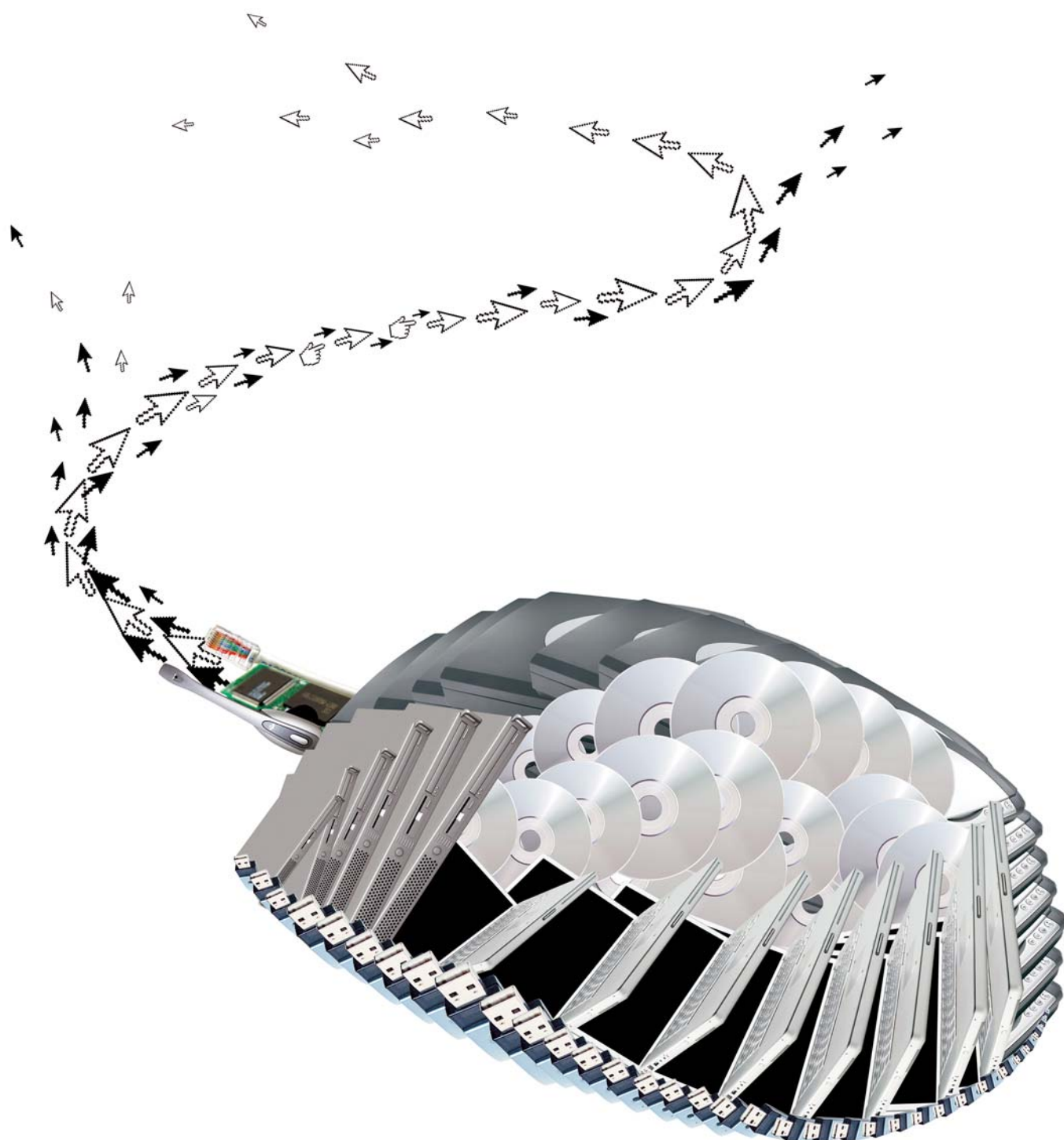


## SAMPLE INTERNALLY ASSESSED UNIT COMMENTARY

### 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:**

<b>Centre Number</b>	<b>Candidate Name</b>	<b>Assessor</b>	<b>Total Mark</b>	<b>18/48</b>
	<b>Candidate Number</b>	<b>Moderator</b>	<b>Moderator's Mark</b>	

**Assessment Criteria Topic 1: Project management fundamentals (12 marks)**

	<b>0-1 mark</b>	<b>2 marks</b>	<b>3 marks</b>	<b>4 marks</b>
<b>1</b>	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><b>Location of evidence, including page number:</b> The <i>Project proposal</i> clarifies the client requirements, pages 6 and 7. These are signed by the client, <i>Project Diary</i>, page 89. The <i>Project Plan</i> has a task breakdown, with estimated times, showing the critical path and dependencies which are realistic. Progress has been tracked in the plan and in the <i>Project Diary</i>. Deviations have been managed as shown in the plan and diary. A project review appears in the <i>Project Review and evaluation</i>, pages 92 to 95. On this evidence a mark of 2 is appropriate.</p> <p><b>Comments:</b> It would be necessary to consider this along with the other required evidence for Unit 7 in order to determine whether the candidate has a full understanding of the project management fundamentals.</p>			<p align="center">Mark <b>2</b></p>
<b>2</b>	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><b>Location of evidence, including page number:</b> The <i>Project Plan</i> Gantt chart shows that project planning and management techniques have been used. The candidate demonstrates some understanding of the techniques used by explaining parts of the plan, such as the critical path and slack time in the <i>Project review</i>, pages 92 to 95.</p> <p><b>Comments:</b> Further evidence from the team 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>			<p align="center">Mark <b>2</b></p>

	0-1 mark	2 marks	3 marks	4 marks
<b>3</b>	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	
	<b>Location of evidence, including page number:</b> A description of the roles of those involved is provided in the hardware section of the project ( <i>Claire's hardware stuff</i> ), page 10. This is limited, but does show some understanding of the reason each is needed. On its own this is not sufficient to award two marks.  <b>Comments:</b>			Mark  <b>1</b>
<b>4</b>	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		
	<b>Location of evidence, including page number:</b> The <i>Project review</i> , page 92, does not provide sufficient evidence of awareness to award a mark.  <b>Comments:</b>			Mark  <b>0</b>

**Assessment Criteria Topic 2: Factors in the success and failure of projects (12 marks)**

	<b>0-1 mark</b>	<b>2 marks</b>	<b>3 marks</b>
<b>5</b>	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><b>Location of evidence, including page number:</b> The candidate has identified a limited number of factors which may have contributed to the success of the project in the <i>Project review</i>, pages 92 to 95. This is sufficient to award one mark.</p> <p><b>Comments:</b> The other pieces of evidence required for this Unit are likely to provide additional success factors and the opportunity to describe them.</p>		
<b>6</b>	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><b>Location of evidence, including page number:</b> As above, there is sufficient for one mark to be awarded.</p> <p><b>Comments:</b></p>		
<b>7</b>	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><b>Location of evidence, including page number:</b> There is no evidence in this portfolio.</p> <p><b>Comments:</b></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	
	<b>Location of evidence, including page number:</b> The factors discussed in the <i>Project review</i> document, pages 92 to 95, include both internal and external factors. No understanding of the difference between internal and external factors is demonstrated.			Mark
	<b>Comments:</b>			<b>1</b>

**Assessment Criteria Topic 3: Creating, following and reviewing project plans (24 marks)**

	0-1 mark	2 marks	3 marks	4 marks
<b>9</b>	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	
	<p><b>Location of evidence, including page number:</b> The <i>Project plan</i>, as shown in the Gantt chart, is comprehensive and meets the requirement for a plan for a technology-enabled solution. This is an individual project. The plan is comprehensive, including all relevant sub-tasks. The plan shows dependencies, a critical path and an estimate of time required. It has also been amended where necessary to ensure that the final deadline is met. The candidate has shown a good understanding of the principles of project planning.</p> <p><b>Comments:</b></p>			<p>Mark <b>3</b></p>
<b>10</b>	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	
	<p><b>Location of evidence, including page number:</b> The plan, in conjunction with the <i>Project diary</i>, has been used to manage the project. The candidate has monitored his progress against it and allocated additional time resources where necessary to meet deadlines. Evidence of this can also be found in the <i>Project review</i>, pages 93 and 94. The amended plan shows where the plan was adapted.</p> <p><b>Comments:</b></p>			<p>Mark <b>3</b></p>

	0-1 mark	2 marks	3 marks	4 marks
<b>11</b>	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	
	<b>Location of evidence, including page number:</b> Not applicable to this project.  <b>Comments:</b>			Mark  N/A
<b>12</b>	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
	<b>Location of evidence, including page number:</b> The candidate has identified strengths, weaknesses and one area for improvement. This is seen in the <i>Project review</i> , pages 93-95. Although this is partly based on evidence, it is not sufficiently so to be classed as critical, so only one mark is awarded. The candidate has reflected on the plan and the success of the project.  <b>Comments:</b>			Mark  2

	0-1 mark	2 marks	3 marks	4 marks
<b>13</b>	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
	<b>Location of evidence, including page number:</b> As above, the evaluation is not strong enough to be classed as critical, so only two marks are awarded.  <b>Comments:</b>			
<b>14</b>	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
	<b>Location of evidence, including page number:</b>  <b>Comments:</b> Not applicable in this project.			

0-1 mark		2 marks	3 marks	4 marks
<b>15</b>	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	
	<b>Location of evidence, including page number:</b>  <b>Comments:</b> Not applicable in this project.			Mark  N/A

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