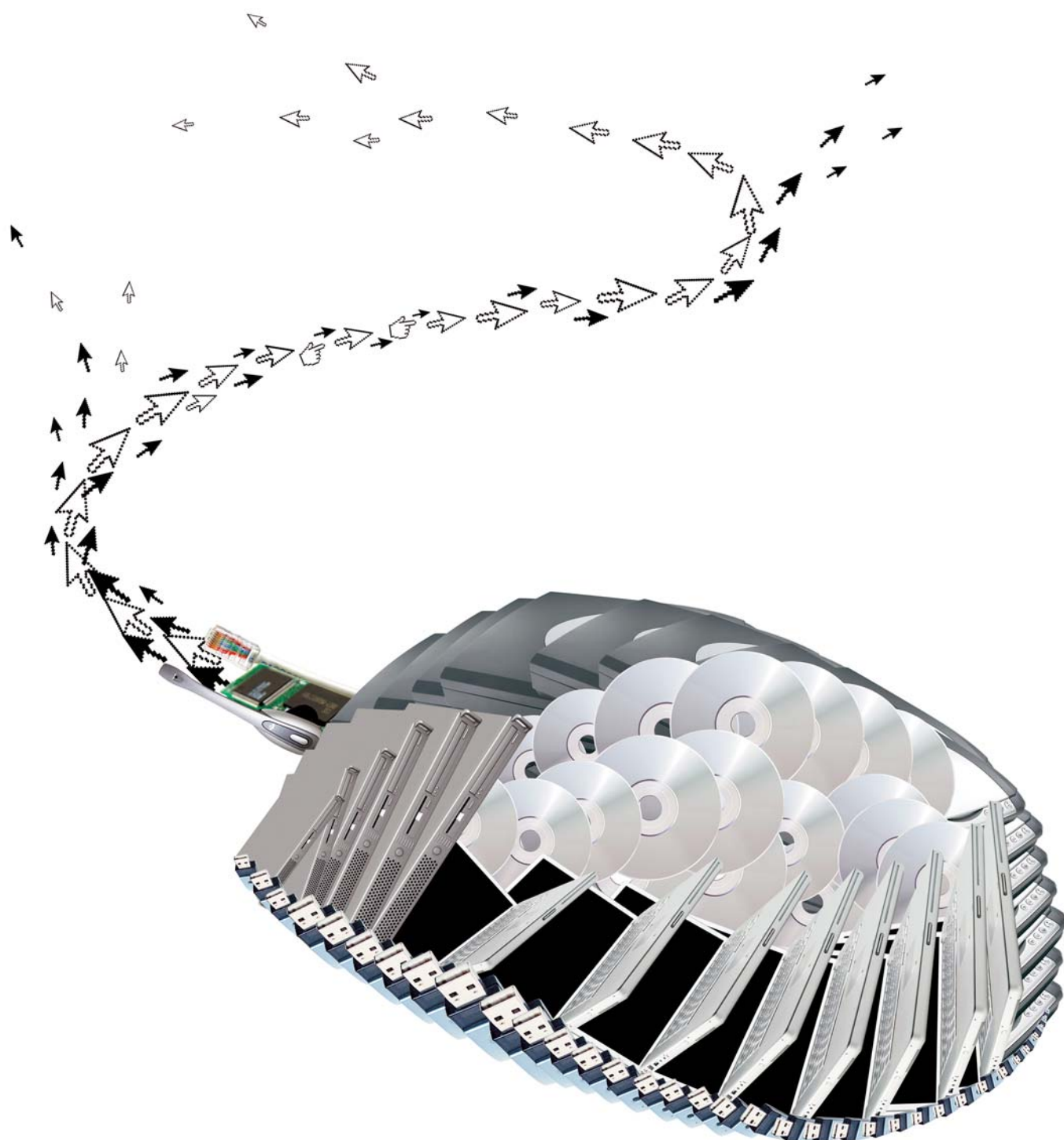


SAMPLE INTERNALLY ASSESSED UNIT COMMENTARY

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.

Project Unit Commentary

Unit 7

The Mark Grid for Unit 7 has been completed using the work submitted for Unit 2 (a group project) and Unit 5 (an individual project). In addition a report has been completed that looks at the factors influencing success or failure of projects.

The contents of this exemplar include:

- the whole exemplar for Unit 2
- the whole exemplar for Unit 5
- the report and bibliography for Unit 7.

Clearly this exemplar has been completed by different students. This is clear in the differing understanding of project management and the approaches taken in the two units. However, it is possible to assess the work overall against the criteria for Unit 7 and this has been done in the Mark Grid.

Commentaries for both individual units have been included, as have the respective Mark Grids.

The bibliography that is included for the report may, in addition, provide some useful sources of information for students!

The attached Mark Grid shows how a mark of **36/48** has been awarded.

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

Centre Number	Candidate Name	Assessor	Total Mark	36/48
	Candidate Number	Moderator	Moderator's Mark	/48

Project 1: The EYAT Project (also assessed for Unit 5)

Project 2: The Cooking For A Cow Project (also assessed for Unit 2)

Report: Report on project success or failure factors

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:</p> <p>Project 1 The project proposal clarifies the client requirements, pages 3 and 4. These are signed by the client, Project Diary, page 79. The Project Plan 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 Project Diary. Deviations have been managed as shown in the plan and diary. A project review appears in the Project Review and evaluation, pages 83 to 86. On this evidence a mark of 2 is appropriate.</p> <p>Project 2 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:</p>			Mark 2

	0-1 mark	2 marks	3 marks	4 marks
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:</p> <p>Project 1 The Project Plan Gantt chart shows that project planning and management techniques have been used. The candidate demonstrates some understanding to the techniques used by explaining parts of the plan such as the critical path and slack time in the Project review, pages 83 to 85.</p> <p>Project 2 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:</p>			<p>Mark</p> <p>2</p>
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:</p> <p>Project 1 A description of the roles of those involved is provided in the hardware section of the project (Claire's hardware stuff), page 6. This is limited, but does show some understanding of the reason each is needed.</p> <p>Project 2 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>Mark</p> <p>2</p>

	Comments: Overall the evidence presented is sufficient to award two marks.	
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	0-1 mark	2 marks	3 marks	4 marks
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:</p> <p>Project 1 The project review, page 86, does not provide sufficient evidence of awareness to award a mark.</p> <p>Project 2 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: The strength in the second project outweighs the deficiency in the first, so two marks may be awarded.</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: Project 1 The candidate has identified a limited number of factors which may have contributed to the success of the project in the Project review, pages 84 to 86.</p> <p>Project 2 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>Report In the report (pages SF2 to SF5) a number of additional factors have been described and these are exemplified in the case studies reported on.</p> <p>Comments:</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: Project 1 As above, a number of factors have been identified.</p> <p>Project 2 As above, a number of factors have been identified.</p> <p>Report As above, a number of factors have been identified and described with examples.</p> <p>Comments:</p>		

	0-1 mark	2 marks	3 marks
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: Project 1 Not applicable.</p> <p>Project 2 Not applicable.</p> <p>Report There is a detailed description of four projects (although only three are necessary for the purposes of assessment) on pages 5 to 8. The explanations of their success or failure are sufficiently detailed to award three marks, with the explanations being related back to the success or failure factors earlier described in the report.</p> <p>Comments:</p>		
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
	<p>Location of evidence, including page number: Project 1 The factors discussed in the Project review document, pages 84 to 86, include both internal and external factors. No understanding of the difference between internal and external factors is demonstrated.</p> <p>Project 2 There is limited evidence in this project.</p> <p>Report In the report the candidate has demonstrated that they understand the difference between internal and external factors, with some good examples given in the theoretical section as well as in the case studies. The candidate demonstrates some understanding of the people issues involved but this is quite weak, so only two marks are awarded.</p> <p>Comments:</p>		

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	
	<p>Location of evidence, including page number: Project 1 The project plan, 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>Project 2 Not applicable.</p> <p>Comments:</p>			<p>Mark</p> <p>3</p>
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	
	<p>Location of evidence, including page number: Project 1 The plan, in conjunction with the Project diary, 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 Project review, pages 85 and 86. The amended plan shows where the plan was adapted.</p> <p>Project 2 Not applicable.</p> <p>Comments:</p>			<p>Mark</p> <p>3</p>

	0-1 mark	2 marks	3 marks	4 marks
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	
	<p>Location of evidence, including page number: Project 1 Not applicable.</p> <p>Project 2 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.</p> <p>Comments:</p>			<p>Mark</p> <p>2</p>
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
	<p>Location of evidence, including page number: Project 1 The candidate has identified strengths, weaknesses and one area for improvement. This is seen in the Project review, pages 84 and 85. 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.</p> <p>Project 2 Not applicable.</p> <p>Comments:</p>			<p>Mark</p> <p>2</p>

	0-1 mark	2 marks	3 marks	4 marks
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: Project 1 As above the evaluation is not strong enough to be classed as critical, so only two marks are awarded. Project 2 Not applicable. Comments:			Mark 2
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
	Location of evidence, including page number: Project 1 Not applicable. Project 2 The Project Evaluation, pages PE2 and PE3, as well as the Mini Enterprise Presentation, pages MEP2, MEP4, and			Mark 3

	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.	
	Comments:	

	0-1 mark	2 marks	3 marks	4 marks
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	
	Location of evidence, including page number: Project 1 Not applicable. Project 2 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.			Mark 2
	Comments:			

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