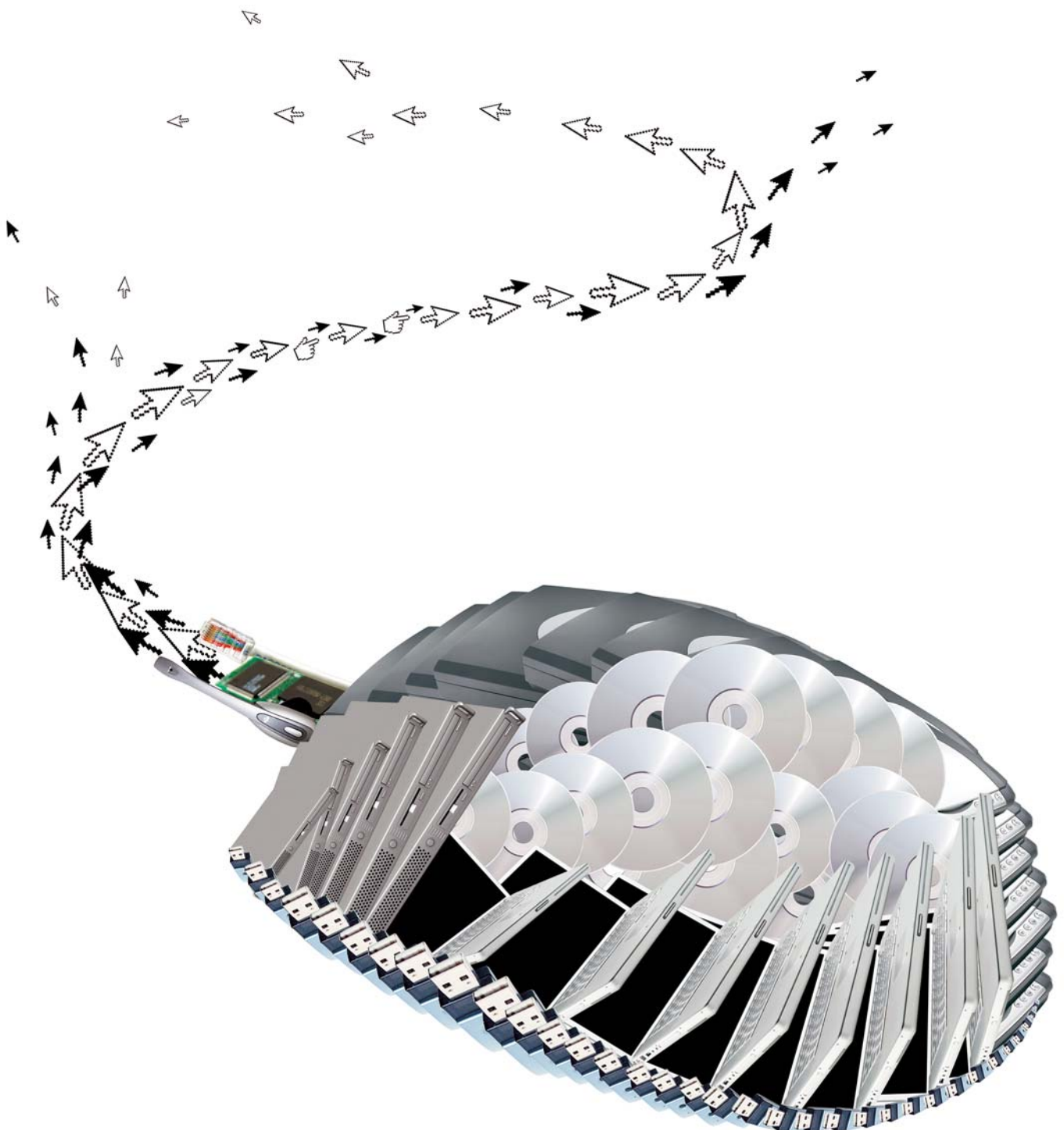


**SAMPLE INTERNALLY ASSESSED UNIT COMMENTARY**  
**UNIT 6 - MAKING PROJECTS SUCCESSFUL**



# **Diploma – Principal Learning Information Technology**

## **Level 3 Unit 6 Making Projects Successful**

### **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.*

**IT DIPLOMA: PRINCIPAL LEARNING LEVEL 3, UNIT 6: MAKING PROJECTS SUCCESSFUL      YEAR OF EXAMINATION:**

<b>Centre Number</b>	<b>Candidate Number</b>	<b>Assessor</b>	<b>Total Mark</b>	<b>43 /60</b>
12345	student x	Moderator	Moderator's Mark	/60

**Assessment criteria topic 1: The principles of project planning and management (18 marks)**

1 mark		2 marks		3 marks	
<b>1</b>	Candidate states a benefit of formal use of project management tools	Candidate states benefits of formal use of project management tools			
	<b>Location of evidence, including page number:</b> project_management_tools.doc <b>Comments:</b> Shows full detailed list and benefits are clearly stated.				Mark 2
<b>2</b>	Candidate states some of the functions and responsibilities of a project manager	Candidate describes the major functions and responsibilities of the project manager			
	<b>Location of evidence:</b> role_own.doc <b>Comments:</b> Lists the tasks of the project manager in this scenario, but there is no real 'description' of the major functions and responsibilities.				Mark 1
<b>3</b>	Candidate shows a basic understanding of their own role and some of their own functions and responsibilities in a project	Candidate shows an understanding of their own role and some of their own functions and responsibilities in a project	Candidate shows a clear understanding of their own, the project manager and other team members' roles, functions and responsibilities in a project		
	<b>Location of evidence, including page number:</b> role_own.doc, role_group.doc <b>Comments:</b> Shows clear understanding of roles.				Mark 3

	1 mark	2 marks	3 marks
4	Candidate has produced a simple project plan including tasks in an appropriate order	Candidate has produced a project plan which contains tasks in an appropriate order with durations for all tasks	Candidate has produced a detailed project plan which contains all tasks in an appropriate order with durations for all tasks and a timeline
	<b>Location of evidence, including page number:</b> project_plan.mpp plan.doc  <b>Comments:</b> Candidate has produced a very detailed project plan using MS Project which includes everything required for the top mark band, they have also explained how the evidence is presented in plan.doc. The file screenshots_project_plan demonstrates these.		
5	Candidate has included some dependencies in their project plan	Candidate has included dependencies and resource allocation in their project plan	Candidate has described dependencies and resource allocation in their project plan including effort and external resources required
	<b>Location of evidence, including page number:</b> project_plan.mpp, plan.doc  <b>Comments:</b> Minimal evidence of resource allocation shown in the MS Project file but dependencies are very detailed and also explained in plan.doc. 'Just' enough for 2 marks. The third mark band has not been attempted.		
6	Candidate has included some milestones in their project plan	Candidate has included some milestones for all key activities in their project plan	Candidate has included some milestones for all key activities in their project plan and included for each milestone, achievements to have been met, outputs from it and where applicable, inputs for the next stage
	<b>Location of evidence, including page number:</b> project_plan.mpp plan.doc  <b>Comments:</b> The candidate has included milestones in the MS Project file for key activities and explained what these are in plan.doc. Band 3 has not been attempted.		

1 mark		2 marks	3 marks
7	Candidate has included a simple evaluation of the approach taken	Candidate has included an evaluation which compares their role in the project with the role of project manager and described how the approach taken has affected their success or failure	
	<p><b>Location of evidence, including page number:</b> evaluation_team_performance.doc, evaluation_individual_performance.doc and risk_register_evaluation.doc</p> <p><b>Comments:</b> The three files all include evaluative comments for this section. There is 'just enough' at the end of the first file to explain why their group was successful.</p>		<p>Mark</p> <p>2</p>

**Assessment criteria topic 2: Plan and work in a team to manage a project for a technology-enabled business solution (21 marks)**

	1 mark	2 marks	3 marks
<b>8</b>	Candidate has used project management software, tools and techniques to plan and schedule a project	Candidate has used a wide range of project management software tools and techniques to plan and schedule a project	Candidate has made extensive use of a wide range of project management software tools and techniques to plan and schedule a project
	<p><b>Location of evidence, including page number:</b> Project_management_tools.doc, evaluation_project_management_tools.doc and throughout.</p> <p><b>Comments:</b> The files list the wide range of tools to be used and a discussion of their actual use; the portfolio includes clear evidence of their use.</p>		
<b>9</b>	Candidate has produced evidence of creating diagrammatic output to plan a project using project management software tools and techniques	Candidate has produced evidence of creating diagrammatic output to plan the entire project using project management software tools and techniques	Candidate has produced evidence of creating diagrammatic output to plan the entire project using project management software tools and techniques and used a wide range of project management software tools and techniques to review and monitor the project effectively
	<p><b>Location of evidence, including page number:</b> project_plan_updated.mpp and dated meeting minutes.</p> <p><b>Comments:</b> MS Project files and the screenshots of this evidences the diagrammatic evidence. Project_plan_updated.mpp shows the reviewed and monitored version. Meeting minutes demonstrate that this was used on a regular basis to review and monitor the progress. This was effective as the project was completed by required deadlines and picked up on one member of the group starting to struggle.</p>		

	1 mark	2 marks	3 marks
<b>10</b>	Candidate has included some evidence of minutes of team meetings for planning and progress review and their own summary of their progress versus the plan, issues and risks	Candidate has included clear evidence of minutes of team meetings for planning and progress review and their own summary of their progress versus the plan, issues and risks	
	<b>Location of evidence, including page number:</b> dated meetings minutes risk_register_evaluation.doc		Mark
	<b>Comments:</b> The dated meetings files show clear evidence of this. In this case student x was working on the MS project file so this shows their progress against the plan. The file risk_register_evaluation.doc is evidence of how the group progressed against issues and risks.		2
<b>11</b>	Candidate has attempted to evaluate the usefulness of some of the tools and techniques used	Candidate has evaluated the usefulness of some of the tools and techniques used	Candidate has clearly evaluated the usefulness of all of the tools and techniques used
	<b>Location of evidence, including page number:</b> evaluation_project_management_tools.doc		Mark
	<b>Comments:</b> Shows detailed evaluation of all tools used.		3
<b>12</b>	Candidate has provided evidence of following a simple project plan to manage a project to implement a technology-enabled solution	Candidate has provided evidence of following a comprehensive project plan to manage a project to implement a technology-enabled solution and deliver project outcomes	Candidate has provided evidence of following a comprehensive project plan using industry standard project management methods to manage a project to implement a technology-enabled solution and deliver project outcomes
	<b>Location of evidence, including page number:</b> project_plan.mpp		Mark
	<b>Comments:</b>		3

	1 mark	2 marks	3 marks
<b>13</b>	Candidate has estimated time and costs for the project	Candidate has demonstrated accurate estimation of time and costs for the project	
	<b>Location of evidence, including page number:</b> <b>Comments:</b> MS Project files do not include any reference to costs, although time is quite detailed.		Mark 0
<b>14</b>	Candidate has provided some evaluation of the team performance over the duration of the project	Candidate has produced an evaluation of the team performance over the duration of the project	Candidate has produced a critical evaluation of the team performance over the duration of the project
	<b>Location of evidence, including page number:</b> evalaution_team_performance.doc <b>Comments:</b> The final page of evaluation_team_performance.doc shows a good evaluation of team performance but there are no specific references to items and files and so this is not enough for 'critical' evaluation.		Mark 2
<b>15</b>	Candidate has shown an appreciation of people issues in project success or failure	Candidate has shown a good appreciation of people issues in project success or failure, and of what can be done to avoid failure	
	<b>Location of evidence, including page number:</b> evalaution_team_performance.doc <b>Comments:</b> There are references to considering people issues throughout the portfolios but this file discusses enough for 1 mark here.		Mark 1

**Assessment criteria topic 3: Assess risks and the impact of changing circumstances on a project (15 marks)**

	1 mark	2 marks	3 marks	4 marks
<b>16</b>	Candidate has carried out a basic risk assessment for a project	Candidate has applied standard industry risk assessment principles to carry out a risk assessment for a simple project	Candidate has applied and demonstrated extensive knowledge of standard industry risk assessment principles to carry out a comprehensive risk assessment for a project	
	<b>Location of evidence, including page number:</b> risk_register.doc  <b>Comments:</b> This register/portfolio is for a simple project though so the third mark is not warranted.			Mark  2
<b>17</b>	Candidate has planned some mitigating action	Candidate has planned mitigating action and related this action to the results of their risk assessment		
	<b>Location of evidence, including page number:</b> risk_register.doc  <b>Comments:</b>			Mark  2
<b>18</b>	Candidate has produced a risk register showing tracking and monitoring of the progress of a project over a period of time	Candidate has produced a risk register showing tracking and monitoring of the progress of a project over a period of time with appropriate risk management	Candidate has used clear and effective project management tools and techniques to track, monitor, review and evaluate the progress of a project over a period of time	
	<b>Location of evidence, including page number:</b>  <b>Comments:</b> Not attempted.			Mark  0

	1 mark	2 marks	3 marks	4 marks
<b>19</b>	Candidate has made simple amendments to risk register where necessary	Candidate has made appropriate amendments to risk register where necessary	Candidate has managed risk and made appropriate amendments that demonstrate that external factors and the constraints of cost, time and resources have been taken into consideration	
	<b>Location of evidence, including page number:</b>  <b>Comments:</b> Not attempted.			Mark  0
<b>20</b>	Candidate has considered the effectiveness of the project management techniques used for their part of the project	Candidate has evaluated the effectiveness of the project management techniques used for their part of the project	Candidate has provided an in-depth evaluation of the effectiveness of the project management techniques used by them	Candidate has included full justification for their use of all project management techniques
	<b>Location of evidence, including page number:</b> project_management_tools.doc, project_management_tools_evaluation.doc			Mark  1
<b>Comments:</b> Evidence of this can be found in these files but these comments relate to the benefits and not the effectiveness. One mark awarded for some of the comments in the evaluation of performance files.				

**Assessment criteria topic 4: Appropriate correct and accurate use of contextual English in documents (6 marks)**

	1 mark	2 marks	3 marks	4 marks
<b>21</b>	Candidate has produced documents which are all clear and show some attempt to follow conventions of layout and content	Candidate has produced documents which are all clear and follow conventions of layout and content		
	<p><b>Location of evidence, including page number:</b> Throughout.</p> <p><b>Comments:</b> All documents follow same format with styles and identification. Fonts and headings are consistent with use of what looks like automatic fields.</p>			<p>Mark</p> <p>2</p>
<b>22</b>	Candidate has produced documents which are clear and show some attempt towards being free from spelling, punctuation and grammar errors	Candidate has produced documents which are clear and generally free from spelling, punctuation and grammar errors	Candidate has used appropriate spelling, punctuation and grammar throughout their documents	Candidate has used appropriate spelling, punctuation, grammar and technical terms throughout their documents
	<p><b>Location of evidence, including page number:</b> Throughout.</p> <p><b>Comments:</b> Good use of technical terminology and no obvious spelling, punctuation or grammatical errors.</p>			<p>Mark</p> <p>4</p>

Copyright © 2009 AQA and its licensors. All rights reserved