

Pearson BTEC Level 3 Nationals Diploma, Extended Diploma

Window for supervised period:

Tuesday 14 May 2019 – Thursday 16 May 2019

Supervised hours: 2 hours

Paper Reference **31770H**

Computing

Unit 3: Planning and Management of Computing Projects

Part B

You must have:

Project_Checkpoint_Report.rtf

Email.rtf

Instructions

- **Part A** should be completed before attempting **Part B**.
- There are 36 marks for **Part A** and 30 marks for **Part B**, giving a total mark for both parts of 66.
- **Part A** and **Part B** tasks will be submitted together for each learner on completion of **Part B**.
- **Part B** contains material for the completion of the set task under supervised conditions.
- **Part B** should be undertaken in 2 hours during the assessment period of 3 days timetabled by Pearson.
- **Part B** is specific to each series and this material must only be issued to learners who have been entered to undertake the task on a date set by Pearson in the relevant series.
- **Part B** should be kept securely until the start of the 2-hour supervised assessment period.
- This booklet should not be returned to Pearson.
- Answer **all** activities.

Information

- The total mark for this paper is 30.

Turn over ►

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Instructions to Teachers/Tutors and/or Invigilators

This paper must be read in conjunction with unit information in the specification, the *BTEC Nationals Instructions for Conducting External Assessments (ICEA)* document and the *unit 3 Administrative Support Guide 2019*. See Pearson website for details.

Refer carefully to the instructions in this task booklet and the *Instructions for Conducting External Assessments (ICEA)* document to ensure that the assessment is supervised correctly.

The set task should be carried out under supervised conditions.

Electronic templates for use in activities 3 and 4 will be provided for centres to download for learner use.

Learners must be provided with printed or locked down electronic copies of their documents produced in **Part A** so that they can make reference to these throughout the supervised assessment period.

Work should be completed on a computer using the supplied documents or using project software as directed in each activity.

Internet access is not permitted.

All learner work must be completed independently and authenticated by the teacher/tutor and/or invigilator before being submitted to Pearson.

Centres are free to arrange the single session 2-hour supervised assessment period how they wish provided it is completed within the 3-day period scheduled by Pearson and according to the level of supervision specified.

Centres are responsible for putting in place appropriate checks to ensure that only permitted material is introduced into the supervised environment.

Maintaining Security

- During any break materials must be kept securely.
- User areas must only be accessible to the individual learners and to named members of staff.
- Access to the internet is not permitted.
- Learners can only access their work under supervision.
- Learner work must be regularly backed up.
- Learners should save their work to their folder using the naming instructions indicated in each activity.
- Any work learners produce under supervision must be kept securely.
- Any materials being used by learners must be collected in at the end of the 2-hour session.

Outcomes for Submission

Each learner must create a folder to submit their work. Each folder should be named according to this naming convention:

[Centre #]_[Registration number #]_[surname]_[first letter of first name]_U3B

Example: Joshua Smith with registration number F180542 at centre 12345 would have a folder titled

12345_F180542_Smith_J_U3B

Each learner will need to submit 2 PDF documents, within their folder, using the file names listed.

Activity 3: activity3checkpoint_[Registration number #]_[surname]_[first letter of first name]

Activity 4: activity4email_[Registration number #]_[surname]_[first letter of first name]

An authentication sheet must be completed by each learner and submitted with the final outcomes.

The work should be submitted no later than 20 May 2019.

Instructions for Learners

Read the set task information carefully.

You must plan your time accordingly and be prepared to submit all the required evidence by the date specified.

You will need to refer to your work from **Part A** to complete the set task in **Part B**.

You will complete this set task under supervision and your work will be kept securely at all times.

You may use a calculator and will have access to a computer. All activities must be completed using a computer.

There will be no access to the internet.

You must work independently throughout the supervised assessment period and should not share your work with other learners.

Outcomes for Submission

You must create a folder to submit your work. Your folder should be named according to this naming convention:

[Centre #]_[Registration number #]_[surname]_[first letter of first name]_U3B

Example: Joshua Smith with registration number F180542 at centre 12345 would have a folder titled

12345_F180542_Smith_J_U3B

You will need to submit 2 PDF documents, within your folder, using the file names listed.

Activity 3: activity3checkpoint_[Registration number #]_[surname]_[first letter of first name]

Activity 4: activity4email_[Registration number #]_[surname]_[first letter of first name]

You must complete an authentication sheet before you hand your work into your teacher/tutor.

Set Task Brief

You are asked to use your project management and evaluation understanding and skills within a given computing project scenario. The project is underway and you are monitoring and controlling its progress to its completion and closure.

You need to review the project's progress and lessons learned. It is time for you to provide a Project Checkpoint Report for the CEO and the client. You will need to write a review of the project delivery and describe any issues that have arisen.

Information

The building of the new stores was delayed by one week.

In the third week of the project, the Senior Network Engineer had four days off work due to illness.

Some sales terminals were found to be faulty and had to be replaced. It took ten days for these specialist items to be returned and replaced.

Part B Set Task

You must complete ALL activities within the Set Task.

Produce your documents using a computer.

Save your documents in your folder ready for submission using the formats and naming conventions indicated.

Activity 3

Produce the Project Checkpoint Report for your project, using the given template **Project_Checkpoint_Report.rtf**.

It must include information from the start of the project to completion including:

- a summary of the work completed by the project team
- an issues log
- a summary of lessons learned.

*You should refer to your completed project documentation produced in your **Part A** task to help you complete this task.*

You may need to adjust the outcomes of your planning documentation based on the new information provided.

Add further lines to the Project Checkpoint Report sections if required.

Save your Project Checkpoint Report as a PDF in your folder for submission as **activity3checkpoint_[Registration number #]_[surname]_[first letter of first name]**

You are advised to spend 45 minutes on this activity.

(Total for Activity 3 = 8 marks)

Reviewing the project

The project is complete and was signed off.

The CEO of Hype Computing has directed you to give feedback to the owner of Digital Graffiti, using your company's email system.

The feedback should include a written account of:

- final cost of the project with justification of any over/under spend
- how the project has performed against the success criteria
- an evaluation of how successful the project management has been throughout the stages of the project lifecycle
- a summary of the lessons learned, including an explanation of the key lessons that would be helpful to transfer to future projects. Include a summary of successes as well as project issues.

Activity 4

Produce your email to send to the owner of Digital Graffiti using the email template **Email.rft**.

Extend the box space to fit your answer.

Save your email as a PDF in your folder for submission as
activity4email_[Registration number #]_[surname]_[first letter of first name]

You are advised to spend 1 hour and 15 minutes on this activity.

(Total for Activity 4 = 22 marks)

TOTAL FOR PART B = 30 MARKS