

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge International Diploma in Management
Professional Level

MANAGING PROJECTS

4178/01

4251/01

Optional Module

Valid between 1 January 2004 and 31 December 2004

READ THESE INSTRUCTIONS FIRST

You should read the assignment carefully

It is important to complete the **Assignment Cover Sheet** when you have finished your work. You must complete the details and sign the declaration to confirm that the assignment is all your own work and your tutor must sign to verify that it is your own work.

The length of the assignment must be between 2000 and 3000 words.

This document consists of **3** printed pages.

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UNIVERSITY of CAMBRIDGE
International Examinations

[Turn over

Professional Diploma Module 4178/4251**Managing Projects – Optional Module****Title: An Effective Project**

The assignment should be prepared in the form of a professional consultancy document that could be presented to the senior management of the organisation that the candidate works for. Candidates should **not** answer each section separately but rather present a coherent report encompassing all of the tasks given below.

Candidates are expected to draw on appropriate research, breadth of academic reading, application of theory to practice and presentation skills. The report should use the number of words as given on the front cover and have any necessary supplementary information attached in appendices.

1. Write a short description of a project that you are to manage. Define the scope and the objectives, identify the project stakeholders and sponsors and prepare an overview plan.

Prepare a project specification and management documents, including at least the following:

- a work breakdown structure
 - a schedule
 - a resource plan
 - a budget estimate
 - a staffing matrix
 - an assessment of risk and contingency planning
 - key performance indicators
2. Present your plans to the project sponsor and stakeholders, seek their feedback and make any desired changes.
 3. Manage the project for a given period and monitor progress, taking any corrective action required.

The time period for this task depends upon the project lifecycle, but should include a number of the activities on the schedule. In your assignment, you should explain your reasons for selecting the time period that you have.

Summarise your monitoring and include examples of communication you have had with people connected with the project. This might include for example, team members, sponsors or stakeholders. In your summary, you should include any changes made with an explanation of why these were made and the impact on the budget.

4. Present your interim report to the appropriate person(s) and seek feedback.

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5. Write a short summary report that shows the stage the project is now at, your own evaluation against plans and the feedback you have received. Describe the next steps in the project and any changes that are to be made from the original plan. Explain the plans for closure of the project and the way this will be conducted.

Finally, reflect upon the work you have done and summarise what you have learned about both the technical skills and interpersonal skills needed to successfully lead projects.

You must include in your assignment all documentation, notes and materials generated from each stage.

You are not expected to include confidential information on your organisation, its personnel or performance.