Level 1Project management software
(PM 7574-126)

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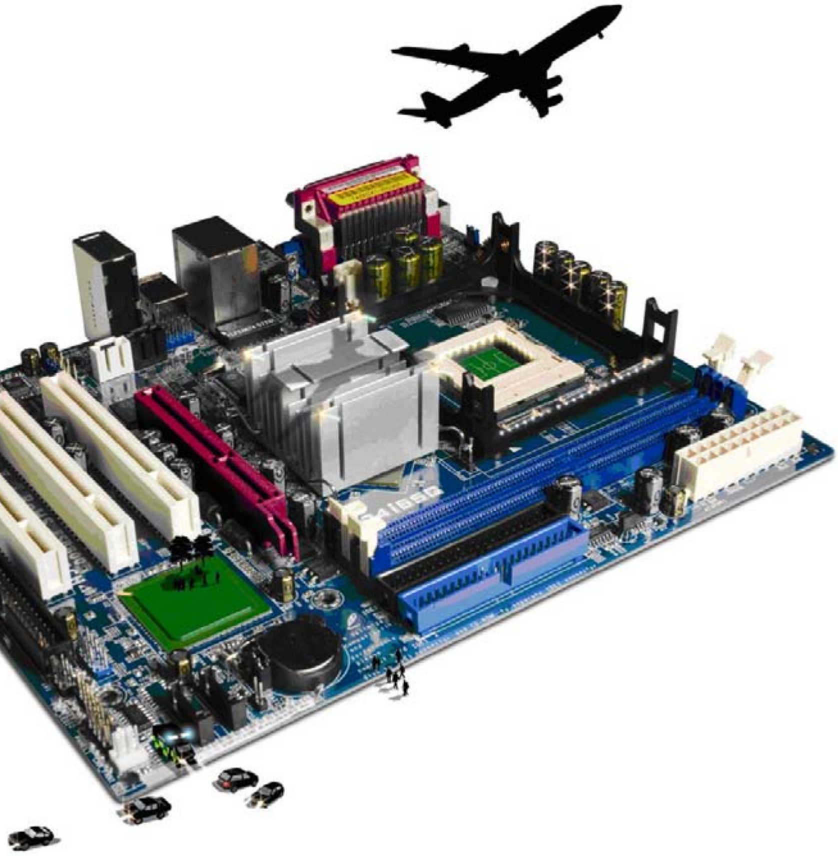
ITQ (QCF)
Assignment guide for Candidates
Assignment A



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Level 1 Project Management (PM 7574-126)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1Project Management (PM 7574-126)

Health and safety
You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance
The recommended time allowance for this assignment is **one and a half hours**.

Level 1 Project management Software (PM 7574-126)
Candidate instructions

Time allowance: One and half hours

The assignment:

This assignment is made up of **three** tasks

- Task A - Adding Milestones and resources
- Task B - Setting up a task calendar
- Task C - Editing and updating
- Task D - Preparing a report

Scenario

You have a special celebration to organise, with a friends help, and will use ICT to help with the management of the project. You will do some of the tasks and your friend will do others, your responsibilities will include preparing the plan for the event, booking the venue and sending out invites. Your friend will do the other tasks, but you will put all tasks and other details into the plan.

Where the task states 'within the next week' this means within the next 7 days (from the date of the assignment).

Read all of the instructions carefully and complete the tasks in the order given.

Continued over…

Task A – File set up

1 Open your project planning software.

2 The date of the event is 6 months from today and is your **Project End Date**. Add this to the planner.

3 Give your project the heading **Event**.

4 Save the project file with the same name as the project heading, **Event**.

5 Use the table below to set the milestone in the plan.

Task	Milestones	Person responsible	Budget	Status
Booking the venue	**To be done this week**	**You**	**£250**	**Not started**
Sending out invites	**To be done by two weeks from today**	**You**	**£50**	**Not started**
Collect RSVP information	**To be done by six weeks from today**	**You**	**None**	**Not started**
Make contact with caterers for menus	**To be done this week**	**Friend**	**None**	**Not started**
Order food and drink	**To be done by 8 wks from today**	**Friend**	**£275**	**Not started**
Confirm entertainment	**To be done in 4 weeks time**	**Friend**	**£150**	**Not started**

6 Use the table above to add the budgets to the plan.

7 Use the table above to add the person responsible for each activity to the plan. Assigning as needed.

Continued over…

Task B – Setting up a task calendar

1 Prepare a task calendar for your activities and add the following:

- make a note to send an e-mail to confirm booking to – **Place@hotmail.coz** your contact is Graham and this should be done today
- design invites on PC – decide on a completion date that is before the milestone date already entered
- buy envelopes for sending invites - decide on a completion date that is before the milestone date already entered
- buy stamps and post invites – date is the same as milestone already set
- collate date from rsvp of invites – date is the same as milestone already set.

2 Mark the dependency, on the plan, of all the activities to do with the invites.

3 You are not available on the following Friday and Saturday, also you do not want to do any work next Sunday – note all these on the calendar.

4 Your friend is not available on any Wednesday – show this on the calendar.

5 Make a note on the calendar to ask your friend for a project update four weeks from today and nine weeks from today.

Add resources as appropriate.

6 Save the project file with the same name.

Task C – Editing and updating plans

1 You have confirmed the venue today by e-mail – change the status of this activity as appropriate.

2 You have paid a deposit of £50 for the venue – make a note on the plan.

3 Your friend has contacted you to say that they have started contacting caterers – change the status of this activity as appropriate.

4 You have started on the design of the invites – change the status of this activity as appropriate.

Continued over…

Task D – Prepare a report

1 Using a filter show only the activities to be done by your friend.

2 Save the project with **Event filter by friend**.

3 Create a report showing all Milestones.

4 Print the report and label as **Milestones**.

5 Close the project management software.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

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