



Assignment 3 – Points = 100

After completing this unit, you should be able to:

- All students
 - Review a project plan and provide feedback.
 - Update your project plan.
- IT Project Managers
 - Conduct a status meeting.
 - Create a status report.
- IT Specialist
 - Begin the work as outlined in the IT Project Plan and Complete the first milestone.

Course outcomes practiced in this Assignment:

IT599-2: Employ project management skills to construct plans for information technology projects.

IT599-4: Apply appropriate technologies in the analysis and design of information systems

Assignment Instructions:

Part 1:

Produce feedback to a classmate's IT project plan and accept feedback from a classmate that reviewed your IT project plan. You will then update your IT project plan.

Part 2:

IT Project Managers:

Produce a project status report, updated WBS, and conduct a project status meeting with key stakeholders. Note that if a virtual (mock) project was selected, then this would be a mock status meeting.

IT Specialist:

Produce a report that outlines the tasks completed for the Unit 1 milestone along with a thorough explanation of each. Provide evidence that the milestone was fully completed. Finally, provide an updated WBS that shows the actual time spent on each task for the milestone and lessons learned while working on the milestone.

Assignment Requirements:

Part 1:

All Students:

You must provide substantive feedback to at least three items within the project proposal you are reviewing. You will submit the feedback you gave and the feedback you received.

Part 2:

IT Project Managers:

Prepare a 2–3-page project meeting recap, along with a full status report, containing the following elements:

- Meeting minutes
- Agenda
- Accomplishments
- WBS reflecting work completed to date
- Milestones completed to date
- Revised/actual budget to date

Also, include an issues log/register as part of the status report:

- Issue/item
- Strategy
- Date logged
- Date resolved

Note: In addition, any impact to the project plan and/or deliverables should be reflected within the status report and WBS.

Submit the recap, status report, and updated WBS as one document (note that the WBS may also be submitted as a separate .mpp file).

IT Specialists:

Prepare a report that outlines the tasks completed in milestone 1 of your project. Evidence will be presented that milestone 1 was completed as defined in the IT project plan.

Review one of the grading rubrics below based on your role before beginning this Activity.

Assignment 3 grading rubric = 100 points

Assignment Requirements for IT Project Managers	Maximum points possible for satisfactory completion of task	Points earned by student
1. Submitted feedback to a classmate's project proposal to include at least three items with a sufficient amount of substantive detail. Submitted received feedback from a classmate that included at least three items with a sufficient amount of substantive detail.	0–10 points	
2. Submitted a revised project proposal based on feedback from a classmate.	0–10 points	
3. Submitted a status report with an agenda, meeting minutes, and updated WBS reflecting any completed and/or modified tasks.	0–40 points	
4. Submitted a status report with an updated cost summary, accomplishments, and/or issues.	0–40 points	
Total (Sum of all points)	0–100	
Less points deducted for spelling, grammar, and APA errors. Plagiarism is totally unacceptable.		
Adjusted Total Points		

Assignment Requirements for IT Specialists	Maximum points possible for satisfactory completion of task	Points earned by student
1. Submitted constructive feedback to a classmate's IT project plan to include at least three items with a sufficient amount of substantive detail. Received feedback from a classmate after reviewing your IT project plan that should be included in the Assignment submission.	0–10 points	

2. Submitted a revised IT project plan based on feedback from a classmate.	0–10 points	
3. Submitted a report that describes the tasks completed in this milestone (the tasks should match those described in the IT project plan), an updated WBS, and an updated MS Project schedule showing the actual time it took to complete each task and finally describe lessons learned while implementing this milestone.	0–10 points	
4. Demonstrates that the milestone was fully completed by showing sufficient evidence. Depending on your project, the evidence can take the form of diagrams, screenshots, databases, queries, source code, configurations, videos, policies, etc.	0–70 points	
Total (Sum of all points)	0–100	
Less points deducted for spelling, grammar, and APA errors. Plagiarism is totally unacceptable.		
Adjusted Total Points		