Assignment 4 – Points = 100

Outcomes addressed in this activity:

IT Project Managers:
- Solve unplanned event.
- Conduct status meeting.
- Create status report.

IT Specialists:
- Continue the work outlined in the IT project plan and complete the second

Course outcomes practiced in this Assignment:

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

IT599-5: Assess ethical, legal, and social issues within the information technology field.

PC-6.3: Integrate standards of the field and ethical principles into the problem solving process.

Instructions:

IT Project Managers:

Your project has suffered a loss of a key team member, resource, or found a critical design flaw. You will need to address the unplanned event as an effort to keep your project on track. You will have a status meeting and produce a status report. In addition, reflect upon your project and write at least a two-page paper in APA style discussing any ethical, legal and/or social issues that have could arise once your project/project goes live into a production environment.

IT Specialists:

You will continue the implementation of your project following the IT Project Plan you created in Unit 2. In addition, reflect upon your project and write at least a two-page paper in APA style discussing any ethical, legal and/or social issues that have could arise once your project/project goes live into a production environment.

Assignment Requirements:

IT Project Managers:

Part 1

Produce a project status report, updated WBS, and conduct a project status meeting with key stakeholders to present options and make a decision on how to mitigate the event. Note that if a virtual (mock) project was selected, then would be a mock status meeting.

- Meeting Minutes
- Agenda
- Accomplishments
- Description of Unplanned Event
- Solution to the Unplanned Event
- 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
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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).

Part 2:

Write at least a two-page APA style paper (excluding title page and references page) discussing any ethical, legal and/or social issues that have could arise once your project/project goes live into a production environment.

IT Specialists:

Part 1:

Prepare a report that outlines the tasks completed in milestone 2 of your project. Evidence will be presented that milestone 2 was completed as defined in the IT project plan.

Part 2:

Write at least a two-page APA style paper (excluding title page and references page) discussing any ethical, legal and/or social issues that have could arise once your project/project goes live into a production environment.

Assignment Requirements for IT Project Managers	Maximum points possible for satisfactory completion of task	Points earned by student
1. Defined an unplanned event, described why you selected it, described how it impacts the project (high level) and proposes a solution(s) to it.	0–25 points	
2. Submits a status report with an agenda, meeting minutes, updated WBS reflecting any completed and/or modified tasks including the impact that unplanned event may have had on the scope, schedule, budget, and/or quality.	0–25 points	
3. Submits at least a two-page APA style paper (excluding title page and references page) discussing any ethical, legal and/or social issues that have could arise once your project/project goes live into a production environment.	0–50 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. Submits 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	0–5 points	

implementing this milestone.		
2. Demonstrates that the milestone was fully completed by showing sufficient evidence. Depending on your project, the evidence can take the form of: diagrams, screen shots, databases, queries, source code, configurations, videos, policies, etc.	0–45 points	
3. Submits at least a two-page APA style paper (excluding title page and references page) discussing any ethical, legal and/or social issues that have could arise once your project/project goes live into a production environment.	0-50 points	
Total (Sum of all points)	0–100	
Less - points deducted for spelling, grammar, and APA errors. Plagiarism is totally unacceptable.		
Adjusted Total Points		