



KD TRAINING SOLUTIONS

The Chartered Management Institute (CMI) **Diploma in Management and Leadership (Level 5)**

Assessment Brief for: Project Development and Control **(Unit 5009)**

Introduction

This assignment brief has been designed to give you the opportunity to demonstrate your knowledge, skills and abilities in Project Development and Control (Unit 5009) and covers all of the Learning Outcomes (LO) for this Unit.

What you are required to do

You need to address your task in relation to a real project which either has been carried out in your organization, which you are in the middle of or which you intend to carry out within the next year or so. Your involvement in the project needs to be clearly highlighted in relation to all the following tasks.

Your writing up of the project (approximately 3,000 words) should include conclusions and recommendations.

Guidance on structuring your report can be found at www.kdtraining.co.uk

Task

This part has 1 element:

Element 1 – Analyse a project that you have personally been involved with or are likely to be involved with during the next 12 months, draw conclusions and make recommendations for improvements:

When answering this question you will want to consider some definitions of project management and some of the pitfalls involved. You might also want to consider the project lifecycle. You should also analyse the alignment with organizational mission and strategic objectives and the completeness of the business case. You will then want to look at the effectiveness of the project manager, project team and discuss the allocation

of resources. You should outline which methodology was used or select and use an appropriate one to explain your project and analyse the effectiveness of the planning tools used (if none were used, you need to explain what could have been used and include them in your work. You will wish to indicate whether or not the key control issues were established and met and look at how good the monitoring of the project was in relation to the initial plan. You should also explain to what degree the success factors for the project included the expectations of relevant stakeholders.

You will also wish to draw conclusions and make recommendations for future projects. Don't forget that conclusions should include:

- What you are concluding
- Why you are concluding it
- What the impact of your conclusions are

And that recommendations must be sensible, logical and affordable and written using the acronym SMART.

How your work will be assessed

In order for you to pass this assessment, you should be aware how the Unit learning outcomes are matched to what you do and what criteria your assessor will be using when marking. Let's first look at the learning outcomes of this Unit and how they match with what you are required to do:

Unit	Learning Outcomes	Assessment
5009 Project Development and Control	Identify the components of project stages and lifecycle Describe project methodologies and their application Develop a project plan, identify and mitigate risks and construct a monitor and review strategy	Analyse a project that you have personally been involved with or are likely to be involved with during the next 12 months. Draw conclusions from your analysis. Make recommendations for future projects.

Assessment Criteria

When your tutor assesses your work he/she will apply the following criteria which will show that you have:

- Demonstrated knowledge of the Unit and the relevant depth and breadth
- Understood the topic by applying it to your own job role
- Produced a piece of work that is communicated in a professional manner
- Analysed a project that you had personally been involved with or were likely to be involved with during the next 12 months
- Drawn conclusions from your analysis
- Made recommendations for future projects