Phase 2 -Written report

**Phase 2** - written report of maximum **2,500**words +10%

In phase 2, you are required to develop a project management plan for the project which you have defined in your interim assessment and write a report. The report must include the following components:

* Contextual information about the project (provide a brief description of the project that you have defined in your interim assessment. This includes the project title, project purpose and objectives, project priorities and the selected scope for this assessment).
* Project management plan and analysis
  + Create a detailed Work Breakdown Structure
  + Discuss the preferred estimation approach
  + Develop a network plan and identify the critical path
  + Develop and analyse the project schedule (time and resources)
  + Design a risk management plan (reflect on your learning from your forum collaboration in Phase 1, identify the major risks for your project and develop a risk response plan).
* Recommendations for successful implementation of the project plan. Briefly discuss the causes for the project’s success or failure and then provide recommendations for reinforcing/avoiding the causes for project success/failure. You are required to use any two of the following concepts to support your recommendations:
  + Project communication
  + Managing project teams
  + Performance monitoring
  + Project governance
  + [Ethical project management](https://learning.aib.edu.au/mod/resource/view.php?id=75419)
* The required word length for the final report is **2500** words (plus 10%).
* In terms of structure, presentation and style, you are required to use:
  + AIB standard report format
  + AIB preferred Microsoft Word settings
  + Author-date style referencing (which includes in-text citations plus a reference list). These requirements are detailed in the [AIB Style Guide](https://learning.aib.edu.au/pluginfile.php/91943/mod_resource/content/1/AIB_Style_Guide.pdf).
* Reference lists for AIB assignments normally contain the following number of relevant references from different sources: 8 (for MBA assignments).
* All references must be from credible sources such as books, industry related journals, and recent academic articles.
* Your grade will be adversely affected if your assignment contains no/poor citations and/or reference list and if your assignment word length is beyond the allowed tolerance level (see Assessment Policy available on AIB website).

**Note**:

* It is recommended to develop the project plan for the project that you have defined in your interim assessment. However, you can still consider a different project for your final assessment.
* You can use the content from your interim assessment to write the contextual information of the project for the final report. However, you need to update the context based on the feedback that you received for the interim assessment. Also, to avoid plagiarism, you need to cite your interim assessment.

**Grading criteria**

* Your contribution to the Collaborative Learning Forum activity will be marked in your final report according to criterion 4 as outlined in the capstone assessment grading criteria (see [Subject Outline](https://learning.aib.edu.au/mod/resource/view.php?id=75376) Appendix 3).
* Your written final report will be marked according to the criteria outlined in the capstone assessment grading criteria (see [Subject Outline](https://learning.aib.edu.au/mod/resource/view.php?id=75376) Appendix 3).

TEXT BOOK

Larson, E & Gray, C 2018, *Project management: the managerial process*, 7th edn, McGraw-Hill, New York (ISBN: 9781259666094 or 9781259924583).

The 6th edition (ISBN: 9780078096594 or 9780077498528) is also suitable.