

1.3 Planning a group project

Name: _____ Class: _____ Date: _____

Total: 15 marks**KEY WORDS** scope • milestone • dependency • ownership

Objective

Plan a group project with a clear scope, named ownership, milestones, and dependencies.

You must be able to:

- write a scope statement
- assign a task to a named person and deadline
- identify a dependency and use it to set a sensible milestone

1 Key knowledge and worked examples

■ Turn a group task into a plan

A group is making a presentation about local transport. Its **scope** is: “Compare bus and metro access for students in our district; do not evaluate national transport policy.”

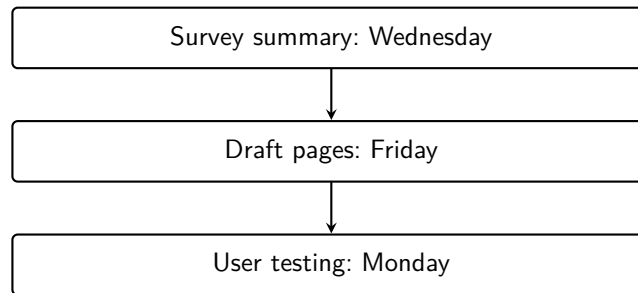
Li collects survey data by Friday. Ana cannot make charts until that data is ready, so the data task is a **dependency**. The group adds a Wednesday progress check as a **milestone**.

■ Key knowledge: Schedule a dependency

A deadline must respect its dependencies. A milestone checks progress while there is still time to change the plan.

■ Worked example: Schedule a dependency

A website needs survey findings, page text and then usability testing. The survey closes on Tuesday; its owner provides a checked summary on Wednesday. The text owner drafts on Thursday and Friday. Testing starts Monday after the draft is available. A Thursday review asks whether enough usable responses were received and assigns a fallback if they were not. “Everyone writes the text” is replaced with a named owner and a reviewer.



2 Practice

2.1 Define a project scope statement. [1]

2.2 State why a task should be assigned to a named person. [1]

2.3 Explain why data collection should have an earlier deadline than producing charts from the data. [2]

3 Exam-style questions

3.1 A four-person group says that all members will “work on the presentation when free.” Explain why this plan is likely to fail. [4]

3.2 Recommend two improvements to the group’s project plan. Justify each one. [4]

3.3 Charts need cleaned survey data. The survey closes Friday, but the charts are due Thursday. Identify the scheduling problem and propose a realistic change with an owner. [3]

Solutions

2.1

- A statement of what a project will and will not do.

2.2

- It makes ownership and responsibility clear.

2.3

- Charts need the data as an input.
- Completing data collection first avoids the later task being delayed.

3.1

- No person owns a specific task.
- Important work may be assumed to be someone else's job.
- There are no deadlines or milestones to reveal delay early.
- The group may reach the deadline with missing or unconnected work.

3.2

- Assign each task to a named person with a deadline.
- This makes responsibility clear and allows the group to follow up.
- Add milestones and record task dependencies.
- This shows delays early and puts prerequisite work before later work.

3.3

- the chart deadline precedes its data dependency; move the chart deadline after cleaning or close the survey earlier; name who delivers the cleaned data and who makes the charts.