

Exercise walk-through

1.3

Project Management

GAC Computing

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

The method

Method — Turn a group task into a plan

A group is making a presentation about local transport. Its **scope** 范围 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** 依赖关系. The group adds a Wednesday progress check as a **milestone** 里程碑.

2

Practice

Practice 2.1 ■ 1 mark

Define a project scope statement.

Solution 2.1

Worked steps

- A statement of what a project will and will not do. **B1**

Practice 2.2 ■ 1 mark

State why a task should be assigned to a named person.

Solution 2.2

Worked steps

- It makes ownership and responsibility clear. **B1**

Practice 2.3 ■ 2 marks

Explain why data collection should have an earlier deadline than producing charts from the data.

Solution 2.3

Method: Turn a group task into a plan — p.4

Worked steps

- Charts need the data as an input. **B1**
- Completing data collection first avoids the later task being delayed. **A1**

3

Exam-style

Exam-style 3.1 ■ 4 marks

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

Solution 3.1

Method: Turn a group task into a plan — p.4

Worked steps

- No person owns a specific task. **B1**
- Important work may be assumed to be someone else's job. **A1**
- There are no deadlines or milestones to reveal delay early. **A1**
- The group may reach the deadline with missing or unconnected work. **B1**

Exam-style 3.2 ■ 4 marks

Recommend two improvements to the group's project plan. Justify each one.

Solution 3.2

Method: Turn a group task into a plan — p.4

Worked steps

- Assign each task to a named person with a deadline. **B1**
- This makes responsibility clear and allows the group to follow up. **A1**
- Add milestones and record task dependencies. **B1**
- This shows delays early and puts prerequisite work before later work. **A1**