

# Principal Moderator Feedback

January 2013

Applied GCE ICT 6958

Unit 8: Managing ICT Projects

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## **General Comments**

There were a small number of e-portfolios moderated this series with a range of marks represented. Some of the e-portfolios had been assessed too generously with weaknesses in planning and the evidence of managing the project.

This report should be read in conjunction with the more detailed report written for Summer 2012. In addition centres are able to seek further guidance and clarification through the Ask the Expert service.

### **Comments on strand (a)**

Most centres are assessing this strand correctly. It is important that the project stakeholders are described at this stage and also a clear project roadmap and hand over date should be included. Some candidates are still describing the risks to the product and not the project but there is better evidence of risk categorisation which usually is found in with the evidence for strand b which is acceptable.

### **Comments on strand (b)**

There were some problems seen with the evidence for this strand which had an impact on both this and strand d. Some candidates only included evidence of their plans in MS Project format which is not an accepted file format which resulted in no or low marks being available for this strand. Others had included several plans in the correct format, but there was no explanation of what progress had been made between the plans and if any changes had been necessary. In order to achieve marks in the higher mark bands, progress against the plan needs to be communicated. This is most commonly achieved in progress reports or within the meeting minutes.

Some candidates included updates of plans but often the updates just showed the tasks ticked off at different intervals. Such evidence only addresses marks in mark band 1.

### **Comments on strand (c)**

Although more evidence is being offered for the 20 marks that are available for this strand, it continues to be the case that this strand is the most leniently assessed by centres.

There should be evidence that all the stakeholders had been communicated with during the project. It is not sufficient to simply list stakeholders as attendees at meetings it needs to be shown that they have contributed to the meetings. There is also still a tendency for the development of the product to be the main focus of the meeting although there was some good evidence of reference to progress against the plan as required.

For higher mark bands it is necessary to have some sort of progress reports explaining project activity and how problems were handled.

It is also necessary to evidence informal communication. This should not consist

simply of arranging meetings but help to progress the project but could include feedback from peer reviewers, testers etc.

Some centres provided templates for the agenda and minutes documents which is not expected as for top of mark band 2 and above the candidate has to produce documents that are in the correct format. If templates are provided this does not provide the opportunity for independence.

It is important that there is a clear handover meeting for the product to confirm that the project was completed on time and that either at this meeting or a separate end of project review meeting feedback is given about how well the project was managed.

### **Comments on strand (d)**

There is better understanding of this strand. Generally the evidence for this strand is provided by evidence presented for strand b and c along with the completed product rather than separate evidence. There is a requirement for the product to be complete and on time in order to access marks in the higher mark bands.

### **Comments on strand (e)**

There were some examples of good evaluations but the main weaknesses were observed when there had been little or no feedback provided at the final meeting on how well the project had been managed including the success of the project, the skills as a project manager and the project management methods employed. When this was the case marks are restricted to mark band 1.

There were fewer instances of joint evaluations being submitted which resulted in this strand being addressed better.

Quality of Written Communication is assessed this strand and should be commented on in the e-sheet.

### **Comments on Administrative Procedures**

Most centres submitted the CDs by the deadline. Generally the work had been well organised and the evidence was easy to access.

Most centres named the eportfolios with the correct naming conventions but many did not do so for the naming of the esheets. Most centres provided candidate authentication in the form of individual sheets scanned on to the CD or provided hard copy format of these.

## **Grade Boundaries**

Grade boundaries for this, and all other papers, can be found on the website on this link:

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