

**Pearson BTEC Level 3
Nationals Diploma, Extended Diploma**

Computing

**Unit 3: Planning and Management of
Computing Projects**

Part B

Window for supervised period:
Monday 15 January 2018 – Wednesday 17 January 2018
Supervised hours: 2 hours

Paper Reference
31770H

You must have:

Project_Checkpoint_Report.rtf
Email.rtf

Instructions

- **Part A** should be completed before attempting **Part B**.
- There are 36 marks for **Part A** and 30 marks for **Part B**, giving a total mark for both parts of 66.
- **Part A** and **Part B** tasks will be submitted together for each learner on completion of **Part B**.
- **Part B** contains material for the completion of the set task under supervised conditions.
- **Part B** should be undertaken in 2 hours during the assessment period of 3 days timetabled by Pearson.
- **Part B** is specific to each series and this material must only be issued to learners who have been entered to undertake the task on a date set by Pearson in the relevant series.
- **Part B** should be kept securely until the start of the 2-hour supervised assessment period.
- This booklet should not be returned to Pearson.
- Answer **all** activities.

Information

- The total mark for this paper is 30.

Turn over ►

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Instructions to Teachers/Tutors and/or Invigilators

This paper must be read in conjunction with unit information in the specification and the *BTEC Nationals Information for Conducting External Assessments (ICEA)* document.

The set task should be carried out under supervised conditions.

Electronic templates for use in activities 3 and 4 will be provided for centres to download for learner use.

Learners must be provided with printed or locked down electronic copies of their documents produced in Part A so that they can make reference to these throughout the supervised assessment period.

Work should be completed on a computer using the supplied documents or using project software as directed in each activity.

Internet access is not permitted.

All learner work must be completed independently and authenticated by the teacher/tutor and/or invigilator before being submitted to Pearson.

Centres are free to arrange the single session 2-hour supervised assessment period how they wish provided it is completed within the 3-day period scheduled by Pearson and according to the level of supervision specified.

Refer carefully to the instructions in this task booklet and the *Information for Conducting External Assessments (ICEA)* document to ensure that the assessment is supervised correctly.

An authentication statement will be required confirming that learner work has been completed as directed.

Learners must not bring anything into the supervised environment or take anything out.

Centres are responsible for putting in place appropriate checks to ensure that only permitted material is introduced into the supervised environment.

Maintaining Security

- During any break materials must be kept securely.
- User areas must only be accessible to the individual learners and to named members of staff.
- Access to the internet is not permitted.
- Learners can only access their work under supervision.
- Learners' work must be regularly backed up.
- Learners should save their work to their folder using the naming instructions indicated in each activity.
- Any work learners produce under supervision must be kept securely.
- Any materials being used by learners must be collected in at the end of the 2-hour session.

Outcomes for Submission

Each learner must create a folder to submit their work. Each folder should be named according to the following naming convention:

[Centre #]_[Registration number #]_[surname]_[first letter of first name]

Example: Joshua Smith with registration number F180542 at centre 12345 would have a folder titled

12345_ F180542_ Smith_ J

Each learner will need to submit 2 PDF documents, within their folder, using the file names listed.

Activity 3: activity3checkpoint_[Registration number #]_[surname]_[first letter of first name]

Activity 4: activity4email_[Registration number #]_[surname]_[first letter of first name]

An authentication sheet must be completed by each learner and submitted with the final outcomes.

The work should be submitted no later than 19 January 2018.

Instructions for Learners

Read the set task information carefully.

You must plan your time accordingly and be prepared to submit all the required evidence by the date specified.

You will need to refer to your work from **Part A** to complete the set task in **Part B**.

You will complete this set task under supervision and your work will be kept securely at all times.

You may use a calculator and will have access to a computer. All activities must be completed using a computer. There will be no access to the internet.

You must work independently throughout the supervised assessment period and should not share your work with other learners.

Outcomes for Submission

You must create a folder to submit your work. Each folder should be named according to the following naming convention:

[Centre #]_[Registration number #]_[surname]_[first letter of first name]

Example: Joshua Smith with registration number F180542 at centre 12345 would have a folder titled

12345_ F180542_ Smith_ J

You will need to submit 2 PDF documents, within your folder, using the file names listed.

Activity 3: activity3checkpoint_[Registration number #]_[surname]_[first letter of first name]

Activity 4: activity4email_[Registration number #]_[surname]_[first letter of first name]

You must complete an authentication sheet before you hand your work into your teacher/tutor.

Set Task Brief

You are asked to use your project management and evaluation understanding and skills within a given computing project scenario. The project is underway and you are monitoring and controlling its progress to its completion and closure.

You need to review the project's progress and lessons learned. It is time for you to provide a Checkpoint Report for Mutto and the relevant people from SIS. You will need to develop a review of the project delivery and describe any issues that have arisen.

Information

The amount of time that Jenny (Systems Integrator) and Erik (Programmer) could spend on the project was reduced. They were unavailable for any work on the inputs for the system.

Haroon requested that the system power supply should switch to the Mutto standby generator in the case of a power failure. This required a new script to be written by Erik (Programmer), which was measured as two general function points.

Mutto is very pleased with the quality of the training courses and would like an additional two people to attend the 'Intermediate level' course.

Part B Set Task

You must complete ALL activities within the Set Task.

Produce your documents using a computer.

Save your documents in your folder ready for submission using the formats and naming conventions indicated.

Activity 3

Produce the Project Checkpoint Report for your project, using the given template **Project_Checkpoint_Report.rtf**.

It must include information from the start of the project up to the end of the development of the inputs, processes and outputs, including:

- a summary of the work completed by the project team
- an issues log
- a summary of lessons learned.

You should refer to your completed project documentation produced in your Part A task to help you complete this task.

You may need to adjust the outcomes of your planning documentation based on the new information provided.

Add further lines to the Project Checkpoint Report sections if required.

Save your project checkpoint report as a PDF in your folder for submission as **activity1checkpoint_[Registration number #]_[surname]_[first letter of first name]**

You are advised to spend 45 minutes on this activity.

(Total for Activity 3 = 8 marks)

Reviewing the project

The project has been completed on time. No significant faults have arisen since handover.

The new control system has met all the end user's requirements and the Plant Manager, Haroon, is excited about the opportunities that he feels will arise due to the installation of the new system.

Brenda, the owner of SIS, is really pleased by the way the project has been delivered and has congratulated the team on their efforts. She is confident that Mutto will convert more of its plants to the new control system in the near future.

She has asked you to feed back to Haroon, using your company's email system.

The feedback should take the form of a written account of:

- the final cost of the project with justification of any over/under spend
- how the project has performed against the objectives/success criteria Project Initiation Document
- an evaluation of how successful the project management has been throughout all stages of the project lifecycle
- a summary of all the lessons learned with an explanation of the key lessons that it would be helpful to transfer to future projects, including successes as well as project issues.

Activity 4

Produce your email to send to Brenda (SIS Owner) using the email template **Email.rtf**.

Extend the box space to fit your answer.

Save your email as a PDF in your folder for submission as

activity4email_[Registration number #]_[surname]_[first letter of first name]

You are advised to spend 1 hour and 15 minutes on this activity.

(Total for Activity 4 = 22 marks)

TOTAL FOR PART B = 30 MARKS

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