

Outline scheme of learning

Edexcel GCE in Applied ICT A2 - Unit 8: Managing ICT Projects

Topic	Learning activities/outcomes	Learning Objectives &/or Key question	Resources	Homework and Assignments	Syllabus extract(s)
1	<p>Induction – Expectations.</p> <p>Standard ways of working – File management, selecting appropriate tools, using a plan to organise work, using available sources of help, using spell and grammar check, proof reading.</p> <p>Introduction to Unit – Discussion on the contents of the unit.</p> <p>The requirements of an eportfolio – Demonstration of Adrian’s portfolio and system and a discussion about what needs to be included in an eportfolio for unit 8.</p> <p>What makes a good project – Exercises and discussion</p> <ul style="list-style-type: none"> • What makes a successful project – discussion exercise from Teacher's Notes. • Case Studies 1–5 • Recap discussion – What makes a successful project <p>Choosing a project – Discussion on the scope and size of a suitable project.</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Understand the requirements of the syllabus • Understand what evidence needs to be provided in a Unit 8 eportfolio • Describe what makes a successful project 	<ul style="list-style-type: none"> • Edexcel Applied GCE Syllabus • Teacher’s Notes Resource (Adrian’s eportfolio) • ActiveBook Chapter 1 	<p>Find or choose a project and write rough notes about the potential project (ActiveBook or Student Book Chapter 8.2 – Activity 1).</p>	<p>WYN TL</p> <ul style="list-style-type: none"> • 8-1 Examples of projects • 8-5 Project Organisation (Storing documents, protecting information from accidental damage) • 8-13 Standard ways of working • Assessment Grid and Assessment Guidance
2	<p>The stakeholders – Discussion on stakeholders using the Atha’s Ice Cream example followed by Chapter 8.2 Activity 2.</p> <p>Peer reviewers – Organise peer reviewers and explain purpose</p> <p>Project Proposal – Producing a Project Proposal, discussion and exercises.</p> <ul style="list-style-type: none"> • Show Project Proposal and Project Proposal PowerPoint Resources from Teacher’s Notes • Discussion on good points • Chapter 8.2 Activities 3–7, discussion and exercise • Presentation of project proposals to class (and client) • Gain the go ahead. 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Describe their unit Project • List the stakeholders of their project • Write a project proposal 	<ul style="list-style-type: none"> • ActiveBook Chapter 8.2 • Teacher’s Notes Resources (Project Proposal and Project Proposal PowerPoint) 	<p>Complete and present a project proposal.</p>	<p>WYN TL</p> <ul style="list-style-type: none"> • 8.2 Stakeholders • 8.3 Project Proposal • 8.9 Deliverables

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3	<p>Project Life Cycle – discussion on the project life cycle.</p> <p>System Life Cycle – discussion on the system life cycle.</p> <p>Combining Life Cycles – discussion and exercise</p> <ul style="list-style-type: none"> Chapter 8.3 Activity 1 Presentation on Combining Life Cycles from Teacher's Notes <p>Creating a Definition of Scope – discussion and exercises</p> <ul style="list-style-type: none"> Discussion on contents and purpose of the Definition of Scope Discussion on objective and success criteria Chapter 8.3 Activity 2, exercise and discussion Chapter 8.3 Activity 3, produce Definition of Scope Present Definition of Scope 	<p>Students will be able to:</p> <ul style="list-style-type: none"> Describe the Project Life Cycle Describe the System Life Cycle Explain how the two life cycles fit together Produce a Definition of Scope 	<ul style="list-style-type: none"> ActiveBook chapter 8.3 Teacher's Notes Resource (Combining Life Cycles presentation) 	Complete and get agreement for a Definition of Scope	<p>WYNTL</p> <ul style="list-style-type: none"> 8.6 Phases of a project 8.7 Project planning (except project roadmap)
4.	<p>Gantt and PERT Charts – Instruction and exercises</p> <ul style="list-style-type: none"> Instruction Chapter 8-4 Activity 1, exercise and feedback Discussion on contents of project Chapter 8-4 Activity 2, exercise and feedback <p>Structure Charts – Instruction and exercise</p> <ul style="list-style-type: none"> Instruction and explanation Create a structure diagram for their project <p>Setting up a project road map – discussion and exercises</p> <ul style="list-style-type: none"> Introduction to project management software Chapter 8-5 Activities 1–6, discussion, demonstrations and exercises Chapter 8-6 Activities 1–5, discussion, demonstrations and exercises 	<p>Students will be able to:</p> <ul style="list-style-type: none"> Draw Gantt and Pert Charts Draw structure diagrams Use project management software Split a project into manageable tasks Assign times to tasks Assign resources to tasks Create task dependencies Produce an initial project roadmap. 	<ul style="list-style-type: none"> ActiveBook chapters 8.4, 8.5 and 8.6 Project management software 	Produce an initial project roadmap	<p>WYNTL</p> <ul style="list-style-type: none"> 8.7 Project planning (Gantt and Pert Charts)
5.	<p>Meetings discussions – Instruction and discussion</p> <ul style="list-style-type: none"> Effective Meetings Project Proposal meeting Definition of Scope meeting Initial Plan meeting Review meetings End of Project Review meeting Feedback meetings <p>Eportfolio – Production and exercise</p> <ul style="list-style-type: none"> Contents of eportfolio discussion Demonstration of Adrian's eportfolio and system Create template for eportfolio Link initial plan, definition of scope and project proposal 	<p>Students will be able to:</p> <ul style="list-style-type: none"> Understand the role of meetings in the management of a project Write professional agendas and minutes Understand how to manage a project and communicate with stakeholders 	<ul style="list-style-type: none"> ActiveBook chapters 8.7, 8.8 Teacher's Notes Resources (Adrian's eportfolio and system) 		<p>WYNTL</p> <ul style="list-style-type: none"> 8.7 Project Planning 8.10 Reviews 8.11 Close down and end of project review 8.13 ICT skills (eportfolio)

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6.	<p>Workshop – Students to work on project and eportfolio</p> <ul style="list-style-type: none"> • Meetings • Updating plan • Manage project • Development of application • Prototyping and feedback • Update eportfolio 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Develop an application • Manage a project 	Application and Project Management software	Management and development of application and eportfolio	<p>Specification for unit used to develop application</p> <p>WYNTL</p> <ul style="list-style-type: none"> • 8.7 Project planning • 8.8 Project execution • 8.9 Deliverables • 8.10 Reviews • 8.11 Close down and end of project reviews • 8.12 ICT skills • 8.13 Standard ways of working
7.	<p>End of project reviews – Undertake end of project reviews</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Evaluate the success of the project 		Write up final project review minutes	<p>WYNTL</p> <ul style="list-style-type: none"> • 8.11 Close down and end of project review
8.	<p>Evaluation – Write evaluation of project and own performance</p> <p>Eportfolio – Complete and submit</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Write and evaluate the project and their own performance 			WYNTL (all)