

Computing

# Lesson 3: Initiate and Plan a Project

**IT Project Management**

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<sup>1</sup> *Materials from the Teach Computing Curriculum created by the National Centre for Computing Education*



# Task 1: Fill in the blanks

The first stage of any project management method is known as the \_\_\_\_\_ stage. As it is important to understand what the client wants, you will initially \_\_\_\_\_ the project brief.

Once this has been completed, the user \_\_\_\_\_ and \_\_\_\_\_ can be identified. These are formally presented in a \_\_\_\_\_ report that also includes a risk assessment table. This table includes the identified risk, how likely it is to occur, and how to \_\_\_\_\_ against it.

requirements

analyse

mitigate

constraints

feasibility

initiation



# Task 2: Aims and Objectives

The primary aims of the project are:

## Integrated system

Create a workbook, using Google sheets, that has a homepage with links to:

- Stock in store
- Reorder prompts on same sheet
- Running costs
- Dessert costs
- Daily sales
- Daily, monthly, and annual profit/loss

## Dessert selection tool

## Advertising posters



# Task 3: SMART goals

SMART goal	SMART target
Using the ingredients listed on the project brief, create a stock control sheet for the workbook.	S, M, A, R



# Task 4: Plan the poster designs

Define these three areas, then design two alternative posters

## Poster purpose

What is the poster for?

## Target audience

Who is the poster for?

## House style

What graphics are you going to include?  
(See next slide)



# Task 4: Plan the poster designs

For House Style, these are the graphics that have been provided:



Credit all: Pixabay

