Ofqual QAN	600/0406/X
Quartz ID	1156 / 1157
Qualification	Level 4 Diploma in Business

Unit ID	2217
Assessment	Project Management
Assessment Type	Global Assignment
Assessment Cycle	*SAMPLE*

Important notes

- Please refer to the *Assignment Presentation Requirements* for advice on how to set out your assignment. These can be found on the NCC Education website. Hover over 'About Us' on the main menu and then navigate to 'Policies and Procedures' then scroll to the 'Student Support' area.

- You **must** read the NCC Education document *Academic Misconduct Policy* and ensure that you acknowledge all the sources that you use in your work. These documents are available on the NCC Education website. Hover over 'About Us' on the main menu and then navigate to 'Policies and Procedures' then scroll to the 'Student Support' area.

- You **must** complete the *Statement and Confirmation of Own Work*. The form is available on the NCC Education website. Hover over 'About Us' on the main menu and then navigate to 'Policies and Procedures' then scroll to the 'Student Support' area.

- **Please make a note of the recommended word count as stated in the brief. The maximum word count limit is the recommended work count plus 10% leeway. Submissions which exceed the maximum word count limit will be marked only up to the maximum word count limit. Any text that exceeds the maximum word count limit will not be marked. You must follow the note on word count as stated in the Submission Requirements section of the brief.**

- You must submit a paper copy and digital copy (on disk or similarly acceptable medium). Media containing viruses, or media that cannot be run directly, will result in a fail grade being awarded for this assessment.

- All electronic media will be checked for plagiarism.

Scenario

You are the Project Coordinator at EcoStep Collective, a not-for-profit organisation that supports local communities in designing and delivering small-scale sustainability projects. These include eco-awareness events, waste-reduction workshops, digital outreach campaigns and school-based green initiatives.

You are currently leading a Corporate Responsibility and Sustainability (CR&S) project funded by a regional grant. The project includes a variety of activities such as volunteer recruitment, stakeholder briefings, a community action day and a final impact report for partners. The organisation expects all work to reflect its core values of transparency, inclusion, environmental responsibility and community empowerment.

As part of your role, you must demonstrate clear project planning, apply relevant tools, engage with stakeholders and manage both operational and ethical considerations throughout the project lifecycle.

Your manager has asked you to complete a written briefing and project summary to show how you apply project management principles in line with EcoStep Collective's CR&S values.

Aim

The aim of this assignment is to assess your level of understanding of the key concepts discussed during this unit and to what extent you are able to apply them in a business context.

Instructions:

- Read the scenario carefully.
- Answer all five tasks.
- All responses must be applied to the scenario.
- Each task is worth 20 marks.

Task 1 – 20 Marks – 200 words

You are briefing a new project assistant who is unfamiliar with formal project management.

Explain the key stages of the project lifecycle and evaluate why it is important to define project scope, objectives and success criteria at the outset. Use examples from the EcoStep CR&S project to justify your response.

Task 2 – 20 Marks – 200 words

Your team has encountered delays due to unclear roles and communication gaps between delivery partners.

  a) Analyse how the roles and responsibilities of different project stakeholders influence project delivery.
  b) Assess how external regulations or organisational policy might affect how CR&S projects are governed.

Task 3 – 20 Marks – 200 words

You are preparing a presentation for EcoStep's funders.

  a) Analyse ONE (1) environmental or social consideration you had to take into account when planning the project.
  b) Evaluate how stakeholder engagement has supported the project's design and delivery.

Task 4 – 20 Marks – 200 words

You are preparing to deliver a community sustainability event as part of your CR&S project.

The event includes workshops, guest speakers and interactive community engagement activities. You are responsible for coordinating the planning.

  a) Using an action plan format, outline FIVE (5) key tasks with deadlines and assigned responsibilities. Present this clearly (e.g. in a table).
  b) Explain in a short commentary (max 150 words), how your action plan reflects CR&S values and takes stakeholder needs into account.

Task 5 – 20 Marks – 200 words

After the event, you must produce a report for internal stakeholders.

Use the TWO (2) data sets below to evaluate the success of the community event.

  a) Identify TWO (2) key performance insights by analysing the figures and comments
  b) Explain how you would present this data effectively using digital tools.

Data set 1:

Metric	Target	Actual
Number of attendees	100	134
Workshop participation rate (%)	75	60
Volunteer satisfaction (%)	80	92
Leaflets distributed	200	215

Data Set 2:

Qualitative Data (Comments from Volunteers and Attendees)

- "Great energy and sense of purpose, especially in the recycling activities."

- "It was hard to hear the speakers at times."

- "I loved the interactive parts—please do more of these in future events."

- "Volunteers were really helpful and welcoming."

Guidance

Consult with your tutor if you are uncertain about any aspect of this assignment.

Submission requirements

- You must submit a word-processed report.
- Your report should answer all tasks. The word count for your report is **[word count] words**.

Word Count

The word count for this assignment is **1000 words**. Pay careful attention to the mark allocation for each task so you don't spend too much time on any ONE (1) section.

You **MUST** state the word count in the header of your assignment and declare the number of words on your assignment cover sheet. You **MUST** confirm that you have not exceeded the stipulated word limit by more than 10%.

Any words written beyond the stipulated limit will not be read by the examiners; no marks will be awarded, and no feedback provided for any text beyond the prescribed limit.

In accordance with accepted academic practice, the notion of a word count includes the following without exception:

- All titles or headings that form part of the actual text. This does not include the fly (or cover) page or reference list.
- All words that form the actual essay
- All words forming the titles for figures, tables, and boxes. However, this does not include the text within boxes, tables, or figures themselves.
- All in-text (bracketed) references
- All directly quoted material.

Candidate checklist

Please use the following checklist to ensure that your work is ready for submission.

Have you read the NCC Education document *Academic Misconduct Policy* and ensured that you have acknowledged all the sources that you have used in your work? ❑

Have you completed the *Statement and Confirmation of Own Work* form and attached it to your assignment? **You must do this.** ❑

Have you ensured that your work has not gone over or under the recommended word count by more than 10%? ❑

Have you ensured that your work does not contain viruses and can be run directly? ❑