

# SITXMGT003 - Manage projects

## Major Assignment

### Plan and Conduct a Sporting related project

Projects may include events, promotions, fundraisers, workshops etc

Project may be conducted in an industry or simulated environment.

#### Section 1 - Conception

**Develop and implement a plan for a project**, addressing one of the following objectives:

- community or industry development
- economic or social benefits
- education or training
- profit
- research

#### Section 2 - Budgeting

**Administer and monitor the following components of the above project:**

- Outline the project budget and financial control system

#### Section 3 - Planning

**Outline the administrative components involving individual responsibility and reporting hierarchy for at least two of the following:**

- advisory or reference group
- consultants, contractors or suppliers
- organisational management
- project management committee
- secretariat

#### Section 4 - Risk Assessment

Discuss progress against project objectives

- quality control system
- risk, regulatory and sustainability issues

## **Section 5 – Execution**

**Lead a project team and liaise with stakeholders during the planning and implementation phases of the above project, providing at least two of the following forms of support and assistance as appropriate:**

- additional resources
- formal training opportunities
- informal coaching and feedback
- moderation and joint planning sessions
- regular meetings and briefings
- representing team interests in wider forums

Demonstrate sound administrative processes when planning and implementing the above project.

## **Section 6 – Project Evaluation**

Submit your **project outline** (min 300 words), and **post-project evaluation** (Min 200 words)

Include images, graphics etc to show your project

**Submit Assignment via email to : [study@globalfitness.edu.au](mailto:study@globalfitness.edu.au)**