

**MAKERERE UNIVERSITY BUSINESS SCHOOL  
COURSE WORK ONE EXAMINATION FOR THE  
BACHELOR OF BUSINESS COMPUTING AND BACHELOR OF OFFICE AND  
INFORMATION MANAGEMENT  
OF MAKERERE UNIVERSITY  
ACADEMIC YEAR 2025/2026**

**TAKE-HOME ASSIGNMENT**

**COURSE NAME:** IT Project Management

**COURSE CODE:** BUC3217

**YEAR OF STUDY:** 3

**SEMESTER:** Two

**DATE:** Thursday, March 26, 2026

**TIME:** 3.00pm

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**Instructions**

1. Form groups of 10 for this assignment. The cover page should have the name, registration number and student number of each member of the group.
2. The assignment is from the knowledge areas of Project Communication Management and Project Human Resource Management.
3. You are required to prepare a document of maximum 6 pages (MS Word or PDF).
4. Illustrations and use of relevant examples will attract more scores.

**Project Case Study: School Management Information System (SMIS) for a Kiswa Secondary School**

**Introduction**

Successful projects depend not only on technical work but also on effective communication and proper management of human resources. Project Communication Management ensures that information flows correctly among stakeholders, while Project Human Resource Management focuses on organizing and leading the project team.

This case study examines how these two management areas will be applied in a project to develop a **School Management Information System (SMIS)** for a Kiswa Secondary School.

**Project Background**

Kiswa Secondary School wants to replace its manual record-keeping system with a digital School Management Information System. The project aims to manage student records, attendance, grades, and communication between teachers and administrators.

## **Project Objectives**

- i. Develop a digital system for managing school records.
- ii. Improve communication between school staff.
- iii. Reduce paperwork and errors.
- iv. Provide quick access to student information.

## **Project Team**

The project team will consist of:

- i. Project Manager
- ii. Software Developers
- iii. Database Administrator
- iv. System Analyst
- v. School Representatives (teachers and administrators)

### **1. Project Communication Management**

Project Communication Management focuses on planning, collecting, creating, distributing, storing, and managing project information.

- a) Create a communication plan to ensure all stakeholders receive relevant information. Indicate the communication method, tools and frequency with justification. (10 marks)
- b) Hypothesize some of the communication challenges that may occur during the project and propose solutions to these challenges. (10 marks)

### **2. Project Human Resource Management**

Project Human Resource Management involves planning, organizing, and managing the project team.

- a) Develop the job description of the Project Manager. (5 marks)
- b) Prepare a report on how the Project Manager will;
  - i. Develop the team (5 marks)
  - ii. Promote teamwork (5 marks)
  - iii. Motivate the team (5 marks)
- b) Point out some human resource challenges that the team may face and how you intend to solve them. (10 marks)

**~ End of Examination ~**