OVERVIEW

Introduction
This unit discusses social, legal and ethical aspects of the computing industry and exposes students to existing standards of professional behaviour. It covers the principles, techniques and tools of project management and encompasses the aspects of software documentation which are essential to the effective use of the software during its lifetime. Students will develop skills appropriate to professional computing employment, particularly written, verbal and interpersonal communications skills, group work, time and meeting management, developing an appreciation that the Information, Communication and Technology (ICT) profession is largely people-centred rather than technology-centred.

Learning Outcomes
On successful completion of this unit, you will be able to:

1. demonstrate ability to communicate information and ideas effectively and fluently, in both written and oral forms using communication technologies as appropriate:
   1. structure material for oral presentation and use appropriate supporting technology;
   2. conduct an interview to extract a software specification;
   3. prepare documents of a technical nature;
2. discuss some of the ethical, social and legal responsibilities of the computer professional;
3. discuss some of the processes for ensuring software quality;
4. demonstrate mastery of the analysis phase of project management;
5. demonstrate mastery of skills, both individually and in a team, appropriate to professional practice in preparation for the transition to an ICT working environment.

Unit Content
This unit covers four main topics:
1. Quality ICT Project Management focusing on analysis: weeks 1 - 6
2. Ethics in ICT: weeks 9-11
3. Communication Skills: weeks 2, 3, 5, 8
4. Professional Skills: weeks 7, 12 (plus most other weeks)

For more information see the section titled 'Content' on the unit website.

Generic Skills

The university has defined a set of generic graduate attributes expected in its graduates. 

http://www.utas.edu.au/policy/subject.html#graduates

Your course is designed to enable you to develop generic skills that are valued in, and expected of, graduates. These are skills that you will need to develop over time. Hence you are encouraged to look for opportunities, as you study each unit, to reflect on and improve these skills.

- Knowledge
  - Apply previous software development knowledge and independently learn new skills to analyse a software system according to client requirements and deadlines;
  - Develop research skills to identify and use appropriate sources of information to analyse a development issue;
  - Demonstrate understanding of the social, legal and ethical responsibilities expected of a computing professional.
- Communication Skills
  - Develop the ability to extract requirements from a client, analyse and organise the information and formulate ideas and to communicate all the information and ideas effectively and fluently, in both written and oral forms using communication technologies as appropriate.
- Problem-solving
  - Apply problem-solving skills to develop a practical solution to a non-trivial computing analysis project;
  - Ability to interact effectively with others in order to work towards a common outcome;
  - Ability to analyse the social and ethical issues raised by the use of computers in society.
- Global Perspective
  - Recognise the critical importance of the field of project management in the development of software systems;
  - Demonstrate mastery of skills appropriate to professional practice in preparation for the transition to an IT working environment.

LEARNING AND TEACHING

Approach to Learning

You are expected to spend about 130 hrs studying in this unit - this includes attendance at scheduled teaching sessions. (For a 13 week semester this is, on average, 10 hr/wk.) This is the amount of study time that the 'typical' student will need to reach the level of competence and understanding required to fulfil the unit objectives.

You are expected to:

- attend all scheduled lectures and tutorials, unless otherwise notified by the unit coordinator
- prepare for, and actively participate in lectures and tutorials
- complete the assigned learning tasks
- review what has been learnt
- complete assessment items and submit them on time
- access and be familiar with the information and resources available on the unit website
- seek help from teaching staff if you have any questions or difficulties in studying this unit

This unit utilises a heavy self study component, more so than any other computing unit you will have attempted upto now. Each week there are online materials that you must read and then complete an online quiz.

In this unit you will work in a team to complete a major piece of work in Project Analysis. You will complete some of the work in the tutorials but you are also expected to do a lot of work in your own time.

You are encouraged to read the university's Code of Conduct for Teaching and Learning. Part A describes the 'Responsibility of the University to Students' and part B describes the 'Responsibilities of Students to the University'. 

http://www.utas.edu.au/tl/policies/codes.html

Schedule

See the 'Schedule' section on the unit website.

Teaching and Support

Teaching Staff
**Staff**

**Unit Coordinator:**
Dr. Michael Lucht  
E-Mail: Michael.Lucht@utas.edu.au  
Phone: (03) 6324 3653  
Room: V166, Newnham Campus, Launceston

**Lecturing Staff**

Sandy Bay Campus, Hobart: Robert Ollington  
Newnham Campus, Launceston: Dr. Michael Lucht

**School Help Desk**

Contact the School Help Desk if you have any queries or problems with accessing, using, or printing from the computers in the School of Computing labs.

- **Hobart:** the Help Desk is located near the School's reception desk and is open from 10am - 4pm Monday-Friday. The phone number is 6226 2960.
- **Launceston:** the Help Desk is located near the entrance to the computing labs and is open in the morning from 10am - 12pm, and in the afternoon from 2pm - 4:30pm, Monday-Thursday. On Fridays it is open from 10am - 12pm in the morning and 2pm - 4pm in the afternoon. The phone number is 6324 3447.
- **Burnie:** the computer labs at the NWC are maintained by ITS. Please contact the University Help Desk for assistance. The 6 Macs are maintained by the School of Computing. If you have a query or problem that is specific to the School of Computing please phone the School of Computing Help Desk in Launceston.

**University Services and Support**

The University has staff available to assist you, such as the:

- Learning Development Advisor
- Student Counselor
- Careers Advisor
- Disability Officer

For more information and contact details see the Services and Support section on the University 'Current Students' web page. [http://www.utas.edu.au/students/](http://www.utas.edu.au/students/)

**Resources**

**Unit Website**

The unit website contains unit information and resources.

**Prescribed Text**

None

**Readings**

There is no prescribed text for this unit, but there are a lot of reading materials. You should see the unit website.

**Software**

The software that you will need to access the unit website and to study this unit, including general purpose software such as word processors, is provided on the computers in the School's computing labs. If you intend to use software on other computers please check that the versions are compatible.

**Computing Facilities**

The School has PC labs (Windows XP), Mac labs (Mac OS-X 10.4), and Networking labs at the Newnham and Sandy Bay campuses. It also maintains 6 Macs (Mac OS-X 10.4) at the NW Centre. Unix accounts can be accessed from all Macs and PCs.

If you have not used these facilities before please contact the School Help Desk to organise your account details. If you would like to access the facilities at the Newnham and Sandy Bay campuses after hours please contact the School Help Desk.

Please contact the School Help Desk if you have difficulty accessing or using these facilities.

**Use of Facilities**

Use of computing facilities provided by the School is subject to the School's Ethics Guidelines - [http://www.comp.utas.edu.au/app/ethics.jsp](http://www.comp.utas.edu.au/app/ethics.jsp). Copies of the guidelines are also available in all School labs. The School's facilities may only be used for study-related purposes, and may not be used for personal gain. The playing of games is strictly prohibited in all labs at all times. Before being granted
### ASSESSMENT

| Assessment Items | Item 1 | Title: 3 Case Studies  
Type: In-Semester - individual assignment  
Weighting: 10%  
Due: Friday 3pm, weeks 4, 8, 13 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>These case studies are available via Vista. You have to do substantial reading and then complete an online quiz.</td>
<td></td>
</tr>
</tbody>
</table>
|                  | Item 2 | Title: Timesheets  
Type: In-Semester - individual assignment  
Weighting: 3%  
Due: Monday Midnight, Week 13 |
|                  | You must record the time you spend working on KXT202 related activities from weeks 4 to 12. |
|                  | Item 3 | Title: Team Interview  
Type: In-Semester - group project  
Weighting: 4%  
Due: Week 4, during tutorial |
|                  | As a team you must interview the client for the team project. |
|                  | Item 4 | Title: Requirement Document  
Type: In-Semester - group assignment  
Weighting: 4%  
Due: Week 6, bring to tutorial |
|                  | Two weeks after interviewing your client you must hand in a requirement document that reflects the requirements for the project. You complete this document by working with one other person from your team. You must bring this document to your tutorial in week 6. |
|                  | Item 5 | Title: Prototype Report  
Type: In-Semester - group assignment  
Weighting: 4%  
Due: Week 8, bring to tutorial |
|                  | Each team will be divided into small working groups of 2-3 people. Each group will complete a prototype report that investigates one aspect of the project. This investigation must be written up into a report. You must bring the report to your week 8 tutorial. |
|                  | Item 6 | Title: Team Documents  
Type: In-Semester - group project  
Weighting: 16%  
Due: Week 12, bring to tutorial |
|                  | Each team must complete a team requirement document, set of team prototype reports, release schedule, RTM, Risk Analysis, Project Schedule. These documents will be completed during tutorials and in your own time. You must bring these documents to your week 12 tutorial. |
|                  | Item 7 | Title: Review Reports |
Type: In-Semester - individual assignment  
Weighting: 5%  
Due: Weeks 6 and 8, during tutorial  

You are required to review the requirement documents and prototype reports completed by your other team members during the tutorials in weeks 6 and 8.

Item 8  
Title: Team Presentation  
Type: In-Semester - group project  
Weighting: 4%  
Due: Week 12, during tutorial  

Each team is required to deliver a team presentation during the week 12 tutorial.

Item 9  
Title: Exam  
Type: Formal Examination  
Weighting: 50%  
Due: University Examination Period  

The exam will be a 2 hour exam. Each student will be permitted to take 1 A4 page (double sided) of notes into the exam.

See the 'Assessment' section in unit website for more detailed information about assessment items.

In-Semester Assessment  

Unless specifically stated in the specification of the assessment item provided on the unit website, it is required that:

- work submitted by a student is the work of that student alone OR
- where the assessment item is to be completed by a group of students, the work submitted by the group of students is the work of that group of students alone.

Plagiarism  

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own, for example:

- using an author's words without putting them in quotation marks and citing the source;  
- using an author's ideas without proper acknowledgment and citation; or  
- copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at http://www.utas.edu.au/tl/supporting/academicintegrity/index.html.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see http://www.utas.edu.au/policy/subject.html#students.

The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

Referencing  

The university document on plagiarism contains information about referencing the work or ideas of others. (See http://www.utas.edu.au/plagiarism/.) The preferred text referencing systems for the School is the Harvard system (also referred to as the author-date system).

Submissions  

The details of the submission method (paper, electronic or other) for each assignment will be supplied in a separate assignment specification sheet. All in-semester assignment submissions (including electronic submissions) are to include an Assignment Cover Sheet which includes a statement confirming that the submission is your own work. If this undertaking is not signed, the assignment will not be marked. The Assignment Cover Sheet is available from the School Help Desk in Launceston and Hobart, and on the School's web site http://www.comp.utas.edu.au/app/studyresources.jsp.

Extensions
Assessment items will not be accepted after the due date except under the conditions stated in the school policy on late assessment. [http://www.comp.utas.edu.au/app/late_assess.jsp](http://www.comp.utas.edu.au/app/late_assess.jsp)

**Formal Examination**

The formal examination is conducted by the University Registrar. The 'Current Students' section on the university website contains information about the conduct of, and timetable for, formal examinations.

**Final Grade**

Overall assessment will be based on the student’s performance throughout the semester as well as in a formal examination. In order to achieve a pass (or better) result, a student must obtain:

1. at least 45% of the total mark for in-semester assessment items
2. at least 45% of the mark for the formal examination
3. at least 50% of the overall mark

In order to comply with the benchmarks set by the Faculty of Science, Engineering & Technology for distribution of grades in units, both the in-semester and examination marks that students obtain may be adjusted either upwards or downwards. See [http://fcms.its.utas.edu.au/scieng/scieng/policies.asp](http://fcms.its.utas.edu.au/scieng/scieng/policies.asp) for details of the Faculty Assessment Guidelines.

Passing grades will be awarded based on the AVCC guidelines:

- **PP** at least 50% of the overall mark but less than 60%
- **CR** at least 60% of the overall mark but less than 70%
- **DN** at least 70% of the overall mark but less than 80%
- **HD** at least 80% of the overall mark

The maximum mark awarded to a student who fails the unit will be 44.

For more information, including other grades such as Supplementary and Terminating grades, see the School of Computing's guidelines for assessment - available at: [http://www.comp.utas.edu.au/app/assess.jsp](http://www.comp.utas.edu.au/app/assess.jsp)