The purpose of the ICT Project A & B Client Manual is to provide guidance to the people acting as clients to the students in KXX331 & KXX332 ICT Project at the University of Tasmania during 2012.

Queries
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   Project Description Examples:

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Introduction

ICT Project provides students with the experience of developing a medium-scale software project in a small team. All aspects of the development process will be considered: problem specification, requirement extraction, system design, implementation, testing, documentation and integration. The units provide students with the experience of working in a team and dealing with the associated problems of communication and team management.

The project is developed over two semesters. In first semester the students produce release 1 (approximately a third of the project), and in second semester they do release 2 (twice as much as release 1). For the first eight weeks of the semester 1 they do formal analysis and design documentation for your project and complete prototypes of the interfaces. The next four weeks are spent implementing and testing release 1. In semester 2 at least 4 weeks are spent updating requirements. The rest of the time is spent implementing the product, with at least the final two weeks spent preparing documentation.

It is important to note that from the Universities and the student’s point of view this Project is not just about programming, and considerable time and effort is spent on documentation, learning how to work as a team and developing significant communication skills.

There are no guarantees in this course. You will hopefully get a program that works. Sadly some students don’t apply themselves and some students withdraw. Projects can be much harder than expected. All these things can impact on the success of your project and are not controllable by the lecturers.

Client Commitment

The client must agree to be available for at least 20 hours during the year. For the project to succeed clients must be extensively involved and aware of how the system will work and how they will use it. It is important that you are aware of progress and take opportunities to correct and tune the system goals during development. For the first six weeks you will need to meet with the team weekly, and then fortnightly after that. In second semester the meetings are every three weeks.

If your project is displaying online content or requires a significant amount of user data then you will need to supply this in a timely manner. The students will produce a software system for you, and enter enough content to demonstrate that the system works. They do not enter all the content for you, and they certainly do not source the content. As a client you must provide content information when requested.

It is extremely important that if you know you are going to be absent for a significant period of time that you let the students know so they can work around your absence.

The most common reason that clients are unsatisfied with their end product, is that they do not commit enough time to ensuring the students know what they want and do not supply the resources (particularly content) that the students need. It is expected that clients will have other demands on their time, but the students are working to strict deadlines and every ignored email or request for data impacts on the likely success of your project.

Lack of commitment from the client will cause the project to fail!
Responsibilities

The lecturers are responsible for:

- Overall design and administration of the units;
- Development of assessment criteria;
- Providing sufficient unit material;
- Monitoring the progress of the team project;
- Monitoring the contribution of each individual;
- Providing support and guidance to the team;
- Ensuring students receive feedback;
- Assisting the team develop project management strategies;
- Assisting the team with relationships with the client;
- Assisting in resolving team conflicts, which appear to be affecting the project.

The client is responsible for:

- Supplying the team details of the user requirements for the project;
- Supplying data/content for the project;
- Attending all required and arranged client meetings with the team members;
- Providing assessment to the lecturer on the conduct of the project team and performance of the delivered system;
- Attending the presentation/demonstration at the end semester;
- Making available any hardware or software necessary for the development of the project not freely available in the School.

Each team member is responsible for:

- A professional approach to the project and to the other members of the team;
- Doing the tasks allocated to them at the team meetings by the specified date;
- Keeping all appointments with clients, lecturer and team members;
- Contributing at team discussions and hence increasing team intellectual property.

Good communication between everyone leads to success!

Client Agreement

As a client for ICT project in 2012 you agree to abide by the following conditions:

- Be able to act as the client from February to October (inclusive), or find a suitable replacement if you need to leave;
- Be available for at least 20 hours throughout this period, broken into 6 weekly, 3 fortnightly and then 5 three weekly meetings;
- Provide data/content in a timely manner, e.g. within two weeks of the request;
- Attend all required and arranged client meetings;
- Provide assessment on the conduct of the project team;
- Provide assessment of each release;
- Attend and assess the presentation at the end of semester 1;
- Make available any hardware or software necessary for the development of the project not freely available in the School of Computing and Information Systems.
Semester Dates

The university year is divided into two semesters, both semesters last for 13 weeks and each week has a number starting from 1. Each semester has a one-week break in the middle; this week does not have a number. Students start work on the 27th of February (semester 1) and must finish on the 19th of October (end of semester 2).

<table>
<thead>
<tr>
<th>Start Semester 1: 27th February</th>
<th>Start Semester 2: 16th July</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easter Break: 5th April – 12th April</td>
<td>AVCC Break: 3rd Sept – 7th Sept</td>
</tr>
<tr>
<td>End Semester 1: 1st June</td>
<td>End Semester 2: 19th October</td>
</tr>
</tbody>
</table>

Projects

Projects have different benefits to students. Students may want to take on a project that is relevant to an area they would like to work in after leaving university, as these projects should provide very relevant experience. Some projects are very client interaction based, others are graphical, and others are rather technical, while others involve online content.

To put forward a project you must supply a short description, about half a page, describing what you want, and if you know, what programming languages and tools you would like the students to use. The students choose projects based on this short description. Students will indicate what projects they are interested in and based on this (and other) information students will be placed in teams to complete a particular project. There is no guarantee that your project will be adopted this year. In 2011 we had about 30 projects nominated but only 11 teams, so make it sound as interesting and as educational as possible. There is a template for project descriptions in Appendix D.

After a team has had the initial meeting with the client they are allowed to change to an untaken project if a problem exists. Change will only be allowed if the lecturer agrees there are insurmountable problems. The most likely problem is lack of resources.

Intellectual Property

You can make it a condition on your initial project description that the students assign to the client any intellectual property rights in relation to the project results. If this is the case students who wish to work on the project, will need to sign the Intellectual Property Agreement. The agreement is in Appendix B. Projects with this condition are less likely to be taken up by the students.

Confidentiality Agreement

If your project involves the students seeing or using confidential data, you may want to have the students sign a confidentiality agreement. There is an example in Appendix A. If your business already has its own confidentiality agreement, you can use that, but before the students sign anything they must show it to the lecturer and have an opportunity to discuss it with the Universities legal department.

The software must be tested by other people and also displayed at the public presentation and demonstration, so you and the team should ensure that no confidential data is displayed at these times.
Client Interaction

The client must agree to be available for at least 20 hours during the year. If your project is producing online content or requires a significant amount of user data then you will need to commit some time to collating this data.

Each team must have regular meetings with their client. The lecturer is not present at the client meetings. The client liaison will contact the client to organise a date and time for each meeting – if possible you should arrange a regular day/time at the start of the semester and meet at the same time throughout the semester. The team should have an agenda for each meeting. It is not necessary for the whole team to be present at each meeting, though it is desirable that all students meet the client at some time.

It is preferable if the teams make an attempt to meet the client on their premises rather than expecting the client to come to the University of Tasmania. The client must come to the University for the presentation and demonstration and possibly for meetings that demonstrate prototypes or incomplete software.

The client should make every attempt to be available, or have someone else available, when the students require them so that the student deadlines can be met. There will be no extensions at any stage of this course.

On the first day of project in week 1, (Monday in Launceston, Wednesday in Hobart) all potential clients will need to come to the University of Tasmania so that all teams can have an opportunity to talk to you about your project BEFORE they select a project. This process will be similar to “speed dating” where each student (in groups) can talk to each client for about 10 minutes to hear some details of the project. At the end of this process the students will nominate which projects they would like to do and projects will be allocated.

Each team should have a face-to-face meeting with their client in weeks 1-6, 8, 10 and 12 in semester 1 and in at least weeks 14, 17, 20, 23 and 26 in semester 2.

Meetings during analysis phase

These meetings are held in the first 4 weeks of semester 1 as soon as teams know what project they are allocated. For the first meeting you should allow about 2 hours, though sometimes it is best to split this meeting into two one hour meetings. The client should give as much detail as they can about the project. The students will ask lots of questions, because questions can lead to further requirements being extracted. They won’t dictate to the client what they are going to get but they will need to clarify what the client is describing. They should also make suggestions on how to improve the program based on their undergraduate experience; the client might find some of the suggestions worth listening to. They should take notes and drawing diagrams may also be useful. If the client agrees, tape recording the meeting is encouraged.

The students should use this meeting to make sure the client is aware of the complete project schedule. The client should state any preferences for what features are mandatory and what features are developed in Release 1 and 2. It is important that you understand you will not get everything you ask for; there is simply not enough time. You should discuss Intellectual Property and Confidentiality. Teams should look at any existing software if there is any.

One reason why projects do not progress as well as we would like is that the client really has not put enough thought into what they want and how they would like it to work and how they will ultimately use what is developed. Initially you supply a short
half-page description of your project, the students need to extract enough information to turn this into a ten page document. The more information you can give the students the better.

Know what you want and then tell the students!

Initially teams have to produce a Project Brief, Business Case and a Software Requirement Document. Once teams have started these documents they should discuss them with the client.

The clients should ask for everything that they would like in the first few meetings. Generally speaking it is simply not possible for teams to complete everything within 26 weeks. Teams (in conjunction with the client) have to decide what can be developed; this is a valuable experience for the students. Decisions also need to be made about what will be developed in release 1 and what will be developed in the release 2 – this is written up in the Release Schedule. These decisions are made after consultation with the client. If the students identify work to be completed in release 3, they are saying that this work will not be completed as part of the project.

These documents are very important, make sure they are correct!

Meetings during design phase

In week 5 teams should give their client a copy of the submitted Analysis Report and ask for feedback – they will write up the suggested changes as part of the Design Report.

In weeks 5 to 8 teams will be developing prototypes of the GUIs (Graphical User Interfaces) for the software. They should have meetings with the client to discuss these prototypes. Ideally this meeting can be held on the client’s premises, but sometimes this simply isn’t possible. The GUIs are what the client will use and are the most likely thing that they will want changed. Any feedback clients provide will help ensure the interfaces are satisfactory at the end – do not hesitate to give negative feedback, the teams will really appreciate it and they can use it to improve their software.

Honest feedback on the prototypes is very important!

Teams will also need to test out anything that they are not sure will work in the client’s environment. They will need to find out things about the client’s set up and make sure what they are about to do will work in the environment.

The client will need to hand over and explain any content required for the project – particularly important for an online content project. The content could be data, pictures, text or executable code. In the past clients have proved very unreliable about providing content, most leave it until the last few weeks, in some cases the last week. This is totally unsatisfactory and can (most of does) lead to project failure.

Meetings during the implementation phase

Teams should keep their client aware of progress and receive feedback during the implementation phase, the more feedback they get early the more time they have to implement any changes that you may ask for.

Meetings at the start of semester 2

The purpose of these meetings is to extract any changed requirements from the client and also receive feedback on release 1 and suggestions for the release 2 schedule.
**Hand over meeting**

This meeting is held in week 26 or the week after. The purpose of this meeting is to install the final release. At the meeting students will give the client an install disk and a copy of the manuals. It is important that the client knows how to install and run the software on their machine. It is best if teams install it for them. Marks are allocated for installing and integrating the software.

**Presentation & Demonstration**

A formal presentation of each release is performed in front of staff, students and clients. The Launceston presentations will be held on Monday 28th May. The Hobart presentations will be held on Wednesday 30th May.

Clients are required to attend their own team’s presentation and perform assessment. The presentation will last for between 40-45 minutes. The presentation will include a presentation and a demonstration of the software.

A public demonstration of the final release will be held in second semester in week 24 at the University of Tasmania. The Launceston projects demonstration will be held on Monday 1st October from 10am – 1pm and the Hobart projects demonstration will be held on Wednesday 3rd October from 10am – 2pm.

Clients, other interested industry people, staff, and students will be invited to come and look at the final products. This demonstration is a highlight for the students; it is a chance for them to show off all their hard work. Head hunting employers also attend the demonstration. This demonstration also helps the University get projects for next year.

**Team Organisation**

Teams will have 6 or 7 members, though it could be anywhere from 5-8 students. Team members will have an administrative role.

**Client Liaison:** This person will provide easy access to the team for the client and will arrange all meetings with the client.

**Project manager:** A project manager manages the team, controls the meetings and ensures that someone is responsible for each task.

**Technical manager:** This person is in charge of locating useful tools and software needed for the project. They also maintain program directories, source code, and handle the duties of configuration management (project files, make files, etc).

**Administration manager:** This person collates all the client documents and ensures all necessary forms are completed, coordinates the minutes of meetings and team schedule.

**Coordinator Roles:** There are also a number of coordinator roles to oversee specific submission.
Assessment

<table>
<thead>
<tr>
<th>Release 1 (1st Semester)</th>
<th>Release 2 (2nd Semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>45% Reports</td>
<td>20% Reports</td>
</tr>
<tr>
<td>25% Software</td>
<td>30% Software</td>
</tr>
<tr>
<td>10% Marketing</td>
<td>15% Manuals</td>
</tr>
<tr>
<td>20% Professionalism</td>
<td>15% Marketing</td>
</tr>
<tr>
<td></td>
<td>20% Professionalism</td>
</tr>
</tbody>
</table>

This course is not just about producing software, the students are required to learn and experience the software development process – this includes analysis, design, testing and documentation. They are also meant to gain experience with generic skills such as team work, leadership and communication. The grade that each team member receives reflects both the quality of the software and their approach to the process.

The client is required to participate in the assessment. The client will be sent emails throughout the semester, asking questions about the team’s professionalism during meetings. The client is also required to assess the presentation and the software.

Workload

To achieve a passing grade each student must be prepared to work for approximately 8 hours per week for 26 weeks (208 hours). A client should not expect the students to put in more than 8 hours a week. The workload is spread out over the entire 26 weeks of the year. As this is an academic course the students must follow the schedule put forward by the lecturer. The client can not ask the students to work to a different schedule or to skip some of the preliminary work.

At the end of semester 2 (19th October) the students will stop working on the project. If the client wishes the students to continue to work on their project they should view the students as employees and treat them as such. The students have exams and should not be expected to work on the project (for payment) for 4 weeks.

Learning Outcomes

On completion of this unit, a graduate should be able to:

1. in development of a substantial ICT system, demonstrate foundational ICT knowledge of:
   • programming, algorithms & data structures
   • systems and applications
   • historical and current trends
2. apply knowledge of computing, business and project management principles and technical skills to guide the development and implementation of a substantial ICT system by:
   • interpreting and critically analyzing an organizations needs
   • using systems analysis techniques and tools to analyse and model business processes & information requirements
   • using abstraction and computational thinking
   • evaluating strengths and weaknesses of potential solutions
   • creating artefacts using a variety of templates, techniques and tools
   • following a recognised software development methodology
   • adapting existing and emerging computing technologies.
3. act professionally by:
• communicating in different modes to diverse audiences
• adhering to professional and ethical codes of conduct
• working independently and collaborating in diverse teams
• considering economic, social, legal, and ethical consequences

Generic Attributes

Knowledge
• Students will be able to apply previous project management, systems analysis, and software development knowledge and independently learn new skills to build a software system according to client requirements and deadlines;
• Students will be able to investigate and overcome issues and challenges associated with constructing a substantial piece of software;
• Students will develop research skills to identify and use appropriate systems design and development tools and other resources;
• Students will be able to apply technical and information skills appropriate to the practice of project management in the ICT industry;
• Students will develop a broad knowledge base in the application of project management principles;

Communication Skills
• Students will develop the ability communicate effectively with a real world client, in particular to extract requirements from a client, analyse and organise the information and formulate ideas to provide a software solution;
• Students will demonstrate strong oral and written skills through effective teamwork situations, be able to organise and present information in well structured user and technical documents and through effective verbal communication using communication technologies as appropriate;

Problem-solving
• Students will develop effective problem-solving skills, be able to conceptualize problems and be able to find, acquire, evaluate and manage and use relevant information in a range of media to formulate a range of solutions to a non-trivial software project;
• Students will have ability to interact effectively with others in order to work towards a common outcome;

Global Perspective
• Students will be able to demonstrate mastery of skills appropriate to professional practice in preparation for the transition to an IT working environment;
• Students will be able to recognise the critical importance of the field of project management in the development of software systems;
• Students will have ability to interact with members of the Tasmanian IT industry;
• Students will be able to function in a multicultural or global context as effective project management skills are transferable;

Social Responsibility
• Students need to be able to acknowledge the social and ethical implications of their actions and appreciate the impact of social change on organisations and individuals where new technologies are implemented.
Appendix A – Confidentiality agreement template

Some clients may require a confidentiality agreement. If this is the case use the following template as a guide. The team and the client should change this to meet the requirements of the client. Before the team signs anything, it must have been shown to the lecturer.

This agreement dated the day of 2012 between the ICT Project Group [team name] and [client name].

[Client name] requires, and the confidants agree, that it is necessary to take the required steps to ensure that the confidential information is kept confidential.

NOW THE PARTIES AGREE AS FOLLOWS:

1. [Client name] has agreed to provide the ICT Project Group [team name] with access to information pertaining to [something].

2. That members of the project group do not hold any office, possess any property, or have an obligation by virtue of any contract that are, or might be created, in conflict with the information given under this agreement.

3. If during the duration of the agreement a risk of conflict of nature referred to in Clause 2 arises they shall forthwith inform [client name].

DISCLOSURE OF INFORMATION/CONFIDENTIALITY

4.1 All information obtained from [client name] will be kept confidential until it is in the public domain or is deemed by [client name] not to be confidential. The team will not discuss such information outside the team without the proper written consent from [client name] with any person other than the School of Computing and Information Systems staff at the University of Tasmania, and shall keep any such information in their possession in a secure manner.

4.2 Before publishing material based on information gathered from [client name], the team agrees to consult with [client name] concerning the confidentiality of the information provided.

4.3 Confidential information includes:

   Notes from interviews with [client name].
   
   Code samples provided by [client name].

This list may be amended by an exchange of letters between the parties to the agreement. Such additions may not be made retrospectively. “Confidential Material” does not include information in the public domain, other than information that entered the public domain through a breach of this agreement and information that [client name] designates as no longer confidential.

COMMENCEMENT and CONCLUSION OF SERVICES

6.1 The parties agree that this agreement is to be taken as having commenced on the [date].

6.2 Any information provided under this agreement will be kept confidential for 3 years from the commencement of the agreement.

SIGNATURES

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Appendix B – Intellectual Property Agreement

The purpose of this agreement is to confirm the [specify the name & address of company] (“the Sponsor”) commitment to sponsor the Project and to outline the conditions upon which the Sponsor has agreed to provide this support.

1. Definitions

“Intellectual Property” has the meaning given to it by the University’s Intellectual Property Policy.

“Project” means the project outlined in the Project Brief.

“Project Results” means those results of the Project, which have or will be created as a result of the Project.

“Student” means [specify name and student number of student]

2. Sponsor Obligations

2.1. The Sponsor will provide in kind support of not less than 20 hours of technical supervision, guidance and support to assist the Student to undertake the Project.

2.2. [Optional if the Sponsor has agreed to pay the Student] The Sponsor will pay the Student $…. when the Sponsor is satisfied that the Project has been successfully completed.

2.3. The Sponsor agrees to permit the University to access the Project Results for the purposes of examining the Student.

3. Intellectual Property

3.1. The Student assigns to the Sponsor, absolutely, all of their Intellectual Property rights, existing now and in the future, in the Project Results (other than copyright in any thesis of the Student’s based on the Project), throughout the world.

3.2. To the extent that the University contributes to the creation of the Project Results, the University agrees to assign to the Sponsor all Intellectual Property rights existing now or in the future in those Project Results.

3.3. The Sponsor agrees to grant the University and the Student a single non-distributable exclusive licence to use, modify or adapt the Project Results for non-commercial purposes.

4. Publication

The Student agrees to withhold publication of any documents relating to the Project (other than those for the purposes of examination specified in the ICT Project Manual 2012), until the written permission of the Sponsor is obtained, which shall not be unreasonably withheld.

5. Entire Agreement

This agreement and any documents referred to in this agreement or executed in connection with this agreement constitutes the entire
agreement of the parties in relation to its subject matter and supersedes all other representations, negotiations, arrangements, understandings or agreements and all other communications.

6. **Governing Law**

   This agreement shall be governed by and construed in accordance with the laws of the State of Tasmania.

<table>
<thead>
<tr>
<th>Signed on behalf of the University of Tasmania</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name                                      Signature</td>
</tr>
<tr>
<td>Title/Position                           Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signed on behalf of [Client]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Title/Position                Signature</td>
</tr>
<tr>
<td>Business Name &amp; Business Address</td>
</tr>
<tr>
<td>Home Address (if not Pty Ltd)          Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signed by Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Student Number                 Signature</td>
</tr>
<tr>
<td>Address                                 Date</td>
</tr>
</tbody>
</table>

In the presence of:

| Name                                      Signature       Date |
|-------------------------------------------|----------------|-------|
|                                           |                |      |

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## Appendix C - Student Schedule

As you can see the students have a very heavy schedule and they will only succeed if they can work consistently over the year.

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
<th>Meetings</th>
<th>Major Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All day Lecture</td>
<td>Client</td>
<td>Analysis Report</td>
</tr>
<tr>
<td>2</td>
<td>Lecture</td>
<td>Client</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Lecture</td>
<td>Client Management (Ltn – Tues)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hbt - Wed)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Lecture</td>
<td>Client</td>
<td>Design Report</td>
</tr>
<tr>
<td>5</td>
<td>Lecture</td>
<td>Client</td>
<td>Start Implementing Release 1, when report finished</td>
</tr>
<tr>
<td>6</td>
<td>Management</td>
<td>Client</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Lecture</td>
<td>Client</td>
<td>Implement Release 1</td>
</tr>
<tr>
<td>9</td>
<td>Lecture</td>
<td>Client</td>
<td>Split Week for Easter</td>
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<td></td>
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<td></td>
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<tr>
<td>10</td>
<td>Management</td>
<td>Client</td>
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<td>11</td>
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<tr>
<td>12</td>
<td>Lecture</td>
<td>Client</td>
<td>Implement/Test Release 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prepare Presentation</td>
</tr>
<tr>
<td>13</td>
<td>Presentation</td>
<td>Client</td>
<td>Presentation</td>
</tr>
<tr>
<td>14</td>
<td>Lecture</td>
<td>Client</td>
<td>Release 2 Report</td>
</tr>
<tr>
<td>15</td>
<td>Management</td>
<td>Client</td>
<td>Implement Release 2</td>
</tr>
<tr>
<td>16</td>
<td></td>
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<tr>
<td>17</td>
<td>Lecture</td>
<td>Client</td>
<td></td>
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<tr>
<td>18</td>
<td>Management</td>
<td>Client</td>
<td>Implement Release 2</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td>Team Webpage</td>
</tr>
<tr>
<td>20</td>
<td>Double week</td>
<td>Client</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Lecture</td>
<td>Client</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Lecture</td>
<td>Management</td>
<td>Integrate &amp; Test Software</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prepare Demo Materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Almost finish Webpage</td>
</tr>
<tr>
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<td>Lecture</td>
<td>Client</td>
<td>Test Software</td>
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<td>Demonstration</td>
<td>Client</td>
<td>Prepare Demo Materials</td>
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<td></td>
<td>Demonstration Manuals</td>
</tr>
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<td>26</td>
<td>Management</td>
<td>Client</td>
<td>Manuals</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Update Webpage</td>
</tr>
<tr>
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<td>End Of Project Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Install/Integrate Software</td>
</tr>
</tbody>
</table>

Management meetings are meetings the students have with the lecturer. Each team must meet at least once a week, and each week the students must submit a timesheet and task schedule.
Appendix D – Project Nomination Form

The teams choose projects based on this short description. There is no guarantee that your project will be taken, make it sound as interesting and as educational as possible.

---

**Project Title:**

(one line – catchy but informative –approx 6 or less words)

---

**Client retains Intellectual Property:** Yes/No

**Confidentiality Agreement required:** Yes/No

---

**Project Description:**

About 3/4 of a page (more than space shown here), give a short background of yourself/business/project area, briefly describe what you want the students to do – make it interesting and appealing.

---

**Project Technical Information:**

Two or three lines. If you want particular development tools used (development environments, programming languages, database systems), you must state them. If you have no preferences then leave blank and the students will negotiate with you.

---

**Contact Information:**

Client Name (person who will be student contact):

Phone Number (business hours):

Mobile Number (if have one):

Email Address:

Website (if have one):

Address (where students will visit, not PO Box):