The purpose of the ICT Project Manual is to provide guidance to the students enrolled in KXX331 & KXX332 ICT Project A & B at the University of Tasmania during 2009.

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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 lifecycle 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 challenges of communication and team management.

In the first two years of your degree practical experience is limited to artificial assignments. ICT Project allows you to apply your theoretical knowledge on a real-world project so that you will be able to transfer to industry easily.

ICT project is broken into two units, KXX331 Project A and KXX332 Project B, which must be completed over consecutive semesters. Students work on the same project in both units, unless circumstances prevent this.

Each student is placed into a project team of approximately 7 students; you will be involved in forming your own teams. Team size may vary due to class size. Each team then chooses a project from the list available. Each project has a real client. In most cases the client is not a member of the University community. All clients need to be treated professionally.

In Project A you complete release 1 (or a third of the project), you complete the remaining two thirds in Project B. Students are discouraged from working on the project over the semester break as you should be doing exams in other units and you need a rest.

In both units each student will get an individual grade. This grade will be made up of a team component and an individual component. To pass each unit a student must get at least 45% of the marks allocated for each component and greater than 50% overall. Please see the assessment section for more information.

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!**
Learning Outcomes

• Working in a team, students will be able to practically apply project management tools and techniques to guide the development and implementation of an organisational ICT solution;
• Working in a team, students will be able to question a client to extract and analyse the organizational, process, and software requirements and present the analysis in a written report;
• Having analysed the requirements, students will be able to prepare appropriate design documents while working in a team;
• Having prepared design documents, students will be able to construct and integrate a significant software system while working in a team;
• Having developed a software system, students will be able to construct promotional material as a team;
• Having developed a software system, students will be able to produce written technical and instructive documentation on the implemented solution;
• Working as a team, students will be able to orally present and demonstrate the software system to staff and industry representatives;
• Students will be able to formulate a schedule for a team of people and individually and collectively manage their time;
• Students will be able to work in a small team with a client, acting professionally and planning effectively and be able to evaluate their own and peers’ performance at team and individual activities.

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.

**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 displaying online content.

A complete description of available projects is in a separate document. Teams are formed first and then the team is involved in deciding which project they will do. Every team will have to nominate more than one project that they would like to do. Nomination forms will be handed out in the first lecture.

After you have had your initial meeting with your client you may be allowed to change project to another untaken one if a major problem exists. This will not be granted lightly. Change will only be allowed if the lecturer agrees there are insurmountable problems.


**Intellectual Property**

It may be a condition of your project if it is sponsored by industry that you assign to the client, any intellectual property rights in relation to the project results. If this is the case and you wish to work on the project, you will need to sign an assignment agreement to give effect to this requirement. The example agreement is attached in Appendix C.
# Mapping of learning outcomes to assessment tasks

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<th>Learning outcomes</th>
<th>Graduate attributes</th>
<th>Teaching &amp; learning strategies/activities</th>
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<td>Working in a team, students will be able to question a client to extract and analyse the software requirements and present the analysis in a written report.</td>
<td>Communication Skills, Problem Solving Skills, Knowledge, Global Perspective, Social Responsibility</td>
<td>Lectures, Online material – includes examples, Meetings with client &amp; lecturer</td>
<td>Analysis Report, Release 2 Report</td>
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<tr>
<td>Having analysed the requirements, students will be able to prepare appropriate design documents while working in a team.</td>
<td>Communication Skills, Problem Solving Skills, Knowledge, Global Perspective</td>
<td>Lectures, Online material – includes examples, Meetings with client &amp; lecturer</td>
<td>Design Report, Release 2 Report</td>
</tr>
<tr>
<td>Having prepared design documents, students will be able to construct and integrate a significant software system while working in a team.</td>
<td>Problem Solving Skills, Knowledge, Global Perspective, Social Responsibility</td>
<td>Lectures, Online material – includes examples, Meetings with client &amp; lecturer, Research available resources</td>
<td>Software, End Of Project Report</td>
</tr>
<tr>
<td>Having developed a software system, students will be able to construct promotional material as a team.</td>
<td>Communication Skills, Problem Solving Skills, Global perspective</td>
<td>Lectures, Online material – includes examples, Team meetings with lecturer</td>
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<tr>
<td>Having developed a software system, students will be able to produce written technical and instructive documentation on the implemented solution.</td>
<td>Communication Skills, Problem Solving Skills, Global perspective</td>
<td>Lectures, Online material – includes examples, Team meetings with lecturer</td>
<td>User manual, Reference manual</td>
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<tr>
<td>Working as a team, students will be able to orally present and demonstrate the software system to staff and industry representatives.</td>
<td>Communication Skills, Problem Solving Skills, Global perspective, Social Responsibility</td>
<td>Lectures, Online material – includes examples, Practice sessions, Team meetings with lecturer</td>
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<tr>
<td>Students will be able to formulate a schedule for a team of people and individually &amp; collectively manage their time.</td>
<td>Knowledge, Problem-solving skills, Global perspective</td>
<td>Lectures, Online timesheet system, Weekly team meetings, Meetings with client &amp; lecturer</td>
<td>Schedule, Timesheets, Meeting Minutes</td>
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<tr>
<td>Students will be able to work in a small team with a client, acting professionally and planning effectively and be able to evaluate their own and peers performance at team and individual activities.</td>
<td>Knowledge, Communication skills, Problem-solving skills, Global perspective, Social Responsibility</td>
<td>Lectures, Online peer evaluation system, Weekly team meetings, Meetings with client &amp; lecturer</td>
<td>Self &amp; Peer Assessment, Client Interaction</td>
</tr>
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</table>
Team Management

Lecturers will form the teams, but you can indicate some of your preferences for team members. Teams will have approximately 7 members, though this may vary due to the class size or project size. Teams will be formed so that there are people who have strengths in one or more of the following areas: analysis, design, programming, documentation and communication. The University of Tasmania encourages students to work with students of different nationalities to promote intercultural experiences.

Team Roles

Each person in the team should be given a management and/or coordination role. You should rotate roles each semester so that you each get different experiences or if you find some team members are not performing well to the detriment of the team (you can rotate roles during semester if you need to).

Management Roles

Client liaison: This person provides easy access to the team for the client. This person does the bulk of the communication with the client, eg organising the meetings, keeping them up to date on progress. This person should attend most client meetings. Note: All team members can attend meetings with the client.

Project manager: A project manager manages the team, sets the agenda for and controls the meetings and ensures that someone is responsible for each task. The project manager needs to be a good communicator but also have good management skills. This person should attend most meetings with the client.

Administration manager: The administration manager ensures that the schedule is up to date and accurate. The administration manager also ensures that any required forms are submitted by the team (eg management meeting time form). The administration manager ensures that someone is appointed to record the minutes of the weekly team meeting and any client meetings (all team members must take a turn at writing the minutes). The administration manager collates all the minutes. The administration manager acts as the repository for any client documentation.

Technical manager: The technical manager locates 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). This person coordinates the prototypes of the difficult parts of the project so that potential problem areas are investigated as soon as possible. The technical manager investigates the business’s current software environment to ensure that the developed system can be integrated into the business. The technical manager needs to enjoy spending a lot of time browsing the internet and solving difficult programming problems.

Coordination Roles

Report Coordinator(s) (only needed weeks 1-8 in semester 1, 14-17, 24-26 in semester 2): This coordinator is in charge of collating all the documents for the Analysis Report, the Design Report, the Release 2 Report and the End Of Project Report. Teams can have a different report coordinator for each report. The coordinator identifies sections/documents and ensures they are allocated at team meetings. They are not solely responsible for developing the reports, just the coordinating/collating. They need to have good written skills, and know how to produce professional documentation using Word or HTML.
**Manual Coordinator(s) (only needed weeks 21-26 in semester 2):** You should have two Manual Coordinators during weeks 21-26 (one for each manual). They are in charge of ensuring that manual production is kept on track. They identify sections/documents and ensure they are allocated at team meetings. They are **not** solely responsible for developing the manual, just the coordinating/collating. They need to have good written skills, and know how to produce professional documentation.

**Marketing Coordinator(s) (only needed weeks 10-13 in semester 1 and weeks 17-24 in semester 2):** You can have up to 3 different marketing coordinators – one for presentation, one for demonstration and one for webpage. They are **not** solely responsible for developing these elements, just the coordination. The coordinator needs to have good communication skills, both verbal and written; artistic talent is useful.

**Team meetings**

Each team is required to have one formal team meeting each week. At this meeting you should discuss the project as a whole, check progress on individual tasks and allocate out tasks for the coming week. The minutes of this meeting should be recorded; team members should take it in turns to record the minutes. The project manager and administration manager should organise times for weekly meetings.

It is important that you have other regular team meetings to work together on assessed items – minutes of these meetings do not have to be recorded. You should take advantage of the tutorial slot to hold long meetings that involve major team discussion. Changes to the task allocation can only be made if **everyone** affected is present and the changes should be recorded in the schedule as soon as possible (otherwise task allocation changes should be made at the next formal team meeting).

Your conduct at team meetings forms part of your assessment for professionalism. This is an individual mark. You should make sure every individual has an opportunity to contribute and that the minutes are accurate.

**Workload**

KXX331 and KXX332 are time demanding units. You should be prepared to work steadily on your project throughout the semester. To achieve a **passing** grade each person should be prepared to work for at least 8 hours per week for 26 weeks (208 hours). If you want to achieve a higher grade you should expect to put in more than 8 hours a week. University guidelines suggest you should spend 10 hours a week on a unit. Previous students have spent 11-12 hours a week on average on project.

Students tend to overemphasize the importance of project, and spend too much time on it, to the detriment of other units and outside commitments. People who put in more than 20 hours a week have their priorities wrong.

The workload is spread out over the entire 26 weeks of the year, if you don’t put in the hours one week, you will find you have to make it up in later weeks. Marks are allocated steadily throughout the unit so leaving all the work to the end of semester (or near a deadline) will **not** result in a high mark.

Your work habits form a proportion of your individual assessment for professionalism. You should make sure your work habits are satisfactory. You all get
the same mark for the team component, but team members do peer assessment of each other that influences the individual component.

It is extremely important that teams try to balance the workload so that each student is making an even contribution. It may turn out that some students in a team are simply aiming to pass the unit, while others are aiming for a HD. This means the HD student needs to be doing more work of a higher quality or work of a harder nature, but not taking work off the other students. Other team members will influence your mark.

It is the team’s project manager’s responsibility to make sure all the tasks are allocated. The decisions about who does what should be made in a collegial manner at a team meeting. The project manager should discuss (not dictate) task allocation.

This unit provides the experience of working in a team environment. This means that if one person has commitments elsewhere, or is ill, then the rest of the team needs to cover for them. This is real world experience. It is essential that if you are going to be absent for any part of the unit that you let the rest of your team know as soon as possible. This means you can do extra work early to make up for the time and that they can adjust their loads to cover for you while you are away.

There will be no extensions at any stage!!!

**Team break up procedure**

Once you are in a team you are there to stay for the year, though there is some flexibility in week 1. Unfortunately some teams do experience insurmountable problems (these are very rare) and in some cases it is necessary for an individual to leave a team. An individual could leave the team for the following reasons:

1. Failure to complete work – the student is not contributing to a level expected by the remaining members of the team.
2. Failure of team to complete work – the student feels that other members of the team are not contributing to the level expected.
3. Extreme personality clashes – the student is unable to continue associating with one or more members of the team.

An individual can not leave a team without either the student or team undertaking a three week probationary period unless the individual has found another team that they can join and all members of that team are willing to take on a new member, and (unless it is week 1) all members of the current team are willing to let that member leave. A student can, of course, choose to withdraw from the unit at anytime.

At the management meetings peer assessments and team management will be discussed, and a team or individual could be placed on three weeks probation. At the end of probation a student could be asked to leave the team. This student can then withdraw, or join another team if they know of one willing to have them, or form/join a team with other people removed from teams or if none of the previous are possible work as an individual on an in-house project for the rest of semester.

If an individual or team is put on probation, some or all of the following will occur:

- The student or team will be advised to talk to the University Counsellor;
- The team will undergo a mediation session;
- The individual (or all individuals in the team) will write weekly individual contribution reports and be required to show the work to the lecturer;
- The lecturer will attend the weekly formal team meeting.
**Self and Peer Assessment**

Each team member will be assessing themselves and each other throughout the year. This assessment will take many forms:

- Peer Evaluation Surveys
- Individual Contribution Report
- Work Product Pay Packet

These assessments are due in weeks 5, 9, 13, 18, 21 and 26. Failure to submit an assessment form by the deadline (without a reasonable explanation) will result in a -0.5 reduction in your final grade (max -5).

It is tempting to have a pact with your team members to always give high ratings. You are advised **not** to do this. This encourages individuals not to do their share of the work and you will end up carrying them or submitting sub-quality work. You should respond based on **your** opinion of each person’s contribution. You should find that if you are honest with each other you will all learn more and improve, as students are often in a better position to provide one another with meaningful feedback regarding both technical and interpersonal performance.

**Peer Evaluation Surveys**

These surveys ask a series of questions about a team member’s performance at team meetings and about their work habits. These surveys will be used to evaluate each individual’s teamwork mark for professionalism, worth 6%.

**Individual Contribution Report**

With each submission (reports, software, manuals), an individual will be required to write a report stating what was their contribution to the submission. It is important to provide as much detail as possible. This report must be read by all team members who must indicate agreement/disagreement, with explanation.

**Work Product Pay Packet**

With each report, software and manual submission students will distribute $100 (virtual only, not real money) based on their opinion of the contribution by their team members, consider both quantity and quality. You do not have to give out the entire $100 (any remaining amount will be distributed by the lecturer). You can only use whole dollars (no cents).

For example, each student will have $100 to distribute between their team members (including self). If a person believes everyone contributed equally then they should give everyone the same amount, or if they believe that someone did more work than others, they should give that person more, and others less.

If you believe an individual has done above what was required (or asked for) then you can give them a bonus. You can only give one person a bonus, and you can’t give it to yourself. You **must** provide an explanation of why you are giving a bonus. If you strongly believe more than one person deserves a bonus then you must choose one, but in your comment state why the other person also deserves a bonus.

The lecturer will use these dollar amounts in conjunction with the Individual Contribution Reports and Timesheets to calculate an individual mark for that work product for each student.
Lecturer Interaction

The unit coordinator is responsible for:

• Overall design and administration of the units;
• Development of assessment criteria;
• Providing sufficient unit material;

The lecturers are responsible for:

• 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 to develop project management strategies;
• Assisting the team with relationships with the client;
• Assisting in resolving team conflicts, which appear to be affecting the project.

Management Meetings

Each team will have regular management meetings with the lecturer. Management meetings are in weeks 3, 6, 10, 15 (optional), 19, 22 and 26. The Launceston week 3 meeting will be held in week 4 due to the Monday being a public holiday. Days and times for the meetings will be organised early in semester. Teams or individuals can meet with the lecturer any time to discuss client/project/team problems.

The purpose of the meetings is to provide high level management and to receive feedback on your submissions. The progress of a project will be discussed. The lecturer is particularly interested in any problems that may exist in the team, and will facilitate mediation if the team requires some attention. These meetings will also give you a chance to notify the lecturer of other resources you require for completing your project and getting specific assistance with the next submission.

At these meetings students can be put on probation or removed from the team. The students need to take the meetings seriously and see them as part of the process. The management meetings are very important and failure to attend a management meeting (without a reasonable explanation) will result in a loss of one (1) mark.

Lecturer availability

Nicole Herbert is generally available for consultation Monday to Thursday in Hobart. Nicole’s phone number is 62262908 and email is Nicole.Herbert@utas.edu.au.

Kristy de Salas is generally available for consultation Monday to Friday in Hobart. Kristy’s phone number is 62266220 and email is Kristy.deSalas@utas.edu.au.

Bill Morgan is generally available for consultation Monday to Friday in Launceston. Bill’s phone number is 63243411 and email is Bill.Morgan@utas.edu.au.

Both Nicole and Kristy are available for videoconference meetings to teams in Launceston.

Email is welcome at all times, and will be answered when possible. Email is not read/answered after 5pm or on the weekend. If you want feedback on a document do NOT email documents, put them in your project folder and send an email explaining where to find them and what you would like looked at.
Client Interaction

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 of semester;
- Making available any hardware or software necessary for the development of the project not freely available in the School of Computing and Information Systems.

For the project to succeed clients must be extensively involved and made aware of how the system will work and how they will use it. It is important that they are aware of progress and to give feedback during development. It is highly recommended that you are in contact with the client each week. The client liaison is the conduit for information to/from the client, other team members can contact the client but make sure that you are not all asking the same questions.

Your client interaction is assessed by the client and forms part of your professionalism team mark. Assessment sheets will be sent via email to the client throughout the year.

Client meetings

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. 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 students need to create an agenda for each meeting. The agenda should be sent to the client at least 24 hours prior to the commencement of the meeting.

You should only have meetings when you have something worthwhile to discuss or progress to demonstrate or questions to ask. Client have agreed to give you at least 20 hours of their time, you should make use of this time. It is not necessary (or sensible) for the whole team to attend 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. There are some meetings where the client should expect to come to the University, particularly meetings where the students are demonstrating incomplete software or prototypes.

Meetings during analysis phase

These meetings are held in the first 4 weeks of semester 1 as soon as you know what project you are allocated. Often the client will give you a lot of information in the first meeting and you then need time to really think about it and come up with questions to ask in the follow up meetings.

You should be prepared to ask lots of questions, because questions can lead to further requirements being extracted. You should listen to and clarify what the client is describing. You should take notes and drawing diagrams may also be useful. If the
client agrees, tape recording the meetings can prove useful later on. Do not dictate to the client what they are going to get.

You should use the first meeting to introduce yourself to the client and make sure the client is aware of the project schedule. Make sure they understand the concept of release 1 and release 2. You should get the client to indicate mandatory features and what features they would like developed in each release. You should discuss Intellectual Property and Confidentiality. You should look at any existing software if there is any.

You may want to ask your client the following questions in the first interview.

**At the beginning**

- Exchange names
- Tell client who is the team client liaison
  - Exchange contact information, eg phone and email
- Ask for information about the client
  - Type of business in
  - Goals of business
  - Do they have a website?
- Explain the project process to the client
  - First analyse projects (4 weeks)
  - Then develop design docs (4 weeks)
  - Then implement Release 1 (4 weeks, a third of the project)
  - Release 2 next semester

**Find out about project**

- Get the client to describe what they want
  - Ask them to explain anything you do not understand
  - What they want (functionality)?
  - Why they want each function?
  - Is each function mandatory/optional?
- What do they want in release 1 or 2
- Who will use it?
  - Type of user? Eg child/adult, student/lecturer
  - Level of ICT experience?
  - Number of users?
  - How many users at one time?
- How does the project fulfil or contribute to the organisational goals?
  - How ‘important’ is it to the organisation?

**Data storage**

- Does it involve storing data?
- What data do they want to store?
  - Get examples of type of data
- What database system use?
- Do they already know what DB table structure they want?
- Is the data confidential?
  - Do you need a confidentiality agreement?
Software Structure

- How many components?
  - Eg client/server/db
- Run within a browser?
  - Webpage, program within browser (java applet, flash file)
- Work over the internet?
  - Firewall?

Software/Hardware Requirements

- What type of computer should it run on?
  - Mac/PC/Unix/Mobile phone/PDA
- Are there any limitations/restrictions?
  - Speed, access, size, protocols must use
- What programming language/software tools should be used?
- Does it have to communicate with any other hardware?
  - Eg printer, card reader?

Existing System

- Is there an existing system?
  - Can you have/see/use a copy?
- Is there a paper based system?
  - Can you get copies of forms?
- Are you just re-writing/developing existing system?
  - Or are you expanding on that system as well?
- Do they intend to expand the system that you develop in the future?
- Do they intend to use the new system for any other purpose in the future?

At the end

- Decide if you have enough information, or want a meeting another meeting
  - If you do, make an appointment

This is NOT a complete list of questions to ask the client, you should be able to think of some more project specific questions to ask. Do not simply read through these questions at the interview, some of them the client will answer during the discussion. Do not over PLAN the first interview, let the client give you information in the order they want to give it.

Once you have started documents such as the project brief, business case or functional requirement documents you should discuss them with the client. You must make sure your client has time to read the document before the discussion.

The clients should ask for everything that they would like in the first few meetings. Generally speaking it is simply not possible for you to complete everything within 26 weeks. You have to decide what can be developed; this is a valuable experience for you. You also need to decide 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.
Meetings during design phase

In week 5 you should take time to give your client a copy of the submitted Analysis Report and ask for feedback – you will write up the suggested changes as part of the Design Report.

In weeks 5 to 8 you will be developing prototypes of the GUIs (Graphical User Interfaces) for the software. You should have meetings with the client to discuss these prototypes. The GUIs are what the client will use and are the most likely thing that they will want changed. Any feedback they provide will help you fill out the GUI prototype reports.

You also need to test out anything that you are not sure will work in the client’s environment. You need to find out things about the client’s technological set up and make sure what you are about to do will work in their environment. This information should form part of your technical prototype report.

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. You must start applying pressure early to get content from your client.

Meetings during the implementation phase

You need to keep your client aware of progress, the more feedback you get early the more time you have to implement any changes that your client may ask for. It is not recommended that you do weeks of implementation without showing something to the client, or you may have to do it all again.

Meetings at the start of semester 2

The purpose of these meetings is to extract any changed requirements from your 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 you install it for them. Marks are allocated for installing and integrating the software.
Project Reports

Each team must submit an Analysis Report, Design Report, Release 2 Report and an End Of Project Report. All team members must contribute to each report. Each report is made up of a number of different documents. Some examples of the different documents are available on MyLO. All documents for all reports must be electronically submitted. Each document is assessed on the basis of accuracy, usefulness, and quality.

The analysis report consists of:

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<th>Document</th>
<th>Extent</th>
<th>Mark</th>
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<td>Project Brief</td>
<td>Use template</td>
<td>4</td>
</tr>
<tr>
<td>Business Case</td>
<td>Use template</td>
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<td>Functional Requirement</td>
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<tr>
<td>Document</td>
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<td>Release Schedule</td>
<td>Describes the 3 releases</td>
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<td>Risk Log</td>
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<td>3</td>
</tr>
<tr>
<td>Technical Report</td>
<td>Use template</td>
<td>2</td>
</tr>
</tbody>
</table>

The Design Report consists of:

<table>
<thead>
<tr>
<th>Document</th>
<th>Short Description</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated Analysis Report</td>
<td>Update any documents where changes were requested by client or lecturer or identified by team</td>
<td>5</td>
</tr>
<tr>
<td>Data Storage Report</td>
<td>Database diagram or XML schema or data file format, must include detailed textual description</td>
<td>4</td>
</tr>
<tr>
<td>Prototype Report</td>
<td>Either GUI (release 1 interfaces only) and/or Technical Prototype reports</td>
<td>7</td>
</tr>
<tr>
<td>Requirements Trace Matrix (RTM)</td>
<td>A spreadsheet itemizing each software requirement and use case</td>
<td>3</td>
</tr>
</tbody>
</table>

**One of the following:**

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Content Report</td>
<td>Detailed description of proposed content and layout</td>
<td>4</td>
</tr>
<tr>
<td>OO Diagram Report</td>
<td>Relevant detailed OO diagrams, eg class, sequence, activity, state diagrams</td>
<td>4</td>
</tr>
<tr>
<td>Scenarios Report</td>
<td>A detailed operational description of each use case identified in RTM</td>
<td>4</td>
</tr>
<tr>
<td>Storyboard Report</td>
<td>Diagrams and textual descriptions of any models that are required</td>
<td></td>
</tr>
<tr>
<td>Game Report</td>
<td>Detailed descriptions of proposed Game</td>
<td>4</td>
</tr>
<tr>
<td>Other</td>
<td>Discuss with lecturer</td>
<td></td>
</tr>
</tbody>
</table>

If you have trouble choosing an appropriate report talk to the lecturer immediately. Teams are particularly encouraged to consider OTHER documents that would be appropriate for your project, rather than doing a design document that will not be useful. Discuss OTHER documents with your lecturer before commencing.
The Release 2 Report consists of the following:

<table>
<thead>
<tr>
<th>Document</th>
<th>Short Description</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing report</td>
<td>Describe testing of release 1 undertaken and the results of that testing</td>
<td>4</td>
</tr>
<tr>
<td>Updated Risk Log</td>
<td>Update first Risk Log</td>
<td>2</td>
</tr>
<tr>
<td>GUI Prototype Report</td>
<td>Prototype report detailing release 2 interfaces</td>
<td>4*</td>
</tr>
<tr>
<td>Exception report(s)</td>
<td>Use template – for each significant change requested by client or lecturer or identified by team</td>
<td>2*</td>
</tr>
<tr>
<td>Other</td>
<td>Discuss with lecturer – this could replace GUI Prototype report or Exception Report</td>
<td></td>
</tr>
</tbody>
</table>

*Depending on what team has to update the distribution of marks between documents may vary

The End Of Project Report consists of the following:

<table>
<thead>
<tr>
<th>Document</th>
<th>Short Description</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Of Project Report</td>
<td>Use template</td>
<td>4</td>
</tr>
<tr>
<td>Testing Report</td>
<td>Describe testing of release 1 &amp; 2 undertaken and the results of that testing</td>
<td>4</td>
</tr>
</tbody>
</table>

Assessment Templates for all these documents are available on MyLO, It is strongly recommended that you read these to ensure you cover the correct material in each document.

**Project Brief**

A template is available on MyLO. The project brief captures the key aspects of the project, sets out the objectives and scope and outlines the deliverables and constraints.

**Business Case**

A template is available on MyLO. The business case describes the added value of the project to the client’s business objectives. The business case should include attachments that describe the organisational strategy (possibly include modelling diagrams here) and the goals of the business (where the business is going and what they hope to achieve). The business case sets out the reasons for the project and costs and benefits of the project, details the quality expectations and acceptance criteria.

**Functional Requirement Document**

The Functional Requirement Document should describe what systems are required to achieve the goals of the business. Include everything that the client has asked for, even if you won’t finish it all. You document should cover everything that the client has asked for (the **what**) and also any discussion of each point that the client may have given you (the **why**). The reason why the **why** is so important, is that later on you will be implementing a feature, and you will be wondering if it is actually serving the purpose that your client needed it for. If you have the **why** in your requirement
document you will be able to quickly check. You do not have to give a **why** for every **what**, but you should be able to provide a substantial amount.

Ensure that all the requirements (functional, non-functional, and domain) for the project are elicited, and that these requirements are described in a manner that they are valid, consistent, complete, realistic and verifiable.

It is typically 6-10 pages of formatted text produced in Microsoft Word. Layout is important, it should look professional. You should put the requirement document into meaningful sections. Generally speaking, you can divide your system up into a number of components: eg Server, Client and Database or Administrator, User and Database. You could have sections like this in your document. It is suggested that you number each section. You should not have a section such as 'Requirements' or 'System Requirements' as the whole document is about requirements.

Do not write your document as a list of dot points. Do not number every paragraph. Neither of these approaches is very professional. The document should be in paragraph form. One line paragraphs should be minimised. You should indicate what things are mandatory and optional. Remember you are only expressing what the client has told you, you can **not** decide what is mandatory or optional. Some indication should be given of the priority of features, if the client has given a priority.

Do not include a section on Implementation Platform, Language or Tools, unless the client has specifically told you to use those tools. You want to leave your options open. You should put all technical information in the Technical Report.

It is very strongly advised that you read the following document to ensure that you make all your requirements measurable or verifiable, as this is essential for you to be able to complete the testing reports.

http://www.systemsguild.com/GuildSite/SQR/Testreqs.html

**Release Schedule**

The requirement document is a description of **everything** the client wants. It will not be possible to for you to provide everything. You need to decide how much you can achieve over the year. You need to let the client know what you have decided, and allow them to make changes. A release is a distribution of software functionality to the customer. Release 1 should constitute approximately a third of your project. Release 2 should be the remaining two thirds of what you will do. There may be some things that you just won’t have time to do, these should go into Release 3.

In first semester you indicate what you will have completed for each release. It is very rare that you complete everything you say you will by the end of release 1; students tend to overestimate how much they can do. At the start of second semester you can re-negotiate release 2 with your client based on your experience in first semester.

The information about each release is presented in a release schedule. All teams need to do a release schedule. A release schedule is a Word document; it should be about 3 pages long. Each release description should be about a page long, though release 2 can be longer and release 3 shorter. Do not simply copy the requirement document. You are now describing what the client will get combined with **how** you are going to do it. It is very important that you identify what a user will be able to do with your system at the end of each release. This information, apart from informing your client, is used to do your assessment.
Think carefully about what goes into Release 1, it should be *useful* for something. In particular, you should attempt to develop a number of interfaces in release 1, as these are things that the client generally wants to change. Generally speaking you don't do authentication of the user in release 1 as you get limited feedback from the client (it either works or it doesn't). You should generally try to get database implementation out of the way in release 1.

The release schedule is given to the client, so they know what you intend to develop this year, and what things won't be attempted. It must look professional. It should be written in paragraph form, sections are optional. Do not present a list of dot points.

**Risk Log**

A template is available on MyLO. The risk log identifies the possible risks to the completion of the project. It indicates the likelihood of the risk occurring and what impact it will have if it occurs. It also indicates some strategies to either avoid the risk, minimize the impact if it does arise or contingency plans if the risk arises.

**Technical Report**

A template is available on MyLO; it is meant to be a one page document. This report is primarily the responsibility of the Technical Manager, though its contents should be discussed with other team members – decisions are made as a team. It must describe your development platform, the programming language(s) you want to use, any development environments or tools you want to use. It must list any other items you will need, such as APIs or DLLs.

**RTM**

Typically an Excel document with the following columns: Number, Paragraph, Requirement, Type, Release and Use cases. The RTM can only be done once the requirement document is completed. There is more information about how to do an RTM on MyLO.

**Scenarios**

Scenarios provide the operational concept behind a Use Case. A Scenario is a formatted description of the steps required for the completion of a Use Case. There is one scenario per use case.

The most important section is "Scenario", the action column contains all the user actions, no matter how trivial. The software reaction contains details of everything the software should take care of: how the screen is updated; any changes to file structures such as databases; any flags that should be set; any error windows that may come up; literally everything the software should do in response to the user action.

After one person has completed the scenario, it should be given to someone else in the team to annotate. It is so easy to miss something, or just assume something. It is the annotator’s job to pick these things up and make sure the author puts them into the scenario. The annotator writes suggestions/questions at the bottom of the scenario, the original author makes changes to the scenario.
**Online Content Report**

If you are working on an online content project you should produce a detailed textual description of the layout of your content. Online content could mean a web site, or a CD or a training package. Often the client does not provide many details about the structure or layout. These are generally provided by the team members, but need to be confirmed by the client. What is the expected content (does not include the actual textual content)? The first thing to consider is the hierarchy (layout or structure) of your content. How does the user navigate around the content? Is there a menu? What is the structure of this menu? If you are going to extract data from the user then you need to work out what you will be asking for.

**Storyboards**

If you are producing a 2D/3D model, game, video or animation then rather than scenarios you should do storyboards. A storyboard consists of a series of diagrams and explanations of the diagrams. The diagrams show the graphics you are going to develop and/or how the graphics change over time.

The team should produce a storyboard (picture and description) of any graphical environment, people, characters or objects they are going to develop in that release. In each semester you only do the storyboards for that release, not all of them. Powerpoint is a useful tool for storyboards. Give the boards an order or provide a description at the start of how the user might navigate through the sequence.

Do not spend a lot of time using a drawing package to create graphics. You can use a digital camera to take photos of the places/objects you are going to develop or that look similar to the ones you want. You can have hand drawn pictures if you want. You must explain what it is a picture of, what objects in the picture you are going to develop or not develop. Objects of particular importance should have photos/diagrams from a number of angles.

Each diagram must have an explanation. You need to describe colours (if in black/white), size if it isn't obvious, why it is included, if the user interacts with an object in the diagram, explain how they do this.

**Game/Model Report**

If you are working on a game or modelling project you should produce a detailed textual description of your game and model. Often the client does not provide many details about the model structure or the game structure. These are generally provided by the team members but need to be confirmed by the client. You should describe the scenery, the playing characters and the characters that will be met during the game. You should describe what actions the characters have, e.g. do they fight, shoot, pick up things, move things, run, walk, swim, etc. You should describe what records of player status you are keeping, e.g. jewels, health, time, points, etc.


**GUI Prototypes**

Note: It is the prototype report that is assessed, not the prototype.

It is important to prototype your interfaces, this will mean you have something concrete to show your client to get feedback. Early feedback from your client on the interfaces can lead to greater client satisfaction. The client hardly ever likes your first design of the interface, and you need to find out the problems as soon as possible. Prototyping is also a good opportunity to learn your development language and experiment with your development environment.

Generally speaking you should do a prototype for each distinct GUI, you should group similar GUIs, e.g. enter data and edit data GUIs are generally very similar, all error GUIs have an extremely similar look and feel.

If you have scenarios draw a draft of each GUI identified on paper. Every button, menu option, text field, etc referred to in the scenarios should be on the GUI. If you put a button on a GUI that is not mentioned in a scenario somewhere then there is a problem with the scenarios and vice versa. You must sketch every menu, so that you have some idea of the options, navigation and number of levels involved.

If you have storyboards have a team meeting to ensure a consistent look and feel has been used throughout. It is most likely that you will have an intro screen and/or menu page, these at least should be prototyped in the implementation language.

If you are doing online content then at least one section of your content needs to be prototyped. It is probably best to do this using the particular development software you have decided to use for implementation. Ideally you will use realistic content, but it depends on whether your client can supply it in time. You need to develop a prototype of your home screen and menu system for your program. You are prototyping the overall layout and showing how people navigate around your content, using relatively blank pages to represent the rest of your content. You are not doing any difficult programming at this stage, just attempting to get an understanding of how your content will be displayed.

For the main screen layout, general look and feel of all screens and the colour scheme, it is common to produce a number of prototypes (e.g. each team member do a version) and allow the team members and/or client to provide feedback as to which one is best (or which bits from each should be used).

Once all the GUIs have been designed on paper, have a team meeting to ensure a consistent look and feel has been used throughout. Each screen should use the same layout principle, they should all use similar names for links or buttons, and the colours used in headings and borders should all be similar. The designs should then be implemented in the implementation language for the next stage of the prototype.

If you are adding to existing software, you should use this opportunity to link your new GUIs in with their old ones. This is an opportunity to understand the program you will be adding too, and an opportunity to learn the language.

In all the above you should aim for a consistent look, remember though that this is a prototype. The client won’t like everything that you do; you will have to change it. The idea is to get the overall look ready so that your client can say what they do and don’t like. Get feedback from client and testing team often; remember to write up their feedback in the prototype reports.
**GUI Prototype Reports**

Note: It is the prototype report that is assessed, not the prototype.

For each prototype it is necessary to produce a prototype report. A template for a prototype report is available on MyLO. A prototype report is not complete without feedback. These reports form part of your Design Report and are Word documents.

A prototype has a definite single purpose. The end result should be something that you can use in the implementation or discard. A prototype is developed in stages. Receiving feedback from someone(s) generally concludes a stage.

Feedback can only come from people not involved in the development. Feedback in the early stages can be from other team members, but for at least the final stages feedback should come from the client.

A prototype report should include the following sections:

1. A description of what you were working out how to do with this entire prototype series.
2. For each stage include: (most prototypes would have 3 or more stages)
   a. An iteration number
   b. A description of the goal of this prototype stage, include enough information to distinguish it from other stages.
   c. The iteration number of previous prototype stage (not necessarily the one before)
   d. Name the developers
   e. A diagram, include screen dumps if possible
      i. hand drawn diagrams should be scanned in
   f. List of feedback (for each feedback provider)
      i. Who gave it
      ii. What did they say (good and bad)
   g. Status
      i. Approach abandoned
      ii. Approved by most people and finished
      iii. Another stage required

**Technical Prototype Reports**

Typically each project requires you to make some technical decisions – eg what programming language to use, what hardware to use, etc. These issues need to be researched and decisions made using a logical process. It is this process that is written up in a technical prototype report. A template for a prototype report is available on MyLO.

A technical prototype has a definite single purpose – eg choose development language, choose a particular piece of hardware. Generally speaking there are a numbers of options available to you and you have to make some sort of choice.

To determine an outcome it is normal to have some criteria on which to make the decision. For each criteria there should be a rating system so that each possible option can be ranked against the criteria.

A prototype is developed in stages. Each stage is investigating a different option against the specified criteria and giving it a rating. The prototype ends with a decision.
A technical prototype report should include the following sections:

1. A description of what you were working out how to do.
2. A description of the criteria and rating system for each criteria
3. For each option include:
   a. A description of the option.
   b. Names of the people who did the research on this option
   c. An analysis of how this option rates for each criteria (and why).
4. A summary table of each option against each criteria and rating
5. A conclusion describing which option has been chosen and why.

**Object Oriented (OO) Diagram Report**

An object oriented design should be completed for any project that requires substantial programming, particularly if the programming language is object-oriented. You can use any UML modeling program you like for this, but it must be capable of exporting the diagrams into a readable format that can be assessed, e.g. .pdf. You can do things like package diagram, class diagrams, sequence diagrams, activity diagrams or state diagrams. There is much more information on MyLO on how to do object oriented design.

**Data Storage Report**

Typically data is stored in a database or is imported/exported using XML or data is simply imported/exported from a data file.

If you are using a database the report should consist of a database diagram showing tables, attributes and relationships. There is more information on MyLO on how to do database diagrams. The report should also contain a detailed description justifying the decisions about tables, attributes and types.

If you are going to use XML in your project, you need to describe your document type definition or Schema, and show some example XML. There are some examples available on MyLO.

If your software is going to read/write external text files (data files) you need to provide a detailed description of the purpose and format of these files.

**Testing Report**

Use the RTM to itemize the requirements, extract the verifiable/measurable criteria for each requirement from the functional requirement document and test whether the requirement has been achieved. A template is available on MyLO.

**End Of Project Report**

A template is available on MyLO. This states whether the objectives have been met, deliverables achieved and benefits realized.

**Exception Report**

A template is available on MyLO. Any significant changes to the project brief, business case, functional requirement document or release schedule requires the team to fill in an exception report for each change.
Documentation

Each team is required to produce a user manual and a reference manual in KXX332. The manual coordinator is responsible for coordination and layout and formatting, in particular the Table of Contents. Every team member should participate in the text and diagram production. The manual coordinator does not have to write everything. Some examples of previous manuals are available on MyLO.

Proof read the manuals!!! Every team member should do this!

User Manual

The user manual is written for the client. It is assessed on how well your client will understand what you are talking about. If your system is used by different types of people, eg an administrator and a user, you may consider producing two separate user manuals. The user manual must have a very professional look and feel.

This document can be a paged document (.doc or .pdf) or online (.html). The length of this document will vary considerably between teams, but as a guide a 40-50 page document is typical.

You must describe the software only, not your team, not the course. You should have descriptions on how to use every element of your program. The manual should be about your program, not primarily about installing drivers, etc. Include the following:

- Introduction
- Explain what your program can do
- Include screen dumps (but do not overly repeat the same diagram)
- Explain every input field
- Explain every menu option
- Starting and quitting
- Getting help
- Installing – this chapter may be in the reference manual.

Where relevant:

- Getting Started (a step-by-step through all initial common steps)
- A Tour (of all main features)
- Saving information
- Any networking that needs to be set up
- Printing
- Customizable aspect of your program
- Trouble shooting – (explain all error messages)

You should think carefully about the order in which you present the information. You can put similar elements into the same chapter. Put the more advanced aspects towards the end. Look at the layout of each page, where possible put text describing a diagram with that diagram. Make sure the text matches the diagram, eg close v cancel buttons. Do not make the document longer by having multiple copies of the same screen dump. Include page numbers.
Reference Manual

The reference manual is written for people with programmer or system administrator ICT knowledge, it is very technical. The main purpose of the reference manual is to aid people who want to change/update your software at a later stage.

The length of this document will vary considerably between teams, but less than 50 pages would be unusual. This manual should be in an interactive html format that can be accessed via an index.html file or can be a paged document (.doc or .pdf).

The introduction should explain what your program is about from a technical point of view. This should not be the same introduction that appears in your user manual but it will be similar. You should explain the general structure of your program, e.g. client/server, stand-alone application.

You need to explain each file, why it exists, and in general what is in it. You do not have to explain every method, so long as there are comments in your code explaining every method. You can use an electronic documentation creator, such as javadoc, to extract your comments that explain each file and method; this information should be put into an appendix.

If your program reads/generates external files or uses a database you need to explain the format of every text file or database table that accompanies your program. This will be very similar to what was in your data storage report.

You need a section that covers how to re-compile your program. In particular this must include a list of the source files needed and what versions of software you used to compile your program.

If it doesn’t appear in your user manual then you should have a chapter than covers installing your program. This may occur when the user of the program is not usually the person who installs it (for example, something that works over the Internet). It is very important that this chapter covers every step.

You may also want to include a trouble shooting section, if you have had problems understanding how to get it to install or compile then so will your client.
Web Page

Each project team is required to maintain a small web page describing their project. This should be in your /public_html/web folder. Create a file called index.html, this is the base for your web page. The web pages will be made available externally via the school webpage, for this reason you can not include any executable features in your webpage, no PHP.

Every website should have a title and menu, a corporate look and feel and be professional looking. The menu must have the following options:

- **Home** – (index.html) has a brief description of purpose of the project
- **Team** – first page describes team with team photo, linking to individual pages
  - Each member has page with short resume
- **Client** – describes the client
- **Tools** – describes the languages and development tools used, including links to other relevant sites.
- **Software** – a clear description of the software developed
  - Include screen dumps if possible, but not executables
  - **Do not** include copies or links to completed documentation

The web page will be assessed at the end of second semester, but an initial assessment is undertaken at week 22 (the software page does not have to be complete at this time). Teams are advised that all the publicity for demonstration day starts in week 22 and many industry members look at the pages in week 22/23, you are advised to make sure your web page is presentable and up-to-date at this time. You can continue to change your webpage up to week 26. At the end of the year the web pages are moved to the past projects website and are available for eternity.
**Presentation**

You must formally present your first release. Clients and staff will be invited to listen and bring guests with them. Team members can invite other people (students, family, and employers) to listen. You should treat this process seriously and dress and act in a business-like manner. You should treat the presentation as though you were tendering/competing to do this project in the real world. You are aiming to convince your client that you are the right team to employ to develop release 2.

The presentation will occur in week 13. Launceston presentations will be held on Monday, Hobart presentations will be held on Wednesday and possibly Thursday.

The presentation should be no longer than 40 minutes (less than 20 minutes would be too short); include a demonstration and a PowerPoint presentation. All team members should participate in preparing the presentation and demonstration. You can have a subset of your team do the presentation/demonstration or you can all participate. All team members should be available to answer questions. Your presentation should contain the following:

- An introduction of your team members
- A description of the client and the client’s business
- A description of the problem that the software is meant to solve
- A demonstration of the solution and software developed so far
- A description of the tools used
- A description of the difficulties/challenges you have faced
- A description of the work to be completed for release 2

You do not necessarily have to have a slide with the title difficulties. You can simply discuss the difficulties throughout your presentation. The kind of things you should talk about are:

- programming languages - are they new to you
- development tools used - is this the first time you have used them
- number of components (client/server/database, etc)
- anything that was hard or time-consuming to do
- lack of information or resources, or late receiving information or resources

It will be assessed by a panel consisting of the lecturers, client and possibly other people. The panel will assess how well you present and demonstrate, and they will also assess your software.
Demonstration Day

The demonstration will be a public demonstration of your final release. Clients, staff, students and members of the Tasmanian IT community will be invited to come and look at the final products.

Demonstration days are held in week 24. The Hobart version will run from 11am - 3pm on Wednesday. The Launceston version will run from 11am - 3pm on Monday.

Important: depending on number of teams this may vary.

Setting up demonstration day takes a considerable amount of time: typically one hour before it starts in the morning and one hour after it finishes. Students from each team will be required to help with the setup and pack up.

Demo Day Assessment

The assessment will be based on how well you ‘market’ your project and how well you demonstrate the project.

Demonstration

You need to prepare a suitable demonstration of your product and be prepared to talk to interested people. At least two people from each group should be available at all times during demo day, and everyone should participate. You should organise a roster.

Your demonstration should contain the following:

• A description before starting to use the program of what the project was all about.
• A complete demonstration of all the standard type features of the program.

The complete assessment criteria will be discussed in the lecture and are available on the MyLO site. The demonstration is worth 4% of your final mark.

Marketing

You should decorate your display area (booth) using such things as project posters, project slogan, pamphlets, name tags, business cards, client merchandise/equipment.

Warning: each team only has limited space, around 0.5m x 1.5m (a computer bench).

The marketing coordinator should coordinate the marketing materials, but all team members should contribute text and diagrams and provide feedback and suggestions.

<table>
<thead>
<tr>
<th>Item</th>
<th>Maximum Points</th>
<th>Item</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poster</td>
<td>3</td>
<td>Slideshow</td>
<td>1</td>
</tr>
<tr>
<td>Slogan</td>
<td>2</td>
<td>Giveaways</td>
<td>1</td>
</tr>
<tr>
<td>Pamphlet</td>
<td>2</td>
<td>Coordinated Attire</td>
<td>1</td>
</tr>
<tr>
<td>Related Materials</td>
<td>2</td>
<td>Attractiveness</td>
<td>3</td>
</tr>
</tbody>
</table>

Each item is assessed on the basis of appropriateness and quality. Demo Day Marketing is assessed and you may want to attempt about 10 points worth, it is very strongly suggested that you do not attempt everything. The money spent on an item has NO impact on assessment – do NOT spend too much money. Demo Day Marketing is worth 5% of the final assessment. There is an assessment of individual contribution to marketing using peer assessment tools.
**Poster**

You may want to prepare a poster for display on demonstration day. The poster should include the following: title, team members, client name, description of the purpose of your final product, description of what you have achieved, information about tools used, screen dumps that give a good impression of the interface.

**Slogan**

Another way of attracting people to your booth is to have a short slogan (in really big font) that advertises your project – it could be the project title or a short description of the purpose of your software.

**Pamphlet**

This is typically an A4 sheet of paper, possibly in 3-fold format that describes your project and team. You hand out these pamphlets to visitors to your stall. Printing these pamphlets is the financial responsibility of the team – we suggest no more than 20 pamphlets unless you expect to be extremely popular. Black and white pamphlets get the same marks as colour ones!

**Name Badges / Business Cards**

Each student should wear a name badge. You can also prepare business cards to hand out to visitors if you want to. Printing these is the financial responsibility of the team. Black and white versions get the same marks as colour ones!

**Slideshow**

For some projects it is useful to prepare a slideshow presentation to run on a spare computer (subject to availability), this is particularly useful for projects that do a lot of background processing.

**Client Materials or Project Related Materials**

Some clients have materials, such as posters or artifacts that you can borrow to decorate your area. Depending on the domain of your project you can use interesting artifacts to decorate your area, e.g. sporting equipment for a sporting project.

**Giveaways**

It is common, but definitely not necessary, for teams to have something fun to give away such as sweets. Do not go overboard and keep the expense to a minimum (it is the financial responsibility of the entire team).

**Attire**

You should treat this process seriously and dress and act in a business-like manner. A coordinated team approach is best, for example matching t-shirts or tops or similarly coloured clothes. It is **NOT** necessary to buy a suit for the occasion.

**Attractiveness**

Displaying your materials is just as important as having them. Think about how to use your display space, do not overcrowd, use items to emphasize displays such as boxes to raise height or tablecloths. You will also be assessed on how you attract people to your area and interact with the people around your booth. Do not have too many team members in your area, so that visitors can not see your project.
**Printing**

The School will do one free print of the final version of an A3 poster and an A3 slogan and laminate them if they are submitted on time. They will be printed by UniPrint. The School will not accept any files for printing or laminating after 12 noon Thursday 24th September (Launceston) or after 12 noon Monday 28th September (Hobart). This is so the files can be sent to UniPrint and the items returned in time for Demonstration day.

You can print and laminate your poster and slogans elsewhere, or approach UniPrint yourself if you miss the deadline. The School will NOT pay for late files.

The school will do colour prints of draft posters and slogans. These will be reduced to A4 size (not A3 size). There is a limit of 4 draft printouts per team. You must pay for the draft printouts. The poster and slogan must be in Acrobat Reader format (.pdf) or Adobe Photoshop format (.psd or .jpg) for the School to print it.

If you use Photoshop, set the resolution to 120 pixels/cm or it won’t print well. For a portrait A3 poster set the print size to 40 cm high, 29 cm wide. For a landscape A3 poster set the print size to 29 cm high, 40 cm wide. When submitting your file, merge the layers so that the file size won’t be too large.

It is strongly recommended you don't use Microsoft Word as it causes problems with printing.
Timesheets

Timesheets need to be filled in when you work on project to keep a record of how much each person is contributing to the project. These will show who is doing what, and that you are meeting the time requirements for this unit. Include lectures, all meetings, any reading you do, any programming, anything to do with the project.

You are required to spend at least 8 hours a week on Project on average. There will be weeks when you won’t do 8 hours; this is not a problem as you should make up the hours in other weeks. The lecturer will only be concerned if you consistently work less than 8 hours. Any excessive contributions will be looked at seriously.

The timesheet system is available via the project website. There is a paper version in appendix A. The timesheets should be kept daily as this is the best way to ensure accuracy. The web server goes down frequently; if the server goes down on Monday night there will be no extensions granted, as all the times should not be entered at the last minute.

Classify each of the tasks you do as one of the following job codes:

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting¹</td>
<td>Formal Team, Client, or Management meeting  &lt;br&gt; Preparing for any of these meetings eg arranging a time for the meeting, phone calls, etc</td>
</tr>
<tr>
<td>Admin</td>
<td>Peer Assessment, Scheduler, reading/writing email relevant to project, writing up minutes of meeting</td>
</tr>
<tr>
<td>Study</td>
<td>Reading project manual or online materials, reading other project management material  &lt;br&gt; Attending lectures  &lt;br&gt; Reviewing past material from previous years (eg design docs, manuals, marketing materials)  &lt;br&gt; Web browsing for similar software or software tools  &lt;br&gt; Web browsing for project content, eg pictures, text  &lt;br&gt; Experimenting with other similar software, learning programming languages  &lt;br&gt; Doing online tutorials about the tools or languages</td>
</tr>
<tr>
<td>Report</td>
<td>Any work on a report (analysis, design, release 2, end of project), includes both development and proof reading  &lt;br&gt; Meeting to work as a team (or partial team) on a report  &lt;br&gt; Does not including prototyping, but does include time writing prototype reports  &lt;br&gt; Does not include testing, but does include time writing testing reports</td>
</tr>
<tr>
<td>Implementation</td>
<td>Creating software (programming, graphical modelling, whatever is involved in developing system)  &lt;br&gt; Meeting to work as team (or partial team) on implementation  &lt;br&gt; Developing prototypes</td>
</tr>
</tbody>
</table>

¹ Some teams meet to do work on a specific item, eg requirements document. This should be classed as design not meeting. If the meeting was to work on software, then it should be classed as implementation (or prototyping), not meeting. It should only be recorded as meeting if there was no specific work product produced, just checked or allocated.
<table>
<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting to work as a team (or partial team) on a prototype Testing software</td>
<td>Meeting to work as team (or partial team) on testing</td>
</tr>
<tr>
<td>Manuals</td>
<td>User Manual, Reference Manual, Includes both development and proof reading</td>
</tr>
<tr>
<td>Marketing</td>
<td>Presentation, Demo Day, marketing materials, Webpage Includes both developing material and attending</td>
</tr>
</tbody>
</table>

In the comment field you must describe in detail what you did, e.g. What particular document you worked on and what you did to it; what type of meeting it was and what you discussed. A comment entry would generally be about 10-30 words. Failure to enter proper descriptions will lose marks.

Sometimes it may be hard to know what to classify a task as. Try to be as accurate as possible. For instance, if you have a team meeting to primarily work on a document then classify it as report, but if you have a team meeting to distribute out report work, then classify it as Meeting. Sometimes you may do multiple things in the one session, e.g. you may do some study, and then implementation, and then some administration. You should break the timesheet entry up into separate entries reflecting the amount of time you spent on each job code.

A timesheet spans from Monday to Sunday. A timesheet for the previous week must be completed by the following midnight Monday. A timesheet is assessed based on your level of participation and the following rules:

- Each weekly timesheet is worth 0.5%, to a maximum of 5%.
- The quality of comments may mean you do not earn the full 0.5%.
- If there are less than 5 entries in a week by Monday midnight you will get 0 for that week.
- Any entries added after midnight Monday will be considered late, and will not be counted in the above rule.
- If you average less than 8 hours over a semester (including the late entries), you will score 0 for each week you worked less than 8 hours.
- There are 13 weeks a semester; the three weeks with the lowest score will not be counted, allowing you to have some light work weeks with no penalty.

It is in everyone’s best interest if you each keep honest records. The data on your timesheets (and the number of hours you spend on each work product) is used to evaluate your individual mark for a work product. It is incredibly important that your timesheets are accurate, and that you classify each job you do correctly. Team members should look at each others timesheets and ensure that they are accurate. If your team members are lying about the time they spend on project you should tell the lecturer, as this can impact on your mark.

**If it is not on your timesheet, you did not do it!**
Team Schedule
A project schedule will be maintained by the administration manager using Microsoft Project. The schedule must contain accurate records of who has completed which tasks, and a plan showing who is responsible for completing tasks in the coming weeks (at least 3 weeks in advance).

Only tasks relating to project development should be recorded in the schedule. These things relate to anything to do with the production of the project reports, implementing the software, preparing the manuals, or tasks related to marketing materials. These tasks typically take longer than one hour; in fact most will take weeks. Do not put meeting attendance, administrative tasks, tasks that relate to professionalism in the schedule.

An up to date version of the schedule should be available in your team directory at all times and each team member should regularly check the schedule for accuracy. At each weekly team meeting all unfinished tasks should be reviewed and progress recorded.

The schedule forms part of the team mark and is worth 3%.

Minutes
Teams are required to keep minutes of each weekly formal team meeting. The formal meeting is the meeting where you check the work completed from the previous week and also allocate out work for the following week. The main points of the discussion and any decisions made should be recorded. For each team member you should record progress on previous tasks allocated, and note new tasks allocated for the following weeks. There is a template available for recording the team meeting minutes on MyLO.

Teams are required to have an agenda for the client meetings, which should be sent to the clients 24 hours in advance. Teams are also required to keep minutes from each client meeting. All decisions and feedback should be recorded.

Each team member must take a turn at keeping the minutes; given the number of meetings most team members should record the minutes more than once. The name of the person who recorded the minutes should be identified in the minutes.

The minutes should be submitted weekly and are due by Monday midnight (for the previous week). The files should be .doc or .pdf and should be submitted into the minutes folder within the submission folder. Be consistent in the way you label your files, so that it is easy to work out the order and type (eg team or client).

The minutes that you record form part of your individual mark and are worth 3%.
Assessment

*Project A Assessment*

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports</td>
<td>46%</td>
</tr>
<tr>
<td>Software</td>
<td>22%</td>
</tr>
<tr>
<td>Marketing</td>
<td>10%</td>
</tr>
<tr>
<td>Professionalism</td>
<td>22%</td>
</tr>
</tbody>
</table>

Project A is 100% internal. Each student will get an individual grade that is made up of an individual component worth 40% and a team component worth 60%. To pass Project A you have to get 45% of both components and more than 50% overall. So to pass Project A you would have to get at least 18/40 for the individual component and at least 27/60 for the team component and at least 50/100. The individual component is made up of: 16% Reports, 7% Software, 3% Marketing, and 14% Professionalism. The team component is made up of: 30% Reports, 15% Software, 7% Marketing and 8% Professionalism. Each person in the team will get the same mark for the team component, so it is very important that you all work as a team and contribute to the best of your ability.

Each report will be assessed on the basis of quality, accuracy and presentation by the lecturer. There are two reports (Analysis Report and Design Report) and each report is worth 23%. Your contribution to each report is worth 8% of the individual mark and is assessed by the lecturer using peer assessment tools.

A panel (15%) will assess the software. The assessment will be based on what you undertook to produce for release 1. The software assessment will be performed at the presentation. Your contribution to the software is worth 7% of the individual mark and is evaluated by the lecturer using peer assessment tools.

The presentation will be assessed by a panel. All students are required to actively participate in the presentation (or its preparation) which is worth 7% of your team mark. Your contribution to the presentation (or preparation) is worth 3% of the individual mark and is assessed by the lecturer during the presentation and by using peer assessment tools.

Peers and the client and lecturer will assess professionalism. The client interaction assessment will form part of the team component (5%). For each meeting such things as punctuality, asking questions, clarifying points, listening, making the meetings worthwhile will be considered. Keeping the client informed of progress and problems via email will also be considered.

The student’s approach to working in a team will be assessed by their team members and the lecturer and form part of the individual component of professionalism (6%). It includes such things as your attendance at team meetings, contributing to the ideas and discussion at the meetings, completing work by deadlines set at team meetings, your ability to work with team members and perform your management/coordinator role. Assessment will be completed using the peer assessment forms. Each student’s level of professionalism can be discussed at management meetings with the lecturer.

The lecturer will assess timesheets, schedule and minutes. The assessment for the timesheets is ongoing throughout the semester and they are assessed using the rules under the section titled Timesheets, maximum 5% towards the individual mark. The
schedule is assessed at each management meeting and it is worth 3% of the team mark. The assessment of the minutes is ongoing throughout the semester, and the minutes that you write up is worth 3% of your individual mark – make sure when you record the minutes that you are identified as the author in the minutes.

Various penalties will be applied throughout semester. Failure to submit a peer assessment form by the deadline (without a reasonable explanation) will result in -0.5 penalty to your individual mark. Failure to attend a management meeting (or rude or abusive behaviour) will mean a -1 penalty to your individual mark, lateness to a management meeting is a -0.5 penalty. Failure to have a team representative at a lecture (without a reasonable explanation) will mean a -0.5 penalty in the team mark. Maximum penalties (-5).

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
<th>Team</th>
<th>Ind</th>
<th>Who Assess</th>
<th>Worth</th>
<th>Components</th>
<th>Worth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports</td>
<td>46</td>
<td>30</td>
<td>16</td>
<td>max 20</td>
<td>Lecturer/Lecturer/Peer</td>
<td>30 max 20</td>
<td>Analysis/Design</td>
</tr>
<tr>
<td>Software</td>
<td>22</td>
<td>15</td>
<td>7</td>
<td>max 10</td>
<td>Panel/Lecturer/Peer</td>
<td>15 max 10</td>
<td>Software</td>
</tr>
<tr>
<td>Marketing</td>
<td>10</td>
<td>7</td>
<td>3</td>
<td>max 5</td>
<td>Panel/Lecturer/Peer</td>
<td>7 max 5</td>
<td>Presentation</td>
</tr>
<tr>
<td>Professionalism</td>
<td>22</td>
<td>8</td>
<td>14</td>
<td></td>
<td>Client/Lecturer/Lecturer/Peer</td>
<td>5 12</td>
<td>6</td>
</tr>
</tbody>
</table>

Note: When peer assessment is used it is possible for a team member to get more than the amount allocated for the individual mark. In this case the excess can still be counted (up to maximum indicated) towards the student’s individual mark, so long as the combined individual marks do not exceed 40 and the total mark for that item does not exceed the number in the total column.
Project B Assessment

20% Reports
30% Software
14% Manuals
14% Marketing
22% Professionalism

Project B is 100% internal. Each student will get an individual grade that is made up of an individual component worth 40% and a team component worth 60%. To pass Project B you have to get 45% of both components and more than 50% overall. So to pass Project B you would have to get at least 18/40 for the individual component and at least 27/60 for the team component and at least 50/100. The individual component is made up of: 8% Reports, 10% Software, 14% Professionalism, 4% Marketing and 4% Manuals. The team component is made up of: 12% Reports, 20% Software, 8% Professionalism, 10% Manuals, and 10% Marketing. Each person in the team will get the same mark for the team component, so it is important that you all work as a team and contribute to the best of your ability.

Each report will be assessed on the basis of quality, accuracy and presentation by the lecturer. There are two submissions: Release 2 Report is worth 12% and the End Of Project Report is worth 8%. Your contribution to reports is worth 8% of the individual mark and is assessed by the lecturer using peer assessment tools.

A panel of people will assess the software. The assessment will be based on what you undertook to produce for release 2. The software assessment will be performed during demonstration day and at the management meeting in week 26 and at the client handover meeting. Your contribution to the software is worth 10% of the individual mark and is evaluated by the lecturer using peer assessment tools.

A panel will assess the demonstration (4%) on demonstration day. The demonstration will be assessed based on how you demonstrate your software. The lecturer will assess how you have marketed your project and how you attract people to your area (5%). The web page will be assessed by the lecturer and is worth 5% of your team mark. Layout, grammar, and having the required contents will be assessed. The marketing assessment will include a 4% individual component and is assessed by the lecturer using peer assessment tools.

Teams must produce a user manual (7%) and reference manual (7%) and is assessed by the lecturer. All items will be assessed at the end of the semester. Layout, grammar, and having the required contents will be assessed. Your contribution to the manuals is worth 4% of the individual mark and is assessed by the lecturer using peer assessment tools.

The student’s approach to working in a team will be assessed by their team members and the lecturer and form part of the individual component of professionalism (6%). Such things as your attendance at team meetings, contributing to the ideas and discussion at the meetings, completing work by deadlines set at team meetings, your ability to work with team members and perform your management/coordinator role. Assessment will be completed using the peer assessment forms. Each student’s level of professionalism can be discussed at management meetings with the lecturer.
The lecturer will assess timesheets, schedule and minutes. The assessment for the
timesheets is ongoing throughout the semester and they are assessed using the rules
under the section titled Timesheets, maximum 5% towards the individual mark. The
schedule is assessed at each management meeting and it is worth 3% of the team
mark. The assessment of the minutes is ongoing throughout the semester, and the
minutes that you write up is worth 3% of your individual mark – make sure when you
record the minutes that you are identified as the author in the minutes.

Various penalties will be applied throughout semester. Failure to submit a peer
assessment form by the deadline (without a reasonable explanation) will result in -0.5
penalty to your individual mark. Failure to attend a management meeting (or rude or
abusive behaviour) will mean a -1 penalty to your individual mark; lateness to a
management meeting is a -0.5 penalty. Failure to have a team representative at a
lecture (without a reasonable explanation) will mean a -0.5 penalty to the team mark.
Maximum penalties (-5).

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
<th>Team</th>
<th>Ind</th>
<th>Who Assess</th>
<th>Worth</th>
<th>Components</th>
<th>Worth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports</td>
<td>20</td>
<td>12</td>
<td>8</td>
<td>Lecturer/ Peer</td>
<td>12 max 12</td>
<td>Release 2 End of Project</td>
<td>12</td>
</tr>
<tr>
<td>Software</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td>Panel/ Peer</td>
<td>20 max 14</td>
<td>Software</td>
<td>30</td>
</tr>
<tr>
<td>Manuals</td>
<td>14</td>
<td>10</td>
<td>4</td>
<td>Lecturer/ Peer</td>
<td>10 Max 6</td>
<td>User Reference</td>
<td>7</td>
</tr>
<tr>
<td>Marketing</td>
<td>14</td>
<td>10</td>
<td>4</td>
<td>Panel/ Peer</td>
<td>4 6 max 6</td>
<td>DemoMarket Demonstration Webpage</td>
<td>5</td>
</tr>
<tr>
<td>Professionalism</td>
<td>22</td>
<td>8</td>
<td>14</td>
<td>Client/ Peer</td>
<td>5 12 6</td>
<td>Client Interact Teamwork Timesheets Schedule Minutes Penalties</td>
<td>5</td>
</tr>
</tbody>
</table>

Note: When peer assessment is used it is possible for a team member to get more than
the amount allocated for the individual mark. In this case the excess can still be
counted (up to maximum indicated) towards the student’s mark, so long as the
combined individual marks do not exceed 40 and the total mark for that item does not
exceed the number in the total column.
### Unit Schedule

The amount of work can seem a little overwhelming, but you do not have to do everything at once, but you do have to work consistently.

<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></td>
<td>Client Management (Hbt - Wed)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Client Management (Ltn - Mon)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Lecture</td>
<td>Client</td>
<td>Design Report Start Implementing Release 1, when report finished</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Management Client</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><em>Split Week for Easter</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Client</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Lecture (Hbt - Wed)</td>
<td></td>
<td>Implement Release 1</td>
</tr>
<tr>
<td>10</td>
<td>Lecture (Ltn - Mon)</td>
<td>Management Client</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Client</td>
<td>Test Release 1 Prepare Presentation</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Presentation</td>
<td></td>
<td>Presentation</td>
</tr>
<tr>
<td>14</td>
<td>Lecture</td>
<td>Client</td>
<td>Release 2 Report Implement Release 2</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Client</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td>Implement Release 2 Webpage</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Double week</td>
<td>Client</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Lecture</td>
<td>Management</td>
<td>Integrate &amp; Test Software Prepare Demo Materials Almost finish Webpage</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td>Client</td>
<td>Test Software Prepare Demo Materials Manuals</td>
</tr>
<tr>
<td>24</td>
<td>Demonstration</td>
<td></td>
<td>Manuals</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td>Management Client</td>
<td>Manuals Update Webpage End Of Project Report Install/Integrate Software</td>
</tr>
</tbody>
</table>

You must have one team meeting each week to do work allocation. Variation between weeks for Hobart and Launceston is due to some Mondays being public holidays.
Hobart

All the lectures, management meetings and Demonstration Day are on Wednesday. Presentations will be on Wednesday but some may be on Thursday.

The proposed schedule for the lecture in week 1 is:

- 9am – Lecture – Introduction
- 10:30am – Workshop – Team Formation & Exercises
- 12noon – Lunch
- 12:30pm – Hand in Team nomination form
- 1:30pm – Workshop – Team Announcement & Meeting
- 2:10pm – Workshop – Talk to potential clients
- 3:30pm – Workshop – Fill in Project nomination form
- 4pm – Workshop – Project Allocation

Launceston

All the lectures, management meetings, presentations and Demonstration Day are on Monday. Management meetings may be on Tuesday if there is a timetable issue.

The proposed schedule for the lecture in week 1 is:

- 9am – Lecture – Introduction
- 10:30am – Presentation – Potential clients describe projects
- 11:30am – Workshop – Team Formation & Exercises
- 12noon – Lunch
- 12:30pm – Hand in Team nomination form
- 1pm – Lecture – Interviewing Client
- 1:30pm – Workshop – Team Announcement & Meeting
- 2pm – Workshop – Fill in Project nomination form
- 3pm – Workshop – Project Allocation

**Submission Schedule**

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timesheets</td>
<td>Weekly</td>
<td>Monday midnight</td>
</tr>
<tr>
<td>Schedule</td>
<td>At each</td>
<td>Management meeting</td>
</tr>
<tr>
<td>Minutes</td>
<td>Weekly</td>
<td>Monday midnight</td>
</tr>
<tr>
<td>Analysis Report</td>
<td>Week 4</td>
<td>Friday 3pm</td>
</tr>
<tr>
<td>Design Report</td>
<td>Week 8</td>
<td>Friday 3pm</td>
</tr>
<tr>
<td>Release 1</td>
<td>Week 13</td>
<td>At your presentation</td>
</tr>
<tr>
<td>Presentation</td>
<td>Week 13</td>
<td>Any day</td>
</tr>
<tr>
<td>Release 2 Report</td>
<td>Week 17</td>
<td>Friday 3pm</td>
</tr>
<tr>
<td>Webpage</td>
<td>Week 22</td>
<td>Friday 3pm</td>
</tr>
<tr>
<td>Demonstration</td>
<td>Week 24</td>
<td>Monday/Wednesday</td>
</tr>
<tr>
<td>Release 2</td>
<td>Week 26</td>
<td>At your MM</td>
</tr>
<tr>
<td>User Manual</td>
<td>Week 26</td>
<td>Friday 3pm</td>
</tr>
<tr>
<td>Reference Manual</td>
<td>Week 26</td>
<td>Friday 3pm</td>
</tr>
<tr>
<td>Webpage</td>
<td>Week 26</td>
<td>Friday 3pm</td>
</tr>
</tbody>
</table>

Peer assessment forms are due Thursday 3pm in weeks 5, 9, 13, 18, 21 and 26. You have an additional 72 hours to do the agree/disagree part of the ICR.
Timetable in detail for KXX331

It is recommended that you check each other’s work. Your marks can be affected by other people’s lack of attention to detail.

It is strongly recommended that you start doing the work for a submission as soon as possible. Do not leave it until the last minute to get started, the work you produce won’t be of sufficient quality.

For the first eight weeks of semester you have to do reports and prototyping. Then the next four weeks are spent implementing and testing release 1 and the final week is spent preparing and doing the presentation. If the design in the first weeks is done properly you will find that the implementation goes very smoothly. If you don’t put the effort into the design you will find producing a working product that meets the clients requirements takes much more time than it should.

A number of example files are available via MyLO. These are near complete examples of the documentation you have to complete. It is recommended that you look at these throughout the semester to get guidance on what you should do.

There are NO extensions!

Week 1
To Do:
- Day 1 Lecture – Team Formation and Project Choice
- Client meeting
- Team Meeting - allocating jobs to each team member, discuss project
- Start project brief, business case and functional requirement document
- Reading – this manual, material from client
- Research – start looking for useful resources in the public domain, locate the tools necessary for your project (compilers, development environments)

The client liaison should organise a meeting with the client. You should allow at least 2 hours for this meeting or you may prefer two separate 1-hour meetings. After the client meeting you should begin working on the project brief, business case and functional requirement document.

If you have a project that requires you to use your imagination, you should have a team meeting before seeing the client to formulate some ideas to discuss with the client.

Take the time to do some team organisation this week. Arrange times for regular meetings and allocate roles to each team member.

The technical manager should spend time now doing some research into what is already available for the project. Do not skip the Research section. The School might supply some of the tools necessary for your project. Learning how to use the tools is the responsibility of the entire team, not just the technical manager. You will find that as the semester progresses you have less time for learning the programming language. Time spent now when the workload is low saves you putting in the extra hours later.
Week 2
To Do:
  Meet client to discuss project brief, business case and functional requirement document
  Lecture – analysis documents
  Finish project brief, business case and functional requirement document
  Reading – analysis examples on website
  Language – continue learning the programming language for your project
  Research – continue looking for useful resources in the public domain and learn how to use the tools for your project

You should be working on the project brief, business case and functional requirement document. This work needs to be completed as a team.

Week 3
To Do:

The technical manager should work on the technical report (using the supplied template) – this report is meant to be one page only.

You should start work on the risk log and the release schedule. These documents can be done by a few team members, but everyone should proof read them.

You have your first management meeting with the lecturer in week 3 (or week 4 for Launceston students). You should bring a copy of your Analysis Report (not expected to be finished) with you to receive some feedback (not assessed at this time).

Week 4
Assessed:
  Analysis Report
To Do:
  Get feedback on Analysis Report from client.
  Proof read Analysis Report
  Submit Analysis Report

Make sure the client has sufficient time to read the documents before asking for feedback. Most clients will not understand a technical report.

You must also submit all the documents electronically in the week 4 submission folder.
**Week 5**

Assessed:
- Peer Assessment Forms

To Do:
- Lecture – Design Report documents
- Decide which Design Report documents to do
- Start Design Report

You should have a team meeting to decide what Design Report documents you are going to do and who is going to be responsible for each document.

This is the first time you will do the peer assessment forms. These forms are online and instructions on what to write about will be provided.

**Week 6 & 7**

To Do:
- Management meeting to get feedback on Analysis Report (week 6)
- Work on Design Report documents
- Meeting with client to demonstrate prototypes (week 6)

The client liaison should organise a meeting with the client. You should get feedback on the Analysis Report and use this feedback to update the Analysis Report. Also show them the prototypes. The feedback from the client should be recorded on the prototype reports. Commence implementation of release 1 once design report is complete, you do not have to wait until week 9 to start implementation.

**Week 8**

Assessed:
- Design Report

To Do:
- Finalise and proof read Design Report
- Submit Design Report
- Client Meeting to demonstrate prototypes

You must submit all the documents electronically in the week 8 submission folder. Also show them the prototypes. The feedback from the client should be recorded on the prototype reports.

**Week 9**

Assessed:
- Peer Assessment forms

To Do:
- Begin implementing release 1
- Lecture – Presentation

The technical manager needs to coordinate the source code so that none gets lost or overwritten. They need to put together make files and project files so that the whole system can be integrated.
You should have a team meeting to ensure that all implementation tasks for release 1 are distributed. The project manager can not dictate the allocation, it should be allocated using a democratic process; everyone should get tasks that they want to do and everyone should take on some of the boring tasks. Tasks should be distributed based on people’s skills or desire to develop skills.

**Week 10**

To Do:
- Management meeting to discuss Design Report and progress
- Continue implementing release 1
- Meeting with client to discuss progress and ask questions

**Week 11**

To Do:
- Continue implementing release 1
- Start preparing presentation

The marketing manager should start planning the presentation. The timetable for the presentations will be available in week 11.

**Week 12**

To Do:
- Test and finish Release 1
- Meeting with client to get feedback on software
- Prepare presentation

**Week 13**

Assessed:
- Peer Assessment Forms
- Presentation
- Software

To Do:
- Deliver Presentation
- Submit Software

The presentation this week is very important, as well as assessing your ability to present what you have done and learnt, your release 1 software will be assessed.

The technical manager should take this opportunity to clear out your team folder, so that all that is left there is stuff that needs to be assessed. Leave all the previous submissions, source code & compiled code. Even though you are continuing next semester, you need to clear out all unnecessary files from your project folder. There is not unlimited space.
Timetable for KXX332

Project B is self-driven. This means you organise your own schedule, use the table in Schedule Chapter as a guide, you should be able to adapt the one used in KXX331.

Each week everyone should maintain his or her timesheet. The administration manager should keep the schedule up to date. Minutes of all meetings should be recorded.

Week 26

The client contact should organise a meeting with the client, this can be any day in week 26 or Swot Vac. Your clients will want an executable version of your program and a copy of the source, and copies of both manuals.

The technical manager should clear out your team folder, so that all that is left is the submission folder and the public_html folder. A copy of the install disk given to the client should also be in the submission folder.
Resources

Storage space
There is storage space in \lacritas\project_name (Hobart) or \lawson\project_name (Launceston). The space should be available on Friday in week 1. A team can ask the lecturer for an increase to their quota, if and when needed. The technical manager should organise the folders inside your project folder as follows:

- Reports
  - Analysis Report
  - Design Report
  - Release 2 Report
  - End Of Project Report
- Manuals
  - User Manual
  - Reference Manual
- Marketing
- Downloads
  - public_html
    - project (if necessary)
    - web
- Source
  - Release 1
  - Final Release
- Temp
- Submissions
  - Minutes/Schedule
  - Week 4
  - Week 8
  - Week 13
    - Presentation
    - Release 1
      - Source
      - Executable
  - Week 17
  - Week 24
    - Marketing Materials
  - Week 26
    - Release 2
      - Source
      - Executable
    - Manuals
    - End Of Project Report

If your project is a website then you will need the project folder in public_html. Source, Submissions, public_html, Reports, Manuals, Marketing, Downloads and Temp should be at the top level.

You can only place work relevant to the project inside your project folder.

E-mail
E-mail is a very powerful communication tool that will be used a great deal by the lecturer. It is recommended that you check your e-mail every day.

LPS
Each team can have an LPS account that you can all contribute to. You must share the cost of printing.

MyLO
There are extensive resources for project on the MyLO website, including examples of all documentation.
Appendix A – Timesheet

Name:
Team:
Week number:

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TOTAL TIME
Appendix B – Confidentiality agreement template

Some clients may require you to fill out 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 2009 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 the 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 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

………………………
Client

TEAM MEMBERS

………………………
Member 1 Member 2 Member 3 Member 4

………………………
Member 5 Member 6 Member 7 Member 8
Appendix C – 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 2009), 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.

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<th>Signed on behalf of the University of Tasmania</th>
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<td>Signature</td>
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<td>Business Name &amp; Business Address</td>
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In the presence of:

| Name                                           |
| Signature                                      |
| Date                                           |