The purpose of the ICT Project Manual is to provide guidance to the students enrolled in KIT301 & KIT302 ICT Project A & B at the University of Tasmania during 2014. This manual is also for all students doing KXH645/KXH646 Immersive World Project A & B.

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**Introduction**

ICT Project provides students with the experience of developing a medium-scale software project in a small team using skills acquired from completing previous undergraduate units. All aspects of the development lifecycle will be considered: problem specification, requirement extraction or concept formulation, 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, KIT301 Project A and KIT302 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 5-6 students; you will be involved in forming your own teams. Team size may vary due to class or project size. Each team will be given a project from the list available, the allocation will be based on student preferences.

Each project has a real client. In most cases the client is not a member of the University community and needs to be treated professionally.

The client will identify the key elements of the project and you will be developing software to meet a specific client need. It is the team’s responsibility to do the requirements extraction and analysis. The teams are also responsible for formulating the concept of the software in some cases (particularly games type projects).

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

Depending on the type of project students will have the opportunity to further develop as ICT professionals with the abilities and skills to:

1. adapt and apply techniques for acquiring, converting, transmitting, storing, managing and analysing data, information and knowledge;
2. select and effectively apply processes, methodologies, tools, research skills and techniques to analyze, model, develop, source, integrate and manage ICT products and services;
3. monitor the changing direction of ICT and evaluate and communicate the likely utility of emerging ICT to an individual or organization;
4. explain and adapt appropriate ICT to support business processes and decision making to help an organisation achieve its objectives;
5. identify and analyze user needs and take them into account in the selection, creation, and evaluation of ICT systems;
6. analyze a problem, identify and define the ICT requirements, apply knowledge of ICT principles and technical skills to develop and evaluate strengths and weaknesses of potential solutions;
7. design, implement, and evaluate an ICT interface, system, process, component, or program to meet desired needs.

Students should further develop attitudes needed by an ICT professional to:

• be an effective team member;
• apply a user-centered approach when designing an ICT-based solution;
• take initiative and work independently;
• communicate effectively at a professional level;
• use abstraction and computational, creative and critical thinking to problem solve;
• continue life long learning;
• be aware of the social consequences of their work;
• adhere to codes of professional conduct and practice;
• respond appropriately to economic, social, legal, and ethical considerations;
• act in accordance with best practice and industry standards.

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 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. The projects will fall into one of the following categories:

**Business solution projects:** Projects in this category pertain to a real business problem that an organisation wishes to address. Students are expected to conduct business analysis at the host organisation to determine the business requirements for a suitable ICT solution before proceeding to designing and developing the solution. The focus of such projects will be on ensuring that the business values of the solution are properly identified and that the solution would be able to deliver those business values.

**Market potential projects:** Projects in this category pertain to an unfulfilled or emergent need, which could be market or technology-driven. Students in conjunction with an industry sponsor are expected to conceptualise the project idea, conduct market analysis, and then determine the requirements of a product that will meet that need before proceeding to the design and development of a product to illustrate proof of concept. These projects are suitable for enterprising students wishing to turn their ideas into business reality.

**Social Impact Projects:** Projects in this category provide an opportunity to envision ICT in a broader social, cultural and environmental context. The projects revolve around issues of connection, education and empowerment through ICT. These projects will involve working with a charity or not-for-profit organization. These projects might involve either a business analysis or market analysis.

**Games and Creative Technology Projects:** Projects in this category provide an opportunity for students to conceptualise a project idea, in conjunction with an industry or academic sponsor, that relates to games or creative technology. Students must do a market analysis of their idea before proceeding to the design and development of product to illustrate proof of concept.

A complete description of available projects is in a separate document. Teams are formed based on student’s preferences for a particular project or project type. Every student 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.

The list of projects including clients will be available at http://www.utas.edu.au/computing-information-systems/resources/undergraduate-capstone-project/projects2014/. This list will be available on February 18th.

**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.
Team Management

The lecturer will form the teams, but you can indicate some of your preferences for team members. Teams will have approximately 5-6 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/concept, design, programming, documentation and communication. The University of Tasmania encourages students to work with students of different nationalities to promote intercultural experiences.

Team Roles

You should think carefully about whom you allocate to the following roles. You may do an initial allocation in the first four weeks, but be prepared to change it at the end of the analysis/concept phase as you become more familiar with each other. These roles need to be filled all year. There are other coordination roles for various items that need to be filled for a short term. 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, eg organising the meetings, keeping them up to date on progress. This person should attend most meetings. Note: All team members can attend meetings.

Project manager: A project manager manages the team, sets the agenda for and controls the meetings, and liaises between all stakeholders. Their main role is managing task allocation across all aspects of the project; the different leads (below) should supply the tasks and the project manager should allocate tasks at the formal team meetings (task allocation should be as fair and democratic as possible). The project manager ensures that the team submits any required forms. The project manager acts as the repository for any client documentation. The project manager maintains the task schedule in semester 1. The project manager needs to be a good communicator but also have good management skills. This person should attend most meetings with the client.

Lead Programmer: The technical manager locates useful tools and software needed for the project during the analysis phase and is responsible for the technical requests document. This person coordinates the technical prototypes during the design phase. They generally implement the starting codebase. They identify implementation modules to be allocated at team meetings. They also maintain program directories, source code, and handle the duties of configuration management during the implementation phase. They are not solely responsible for developing the software, just the coordination/integration. The lead programmer is normally a student with a strong computing background (particularly in programming). This person should attend most meetings with the client.

Lead Designer: The lead designer is the person who coordinates the analysis/concept and design of the project. This person is normally one of the main visionaries of the software. The lead designer is responsible for collating/archiving the Concept, Analysis and Design Reports. They identify sections/documents to be allocated at
team meetings. They are not solely responsible for developing the documents, just the coordinating/collating. They need to have good written skills, and know how to produce professional documentation using Word. This person should attend most meetings with the client.

**Lead Artist/Interfacer:** This person oversees the art/interface production, maintaining the artistic vision for the software, ensuring the visual consistency of the artwork/interfaces throughout the project. This person coordinates the prototypes of the art (both paper and digital versions) for the project during the design phase. This person coordinates and maintains the Artwork/Interface appendix in the design document. They identify artwork/interface assets to be allocated at team meetings. They are not solely responsible for developing the artwork/interfaces, just the coordination/consistency.

**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 17-26 in semester 2):** You can have up to 2 different marketing coordinators – one for presentation and one for movie. They are not solely responsible for developing these elements, just 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 task schedule should be updated to reflect work completed and work allocated. The project manager should organise times for weekly meetings.

It is important that you have other regular team meetings to work together on assessed items. 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 task schedule is accurate.

**Workload**

KIT301 and KIT302 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 10-11 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 (and the lecturer) 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.

**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;
- A 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 4, 6, 9, 13b, 17, 22 and 26b. 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.

**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 5%.

**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. You must also write a comment about the performance of each team member.

**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). You must write a comment explaining why you have distributed the pay in the pattern you have.

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 lecturer is responsible for:

- Overall design and administration of the units;
- Development of assessment criteria;
- Monitoring the progress of the team project;
- Monitoring the contribution of each individual;
- Assisting the team with relationships with the client;
- Providing sufficient unit material;
- Providing support and guidance to the team;
- Ensuring students receive feedback;
- Assisting the team to develop project management strategies;
- 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 for Hobart students are in weeks 3, 5, 7, 10, 13, 14, 18, 23 and 26. Management meetings for Launceston students are in weeks 2, 4, 6, 10, 13, 14, 18, 23 and 26. The Launceston meetings are on Monday and the Hobart meetings are on Wednesday. Times for the meetings will be organised early in semester. Teams or individuals can meet with the lecturer at any time to discuss project/team issues (this is strongly encouraged).

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 issues 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 prior reasonable explanation) will result in a loss of one (1) mark.

Email is welcome at all times, and will be answered when possible. 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 feedback on. You are strongly encouraged to seek feedback on documents before submission. No feedback is given on the day of submission.
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 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 at the end of the year;
• 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; other team members can contact the client but make sure that you are not all asking the same questions.

Your level of 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 1-5, 7, 9, 11 and 13 in semester 1 and in at least weeks 14, 17, 20, 23 and 26 in semester 2. The lecturer is not present at the meetings. The 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 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. They 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 them to come to the University of Tasmania. There are some meetings where they should expect to come to the University, particularly meetings where the students are demonstrating incomplete software or prototypes.

Meetings during analysis/concept 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/restrictions being extracted. You should listen to and clarify what a client is describing. You should take notes and drawing diagrams may also be useful.
If they agree, tape recording the meetings can prove useful later on. Do not dictate what they are going to get.

You should use the first meeting to introduce yourself and make sure they are 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. If you have a client, 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 these questions in the first interview.

At the beginning

- Exchange names
- Tell them 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
  - First analysis/concept phase (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 they will answer during the discussion. Do not over PLAN the first interview; let them give you information in the order they want to give it.

For concept style projects you should be presenting your client with IDEAS in week 2 or early week 3. It is suggested that you don’t just go with your first idea but present your client with a number of ideas and ask for feedback. When you submit your concept document in week 4, is when you have reduced it to one idea.

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.

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

In week 4 you should take time to give your client a copy of the submitted Concept Report and ask for feedback – you will write up the suggested changes as part of the Design Report.

In weeks 4 to 8 you will be developing prototypes of the GUIs (Graphical User Interfaces) for the software. You should have meetings to discuss these prototypes. The GUIs are what the client will use and are the most likely thing that they will want changed.

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 they 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 a Concept, Analysis, Design, Review and a Final 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. Assessment Templates for all these documents are available on MYLO. It is strongly recommended that you read these.

**Concept Report**

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<tbody>
<tr>
<td>Project Brief</td>
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<tr>
<td>Software Requirement Document or Concept Document</td>
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**Analysis Report**

<table>
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<td>Risk Log</td>
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<tr>
<td>Release Schedule</td>
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<td>RTM</td>
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<td>Technical Requests</td>
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**Design Report**

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<td>Updated Concept and/or Analysis Report</td>
<td>change CR/AR</td>
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<td>Software Design Document</td>
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**Must include one of the following:**

- Business Case
- Market Analysis

**Other Reports**

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<th>Mark</th>
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<td>Review Report</td>
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<td>Testing Report</td>
<td>10</td>
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<tr>
<td>Postmortem Report – semester 1 and 2</td>
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</table>
Manuals
Each team is required to produce a user guide and a reference manual in KIT302. The manual coordinator is responsible for coordination and layout and formatting. 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.

**User Guide**
The user guide is written for a user. It is assessed on how well your user type 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 guides. The user guide 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 must be between 15-20 pages with a Times New Roman font, size 12. The challenge is to cover everything within this page limitation.

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

- Introduction
- Explain what your program can do
- Include screen dumps
- Explain each menu option
- Starting and quitting
- Getting Started (a step-by-step through all initial common steps)
- Installing – this chapter may be in the reference manual.
- Trouble shooting – (explain all error messages)

Where relevant:

- Saving information
- Getting help
- Printing
- Customizable aspect of your program

You should think carefully about the order in which you present the information. 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 guide 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. You also need to describe the development tools used, including version numbers.

You need to have a section giving an example of how to change the program. Typically you won't have implemented everything the client has asked for, or you know of areas where your client is going to expand your software. You need to give a detailed description of steps a programmer should go through to change your software (including things like tools needed, important files that will need to be changed).

If it doesn’t appear in your user guide 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.
Marketing

Movie/Video
Each team is required to create a little video/movie of their team and software to promote their product. It could include a walkthrough of the software highlights (don’t try to include everything). It could include interviews of the client. It could include interviews of team members. Use your imagination. Be professional. Remember you are representing the university and also your client.

As a guide 3 minutes is an appropriate duration (but this is not a rigid guideline). You might be able to do a terrific one in two minutes. Longer than 5 minutes is too long. You should show your movie during your presentation in week 25.

The videos will go on the school website alongside your poster.

Poster
You should prepare a poster for display on presentation day. The poster should include the following: title, team members and photo, 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. The poster should be A2 size, the School will pay for printing if you submit it on time in week 24. The poster should be in .pdf format. The poster will be put on the School webpage (along with your movie), as a permanent record of your project.

Presentation
You must formally present your software. Clients, staff and class members 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.

The presentation will occur in week 25. Launceston presentations will be held on Monday, Hobart presentations will be held on Wednesday/Thursday. You will be required to attend the presentations by other teams.

The presentation should be no longer than 40 minutes (less than 20 minutes would be too short) with an additional 5 minutes for questions; include a demonstration and a PowerPoint presentation. You should also show your movie. All team members should participate in preparation. You can have a subset of your team do the presentation 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 software developed
• A description of the tools used
• A description of the difficulties/challenges you have faced

A panel consisting of the lecturer and client will assess the presentation. The panel will assess how well you present and demonstrate, and they will also assess your software as part of the presentation.
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 web 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>
</table>
| Meeting | Formal Team, Client, or Management meeting  
Preparing for any of these meetings eg arranging a time for the meeting, phone calls, etc |
| Admin | Peer Assessment, Task Schedule, reading/writing email relevant to project, writing up minutes of meeting |
| Study | Reading project manual or online materials, reading other project management material  
Attending lectures  
Reviewing past material from previous years (eg design docs, manuals, marketing materials)  
Web browsing for similar software or software tools  
Web browsing for project content, eg pictures, text  
Experimenting with other similar software, Learning programming languages  
Doing online tutorials about the tools or languages |
| Report | Any work on a report (concept, analysis, design, review, final project), includes both development and proof reading  
Meeting to work as a team (or partial team) on a report  
Does not including prototyping, but does include time writing prototype reports  
Does not include testing, but does include time writing testing reports |
| Implementation | Creating software (programming, graphical modelling, artwork, whatever is involved in developing system)  
Meeting to work as team (or partial team) on implementation  
Developing prototypes |

1 Some teams meet to do work on a specific item, eg requirements document. This should be classed as report not meeting. If the meeting was to work on software, then it should be classed as implementation, not meeting. It should only be recorded as meeting if there was no specific work product produced, just checked or allocated.
Meeting to work as a team (or partial team) on a prototype
Testing software
Meeting to work as team (or partial team) on testing

Manuals
User Guide, Reference Manual,
Includes both development and proof reading

Marketing
Presentation, Movie
Includes both developing material and attending

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!
Task Schedule

At the weekly formal team meeting you should check the progress of each team member on the previous tasks allocated, and provide feedback to that person on their contribution. During the meeting new tasks should be allocated for the following week(s).

As soon as possible after the conclusion of the meeting (within 24 hours), the project manager should update the task schedule. This updated task schedule should reflect the progress made on the tasks allocated at the previous meeting and should also show the tasks allocated at this meeting.

The project schedule should be developed using Microsoft Project. There is a template available on MYLO, you should add subtasks as you identify them. There will be lots of subtasks to add.

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 week or further ahead if decided at the team meeting.

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, or tasks that relate to professionalism in the schedule.

After each team meeting the project manager should update the task schedule to reflect the outcomes of the meeting. Once the task schedule is updated the rest of the team should review it (within 24 hours). If changes are required the changes should be made.

The schedule is a permanent document in your submission folder. It must always be up-to-date, within 24 hours of a formal team meeting or any other meetings that change the allocation (remember we know when the team meetings are because you put them in your timesheets). It can be assessed at anytime, but typically just before a management meeting, feedback will be provided at your management meetings.
Assessment

Project A Assessment

55% Reports
30% Software
15% Professionalism

Project A is 100% internal. Each student will get an individual grade that is made up of an individual component worth 45% and a team component worth 55%. To pass Project A you have to get 45% of both components and more than 50% overall. The individual component is made up of: 25% Reports, 10% Software, and 10% Professionalism. The team component is made up of: 30% Reports, 20% Software, and 5% 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 four reports (Concept Report (10%), Analysis Report (15%) and Design Report (20%), Post-mortem Report (10%)). Your contribution to these reports is worth 25% of the individual mark and is assessed by the lecturer using peer assessment tools. Each individual does a Post-mortem Report, which is worth 10% of individual mark.

The lecturer will assess the software (30%). The assessment will be based on what you undertook to produce for release 1. The software assessment will be performed at the management meeting. Your contribution to the software is worth 10% of the individual mark and is evaluated by the lecturer 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 sending agenda, 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 (5%). 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 and task schedule. The assessment for the timesheets is on-going throughout the semester and they are assessed using the rules under the section titled Timesheets, maximum 5% towards the individual mark.

Various penalties will be applied throughout semester.

The assessment of the task schedule is on-going throughout the semester, failure to maintain a team task schedule will mean a 1% penalty applied to the team mark that is applied at each assessment point which coincides with the management meetings. Each member of the team will suffer the same penalty. Maximum 4% penalty to team professionalism mark.
Failure to submit any peer assessment form by the deadline for each peer assessment session (without a reasonable explanation) will result in 1% 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 5% penalty to individual professionalism mark.

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
<th>Team</th>
<th>Ind</th>
<th>Components</th>
<th>Worth</th>
</tr>
</thead>
</table>
| Reports    | 55    | 30   | 25 max 30 | Concept
            Analysis
            Design
            Individual Post-mortem | 10
            15
            20
            10 |
| Software   | 30    | 20   | 10 max 20 | Software                            | 30 |
| Professionalism | 15    | 5    | 10        | Client Interaction
            Teamwork
            Timesheets
            Penalties              | 5
            5
            5
            max -9 |

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 45 and the total mark for that item does not exceed the number in the total column.
Project B Assessment

25% Reports
30% Software
15% Manuals
15% Marketing
15% Professionalism

Project B is 100% internal. Each student will get an individual grade that is made up of an individual component worth 45% and a team component worth 55%. To pass Project B you have to get 45% of both components and more than 50% overall. The individual component is made up of: 15% Reports, 10% Software, 10% Professionalism, 5% Marketing and 5% Manuals. The team component is made up of: 10% Reports, 20% Software, 5% 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 three submissions: Review Report is worth 5% and the Testing Report is worth 10% and the individual Post-mortem Report is worth 10%. Your contribution to reports is worth 15% of the individual mark and is assessed by the lecturer using peer assessment tools. Each individual does a Post-mortem Report, which is worth 10% of individual mark.

A panel of people will assess the software, worth 30%. The assessment will be based on what you have produced. The software assessment will be performed during the presentation in week 25. 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 presentation (8%) in week 25. The movie will be assessed in week 25 by the lecturer and is worth 4% of your mark. The poster will be assessed by the lecturer (3%) and must be submitted in week 24. The marketing assessment will include a 5% individual component and is assessed by the lecturer using peer assessment tools.

Teams must produce a user guide (6%) and reference manual (9%) 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 5% of the individual mark and is assessed by the lecturer 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 sending agenda, 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 (5%). 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/coordination 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. The assessment for the timesheets is on-going throughout the semester and they are assessed using the rules under the section titled Timesheets, maximum 5% towards the individual mark.

Various penalties will be applied throughout semester.

The assessment of the task schedule is on-going throughout the semester, failure to maintain a team task schedule will mean a 1% penalty applied to the team mark that is applied at each assessment point which coincides with the management meetings. Each member of the team will suffer the same penalty. Maximum 3% penalty to team professionalism mark.

Each individual is required to participate in testing sessions, to provide meaningful feedback to other teams about their software; other students will be doing this for your team. Failure to participate in the testing session will result in a 3% penalty to the individual mark for software. Failure to provide a meaningful and useful testing report will result in a 2% penalty. Maximum 3% penalty to individual professionalism mark.

Failure to submit any peer assessment form by the deadline for each peer assessment session (without a reasonable explanation) will result in 1% 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 5% penalty to individual professionalism mark.

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
<th>Team</th>
<th>Ind</th>
<th>Components</th>
<th>Worth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports</td>
<td>25</td>
<td>10</td>
<td>15</td>
<td>max 18</td>
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<tr>
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<td>Review</td>
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<td></td>
<td>Testing R2</td>
<td>10</td>
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<tr>
<td></td>
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<td>Individual Post-mortem</td>
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</tr>
<tr>
<td>Software</td>
<td>30</td>
<td>20</td>
<td>10</td>
<td>max 15</td>
<td>30</td>
</tr>
<tr>
<td>Manuals</td>
<td>15</td>
<td>10</td>
<td>5</td>
<td>max 8</td>
<td>6</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>User Reference</td>
<td>9</td>
</tr>
<tr>
<td>Marketing</td>
<td>15</td>
<td>10</td>
<td>5</td>
<td>max 8</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Presentation</td>
<td>8</td>
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<td></td>
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<td></td>
<td>Movie</td>
<td>4</td>
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<tr>
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<td></td>
<td>Poster</td>
<td>3</td>
</tr>
<tr>
<td>Professionalism</td>
<td>15</td>
<td>5</td>
<td>10</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Client Interaction</td>
<td>5</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Teamwork</td>
<td>5</td>
</tr>
<tr>
<td></td>
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<td>Timesheets</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Penalties</td>
<td>5 max -11</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 45 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>Major Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lecture 9-2pm</td>
<td>Concept Report</td>
</tr>
<tr>
<td>2</td>
<td>Lecture 9-11am Management Meeting (Ltn)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Management Meeting (Hbt)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Lecture 9-11am Management Meeting (Ltn)</td>
<td>Analysis Report</td>
</tr>
<tr>
<td>5</td>
<td>Management Meeting (Hbt)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Lecture 9-11am Management Meeting (Ltn)</td>
<td>Design Report</td>
</tr>
<tr>
<td></td>
<td>Management Meeting (Hbt)</td>
<td>Prototype Release 1</td>
</tr>
<tr>
<td>7</td>
<td>Management Meeting (Hbt)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><em>Split Week for Easter</em></td>
<td>Implement Release 1</td>
</tr>
<tr>
<td>9</td>
<td>Management Meeting (Ltn, Hbt)</td>
<td>Post-mortem Report</td>
</tr>
<tr>
<td>10</td>
<td>Management Meeting (Ltn, Hbt)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Management Meeting (Ltn, Hbt)</td>
<td>Review Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Implement Release 2</td>
</tr>
<tr>
<td>14</td>
<td>Lecture 9-11am Management Meeting (Ltn, Hbt)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
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<tr>
<td>16</td>
<td></td>
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<tr>
<td>17</td>
<td></td>
<td>Implement Release 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Movie Poster</td>
</tr>
<tr>
<td>18</td>
<td>Lecture 9-11am Management Meeting (Ltn, Hbt)</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td><em>Double week</em></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Lecture 9-11am</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Testing Session</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Management Meeting (Ltn, Hbt)</td>
<td>Testing Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Movie Presentation</td>
</tr>
<tr>
<td>24</td>
<td></td>
<td>Poster</td>
</tr>
<tr>
<td>25</td>
<td>Presentation</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Management Meeting (Ltn, Hbt)</td>
<td>Manuals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post-mortem Report</td>
</tr>
</tbody>
</table>

You must have one team meeting each week to do work allocation and other team meetings each week to complete work products. You should hold regular meetings with your client.
The proposed schedule for the lecture in week 1 is:

- 9am – Lecture – Introduction & Administration
- 10:00am – Workshop – Team Formation Exercises
- 11:00am – Workshop – Client Interviews
- 12:30pm – Hand in Team nomination form & Lunch
- 1:15pm – Workshop – Team Announcement
- 2pm – Finish

**Hobart**

All the lectures, management meetings, presentation are on Wednesday, some presentations will be on Thursday.

**Launceston**

All the lectures, management meetings, presentations are on Monday.

**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>Weekly</td>
<td>Monday midnight</td>
</tr>
<tr>
<td>Concept Report</td>
<td>Week 4</td>
<td>Monday 11:55pm</td>
</tr>
<tr>
<td>Analysis Report</td>
<td>Week 6</td>
<td>Monday 11:55pm</td>
</tr>
<tr>
<td>Design Report</td>
<td>Week 9</td>
<td>Monday 11:55pm</td>
</tr>
<tr>
<td>Release 1</td>
<td>Week 13</td>
<td>At your MM</td>
</tr>
<tr>
<td>Post-mortem Report (Ind)</td>
<td>SwotVac</td>
<td>Friday 11:55pm</td>
</tr>
<tr>
<td>Review Report</td>
<td>Week 17</td>
<td>Monday 11:55pm</td>
</tr>
<tr>
<td>Individual Testing Report</td>
<td>Week 22</td>
<td>Friday 11:55pm</td>
</tr>
<tr>
<td>Testing Report</td>
<td>Week 24</td>
<td>Monday 11:55pm</td>
</tr>
<tr>
<td>Poster</td>
<td>Week 24</td>
<td>Monday 11:55pm</td>
</tr>
<tr>
<td>Presentation</td>
<td>Week 25</td>
<td>Monday/Wednesday</td>
</tr>
<tr>
<td>Movie</td>
<td>Week 25</td>
<td>At your Presentation</td>
</tr>
<tr>
<td>Release 2</td>
<td>Week 25</td>
<td>At your Presentation</td>
</tr>
<tr>
<td>User Guide</td>
<td>Week 26</td>
<td>Friday 11:55pm</td>
</tr>
<tr>
<td>Reference Manual</td>
<td>Week 26</td>
<td>Friday 11:55pm</td>
</tr>
<tr>
<td>Post-mortem Report (Ind)</td>
<td>SwotVac</td>
<td>Friday 11:55pm</td>
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Peer assessment forms are due Wednesday 3pm in weeks 4, 6, 9, 13b (swot vac), 17, 22 and 26b(swot vac). You have an additional 48 hours (Friday 3pm) to do the agree/disagree part of the ICR.
Resources

**Storage space**
There is storage space in `\alu\project_name` (Hobart) or `\law\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
  - Concept Report
  - Analysis Report
  - Design Report
  - Review Report
  - Testing Report
  - Post-mortem Reports
- Manuals
  - User Guide
  - Reference Manual
- Marketing
  - Movie
  - Poster
  - Presentation
- Downloads
- Source
- Temp
- Submissions
  - Task Schedule
  - Week 4
  - Week 6
  - Week 9
  - Week 13
  - Week 17
  - Week 22
  - Week 24
  - Week 25
  - Week 26

If your project is a website then you might need a public_html folder. Source, Submissions, 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: 

<table>
<thead>
<tr>
<th>Date</th>
<th>Start</th>
<th>Stop</th>
<th>Interruption Time</th>
<th>Delta Time</th>
<th>Job Code</th>
<th>Comments</th>
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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 2014 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 and Information Systems staff at the University of Tasmania, and shall keep any such information in their possession in a secure manner.

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

4.3 Confidential information includes:

   Notes from interviews with [client name].

   Code samples provided by [client name].

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

COMMENCEMENT and CONCLUSION OF SERVICES

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

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

SIGNATURES

………………….  ……………………  ……………………  ……………………
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 2014), 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.

Signed on behalf of the University of Tasmania

Name .......................................................... Signature ..................................................

Title/Position ............................................. Date ..................................................

Signed on behalf of [Client]

Name and Title/Position ................................ Signature .............................................

Business Name & Business Address

Home Address (if not Pty Ltd) ................................ Date .............................................

Signed by Student

Name and Student Number ................................ Signature ..........................................

Address .................................................. Date ..................................................

In the presence of:

Name .......................................................... Signature ..................................................

Date .....................................................