

FIT2002 IT Project Management
Semester 2, 2021
Assignment One

Due Date:	Friday 10 th December 2021 11pm
Value:	20% of final Assessment
Assignment Type:	Group (students should form teams of 4)
Mode of submission:	<u>Online</u> on Moodle

This group assignment requires the collaborative effort of four students per group (3-member group is only allowed in specific circumstances). Students must form their group (within the same tutorial) and elect a group leader to coordinate this assignment. He or she must inform the tutor during week 2 (or latest week 3) tutorial of their group members' names. Once confirmed, no change of group member is allowed without prior approval from the lecturer.

About 20 minutes will be allocated at the end of each week's tutorial for group members to come together to discuss and work on the assignment. You may also use this time to consult your tutor if you have any issues with your assignment. Every student in the group is required to actively participate and would be used as a basis for marks adjustment for the final score (if necessary) of the assignment.

Learning Objective (ULO: 1, 2, 3, 4 and 5)

The aim of this assignment is to provide students with an opportunity to develop their analytical as well as project management skills through a series of running cases for an information technology (IT) project. In so doing, the following objectives are sought:

- Develop skills in evaluating competing projects and to present a business case to management.
- Develop skills in the ten knowledge areas of the PMBOK.
- The ability to use the appropriate communication method for different types of stakeholders.
- The ability to work in a collaborative team environment

Assignment Specification and deliverables

This assignment is based on the Open Education University (OEU), a private university providing a variety of degree programmes to students in various countries. The company has 20 campuses in North America, Australia and Europe, with over 9,000 full time employees and another 3,500 freelance workers. Although the company is making a profit, growth at its campuses has slowed and it needs to change its strategy to continue to grow. During a recent strategic management workshop, the OEU management team decided to change its strategic goals. The following goals are more prominent:

- Expand the current customer base (of students).
- Provide an education product that is unique and can compete with the increasing supply of qualifications.
- Improve cooperation between campuses in terms of its product offerings, sharing of resources and knowledge, and research.
- Utilising technology for an improved product, lower costs and a subsequent competitive advantage.

From week 3 onwards till week 6, you will be presented with additional information about OEU in the form of a running case each week, which builds upon the information given in the earlier weeks. The running cases will cover the following PMBOK knowledge areas:

- Running Case 1: Project Integration Management (25%)
- Running Case 2: Project Scope and Human Resource Management (25%)
- Running Case 3: Project Time Management (25%)
- Running Case 4: Project Cost Management (25%)

You will be given some tasks (deliverables) for each running case each week. While you are not required to submit those deliverables every week, it is recommended that you apply your 'project management' skill to manage your tasks in a timely manner.

Instructions:

1. In the week after a running case is handed out, each group is advised to work on it and to produce a draft to be shown to your tutor for an informal feedback. For example, Running Case #1 will be handed out in week 3, and in week 4, you should have some form of draft solution for Case #1 to show your tutor.
2. You are to collate all your work in a document which should include:
 - Deliverables on all the four running cases.
 - Meeting minutes
 - Individual timesheets
3. All submission must be in the form of a word document and saved as: <<Group No>>.docx (or .pdf), where <<Group_No>> is the group number that will be assigned to your group by your tutor.
4. Prior to submission, you may use the "IT Student Portal" to generate a turnitin report. This will help you to identify if there's any potential plagiarism issues with your work.
5. Once you're satisfied with the turnitin report feedback, you can upload your submission (one submission per group) on the FIT2002 Moodle site under "FIT2002 Assignment 1 Submission" link.
6. Each student is required to perform a peer assessment. (We may use CATME or other peer assessment tool. More information later.)

Plagiarism declaration:

The moment you upload your assignment on Moodle, you are required to accept the Student Statement (which includes a declaration that you have not plagiarised during the preparation of your assignment solution). Every member in the team is required to ACCEPT the Student Statement; otherwise, your assignment will still be in 'draft' mode and it will NOT be assessed.

Late Submission:

1. Submission must be made by the due date. For each day, or part thereof, an assessment task is overdue, a late penalty of 10% of the available total marks applies up to a maximum of seven days. Assessment tasks submitted more than seven days after the due date will receive a mark of zero for that task and may not receive feedback.
2. If you believe that your assignment will be delayed because of circumstances beyond your control such as illness, you should apply for an extension prior to the due date. Extensions and other individual alterations to the assessment regime will only be considered using the Faculty Special Consideration Policy. Students should carefully read the [Special Consideration website](#), especially the details about what formal documentation is required.