**COMP600 IT Project Management / COMP 720 IT Project Practice**

**Semester 2, 2018**

**ASSIGNMENT 1**

**Team Project**

*Contribution to final marks: 40%*

**Project Description**

For this project, your team is required to create a Wiki describing two project management software (PMS) tools for the School of Engineering, Computer and Mathematical Science’s (SECMS) final year students to assist them in selecting one for their R&D project. This is a two semester paper, which must be undertaken by all BCIS students intending to graduate with a major. The R&D paper assists the school to deliver industry-based learning by enabling BCIS students to undertake industry-based projects - an important teaching and learning goal for the Auckland University of Technology. Students who have the necessary pre-requisites can enrol for the paper in either semester 1 or 2. The PMS must assist R&D student teams towards project completion by facilitating the aspects of **Initiating, Planning, Executing, Monitoring/Controlling and Closing project** activities. The school will acquire the PMS through the Application Service Providers (ASP). The ASP provide their software products through a ’Cloud Computing’ approach, usually referred to as a ‘Software as a Service’ (SaaS) deployment model.

It is expected that using the SaaS approach SECMS will eliminate the need to purchase PMS licenses upfront and instead pay a monthly per user usage fee. This will mean that SECMS can reduce its software costs by almost $1,000,000 per year for next three years. Through an initial preliminary investigation, SECMS has allocated $450,000 to undertake this new Wiki project. The project is expected to start on 30th July 2018 and finish (including the completion of all deliverables and presentations) on the 1st October 2018. The Wiki should be up and running by the 1st October 2018 so it can be available to the R&D students for semester 1, 2019. The usage fee for the PMS is expected to be $20.00 per user/year. The estimate is that 150 to 200 students will enrol for the R&D paper for each semester in an academic year till 2022. In addition, it is expected that the monthly internet charge per student will be $10 for 2019. However, the school expects an increase in the internet charge by 15% every year till 2022. The existing SECMS IT infrastructure for hosting the Wiki and for accessing the two PMS products in the labs is sufficient.

Your team are to provide a review of two (2) cloud-based PMS (**must not include Microsoft Project**). The Wiki **must provide the criteria** your team has used to identify the two most suitable PMS for the R&D students. For the two selected PMS your team must **describe and compare at least** **one key feature/functionality across each of the process groups** of **Initiating, Planning, Executing, Monitoring/Controlling, and Closing** projects. You may have to **investigate Microsoft Project 2016 for its features and functionalities** to be able to identify elements which you will use to provide information on and compare the two cloud based PMS. The Wiki must **be supported by related materials sourced from trusted** public domain resources and academic journals. SECMS expects a very high quality Wiki. Hence, your team must identify and clearly state the quality goals in the scope statement document. The **word length** of this Wiki (information on two PMS) is expected to be no more than 4,500 words.

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*Contribution to final Grade: 40%*

**Due Dates:**

Part 1: (items 1 to 11 on page 6) is due Friday, 17th August (week 5) at 5 pm.

Part 2: (items 12 to 18 on page 6) is due Friday, 31st August (week 7) at 5pm.

Part 3: (items 19 to 28 on page 6) is due Friday, 28th September (week 9) at 5 pm.

Individual learning blog is due Friday, 28th September (week 9) at 5 pm.

Team presentation: week 10 during the lecture & labs.

**Submission Requirements:**

* Part 1, 2 & 3 (see above for the due date for each part)
* The team’s Wiki must be maintained for the entire project timeline with the final wiki showing all the project plans and documents (list all versions) as well as the final product (wiki showing the guidelines for selecting and describing two PMS) (due with part 3)
* Each *Individual* will maintain a personal learning blog (due with part 3).
* Each *team* will have a 15-minute final presentation (must present in the week 10 lecture or lab).

**Group Formation**

Each student must complete this assignment in a team of 4 students. Students are reminded that they need to self-organise into groups as outlined in the lecture. Lecturer will have the final arbitration for group numbers/members. Your group list must be provided (by email) by end of week 2 including full name, student ID, AUT email address and telephone contacts for all team members by the project manager of the team.

All teams from both campus must email **Akbar (**[**akbar.hossain@aut.ac.nz**](mailto:akbar.hossain@aut.ac.nz)**),** city campus lecture, the team list**. He will assign a team number and allocate each team the wiki space on the Blackboard.**

**Learning Outcomes**

This assignment provides the opportunity to apply project techniques to the pre- initiation, initiation, planning, execution and monitoring/control of a project. It relates directly to the following course learning outcomes:

* + Able to apply project management concepts (Project Management Framework by PMI- based on industry’s best practices)
  + Know how to develop a project proposal
    - Understand the core concept of stakeholder, scope, risk, time, communication, quality, & human resource management practices
    - Appreciate the need for organizational strategies required to initiate a project
  + Apply professional standards and ethical practices
  + Know the core competencies of a project manager
  + Understand team dynamics and leadership that capitalizes on people’s diversity
  + Know how to execute, monitor and control a project
  + Use typical project management software to organize, execute and control a project

**Note: After assignment 1, you must be ready to undertake the R & D paper.**

# Project Content

A brief description of the project is provided on page 1 of this assignment sheet.

Your team is expected to produce **various project management plans and documents** to successfully deliver this Wiki project based on undertaking practices, techniques and the tools explained in the **10 knowledge areas and 5 process groups** in relation toProject Management**.** The focus of our lectures and labs throughout the semester will be on the **10 Knowledge Areas and 5 Process Groups.** The prescribed text book and the Project Management Body of Knowledge (PMBOK) provides detailed information on the 10 Project Management Knowledge Areas and the 5 Process Groups. Hence, Assignment 1 is based on the following project management techniques and concepts: ***(please note; page 5 identifies the plans and documents that your team must produce for this assignment)***

**Pre-project initiation**

* Business case

**Project Initiation**

* Team formation
* Role clarification and assignment
* Clear statement of rationale and motivation for the project
* Initial specifications of what must be produced
* Project charter
* Team contract
* Stakeholder analysis and management strategy
* Kick-off meeting
* Responsibility assignment matrix

**Project Planning**

* Statement of work
* Project management plans
  + Scope statement document showing requirements (functional and non-functional requirements), project and product deliverables.
  + Work Break Down (WBS) structure
  + Project schedule (Gantt chart)
  + Network diagram
  + Milestones
  + The critical path or sprint cycles start and finish dates.
  + Communication plan
  + Quality plan
  + Risk register
  + Change management plan
  + Issue log
  + Project review plan

**Project Execution**

* Execution of the project management plan
* Processing request for change
* Regular updating of the project plan and other plans should be evident where appropriate
* An Issues log should be maintained and visible
* All group meeting, both physical and virtual should have agendas and minutes available.
* Evidence of project plan execution (show it on project schedule)
* Change request plan (quality, project schedule, cost, communication, stakeholder)
* Project management plan update
* Project document update (Issue log)
* Organizational process update

**Monitoring and Control**

Team and wider reviews of progress should be evident, and what actions were taken as a result of the reviews.

* Work performance report
* Accepted deliverables

**Project Closing**

* Final project report
* Lessons-learned report
* Final presentation focusing on
* What was produced for the customer
* Want went well and what didn’t
* What were the main lessons learned about project management

**Assignment Notes**

* Each student will create and update a personal (individual) blog to show:
  + Lessons learned from project related issues (on anything from practices, plans, processes, roles, responsibility, reporting, techniques, and tools used) encountered on a weekly basis. Including issues that have an impact on the project outcome.
  + Any wow factor (anything) that brought success, which you thing should become part of the project from now on-wards or be part of any other project.
  + Clearly provide critical reflection on the issues and wow factor:
    - Issues- your view on how it should be improved so that the next day or week the team has a chance of achieving a better outcome, including, having a plan in place for your R&D project
    - Wow factor- best practices you will take forward to plan and execute your R&D project.
    - This blog should be updated weekly throughout the project. This is an individual work component.
  + Blogging space on Blackboard is provided for your individual blog
  + No one else will be able to view your blog except for the teaching team
* Each team will be allocated a Wiki space on Blackboard. This Wiki space must be used by teams to save all the project artefacts (plans and documents), including using it to create the actual Wiki **(should be created in the last week of this assignment)** on two PMS. Please Note: if plans or documents change or are updated save them as different versions so that your team has a change history of all plans and documents.
* For creating project plans and documents, select templates either from Blackboard or from some other source (acknowledging your source). When selecting a template consider if the template is appropriate for the purpose. The *content* of the templates will be the main criteria for judging the quality of your work.
* Develop a good understanding of each plan and document that you are being asked to develop for this assignment; you will need them to develop your team’s proposal for your R&D project next semester.

This assignment will be marked out of 100%, and it contributes 40% of the final mark for the paper.

This is a checklist, identifying the plans and documents that must be produced and submitted for this assignment.

|  |  |
| --- | --- |
| **Project WIKI (Part 1, 2 & 3 is work 75% in total or 25% each)** |  |
| ***Part 1 (100 marks- 10%)*** | ***Marks*** |
| 1. ~~Business case~~ | 30 |
| 1. ~~Stakeholder register~~ | 5 |
| 1. Stakeholder management strategy | 5 |
| 1. ~~Project charter including roles and responsibilities (must include a project manager)~~ | 20 |
| 1. Team contract | 15 |
| 1. Kick-off meeting agenda and minutes | 5 |
| 1. Client meeting agenda and minutes | 5 |
| 1. Team meeting agenda and minute (every other daily or weekly meetings’ agenda and minutes must be on wiki) | 5 |
| 1. Risk register (version 1) | 5 |
| 1. Issue register (version 1) | 5 |
| 1. Milestone report (version 1) | 5 |
| ***Part 2 (90 marks-10%)*** |  |
| 1. Change management plan | 10 |
| 1. Scope statement | 15 |
| 1. Work Breakdown Structure (WBS) | 15 |
| 1. Project schedule    1. Schedule baseline showing originally planned activities and their durations and milestones    2. Network diagram    3. Critical path analysis with accompanying discussion on the critical path and changes | 35 |
| 1. Risk register (latest version) | 5 |
| 1. Issue register (version 2) | 5 |
| 1. Milestone report (version 2) | 5 |
| ***Part 3 (110 marks-10%)*** |  |
| 1. Communications management plan & communication stakeholder register | 10 |
| 1. Quality assurance plan | 10 |
| 1. Project schedule (execution) - tracking Gantt chart (evidence of monitoring). Identify if any change is made to the schedule, the critical path or the task sequence (network diagram). Provide justifications for changes and must include the original schedule. If several schedule changes have been made, must accordingly have record of different versions of the schedule. Note provide the latest version only but the rest must be kept on the wiki | 15 |
| 1. Any documents and plans from parts 1 and 2 that have changed, must clearly show the revisions along with a reason on why the change was made. Hand in the latest version while the other versions must be on the wiki | 10 |
| 1. Risk register (final version), all the others must be on the wiki | 5 |
| 1. Issue register (final version), all the others must be on the wiki | 5 |
| 1. All team meetings agendas and minutes | 10 |
| 1. Milestone report (final version) | 5 |
| 1. Lessons-learned report | 25 |
| 1. Wiki | 15 |
| * 1. Wiki is visually appealing |  |
| * 1. Wiki is well structured and easy to navigate |  |
| **Team Presentation (100 marks-5%)** |  |
| Description and demonstration of what was produced for the customer |  |
| Discussion of what went well and what did not |  |
| Discussion of the main lessons learned and what would be done differently |  |
| Presentation capability (voice, eye contact, awareness of audience, visuals, props) |  |
| **Individual Weekly Learning Blog (100 marks-5%)** |  |
| Regularly updated throughout the project |  |
| Identifies issues and things that went well |  |
| Does NOT just describe what was done, but shows some probing and critical reflection |  |
| Identifies lessons learned and areas of strength as well as areas needing development |  |

**Peer Rating Form** - Group name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be completed by each member of the group. This form must be handed to your TA during the scheduled date of the team presentation.

Rank each of the members from your group except yourself on each of the items below using the scale of 5 for best and 1 for worst.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E |
| Quality of contribution to group discussions |  |  |  |  |  |
| Quality of contribution to writing the assignments |  |  |  |  |  |
| Quality of contribution to organizing assignments |  |  |  |  |  |
| Quality of initiative when things needed to be done |  |  |  |  |  |
| Reliability in completing assigned responsibilities |  |  |  |  |  |
| Amount of effort put forth |  |  |  |  |  |
| Commitment to the group |  |  |  |  |  |
| Leadership, inspiration provided to the group |  |  |  |  |  |
| Emphasis on task functions |  |  |  |  |  |
| Emphasis on relationship functions |  |  |  |  |  |
| Would want to work with again |  |  |  |  |  |

Group Members (Full Name / Student ID)

A

B

C

D

E

Note – Information supplied here will be kept confidential.

**Group Rating Form** – Group name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be completed by the appointed leader(s) of each group and must be done in consultation with all the team members. This form must be handed to your TA during scheduled date of the team presentation.

Please tick the most appropriate box below for each of the nine pairs of adjectives which best describe members in your group.

**Members in my group are:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Cooperative | : | : | : | : | : | Uncooperative |
| Cordial | : | : | : | : | : | Non-cordial |
| Quarrelsome |  | : | : | : | : | Congenial |
| Selfish | : | : | : | : | : | Unselfish |
| Combative | : | : | : | : | : | Friendly |
| Active | : | : | : | : | : | Passive |
| Competent | : | : | : | : | : | Incompetent |
| Wise | : | : | : | : | : | Devious |
| Reliable | : | : | : | : | : | Unreliable |

Group Members (Full Name / Student ID / Signature)

A

B

C

D

E