**2019 Graduate Certificate in Government Informatics**

**Digital Graduate Program – Major Project**

As part of the Digital Graduate Program, Graduates undertake a major project in order to exercise and contextualise their professional Digital skills within the APS environment. The project is one of three components of the Graduate Program. The two other components are:

* a set of modules and events examining topics in APS and DIGITAL professionalism; and
* practice-based learning where graduates examine the theory and practice as they experience it in their work placements.

Participating agencies are invited to nominate and commit to a major project.

This document provides an outline of the project and agency participation requirements and includes a project brief template to be completed and returned to the DTA by **Friday 1st March 2019**.

**Aim of the Major Project**

Traditionally, projects have been designed to develop a system for use within the agency, although projects such as Digital evaluations are also possible. The system should demonstrate value – it should have definable, beneficial outcomes to you, but not be critical to your work. It should be challenging, either technically or organisationally. It should be achievable and possible to complete within the timeframe.

It is best practice to commit to a project that is discrete rather than dependent on other systems. The time required to master the specific technological environment should also be considered.

The major projects are a chance to engage Graduates in the work of the APS and start them thinking about current Australian Government policy and how they can contribute to a successful public service.

Project work will need to be visible to the University of Canberra so will need to be unclassified in nature.

**Project teams**

Graduates will be divided into project teams of approximately two or three people. Graduates will have undertaken courses in project management as part of their degrees and a refresher module will be conducted as part of the development program at the University of Canberra (UC). Projects are to be conducted using your agencies' project management processes.

**The Process**

Teams will be responsible for managing and executing the project and the role of the agency is to provide governance and support. Projects will begin with the team's production of a project proposal and plan including:

* analysis of a project scope, stakeholders, environment and objectives
* plans for management of risk, communication, etc
* specification of approach (agile, incremental) and milestones.

The project will begin in April and finish in November (approximately seven months).

**Resources**

The recommended time commitment is approximately 18 days per Graduate over the course of seven months. The teams will be supported by a mentor from the University of Canberra who will visit the agency at key points during the project.

**Deliverables and evaluation**

Project deliverables will reflect the nature of the project. The team will specify the deliverables and their quality attributes as part of their project. The conduct of the project team, including stakeholder engagement, progress reporting, documentation, handling of contingencies and other project attributes will be assessed using the UC project assessment methods.

There will be a final report and presentation signed off by the agency Project Sponsor and Advisor.

The projects will be judged by a panel and an Award will be presented at the Graduation Ceremony in December for Best Project.

**Project Sponsor and Advisor**

To ensure the success of the project and provide support to the Graduates, your agency is required to nominate a Project Sponsor at the SES level and a Project Advisor at the EL1 or EL2 level. The Sponsor and Advisor roles are designed to provide information about the project, share their experience and provide guidance in relation to the project topic. The Project Sponsor role is designed to provide high level support and guidance. The Project Advisor role is designed to provide more ‘hands on’ practical support.

When considering candidates for these roles, please ensure they have applicable knowledge and capacity to assist the Graduates and a willingness to support the project.

We seek a commitment of approximately six hours from the SES Project Sponsor and a commitment of approximately 10-15 hours from the EL Project Advisor over the seven month period. It is essential the Project Sponsor and Advisor provide adequate support to the Graduates and request regular updates on the progress of the project.

As part of the project, teams are required to create a digital presentation of their project to be played as part of their presentations to the panel.

The presentation should be approximately 3-5 minutes and should contain:

* an introduction of the project team and agency
* the project topic and the background/purpose
* any challenges
* the project outcomes and recommendations.

The presentation will also be assessed in terms of clear messages, relevant topic content, structure, and should also be entertaining and engaging.

**Preliminary Major Project Brief**

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| **Agency** | Department of Home Affairs |
| **Project title & description** | Development project automation: towards self-service projects  The project will create a way for new software development projects to create a set of artefacts in the Department’s CI/CD pipeline using existing APIs. These artefacts will contain standard requisite configuration and some boilerplates.  The initial desired outcome is to develop and implement a mechanism for current CI/CD administrators to quickly generate these artefacts but with a view to creating a self-service option for some project types in the near future. |
| **Project outcomes & benefits** | Application with a web-based interface to automate project creation:   * Improve efficiency * Reduce errors caused by human intervention and repetition * Provide initial work towards a full self-service function. |
| **Key stakeholders** | Visa and Citizenship Systems Delivery Section |
| **Indicative deliverables** | Project Outline  System design  Interface design  Service definitions  Test plan  Running application with appropriate documentation and automated testing. |
| **Known project considerations**  *(eg. security issues etc…)* | No project considerations: All systems to be automated have public APIs and are publicly accessible model implementations. |
| **Project Sponsor (SES)** *committed to approx. 6 hours* | Name: Renate Croker  Position: Assistant Secretary  Phone Number: 02 6264 2274  Email Address: renate.croker@homeaffairs.gov.au |
| **Project Advisor (EL1 or EL2)**  *committed to approx. 10-15 hours* | Name: Mark Reeves  Position: Team Leader  Phone Number: 02 6198 7313  Email Address: mark.reeves@homeaffairs.gov.au |