



SUPINFO
International University

INSTITUTE OF INFORMATION TECHNOLOGY

Group Projects Guide

Guidelines and evaluation

2014-2015

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TABLE OF CONTENTS

1	CONSTITUING PROJECT GROUPS	4
1	PROJECT-RELATED EVENTS	4
2	MID-YEAR DELIVERY	5
3	PROJECT DELIVERY	5
3.1	<i>HOW TO DELIVER YOUR PROJECT</i>	<i>5</i>
3.1.1	Service outage	6
4	RESIT PROJECTS	6
5	APPEAL PROCEDURE.....	6
6	LICENSE	6
6.1	<i>WHY?.....</i>	<i>7</i>
7	ABOUT VIVA	7
7.1	<i>COMMON CONSIDERATIONS.....</i>	<i>7</i>
7.2	<i>GRADED ITEMS.....</i>	<i>7</i>
8	MAIN SCHEDULE.....	8

1 CONSTITUING PROJECT GROUPS

The group projects, as their name implies, are collaborative works. Students are instructed to create groups of 4 to 6 people to work on the given subjects. However, they are completely free to start working (as individuals or teams) on the projects, once the subjects are released before actually creating groups. Students are also free to create different groups for different projects: You can perfectly work with a given team for the Architecture project and decide to work with a completely different group for the development project. The only requirement on group project composition is that all members belong to the same class.

There is no group membership declaration process, and therefore no deadline for group constitution. However, it's strongly advised that you constitute your groups before the 15 of December 2014. Adhering to this schedule will help you meeting the final deadline. We also encourage students to use knowledge on team management and objectives they learned in management courses.

Will be considered members of the group all students mentioned in the final delivery and/or present on viva. Therefore, if, for any reason, only 2 or 3 people (or even one) are left as effective members of the group on the final delivery deadline, you will still have to deliver your work and go to viva with the remaining members. As the group members only have to be revealed on the final delivery, no complain or modification request on group composition will be accepted after the deadline.

We also strongly encourage students to work by groups of 6 to fairly distribute the workload among members and achieve high quality projects. However, no group above 6 members will be allowed. Any group having more than 6 members will be immediately disqualified, automatically giving the 0/20 mark to all members.

For the special case of students going through a mobility process during the academic year, students will have two options. They can either continue to work with their original group from their original Campus using any mean found appropriate, or join an existing group on their landing Campus. Even in this case, **no group can be constituted by more than 6 people, no exception**. However, in the case where the student chooses to continue to work with his original group, his participation to viva will be considered optional. No points shall be taken from his group for the lack of this member during viva.

1 PROJECT-RELATED EVENTS

Projects-related online meetings **can** be held during the academic year, **as needed**. These meetings will either give you updated information about these projects, gather your questions and give you direct answers, or be courses sessions on a project-related topic.

All these events will be organized using Cisco Webex. You will receive invitations to the events targeting your class directly in your SUPINFO mailbox.

2 MID-YEAR DELIVERY

The final delivery is no more the only expected delivery. For each project, students are expected to begin by creating a prospective timescale and milestones using a Gantt diagram.

This prospective development schedule will be delivered on **January 20, 2015**, with a group member list. They will then deliver their project in its current state on **March 20, 2015**, according to the expected delivery section of each project subject. This mid-year delivery will serve as a snapshot to compare the final delivery with.

The group declared along the prospective timeline is purely indicative. You're still free to change groups before the final delivery. "The Group" is still defined by the list of students that do the final delivery and go to viva.

The ability to cope with the initial timescale/milestones will be evaluated during Viva.

3 PROJECT DELIVERY

All projects should be **delivered** according to the following instructions, **before June 15th 2015, 23h59 (Paris time)**.

No document, update, or missing file will be accepted past this date. Any delivery not following the thereafter described process will not be accepted either.

We strongly advise you not to wait until the last moment to deliver your project: In the very last minutes the server could be under heavy load and unable to process your request. If you can't deliver your project using the regular process, please refer to section 3.1.3, "Service Outage".

All projects documents must be based on the SUPINFO template available on Courses on the same directory as this document.

3.1 HOW TO DELIVER YOUR PROJECT

The delivery process will be described in an email you'll receive before each delivery deadline. Please refer to this document for more information.

Don't forget that the **members of the group** must be **listed** in a separate **file in the archive**, as required is the **"Expected Delivery"** section of the **project subject**.

3.1.1 Service outage

In case of service outage or any technical inconvenience on our side that prevent you from uploading your project following the regular process, please send to group-projects@supinfo.com a MD5 hash of your delivery archive **before the deadline**. We'll then arrange something to get your project by other means, **if and only if** you've sent a hash of your archive to the above mentioned e-mail address before the deadline.

4 RESIT PROJECTS

If any student fails to earn group project ECTS credits, he will be given another chance as part of the resit exams policy. Resit projects subjects will be released the **30th of June 2015** and must be handed back before the 30th of September 2015. Resit projects are not a collaborative work. They must be done on his own by each student who wants to earn failed group projects credits.

Resit projects marks will be treated as a resit mark with all already documented implications. All information about resit exams is available in the Resit Guide.

5 APPEAL PROCEDURE

Students having good reasons to appeal their Group Projects evaluations can do so by writing their request to samuel.cuella@supinfo.com. Students can file for appeal until **August 30, 2015**. No appeal request will be accepted past this date.

Students needing to appeal for their RESIT projects evaluations can do so until **December 1, 2015**. No appeal request will be accepted past this date.

6 LICENSE

All projects realized and presented as group projects by SUPINFO students are *de facto*, and in a non-limitative statement, covered by the FreeBSD License. It means that as the original copyright holders, you can perfectly choose to re-license or dual-license your project to anyone, but that the copy you submit as your academic project delivery will be automatically licensed to SUPINFO on the terms of the FreeBSD License.

6.1 WHY?

We are not a software vendor. We are an academic institution. We don't intent to sell or commercially exploit your projects. However we need to reserve the rights to show, promote or use your projects as a base for derivative works by other students.

7 ABOUT VIVA

7.1 COMMON CONSIDERATIONS

Vivas are the opportunity for the group to do a 20 minutes long presentation of their project, in the form of a simulated pre-sales meeting. The aim is to demonstrate the projects features and theirs/its adequacy with the client's needs. **Students can only present during viva what they have actually done and delivered.**

Students will structure their presentation using a PowerPoint slide show to enlighten the relevant parts of the presentation, such as (non-limitative list):

- Solution architecture
- User ↔ Solution interactions
- Administrators ↔ Solution interactions

Slide show format, structure, size, and any specific elements are left to the group. Students are free to design their slide show in any way that helps them to make their point and sell their solution.

As vivas are simulated pre-sales meetings, students are expected to behave like IT professionals selling a solution to a client. To do so, group members can take the part of any needed person (salesman, engineer, programmer, ...) to conduct their demonstration.

Students are expected to carry a professional behavior. This implies ability to give a speech, to use a proper elocution and structured statements. Adopting a business dress code (suit and tie) would be very appreciated.

Students will receive convocations and oral sessions dates at least one week before the actual exam.

7.2 GRADED ITEMS

All vivas, regardless of the class or project, will be evaluated using the same graded items. Viva count for 50% of the final project mark.

General introduction (5 points):

Group presentation (2 points)

Who are you? Business role play encouraged

Project presentation (3 points)

Client business case sum-up, ... anything relevant to introduce your subject

Operational conditions (4 points):

Hardware and setup (2 points)

Demo's are working and have been prepared

Slideshow quality (2 points)

The document is clear, well structured, without mistakes and has a good design.

Presentation content (6 points):

Subject introduction: Quality and relevancy (1 point)

The introduction is relevant and enlightens the presentation structure

Argumentation quality, sales pitch (2 point)

Presentation structure (1 point)

The presentation itself (talk) has a structure that makes sense/a point.

Ability to answer the client's questions (2 points)

Behavior and speaking (5 points):

Ability to cope with stress (1 point)

Public speaking skills (1 point)

Dress code (1 point)

Professional behavior (2 point)

Adherence to prospective timeline (2 points)

8 MAIN SCHEDULE

Projects-related deadlines and important dates follow (all deadlines are due to 11:59 p.m. (Paris time), unless otherwise specified) :

- December 8, 2014: Group Projects Guide and Subjects release
- December 15, 2014: Indicative deadline for groups constitution. *(This date is indicative. There is still no group declaration process at the moment this document is written.)*
- January 20, 2015: Prospective timeline delivery
- March 20, 2015: Mid-year delivery
- June 15, 2015: Project delivery deadline
- As of June 22, 2015: Viva on your campus
- June 30, 2015: Resit projects subject release

- August 30, 2015: Deadline for Group Project appeal requests.
- September 30, 2015: Resit projects delivery deadline
- December 1, 2015: Deadline for RESIT appeal requests.