

COSC2635 Building IT Systems

Assessment 3 / Stage 1: Project Report



Assessment Type: Project Report

Word limit: Use as many words/pages you need to fulfil the requirements



Due date: Sunday of Week 12 11:59PM (AEST)



20% of group's overall grade

Overview

The project for this course is to work as a group to build a functional prototype of an IT system. Please refer to the explanation of how the course works and the calendar in Week 1 to understand when each of the parts of the project are due. In Assessment 1 you created a proposal, in Assessment 2 you created a design document and progress report for your project. Assessment 3 is the final deliverable, which is completed in 2 stages and requires you to complete the following based on your IT system:

- **Project Report = 100 points / 20% weighting [Stage 1]**
- Project Presentation Video = 60 points / 15% weighting [Stage 2]
- Project Team Log = 40 points / 5% weighting [Stage 2]
- 200 points total = 40% of total assessment weight for this course.

This assessment brief provides guidance on the content and format requirements for Stage 1: Project Report. Please see the other brief on this page for information about Stage 2: Project Presentation Video and Project Team Log. Please read all sections of this brief before you begin.

For this report use as many words/pages you need to fulfil the requirements, but don't waffle. Be precise.

Assessment Criteria

This assessment will measure your ability to produce a final report of a project to build a functional IT system. For further information about grading please see the rubric.

Course Learning Outcomes

This assessment is relevant to the following Learning Outcomes:

CLO 1: Locate and assess tools and resources for IT systems, apply knowledge to a wide variety of experiences in programming or scripting, networks and databases to design and develop IT systems

CLO 2: Identify, decompose and solve problems related to the creation of IT system prototypes

CLO 3: Effectively communicate project outcomes in a written report

CLO 4: Work independently and collaboratively to develop small IT systems

CLO 5: Evaluate and provide feedback on the work of your peers

Assessment details

Your task in this assessment is to write a **Project Report** on your project. It should incorporate the feedback you received for Assessments 1 and 2. The report will consist of the following sections.

Project Background (10 points)

Provide a background that outlines your project incorporating content from your Assessment 1: Project Proposal and Assessment 2: Interim Report. This project background must enable an assessor to visualize outcome and understand the project motivation, team, aim and scope, so every section should be included. Draw from each Assessment as needed. Each team member will contribute 1-2 sentences to this section. Include the following items.

Motivation: A general overview about the motivation for your project.

The team: List your team using the following information:

- Full Names as per RMIT course registration (please avoid assumed/nicknames)
- Student Number
- Student Email Address
- Role in the project
- Personal background and skills relevant to the project

Project aim: The broad aim of your project e.g. “Re-establish the King under the Mountain”, “construct an artefact in Minecraft”, “produce a movie about green powers”.

Project goals: State at least three goals that you achieved in your project in order to meet your project aim.

Project Progress (30 points)

In this section you will discuss the project outcomes your team achieved and are not yet complete. This section should give sufficient information to show genuine progress and be one to 6 pages maximum. Include the following items.

Description: Describe “the story” of your project, how it began, how it progressed, and how your progress compared with the plan. Include any changes to the original project plan and reasons for the change. This should be detailed, so that the contributions from each team member are easily discerned. Include any work that you would *like* to have done but did not have time to complete.

Outcomes to date: Describe the outcomes of your project including any features and/or artefacts not yet implemented. It is possible that you may have *no* demonstrable outcomes. In such a case, explain the status of each outcome and the reason for not being able to complete it e.g. “The last three features could not be completed because ...”

Scope creep: Describe any changes to the scope of your project (e.g. scope creep or scope contraction) and the reasons why those changes occurred.

Progress: Describe your progress compared to your project timeline and any changes that were made. (No points will be deducted for not meeting your timelines, so be honest).

Testing: Describe the testing performed during your project and any changes to your plans for testing or your project.

Tools and Technologies: Describe the tools and technologies used in your project. This description should be detailed enough that it could be used to recreate your project.

Challenges and Learning (30 points)

Describe any challenges you had in the project in two pages maximum. This section should give sufficient information to show the challenges and how you addressed them. Include the following items.

Group challenges: Describe the challenges that you had during the project as a group. Were these expected? Include any challenges related to the tools and technologies that were selected for the project.

How the challenges were addressed: Describe what was done to address the challenges and any outcomes. Include all solutions that were proposed including those still being developed.

Learning from the challenges: Describe any new skills or experiences the group developed as a result of the challenge.

Changes: Describe any changes to the project as a result of the challenges that occurred e.g. goals, timelines etc.

Project plan refinements: Describe any changes you would make to your project plan considering the challenges you had.

Timeline refinements: Describe any changes you would make to your project timetable and reasons why.

Risks and unexpected events: Describe if the risks from Assessment 1 (Project Proposal) were actualized. Include any unexpected events and how they were addressed.

Marketing Pitch (10 points)

Write an “elevator pitch” for your project with sufficient information to attract a potential investor(s). How would you sell the concept to investors? Assume that the person reading this section knows nothing about the project, give sufficient information to attract investors. So, “We have worked well together as a team”, is a statement that doesn’t elicit evidence and is almost certainly not the case and would not sell the idea (besides which, *every* group has “issues”). In this section you should **market** what you have achieved, not *evaluate* whether your group is working well together. This section should be two paragraphs maximum.

Skills and Jobs (10 points)

Imagine your project successfully attracts funding for further development. Write four position descriptions for people that you would employ to take your project to the next phase. Consider the skills that are appropriate. Use one to two pages per position description. Include the following items:

- Technical expertise
- Team-work experience
- Leadership and management techniques
- Innovative thinking

Formatting (10 points)

Please follow guidelines for formatting your Proposal:

- Font used must be Arial, in black, size 12.
- All figures must be clearly labeled.
- A table of contents should be used with correct page numbers for each section.
- Where possible, please use **bullet points so that** your group assignment is easily read by the assessor.

Submission

The final submission must be in Adobe PDF format. One member only should submit for the entire group (although you would all approve the final submission). Please ensure you have a time stamped backup on your GitHub or Drive or similar.

The due date for this assignment is **Sunday Week 12** you must submit the assignment both on Canvas Assignment Part 3 Submission section and on the corresponding Assignment Part 3 Trello card (for backup).

For *each day* submission of Assessment 3 Stage 1 is **late**, a total of **10%** will be **deducted** from your **overall grade** for this assignment. If your team fails to submit within 10 days of the **due date**, your group will not receive any points.

Referencing guidelines

Use RMIT Harvard/APA 6th or 7th ed./ AGLC3/

You must acknowledge all the courses of information you have used in your assessments.

Refer to the RMIT [Easy Cite referencing tool](#) to see examples and tips on how to reference in the appropriated style. You can also refer to the [library referencing page](#) for more tools such as EndNote, referencing tutorials and referencing guides for printing.

Academic integrity and plagiarism

Academic integrity is about honest presentation of your academic work. It means acknowledging the work of others while developing your own insights, knowledge and ideas.

You should take extreme care that you have:

Acknowledged words, data, diagrams, models, frameworks and/or ideas of others you have quoted (i.e. directly copied), summarised, paraphrased, discussed or mentioned in your assessment through the appropriate referencing methods,

Provided a reference list of the publication details so your reader can locate the source if necessary. This includes material taken from Internet sites.

If you do not acknowledge the sources of your material, you may be accused of plagiarism because you have passed off the work and ideas of another person without appropriate referencing, as if they were your own.

RMIT University treats plagiarism as a very serious offence constituting misconduct.

Plagiarism covers a variety of inappropriate behaviours, including:

- Failure to properly document a source
- Copyright material from the internet or databases
- Collusion between students

For further information on our policies and procedures, please refer to the [University website](#).

Assessment declaration

When you submit work electronically, you agree to the [assessment declaration](#).

Working as a group

Many courses require you to work in a group to complete various assessments. It is the collective responsibility of all group members to actively contribute and complete any project. If any individual is unavailable during this time, the group will need to adjust responsibilities to allow for the work to be completed. It is recommended that students elect a group leader to take responsibility for this.

Working in a group requires consistent interaction and communication. This should be done within Canvas, Google Hangouts, email etc.

Should any individual be unavailable for an extended period of time, it is the responsibility of the group members, or group leader, to advise their tutor to discuss the situation. This should be raised as early as possible if students wish to apply for an extension or special consideration.

Only one copy of a group assessment needs to be submitted, however all group names must be added to the report submission.

For further information about understanding group work, visit [RMIT Learning Lab](#).