

**FIT5057 Project Management**

**Assignment Three**

**Project name or description**

MONTH 20XX

Student ID and full name:

Team number:

Applied class:

# 

# **FIT5057 Assignment 3 Writing Guide and Template**

**Before submission, remove all guides, comments, and unnecessary instructions to ensure the final document is clean, professional, and ready for presentation.**

|  |
| --- |
| This guide aims to support your success in Assignment 3 by providing guidance on each deliverable within your project management plan. Remember, this is a starting point – your own exploration of project management concepts and tools will further enhance the quality of your submission.  **Important Reminders:**   * Don't leave this for the last minute! * Prepare for change and updates; that is normal and expected. * All templates are provided. You SHOULD adapt it to your project's unique needs. * Conceptual Understanding: Demonstrate a thorough understanding of the core project management principles covered in your coursework. These concepts serve as the foundation for each task within the assignment. * Justification: Clearly explain your reasoning behind the choices, tools, or methods selected. Successful project plans demonstrate not only the 'what' but also the 'why' behind plans. * Professionalism in Writing: Use clear, organised, and error-free language throughout your plan. Present your ideas with the same level of care you would offer a client. * Visual Clarity: Charts, tables, or diagrams can often communicate complex information or relationships more effectively than text alone. * Accurate Referencing: Employ your designated referencing style (APA 7) correctly and consistently to acknowledge your sources. Refer to [Monash Library guidelines](https://guides.lib.monash.edu/apa-7). * This document includes guides to develop your assignment tasks (presented in boxes) and templates to use. Remove the guides after completing the tasks and before submitting, to avoid an unnecessary indication of high similarity in Moodle! |

Include a table of contents with updated page numbers when you have completed the report.

# 

# **Contents**

DELIVERABLE 1: Agile Project Foundations

Task 1.1 Project Vision and Initial Requirements

Task 1.2: Scrum Persona Development

Task 1.3 Journey Mapping

DELIVERABLE 2: Agile Planning and Sprint Allocation

Task 2.1 Product Backlog

Task 2.2 Strategic Sprint Allocation

Task 2.3 Sprint 1 Execution Plan

DELIVERABLE 3: Agile Reflection and Professional Development

Task 3.1: Reflection on Agile Game

Task 3.2: Personal Reflection and Career Development in Agile Roles

Team Presentation and Agile Artefacts

References

Generative AI - Acknowledgement of Use

**Deliverable 1. Agile Project Foundations**

**Task 1.1: Project Vision and Initial Requirements**

* **Refine Business Vision:** Write a concise statement (consider up to approximately 150 words as a guide) that explains the core problem your project addresses, directly linking it to the organisation’s goals. Describe how your project will create value, enhance processes, and positively impact specific stakeholders.
* **Problem Statement:** Clearly define the specific problem your project aims to solve, focusing on the end users’ needs and benefits (e.g., for game players). This should directly relate to the game’s objectives and how it addresses a real challenge or gap in user experience.
* **High-Level Requirements:** Identify essential features and functionalities your product must have. For each feature, briefly describe the benefit it provides to a specific type of user (guided by the personas developed in Task 1.2). This list will form the initial entries for your Kanban/Trello backlog for Deliverable 3.

**Task 1.2: Scrum Persona Development**

* User-Centricity: Create a minimum of two detailed personas. For each persona, include:
  + A name and a photo: Give each persona a realistic name and include a representative image.
  + Description and organisational role: Provide key information about the persona’s background (e.g., age and demographic details, occupation/role, interests, skill level etc).
  + Goals or Needs related to the project: Define the persona’s primary goals and what they want to achieve when interacting with your game (e.g. Motivations for using the system and their expected interactions with the system).
  + Frustrations/Pain Points: Identify any challenges or frustrations the persona might encounter while playing the game or using the product.
* Feature-Persona Connection: For each persona, provide a short example (50-100 words) of how one of your proposed features would directly benefit them. This helps connect your vision to real user needs.

**Task 1.3 Journey Mapping**

* Pick a critical part of your project's overall user journey and link it to the user persona and specific journey focus.
* Use the provided template to answer the following:
  + Stages: Focus on "Awareness & Consideration" and the user's "Decision Point."
  + Steps: List out what the user does at each stage.
  + Touchpoints: How do they interact with systems or people?
  + Pain Points: Where do they face frustration or obstacles?
  + Ideal Journey Improvements: How will your project make this better?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stages** | Steps (What is the user doing and thinking?) | Touchpoints (How they interact) | Pain Points (Challenges/ Frustrations) | Ideal Journey Improvements |
| **Stage 1: Awareness & Consideration** | *How does the user become aware of their problem or the opportunity?*  *What does the user consider?* | *Company resources (e.g., website)Word-of-mouth* | *Do they find the website easily?* | *How can your project make it easier to understand the problem and the potential solution?* |
| **Stage 2: First Interaction** | *What is the first page or notations the users see?* | *How do users navigate through the home menu?* | *What might prevent them from recognising their need early?* | *How could the ideal home page guide the user?* |
| **Stage 3. Engagement & Problem Solving** | *What steps does the user take?* | *Where do they look for help?* | *Where does the user struggle?* | *What can we enhance?* |
| **Stage 4. Decision Point** | *What are they thinking as they make a decision?* | *Websites, forms, interactions with staff, etc*. | *What hesitations, doubts, or barriers might cause them to give up?* | *How can we assist in decision making?* |

**Deliverable 2. Agile Planning and Sprint Allocation**

**Task 2.1: Develop a Comprehensive Product Backlog**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Epic** | **Feature** | **User Story** | **Priority (MoSCoW etc.)** | **Estimated effort (Story Points)** |
| *Description: List at least five major epics based on the initial requirements outlined in Deliverable. Briefly describe each epic and clearly explain how it supports your project's main goals.* | *A specific piece of functionality that contributes to the epic.* | *A simple, user-focused description of a requirement ("As a... I want to... so that...")* | *A designation using a prioritisation method (MoSCoW, Kano, etc.) indicating the importance of the feature or user story.* | *An estimation of the relative complexity and effort required to complete the user story.* |
| Example: User Account Management | Secure Registration | As a new user, I want to create an account with a unique email and password so that I can save my preferences. | Must Have | 3 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Task 2.2: Strategic Sprint Allocation**

|  |  |  |
| --- | --- | --- |
| **Section** | **Guidance** | **Example** |
| **Sprint Allocations** | Sprint Number (1-5) \* Epics Allocated \* Theme (If Applicable) | Sprint 1: Epic 1, Epic 3 (Core Functionality)  Sprint 2: Epic 2, Epic 5 (User Experience Enhancement) |
| **Justification & Trade-offs** | Use bullet points or short paragraphs to answer: \* Why did you prioritise these epics for each sprint? (Link to pain points, dependencies) \* What trade-offs are you making? (e.g., delaying a "nice-to-have" feature for a critical bug fix) | \* Epic 1 first as it lays the groundwork for other features. \* Trade-off: Less focus on immediate visual improvements. |

**Task 2.3: Sprint 1 Execution Plan**

|  |  |  |
| --- | --- | --- |
| **Category** | **Task** | **Description** |
| **Objective** | Objective: Clearly state the goal of Sprint 1, focusing on how it addresses specific pain points or project goals. | A concise statement of the main goal of Sprint 1, directly addressing stakeholder pain points and contributing to the project vision. |
| **Scope** | Scope: List the specific features and tasks that will be developed or initiated in this sprint.  Stories Listing: List all user stories planned for Sprint 1. Include:  User Story ID  Priority (using MoSCoW) | A list of the following: \* Features: Specific functionalities to be developed. \* User Stories: Descriptions of how users will interact with the features (written as "As a... I want to...so that...") \* Acceptance Criteria: Detailed conditions that must be met for user stories to be considered complete. |
| **Definition of Done (DoD)** | Specific DoD Application: Outline how the general DoD criteria will be applied to each user story or task in Sprint 1. This can include specific tests to be passed, particular documentation to be completed, or security checks that need to be conducted. | A set of overarching criteria determining whether the entirety of the sprint's work is successfully finished. This may include code testing, reviews, and deployment-related standards. |
| **Capacity Alignment** | Capacity Alignment: Assess the team's capacity to take on these tasks within the sprint duration. Realistically assess your team's available capacity and select user stories that comfortably fit within the sprint timeframe, leaving some buffer for contingencies. | Buffer: A small amount of time reserved for unexpected issues or delays. |

**Sprint Review & Retrospective:**

Objective: Explain how you will present the work completed in Sprint 1 to your stakeholders and gather feedback. Identify which features or user stories you plan to showcase, and specify how this feedback will guide future sprint planning.

**Deliverable 3: Agile Reflection and Professional Development**

**Tips for an effective reflective writing**

Be Honest and Authentic: Reflective writing is about sharing your genuine thoughts and feelings. Be honest with yourself and your readers.

Use a Structured Approach: Consider using a reflective model like Gibbs' Reflective Cycle, Kolb's Experiential Learning Cycle, or Johns' Model of Reflection to guide your writing process.

Describe the Experience: Provide context by describing the experience in detail. Include relevant background information, people involved, and the circumstances surrounding the event.

Express Your Thoughts and Feelings: Reflect on your thoughts, emotions, and reactions during the experience. How did you feel? What were you thinking? What was your initial reaction?

Conclude with Actionable Insights: Summarise your reflections and conclude with actionable insights or future steps. What changes will you make moving forward? How will you apply what you've learned?

See the Resources for Reflective Writing:

<https://www.monash.edu/learnhq/write-like-a-pro/how-to-write.../reflection>

<https://www.monash.edu/learnhq/write-like-a-pro/annotated-assessment-samples/information-technology/it-reflective-writing>

**Task 3.1: Reflection on Agile Game (LEGO/Agile Activity Experience)**

**Beginning: Introduction to the Agile Game Experience**

Start by briefly introducing the Agile game, such as the LEGO/Agile activity, and its purpose. Briefly explain the context in which you participated in the game, including the setting, participants, and your initial expectations or goals. Mention why you were interested in this activity and what you hoped to learn from it.

**Middle: Detailed Reflection on the Experience**

* Agile Principles in Action: Describe specific moments during the game that helped you understand core Agile principles like iteration, collaboration, and flexibility. Highlight key lessons learned about working in Agile teams. For example, you might discuss how iterative cycles allowed for continuous improvement and how collaboration was essential for achieving the team’s goals.
* Role of the Scrum Master: Reflect on the role of the Scrum Master or other roles during the game. Explain how these roles facilitated teamwork, problem-solving, and continuous improvement. Compare these practical experiences with your theoretical understanding of Agile roles. For instance, you could mention how the Scrum Master helped the team stay focused and resolve conflicts, enhancing your appreciation of this role.
* Challenges and Solutions: Identify the challenges your team faced during the Agile game, such as communication breakdowns or time constraints. Explain how your team used Agile practices to overcome these challenges, providing specific examples. Discuss how these experiences reinforced the importance of Agile principles in real-world scenarios.

**Concluding remarks:** Summarise any conclusions you could draw from your experience and reflection

**Task 3.2: Personal Reflection and Career Development in Agile Roles**

**End: Personal Reflection and Career Development**

Conclude with a personal reflection on how this experience has influenced your understanding of Agile roles and your career development:

* Role Preference: Discuss any preferences you identified for specific Agile roles, such as Scrum Master, team member, or Product Owner. Mention the qualities or skills you discovered or utilised during the activity that align with these roles.
* Skills Development: Highlight 2-3 Agile-related skills you improved during the game, such as facilitation, time management, or collaboration. Explain how these skills will benefit you in future Agile roles.
* Future Career Path: Reflect on how this experience impacts your career strategy. Consider whether you would pursue a role as a Scrum Master or Project Manager and identify any additional skills or experiences you need to develop to achieve your career goals.

**Team Presentation and Agile Artefacts**

Add a photo or screenshot of the Scrum board/Kanban board you used for in-class demonstration for the record here. This will be only reviewed and assessed in exceptional circumstances.

**References**

Students are expected to search for relevant extra readings and, **when applicable**, draw on suitable literature from academic publications as well as practitioner outlets. All sources of information used must be fully and appropriately acknowledged using in-text citations and a reference list.

The reference section should use the American Psychological Association's (APA) style of referencing. (APA 7th style: <https://guides.lib.monash.edu/apa-7> )

Here is a library guide for understanding what information you need and how to find it:

<https://www.monash.edu/library/help/assignments-research/finding-and-evaluating-information/understanding-what-information-you-need>

**GENERATIVE AI: Acknowledgement of Use**

AI & Generative AI tools may be used SELECTIVELY within this assessment. Where used, AI must be used responsibly, clearly documented, and appropriately acknowledged (see [Learn HQ](https://www.monash.edu/student-academic-success/build-digital-capabilities/create-online/acknowledging-the-use-of-generative-artificial-intelligence)).

Any work submitted for a mark must:

• represent a sincere demonstration of your human efforts, skills, and subject knowledge that you will be accountable for.

• adhere to the guidelines for AI use set for the assessment task.

• reflect the university's commitment to academic integrity and ethical behaviour.

Inappropriate AI use and/or AI use without acknowledgement will be considered a breach of academic integrity.