

# CSIT214/CSCI814 – IT Project Management

## Group Project

**Project title:** Developing an event booking system for UOW

**Total marks: 40**

**Submission deadline:** Friday, 24<sup>th</sup> May (Week 11)

**Submission method:** The report is to be submitted to the Moodle site. The software is to be demonstrated and marked in the lab of Week 12.

### **Project description:**

In this assignment, a team of 4-5 students will create an event booking system for UOW. In developing this system, students need to exercise various project management skills in different project management knowledge areas. As group interaction is important, requests to undertake individual projects or projects involving less than three group members will be denied.

Each group is contracted by the CIO of UOW to develop an event booking system for UOW staff and students. As a minimum requirement, the system should provide the following functions:

- Event creation and management: a system user can create and launch a new event, or adjust the price, dates/sessions, promotional codes, capacities, etc. on an existing event.
- Event booking: a system user can view the list of events, make a booking, and modify or cancel an existing booking.

The system can be developed in any programming language and/or database that are available in your lab, so that you can demonstrate your system to your tutor in the lab of Week 12.

Each group is to submit a compressed file to the Moodle site, which contains the software you developed, screenshots, test data and results, a report, and any other documents you wish to include. The evaluation of the assignment is based on the quality of the project product, i.e., the system (10 marks), and the quality of the report that demonstrates your ability to apply project management skills (30 marks).

### **Your report must include the following**

1. A project charter (4 marks)

A project charter should include at least the project's title and date of authorization, the project manager's information, a summary schedule, a summary of budget, project objectives, project success criteria, a summary of the planned approach for managing the project, roles and responsibilities. It should be reviewed by all project stakeholders. (Refer to Section 4.4 Developing a Project Charter in your textbook (Schwalbe, 2015).

2. Project plans (8 marks)

Each team must develop a project plan for the event booking system. Your project plan must include the following in the report: project scope statement, project schedule, cost management plan, and human resource plan. You may also include quality management plan, risk management plan, project communication plan, project stakeholder management plan, etc. Your report must include appropriate Microsoft Project outputs for project schedule, cost management and human resource allocation.

Appropriate work breakdown structure (WBS) must be included in the project plan. Include at least two milestones in your project plan (you may want to include the deliverables for each milestone).

### 3. Project execution (14 marks)

Each group should provide sufficient details about how the project is executed. Thus, using the milestones you have identified in your project plan, you are required to demonstrate how your team has executed the project. For each milestone, you should update your project progress in terms of schedule and cost. For each milestone, appropriate project progress reports need to be generated and you should use Microsoft Project to track your project progress (appropriate baseline should be used to track the project progress). In addition to the outputs from Microsoft Project, you may also want to include the following in the report: project staff assignment, change requests, project management plan updates, deliverables, and at least 4 meeting minutes in the report.

### 4. Project closing and Lessons-learnt (4 marks)

This part of the report should evaluate your project success against your initial plan. It should also answer questions like “Did the project meet scope, time, and cost goals?”, “What went right and what went wrong on this project?”, “What will you do differently on the next project based on your experience working on this project?”. You can refer to Table 3-16 (p.116 in your textbook) for a sample lessons-learnt report.

### 5. Individual contribution of the team member.

In the cover page of your report, please indicate the contribution of each team member, and everyone in the team should sign the cover page. Different team members may receive different marks based on their individual contribution. The “individual contribution” of each team member is assessed by all the other members (the scale is: “contributed”, “very little”, and “almost no contribution”). For a team member who has “contributed”, he/she will receive 100% of the group mark; for a team member who contributed “very little”, he/she will receive 50% of the team mark; for students who made “almost no contribution”, he/she will receive 0 marks for the entire group project. Your tutor may make adjustment to this marking criterion based on practical situations.

## **Important information:**

1. Grouping is done by the tutor in the first tutorial.
2. The focus of this assignment is project management (30 marks), not the software artefact (10 marks). The team should put more efforts on managing, controlling, and documenting the project by exercising project management skills.
3. To simulate a real world scenario, your tutor will act as the project sponsor, i.e., the CIO of UOW. Whenever a signature is required from the project sponsor, e.g., for the project charter, you must obtain a signature from your tutor.
4. Each group will have another group as their project customers, i.e., project stakeholders. At the same time, each group will be the project customers of another project group. This means interaction takes place not only within the group, but also between groups.
5. Team members are encouraged to play the role of the project manager in turn. For example, each team member can chair at least one meeting.

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## Group Project Marking Sheet

<b>Group members:</b> <b>Name (student id)</b>		
<b>Software</b>		
<b>Criterion</b>	<b>Marks</b>	<b>Comments</b>
Required system functionalities implemented (5 marks)		
Feature/usability/reliability/robustness (5 marks)		
<b>Report</b>		
<b>Criterion</b>	<b>Marks</b>	<b>Comments</b>
Project charter (4 marks)		
Project plans (8 marks)		
Project execution (14 marks)		
Project closing (4 marks)		
<b>Overall comments</b>		