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**CSC3600**   
ICT Professional Project  
**web based image organiser**

FINAL PROJECT REPORT **supervisor:** a/prof stijn dekeyser

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***GENERAL POINTS***

***HD: Writing style is consistent throughout report.***

***Writing style is specifically tailored for the intended (non-technical) audience.***

***All paragraphs are appropriately structured so each contains a single topic, and evidence and argument within them are logically ordered.***

***Your paper is free of grammatical and syntactic errors and demonstrates clarity, and sophistication, of expression.***

***In-text references skilfully integrated into the essay in a way that increases its authority.***

***Fully compliant with current Harvard system. Few (if any) errors.***

# EXECUTIVE SUMMARY

Brief description of the project for the purpose, analysis, findings, and recommendations

***HD: The executive summary is an appropriate length (10% under or over inclusive).***

***The summary meets all content requirements: purpose, analysis, findings, and recommendations***

# METHODOLOGY

## 

***HD: The essay addresses all relevant areas in methodology.   
Analysis of methodology employed in the project is in depth and reflective.   
Reflection is well written with lessons learned and knowledge to be carried forward clearly articulated.***

## METHODOLOGY STATEMENT

Notes:

The descriptions about the methodology that you undertook to complete the project. You may use figures to help your descriptions if necessary.

Mark IV Tech implemented an agile software development model to carry out this project. The methodology chosen was scrum.

The user made a list containing must have functionality and desirable functionality. The team leader then selected a requirement for each member to develop and then implement it. Progress of each backlog task is discussed in daily scrums. The team leader kept the team focused and informed throughout the whole project. Once the component was implemented and tested by the group and was completed and working the team leader would delegate the next lot of tasks.

## JUSTIFICTIONS

Notes:

The discussions about why the specified methodology is selected, and the positive and negative sides of the methodology as revealed in the project.

The scrum methodology was chosen for the agile software development model because it was adaptive to changing user requirements and wishes. Team members lived in different states and some had jobs and therefore the waterfall method was not an option and the software completion date were too short. A negative is due to the lack of documentation there were a couple of occurrences where two team members carried out the same task.

This methodology allowed the team to create a modularized piece of software that could be easily tested, and component could be easily re-developed to a point it met the user’s expectations. A negative throughout the project some members spent too much time on specific tasks.

The team leader kept the team focused on the goal he set each team member throughout the whole project cycle. A minor negative was in some instances feedback took a period of time due to each member being in different states and team work hours weren’t in unison.

## DISCUSSIONS

Notes:

How your team has followed the methodology in the project

How your team will do with the methodology in future in order to achieve a better result of similar projects.

The team had an initial meeting with the user (Stijn) to get a starting point for user requirements. The

team leader broke the project down into task and assigned each team member a task, this document

was loaded onto google docs for all members to see. Each team member completed the component

and loaded it onto GitHub for all members tested and give feedback. The team leader was constantly on

messenger chatting with team members discussing progress and if assistance was required. Once all

members were happy with the component the next set of tasks or system requirements were then

assigned by the team leader.

# PROJECT PROCESS

Note: Describe the process that your team followed for this project. Use the headings below to comment on the different aspects of this project.

***HD: The essay addresses all relevant areas in project process.  
Analysis of team problems and (possible) solutions is in depth and reflective.  
Reflection is well written with lessons learned and knowledge to be carried forward clearly articulated.  
The essay is well supported by the documentations (meeting minutes) throughout the project.***

## TEAM ORGANISATION

Note: Discuss how teamwork was organised in the project

All forms of team work were organised using the Messenger, Google docs platforms or via email. Members would discuss availability, proficiencies and weaknesses in terms of coding, report writing and software experience which would provide vital information when organising teamwork.

The team leader Mr Hertweck was an essential figure in ensuring team work was consistently applied throughout the whole project cycle. He would assign two members to a task is there were time constraints or felt a task required skills from two different member that exhibited them.

Another method used to organise teamwork was between two or more members of the team. If a member needed help with a task they would use messenger to ask a member with the required skill to provide assistance. This assistance could have been verbal, providing previous study material or collaborating via GitHub.

## TEAM STRUCTURE AND ROLES

Notes:

• What team structure did your team assume?

There was a team leader, a front-end department and a back-end department.

• What roles did different team members play within the team?

The team leader ran the whole project ensuring all member new each deadline, assigned tasks to each member or members and kept the team focussed and moral high.

The back-end department was responsible for developing a user interface and the flow of the web application.

The front-end department was responsible for ensuring the application talks to the database, saves, retrieves and uses data according to user specifications.

All departments were involved in the report writing process.

• Consider both technical and non-technical roles

## COMMUNICATION AND MEETINGS

Notes:

• How well did all the team members communicate with each other?

Communication throughout the whole project was exceptional because of the democratic management style adopted. All members were encouraged to communicate and use multiple platforms to achieve this.

• What communication problems did you encounter?

In some instances, due to the complexity of the issue or task the platforms used were not adequate. The length of time to discuss an issue or explain view took longer than it should have. Availability of each member at any given time provided communication problems.

• How could you overcome these communication problems in the future?

Phone calls could have provided live discussion and would have been far easier to discuss complex issues and tasks. In future it would be far easier to be located within travelling distance for weekly face-to-face meetings although this would not always be possible.

• How were your team meetings run?

All team meeting was organised 3 to 4 day in advance and the video conference would be run on the zoom platform.

• How successful were the meetings?

These meetings were extremely successful because every member was able to easily discuss or bring up any difficulties or issues they were having. Furthermore, it was far easier to discuss project direction and task requiring help through verbal communication with all team members that instant messaging.

• How could you improve how the meetings ran?

A meeting running sheet could have been loaded onto google doc where each member could have written what item they required to talk about. That would have given the team an approximation of meeting length and ensure all required topics were discussed.

All meeting minutes were taken and scribed for future reference.

• Could you streamline the meetings so that they took less time in a future project

Our meetings were short and concise due to time constraints as members had other engagements.

## DOCUMENTATION

Notes:

• Comment on how useful your group found the different documents during the development of your project.

• Attach all Meeting Minutes to the end of the document

## PROCESS

Notes:

• Describe the process followed by your team during the project.

• What difficulties did you encounter and how they were or were not over-come?

• What activities or strategies did you employee that you thought were successful and should be done on future projects?

# PROJECT REPORT

## PROJECT OUTCOME

***HD: The descriptions of the project outcome are comprehensive and accurate;  
The review on the quality issue of the project outcome is adequate, from perspectives of both end users and developers;***

***Cost of the outcome is calculated accurately and reasonable, and fully supported by the log sheets supplied with the final report.***

Notes:

• Review the Problem definition in Project Plan document

• Present the project outcome in details

o The detailed description of project outcomes depends on the type of projects and the agreement within the team and supervisor

o Detailed Project Description including technical and non-technical details

• Comment on the quality of the project outcome.

o Consider quality both from the perspective of a prospective user of the system and from the perspective of a developer who has to maintain and extend the system. (software development projects)

o Review of the product from the users' perspective. Indicate how reliable, usable and complete the product is, in terms of client requirements.

o Review of the product from a technical perspective. Indicate how maintainable, reliable, portable and efficient the product is.

## COST OF THE PROJECT

(Note: will update figures a couple of days before due date)This project has had a total project expenditure of $17,445.79. The initial plan anticipated an outlay of $70,199.75, this total however was caused by an uncaught error in which the total labour costs were incorrectly multiplied by four; the corrected estimated expenditure was $20,129.00. The project has therefore underspent anticipated (corrected) costs by $2,683.21. The cost of each project is broken down and displayed in the below tables. The Labour table sources its data from the task log summary shown in appendix XX.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Phase** | **Total Hours(4)** | **Cost (Business Analyst Rate(1))** | **Cost (Programmer Rate(2))** | **Cost (Project Manager Rate(3))** | **Total Phase Cost** |
| **1** | **Initialising** | 27.75 | $1,045.98 | $0.00 | $505.81 | $3,403.20 |
| **2** | **Discover and understand the details of the problem** | 31.5 | $1,191.93 | $0.00 | $566.51 | $4,537.60 |
| **3** | **Create the project plan.** | 41.5 | $1,654.10 | $0.00 | $606.98 | $7,260.16 |
| **4** | **Design Components** | 70 | $0.00 | $1,855.00 | $1,375.81 | $1,680.00 |
| **5** | **Build all the program components, integrate and test.** | 103.5 | $0.00 | $3,325.00 | $687.91 | $25,200.00 |
| **6** | **Monitoring and Controlling** | 17.5 | $316.23 | $0.00 | $890.23 | $4,764.48 |
| **7** | **Deploy** | 0.5 | $24.33 | $0.00 | $0.00 | $8,394.56 |
| **Totals** | | **292.25** | **$4,232.55** | **$5,180.00** | **$4,633.24** | **$14,045.79** |
| **Notes:** | | | | | | |
| 1. Business Analyst Hourly Rate-$48.65 (PayScale 2018). | | | | | | |
| 2. Programmer Hourly Rate-$35(PayScale 2018). | | | | | | |
| 3. Project Manager Hourly Rate-$80.93(PayScale 2018). | | | | | | |
| 4. Phase hours sourced from Task Log Summary, refer Appendix XX. | | | | | | |

**Table XX: Labour- Time and Cost Estimation**

|  |  |  |
| --- | --- | --- |
|  | Resources | Cost |
| Software | Virtualisation | $0.00 |
| GitHub | $0.00 |
| PHP/MySQL/AJAX | $0.00 |
| Hardware | Desktop PCs x 4 | $2,400.00 |
| Internet Access (Project Duration) | $1,000.00 |
| Total Cost | | **$3,400.00** |

**Table XX: Resource Cost Estimation**

|  |  |
| --- | --- |
| Title | Cost |
| Total Resource Cost | $3,400.00 |
| Total Labour Cost | $14,045.79 |
| Total Project Cost | $17,445.79 |

**Table XX: Total Project Expenditure**

|  |  |
| --- | --- |
| Title | Cost |
| Planned Expenditure (Corrected) | $20,129.00 |
| Actual Expenditure | $17,445.79 |
| Expenditure Delta | -$2,683.21 |

**Table XX: Project Expenditure Comparison**

The below graph displays a comparison of the planned lobour hours (in red) and the actual hours carried out during the project (shown in blue). From the graph it is shown that there are two phases which where inaccurately forecasted. The project team only required 43% of the anticpated programing and testing hours and exceeded the design phase hours by almost 6 times.

**Figure XX: Planned vs Actual Labour Comparison**

The above graph highlights the first costings lesson learnt, which is to not underestimate the time required to carry out the projects design, especially when working within a team. Most university assignments have been individual activities, so less time is required to create and communicate design details, with more time spent coding. It was noted through this project that extra time is required, when working in a team environment, to discuss and specify the proposed design. In future projects this team would actively proportion less time to programming and allocate more labour resources to develop designs.

The final costings lesson learnt during this project was to be more diligent with the financial calculations. The accounting error within the initial plan was caused by miscommunications during the early phases of the project, before communication paths and norms had matured, and was compounded by the dispersed structure of the project team. The error was then not identified as the team had not had experience in software projects so had little idea of the expected scale of the expenditure. To mitigate this error in future projects the team would employ additional Independent checks and validation for all critical financial calculations.

# CONTRIBUTION DISTRIBUTION

Notes:

* Fill the table with approximate percentage of effort each team member contributed to each part of the project. (Team member names go along the top row.)
* Tasks include all activities in the project, such as research, discussions, documentation, meetings, and implementation.
* Comment on how you distributed the workload within the team.
* Comment on how well your distribution of tasks worked

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MAIN  TASKS | RYAN  GEORGE | ISAAC  HERTWECK | ANDREW JOHNSTON | GREGORY  JONES |
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|  |  |  |  |  |
| TOTAL |  |  |  |  |

# CONCLUSION

Notes:

• Summarize the information presented in the document

• Summarize your team's project experience.

• What did you learn?

• How do you plan to run your next project?

# REFERENCES

Notes:

• List the references that are mentioned in the document or may support the information in the document.

# APPENDIX A: MEETING MINUTES

Note: Attach all meeting minutes taken throughout the project here

# APPENDIX B: ACTIVITY LOG SHEETS

Note: Attach all activity log sheets recorded throughout the project here