

**FIT2002 IT Project Management**  
**Semester 2, 2022**  
**Assignment Three**

**Due Date:** Week 14, 16:30 Friday 4 November 2022

**Value:** 20% of overall unit assessment

**Mode of Submission:** Online on Moodle

**OVERVIEW**

- This is an individual task
- You will prepare a proposal and/or business case for a new project
- This should match the overall portfolio from your group assignment
- This new project should meet the portfolio objectives

**LEARNING OBJECTIVES**

Through this you will:

- Learn and demonstrate your analytical and project management skills
- Develop your skills in communicating project characteristics and business justification.
- Develop your skills and knowledge from the ten knowledge areas of the PMBOK.

**SPECIFICATION AND DELIVERABLES**

Deliverables and Criteria	Weighting	Word count
1. Project proposal and Complete business case that includes: <ul style="list-style-type: none"><li>• Business justification</li><li>• time/cost estimates</li><li>• Risk assessment</li></ul>	<b>10 of 20%</b>	Up to 600 words (Excludes the exhibits)
2. Reflective report (peer feedback and collaboration) on: <ul style="list-style-type: none"><li>• how you incorporated peer feedback into your work</li></ul>	<b>5 of 20%</b>	Up to 300 words
3. Reflective report (active learning) which: <ul style="list-style-type: none"><li>• Reviews how you worked through the pre-class activities, workshops and applied classes</li><li>• Summarises and critiques your responses from the pre-class reflective questions</li></ul>	<b>5 of 20%</b>	Up to 300 words

## HOW TO APPROACH THE REFLECTIVE REPORTS

These are **different** from your Assignment 1 Reflective Report.

- The reflective report in part 2 should address:
  - peer collaboration in your team
  - how you have used the feedback and support from your team in your assignments.
- The reflective report in part 3 (active learning) analyses:
  - your personal experience through active learning during the semester
  - your participation in the pre-class reflective tasks.
  - You **must** use your responses to pre-class activities for this report.

To be successful at these tasks, you will need to use reflective thinking and specific writing style

- 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>

## GETTING HELP

If any of this isn't 100% clear or you have questions or concerns, you can:

- Ask in your weekly progress updates with your TAs during applied classes
- Attend consultation sessions (see Moodle for details)
- **Ask a question in Ed**

## SUBMISSION INSTRUCTIONS

Submissions must take the form of a single PDF document:

- Individual submission should be named: <<A3>><<Student#>>.pdf, where <<Student #>> is your unique Monash University student number.

## PLAGIARISM DECLARATION

The moment you upload your assignment on Moodle, you are required to accept the Student Statement (which includes a declaration that you have not plagiarised during the preparation of your assignment solution). You are required to **ACCEPT** the Student Statement; otherwise, you won't be able to submit your assignment electronically and your assignment will **NOT** be assessed.

## LATE SUBMISSION

1. Submission must be made by the due date. Unless an extension or special consideration has been granted, or otherwise specified in the learning management system, students who submit an assessment task after the due date will receive a late-submission penalty of 10 percent of the available marks in that task. A further penalty of 10 percent of the available marks will be applied for each additional day (24-hour period), or part thereof, the assessment task is overdue.
2. If you can't complete an assessment (due to exceptional circumstances beyond your control), you may be eligible for special consideration. In such exceptional circumstances you can request a short extension of up to five calendar days. To apply, you'll need to contact the Chief Examiner before the due date for that assessment. For longer extensions you'll need to submit a special consideration application online within two University working days after the due date for that assessment.
3. For more details of the Special Consideration procedure and rules, and how to apply, visit:  
<https://www.monash.edu/students/admin/exams/changes/special-consideration>