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ASSESSMENT BRIEF

ACADEMIC YEAR 2024/25TRIMESTER 2LEVEL: 5

**MODULE TITLE:** Team Based Project

**MODULE CODE:** MOD008917

# INTRODUCTION

This assignment involves working together in small teams to carry out a project and produce some kind of software artefact. It will be simulating employment with the lecturer acting as your “Manager” and another member of the faculty as the client (end customer).

You will need to work together to research available tools and agree your overall approach. You will need to plan and communicate to each other throughout the project, including providing progress updates to your “manager” and the client on request.

An outline of the desired software is provided in the next section, from which you will be required to create your own set of requirements. The client will be visiting in **Week 2** to hear your initial ideas and answer any questions. They may also visit later in the trimester to see how the projects are getting on, and for the presentation of your completed solution at the end of the trimester. They will provide feedback on the finished artefact which you will then incorporate into hypothetical next steps.

Your assessment is broken down into 1 element worth 100% of the grade, split into 3 components:

* 010-1 (Due by 04/04/2025) - a weekly journal containing a log of your contributions to the projects and a short reflection on successes and challenges of the week.
* 010-2 (Due by 11/04/2025) - a development report detailing how the team functioned and the development process of the project.
* 010-3 (Due by 04/04/2025) - the presentation of the artefact to the client.

**The focus of the module is on teamwork and project planning and execution.** This assignment covers the following Learning Outcomes:

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| **Learning Outcomes** | | |
| **No.** | **Type** | **Description** |
| 1 | Knowledge and understanding | Establish project aims, objectives and timeframes based on a given live brief. |
| 2 | Knowledge and understanding | Work as part of a development team, demonstrating the skills required to ensure that the project is a success. |
| 3 | Intellectual, practical, affective and transferrable skills | Produce a working prototype for a given scenario. |
| 4 | Intellectual, practical, affective and transferrable skills | Contribute to the solution of a given, live brief scenario using version control systems. |
| 5 | Knowledge and understanding | Demonstrate an understanding of the roles and responsibilities of a project team together with communication techniques to ensure the project is a success. |
| 6 | Intellectual, practical, affective and transferrable skills | Present the project and communicate appropriate recommendations based on meaningful conclusions drawn from the evidence findings and/or analysis. |

# PROJECT SCENARIO

You have been asked to design and develop a prototype eLearning experience to train junior employees across a range of topics based on your own course specialisms.

The eLearning experience must be completable on a computer or laptop and accessible online rather than installed software. It must include a welcome or home page, at least 1 learning module per member of the development team, and a method to assess the users learning with a clear and fair mark scheme, ideally able to automatically grade submissions.

Each module must include at least one interactive activity (e.g., quizzes, drag-and-drop exercises, simulations) to enhance learner engagement. Suggested methods for producing general teaching content include video content, tutorials or demonstrations, slideshows, infographics or diagrams, podcasts or audio content, and of course written content such as guides, paragraphs or case studies to read.

The eLearning platform must be accessible via university computers without payment or a trial period. Known supported options include Canvas which can be made available by your “manager” however other platforms can be considered. The tools for building (and hosting if applicable) content should also be accessible without payment or free trials.

**The group** will need to agree and create a “company identity” including name, logo, branding and style. All content / pages for the eLearning will need to be aligned with this branding.

**The group** is responsible for the home page and any other shared areas of the eLearning experience and platform such as help documents or document organisation.

**Each member of the team** is individually responsible for the creation of a module and its content based on their own specialism. This includes arranging for their module to be reviewed and tested. This does not mean you cannot collaborate on things like layout/implementation/editing/reviewing etc.

**The group** is responsible for the creation of assessment(s) and marking scheme.

# YOUR TASKS

## Task 1 (Element 010-1) – Learning Outcomes 2, 4, 5

You will keep a weekly journal (1000-word equivalent, worth 20% of the final grade), with each entry including the points below:

* What contribution you made to the project that week **(LO2, LO4)**.
* What others did that week **(LO5)**.
* Summary of meetings, emails, etc carried out that week **(LO2, LO5)**.
* Reflect on successes of the week (technical and team) **(LO2, 4, 5)**.
* Reflect on challenges of the week (technical and team) **(LO2, 4, 5)**.

Where possible, include screenshots to evidence your tasks – audit trails / version control updates or task cards assigned to yourself for example.

The journal can be written as paragraphs, bullet points, or as a blog at your preference however it must be submitted electronically to Canvas as a single document (pdf, doc, txt) or URL link **by 2pm on 4th April 2025 (Week 11).**

## Task 2 (Element 010-2) – Learning Outcomes 1, 2, 4, 5, 6

You will write a project report (3000 words, worth 60% of the final grade) explaining the development process in terms of project planning, the development lifecycle, team roles and team working, and the impact these factors have on the successful delivery of a software solution.

The deadline for submission of the report is **2pm on 11th April 2025 (Week 12).** You will submit a single PDF file of your report to Canvas for grading, including a link to your software solution.

Your report is expected to include:

* Title page with word count.
* Table of contents and table of figures.
* An **introduction** to the project including: **(LO1)**
  + Summarising the brief
  + Summarise the process of converting the project scenario and client Q&A into requirements which should be written using RFC 2119.
  + Summarise the process of converting requirements into development tasks.
* A section on the **project planning** including: **(LO1)**
  + The team and agreed roles
  + Workload planning within the team
  + Timescales and time planning
* A section on the **implementation** of the website: **(LO2, LO4)**
  + Your contributions to project (with screenshots and comments)
  + Your contributions to the team (e.g. technical assistance, reviewing, task swapping, leadership roles)
* A section on **evaluation** the project and final artefact: **(LO5, LO6)**
  + Evaluate how the software met the requirements identified at the start of the project, including the client’s feedback from the presentation. (LO3)
  + Evaluate how the project went compared to the project plan (timing, workload, roles etc).
  + Evaluate any processes followed and suggest others if appropriate.
  + Evaluate the team including what roles everyone took and how well everyone did, and how well you worked together.
* **Appendix**/Appendices including:
  + References (including Content References).
  + If not otherwise included, full sets of project planning documentation.
  + If not otherwise included, full sets of implementation documentation (task lists, meeting notes, requirements, testing, audit history / versioning logs.

## Task 3 (Element 010-3) – Learning Outcomes 3, 6

Your solution will be presented to the client or their representative (estimated 10 minutes, worth 20% of the final grade), demonstrating its functionality and how it meets their needs, along with any further work considered or recommended. It is expected that there will be questions and other interaction from the client also as you demonstrate the product.

This is to be considered a pitch – you are trying to sell your product to the client over the other groups’.

Demonstrations will be carried out either face-to-face (in person) or on a live webinar in either week 10 or 11 dependant on client availability, with the final deadline of **5pm on 4th April 2025 (Week 11).**

Demonstrations will be recorded for marking and moderation purposes.

**All members of the team are expected to attend and contribute to the demonstration. Any student who does not attend the demonstration cannot be awarded marks for this task.**

If you miss your demonstration slot due to illness or other valid and unforeseen circumstances and there is enough time before the deadline; an individual demonstration to the lecturer may be offered. This also applies to extensions, extenuating circumstances claims, and resubmissions.

During your pitch you will be expected to cover:

* An introduction to the team:
  + Names.
  + Specialisms relating to roles on the project.
* An introduction to the product
  + what requirements/functions it is addressing
  + which requirements/functions it does not support (if any).
* A tour of each area of the product including **(LO3)**:
  + demonstrations of all required functionality.
  + highlighting any additional functionality or features (this could include accessibility or branding for example).
* Highlight why your software / service is worth purchasing.
* If not otherwise given, ask the client for feedback on the product.

In addition to the demonstration content, each student’s contribution and involvement with the demonstration and professionalism in their interactions with the client will be considered as part of the assessment **(LO6)**.