

Assessment Task

- Written



Student Name	Kyle Kent	Student Number	465510139
Unit Code/s & Name/s	ICTPRG502 Manage a project using software management tools		
Assessment Type	Written		
Assessment Name	Project Management Assignment	Assessment Task No.	AT1
Assessment Due Date		Date submitted	
Assessor Name			
Student Declaration: I declare that this assessment is my own work. Any ideas and comments made by other people have been acknowledged as references. I understand that if this statement is found to be false, it will be regarded as misconduct and will be subject to disciplinary action as outlined in the TAFE Queensland Student Rules. I understand that by emailing or submitting this assessment electronically, I agree to this Declaration in lieu of a written signature.			
Student Signature	K Kent	Date	20/09/2018
<small>PRIVACY DISCLAIMER: TAFE Queensland is collecting your personal information for assessment purposes. The information will only be accessed by authorised employees of TAFE Queensland. Some of this information may be given to the Australian Skills Quality Authority (ASQA) or its successor and/or TAFE Queensland for audit and/or reporting purposes. Your information will not be given to any other person or agency unless you have given us written permission or we are required by law.</small>			

Instructions to Student

Learning Support

Additional support is available to help you achieve your learning goals. Speak to your teacher or a Learning Skills Centre team member if you feel that you may benefit from some extra support. The Institute provides extra support through the Disability Support Unit and the Learning Skills Centre. RPL (Recognition of Prior Learning) is available for this unit. Speak to your teacher/assessor to check if you qualify for RPL.

Conditions of Assessment

You will need to complete the learning and undertake all assessments satisfactorily to be deemed competent. You are responsible for complying with all assessment item instructions; submission and collection requirements; undertaking assessment tasks honestly and retaining a copy of all assessment items.

You must submit assessment items by the **due date**, unless an extension has been granted by your teacher. Failure to submit assessment items by the due date will result in a “did not submit” being recorded and depending on your circumstances, you may be granted one final resubmission.

To be judged competent in this assessment item the student is required to demonstrate competence in all indicators shown in the marking guide.

The Classroom as a Simulated Work Environment

Students must be aware and take responsibility for the problems of working in a shared IT environment. Problems such as noise levels, production flow, interruptions and time variances are common to workplaces. In the simulated environment provided in the classroom these problems can take the form of:

- Other students who continually ask questions or talk aloud while thinking
- Fire drills, projector not working, printers running out of paper or toner cartridge
- Miscalculating how much work you can do in one day, missing classes and so on.

Some things are unavoidable and you must devise strategies to overcome them, for example, we cannot stop students from asking questions or entering at exiting the class. Other things are unpredictable (e.g. fire drills). You need to be aware and plan and organise your work allowing some extra time for unavoidable and unpredicted events.

	<p>Assessment Criteria:</p> <p>To achieve a satisfactory result, your assessor will be looking for your ability to demonstrate key skills/tasks/knowledge to an acceptable industry standard.</p> <p>Refer to the marking criteria document for a detailed list of items.</p> <p>Number of Attempts:</p> <p>You will receive up to two (2) attempts at this assessment task. Should your 1st attempt be unsatisfactory (U), your teacher will provide feedback and discuss the relevant sections / questions with you and will arrange a due date for the submission of your 2nd attempt. If your 2nd submission is unsatisfactory (U), or you fail to submit a 2nd attempt, you will receive an overall unsatisfactory result for this assessment task. Only one re-assessment attempt may be granted for each assessment task, with the exception of Apprentices or Trainees who are permitted an additional supplementary assessment. For more information, refer to the Student Rules.</p>
Submission details	<p>Submit your assessment to the allocated dropbox in Connect or to the allocated network folder.</p> <p>Your teacher will provide all the details for the submission system or network.</p> <p>Your assignment must be saved with your surname_student number_unit/cluster_AssessmentNumber. For example:</p> <p>surname_1234567890_ICTPRG502_1</p> <p>For re-submissions, an “R” must be added to the file name. For example:</p> <p>surname_1234567890_ICTPRG502_1_R</p> <p>The Marking Criteria Sheet must be signed and submitted with your work.</p>
Instructions for the Assessor	<p>To be judged competent in this assessment item the student is required to demonstrate competence in all indicators shown in the marking guide.</p> <p>Seek evidence that confirms that students are able to complete tasks in an environment that reflects that of a software development workplace, including but not limited to noise levels, variations, and adjustments to time schedules.</p> <p>Ensure students are able to do this while having access to:</p> <ul style="list-style-type: none"> • The Internet • Appropriate project management software • Appropriate source-control software • Relevant tools and licences.
Note to Student	<p>An overview of all Assessment Tasks relevant to this unit is located in the Unit Study Guide.</p>

Instructions to Students

Assessment 1: Manage a project using software management tools

In this assessment, you are required to demonstrate how you would project manage one of the programming projects you have completed or are in the process of completing within your course. You are required to show clear evidence of due process – appropriate planning, appropriate communication and liaising with relevant stakeholders, demonstration of the use of the selected project management software tools, reporting to your team manager on updates required and appropriate closure of the testing process.

Further, you are required to ensure that your responses, messages, feedback and detail applicable to the various tasks below, align with organisational documentation standards, contain correct grammar and spelling, and are appropriate for development teams in an industry software development setting.

You will be required to complete the following tasks:

1. **Select and report on at least three (3) current software project management tools** that you will or would be utilising. Justify your choices and describe the benefits of each one. Your selections need to cover the following software development management areas: Project Management, Source Code Control, and Collaboration Management.
2. **Determine and report the methodology** you will or would be utilising for the development project, as well as the process to follow for source code control to avoid source code conflicts.
3. Prepare a **project plan** for your project that matches your software requirement specifications and development methodology. Verify timelines and costings using mathematical estimates separate to that derived by and from your project management software. Document these verifications separately in your closing report to your manager (IE: include in your response to Task 5).
4. **Demonstrate the use of your selected Project Management, Source Code Control and Collaboration software** as you proceed (or would proceed) with your development project. **Work with at least one other member of your class group or an associate in demonstrating your project collaboration, and your source code and version control management.** Demonstrate an ability to select the appropriate management software features, media and format for interacting with other team members, for identifying and resolving issues, and for leading the management of your project in the most effective and appropriate manner possible.

Utilise video-cam software or a screen-capture application such as Microsoft Windows' PSR Utility, to record and verify your ability to:

- Use your selected Project Management, Source Code Control and Collaboration Management software.
- Collaborate effectively with team members.
- Lead and manage the development team and project team communications
- Organise and manage complex activities
- Monitor implementation, utilising appropriate stakeholder communication

5. Provide a detailed review (in a management report or a detailed email to your manager or client) of the **project results, the issues identified and approaches used** in managing the issues and the project as a whole, and **adjustments** to the project plan.
6. In a separate detailed email, **review the management tools** utilised discussing their relative pros and cons. Discuss how you might use these or other tools in future projects.
7. Provide a list of **references** of all your information sources plus web links for all products used.
8. Present the following to your Project Manager for sign-off:
 - your original and adjusted project plan
 - screen captures of the following:
 - using your selected **Project Management** tool,
 - using your selected **Source Code Control** software that demonstrates code was correctly entered and monitored
 - using your selected **Collaboration Management** software that demonstrates collaboration environment was created and monitored.