INFO6007 ASSESSMENT GUIDE

1. KEY ASSESSMENTS

These are the key assessments for INFO6007 during Semester 2, 2020 which are given below:

Assessment Component	Team-Based?	Weight	Due
Knowledge Test	No	20%	Week 7
Group Project	Yes	25%	Week 9
Presentation	Yes	5%	Week 11
Final Exam	No	50%	Exam Period

2. SUBMISSION INSTRUCTIONS

The submission instructions for the assessments are given below. Please ensure to follow the guidelines before submitting the assessments to avoid being penalized.

a) All the assignments are to be submitted online via the Turnitin submission portal on Canvas. No printouts of the assignments should be submitted.
b) Only one team member from each group should submit the assignment online. If you experience any difficulty in submitting your work, please let your tutor know immediately
c) Late assignment submissions will be penalized by a penalty of 5% per day of the total mark allocated for the assignment (if you need more details or need some sort of clarification please check with Lecturer or the teaching team).
d) Individual contribution for group assignment will be taken into consideration while marking the group assessments.
e) Assessment files should be named in the following format before submission Format: GroupNumber_INFO6007_AssessmentName_Sem2_2020 Example: Group1_INFO6007_GroupProject_Sem2_2020

3. UNIVERSITY POLICY ON ACADEMIC DISHONESTY AND PLAGIARISM

The Faculty of Engineering views all forms of academic dishonesty, including plagiarism and recycling, very seriously. The University-wide policy on academic honesty is set out below.[1]

Plagiarism means presenting another person's ideas, findings or work as one's own by copying or reproducing them without due acknowledgement of the source.

Recycling means the submission for assessment of one's own work, or of work which is substantially the same, which has previously been counted towards the satisfactory completion of another unit of study, and credited towards a university degree, and where the examiner has not been informed that the student has already received credit for that work.

Students who submit work containing significant portions that have been copied from other sources, including published works, the internet, existing programs, works previously submitted for other awards or assessments, or the work of other students, without proper acknowledgement will be penalized.

[1] Refer to University policy Academic Honesty in Coursework (plagiarism): http://sydney.edu.au/library/elearning/learn/plagiarism/index.php

4. KNOWLEDGE TEST (20%)

There will be a knowledge test conducted for this unit in week 7. It is a Canvas-based online test. The details of the format and coverage will be provided in lectures.

5. GROUP PROJECT (25%)

5.1. TEAM STRUCTURE

Students are expected to form teams of 5-6 students per group for the group assignment by Week 1. All the groups will then be approved on Canvas. Further details will be provided during the first lecture (week 1).

5.2. PROJECT TOOLS

MS Project is one example for you to organize your group project for INFO6007. However, you are welcome to use any tools that you familiar with, as long as it can be used to organize, visual, and produce an outcome for your report.

5.3. LEARNING GOALS

In this assessment you are expected to demonstrate your understanding of the following topics:

a) Project Charter
b) Project Scope
c) Ability to perform a literature review/research
d) Work Breakdown Structure
e) Project Plan or Time
f) Project Cost
g) Project schedule development
h) Time control processes
i) Budgeting and cost baseline etc.

In addition to covering the learning topics, you are expected to demonstrate your leadership and effective teamwork skills and to provide self-assessment and peer review. Each team is expected to choose their project - the same project is to be used for both team assignments, with different level of detail required for each submission. First assessment focuses on the high-level plan, while a second assessment involves the detailed application of knowledge into a more detailed project plan. An example of the project case is provided, and you are expected to find another similar project case to work with your group.

5.4. TASKS

Based on the information presented in the project case, prepare a proposed plan of action, which will ultimately result in a full detailed project plan. In this assignment you would need to cover the following:

a) Project Charter Outline
   - Create an outline of the Project Charter for the project case as specified in the marking criteria **section 5.5**.
b) Scope
   - Provide a scope statement for the project case, deliverables, and milestones.
c) Literature Review
   - Conduct a literature review and identify the knowledge gaps
d) Detailed Work Breakdown Structure (WBS)
   - Prepare WBS for the project case which outlines first three levels of the structure only.

e) Provide a brief description for each phase/work package and high-level activity. Detailed Project Schedule
   - Construct a high-level visualization of project time management (e.g. Gantt chart) and provide an explanation of each milestone.
   - Identify dependencies

f) Cost Modeling
   - Identify the type of costs for the project case.
   - Outline the direct and indirect project cost etc.

g) Communication Management

h) Quality Management

i) Risk Management

5.5. MARKING CRITERIA

Assessment Element	Sub-Elements	Weight
1. Project Charter	• Project details (Brief background and objectives) • Project deliverables • Project cost (Total cost) • Project time (Total time) • Roles and responsibilities of each student	**/10**
2. Scope	• Project scope statement • Deliverables • Milestones	**/10**
3. Literature Review	• Appropriate literature selection • Identification of knowledge gaps • Analysis and consolidation • Summary of literature review • Citation (appropriate, extensive use)	**/15**
4. Work Breakdown Structure *(3 level)*	• Work Packages/ Activities/Tasks • Provide a brief description of each of the activities	**/15**
5. Project Schedule/Time Modeling	• Detailed schedule (Gantt chart) • Proper sequencing and task Dependencies	**/10**
6. Cost Modeling	• Detailed budget table • Identify cost types and briefly describe them • Direct or indirect project costs • Detailed cost baseline	**/10**
7. Communication	• Communication plan	**/10**
8. Quality Management	• Quality management plan	**/10**
9. Risk Management	• A brief risk register, see the example provided on Canvas	**/10**
	Total	**/100**

6. Presentation (5%)

It will be a group presentation and will be due in week 11. Each member from your group would be expected to present. Presentation generally involves the following criteria. Further details would be provided by the lecturer.

a) Contents of presentation
b) Team communication during presentation
c) Engaging the audience
d) Confidence and ability to convince
e) Q&A handling (if any)

7. SAMPLE PROJECT CASE

A sample project case study is given below to help you understand how your project would look like. Your team needs to address the criteria provided in **section 6.3** in order to complete your proposed IT project. Also, during **week 1-2**, your team will need to finalize the project and get approval by lecturer. For further information on this please feel free to get in touch with your tutor/lecturer.

IT Project for Town of Eden Bay

Background:

Eden Bay is a medium-sized municipality. The town has grown rapidly, and so has the demand for town services. Eden Bay currently own 90 vehicles, which the town's equipment department maintains. The fleet includes police cars, sanitation trucks, and other vehicles assigned to town employees. The maintenance budget has risen sharply in recent years, and people are asking whether the town should continue to perform its own maintenance or outsource it to private firms.

Your role:

You are assigned as an IT project manager reporting to Dawn, the town's IT manager. This morning, Dawn called you into her office to discuss the situation. A summary of her comments follows:

"***Dawn (IT manager):*** *When I came here two years ago, I was told that Eden Bay had a computerized information system for vehicle maintenance. What I found was a spreadsheet designed by a part-time employee as a quick answer to a complex problem. It's probably better than no system at all, but what we really need is a new information system to meet our current and future needs. I want you to develop a proposal for a new system*."
(Case adapted from Tilley and Rosenblatt 2017)

Scope: Identify a list of scope and discuss with IT manager.
Timeline: No timeline is given, could be 3 – 6 months, need to discuss with the manager.
Cost: Budget needs to be prepared.