



Cape Peninsula  
University of Technology

# **FACULTY OF INFORMATICS & DESIGN**

## **Diploma in Information & Communication Technology Applications Development**

*VERSION: 1.0.0*

### **PROJECT 3**

**SUBJECT GUIDE:**

**2025**

**COURSE CODE:**

**PRT362S**

**NQF LEVEL:**

**6**

**PREREQUISITE SUBJECTS:**

**PRT262S / ISY262S / ADT262S / ADP262S**

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## 1. INTRODUCTION

This subject aims to give you an experience of working in a team on Information Technology (IT) projects, solving problems in Information and Communication Technology (ICT). This subject will require you to consolidate the application and integration of the techniques, skills, and concepts that you learnt over the years in various subjects.

As an introduction to a formal project team working over an extended period, you will be assigned to a team and asked to provide an ICT solution to the problems that you will agree on with your supervisors.

Core values of this subject is:

- Understand how teams work on IT projects.
- Work in a team with team members that has been created by the supervisor.
- Understand how to document work.
- Apply the knowledge you have gained in the course to solve problems.
- Demonstrate the completed project.

## 2. GENERAL

### 2.1. Contact Information

DESIGNATION	NAME	LOCATION	TELEPHONE NUMBER	E-MAIL ADDRESS
Subject Co-ordinator	K Naidoo	Engineering 2.11	(021) 460 3274	<a href="mailto:naidook@cput.ac.za">naidook@cput.ac.za</a>
Lecturers	Supervisors allocated to students			
Secretary	N. Allie	Engineering 2.1	(021) 460-3010	<a href="mailto:allien@cput.ac.za">allien@cput.ac.za</a>
Support Technician	I. Saliem	Engineering 2.28	(021) 460-3031	<a href="mailto:saliemi@cput.ac.za">saliemi@cput.ac.za</a>
Support Technician	R. Pietersen	Engineering 1.4	(021) 460-4209	<a href="mailto:pietersenr@cput.ac.za">pietersenr@cput.ac.za</a>

### 2.2 Class Times and Venues

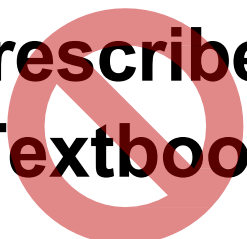
This subject is mostly a project implementation subject where you are expected to draw from the skills that you have acquired in various subjects. The class times will NOT take the form of instructions delivery from a lecturer, but rather a briefing from your supervisor to monitor your progress and give advice, in some cases. Therefore, the class times for this subject will take the form of group meetings with your project supervisor or meetings with your team members to liaise on the progress or new issues that have emerged as you work on the individual tasks as per the time table. At all these meetings, minutes and attendance will be taken, and the key decision or action points recorded. It is compulsory that the student attends these sessions. Your supervisor will publish meeting dates and due dates. Students must attend on-campus meetings when required.

### 2.3 Learner Management System (LMS)

<https://myclassroom.cput.ac.za> Blackboard is used for general communications and announcements, posting of tasks milestones and announcements. It is the responsibility of the student to check Blackboard regularly. Your supervisor may also decide to have group meetings using MS-Teams.

## 3. STUDY MATERIALS

**Prescribed  
Textbook**



## 4. MODULE CREDITS

This module has 20 SAQA or 0.167 HEMIS credits on NQF level 6. Please refer to the Faculty prospectus on <http://www.cput.ac.za/academic/faculties/informaticsdesign/prospectus> for further information.

### 4.1 Planning of Time Allocation for Learning Activities

There are 200 notional hours allocated to this module. These notional hours comprise of 60 hours for contact time, and the remainder will be self-study and other tasks, assignments, and tests.

METHOD	% OF YOUR LEARNING TIME
Meetings with Supervisors (face-to-face, limited interaction or technologically mediated)	30%
Independent self-study of standard texts and references and specially prepared materials (study guides, books, journals, using online tutorials etc.). This include unsupervised group meetings.	70%

## 5. ACADEMIC RULES

### 5.1 Roles and Responsibilities

Kindly refer to CPUT's Policy Docs and Student Guidelines:

<https://www.cput.ac.za/storage/students/2024/2024-Student-Rules-and-Regulations-V3.pdf>

### 5.2 Class attendance and participation

Attendance of all group meetings is compulsory. Kindly refer to page 19 of CPUT's General Handbook Academic and Student Rules and Regulations:

<https://www.cput.ac.za/storage/students/2024/2024-Student-Rules-and-Regulations-V3.pdf>

### 5.3 Grievance procedures

Kindly refer to page 76 of CPUT's General Handbook Academic and Student Rules and Regulations:

<https://www.cput.ac.za/storage/students/2024/2024-Student-Rules-and-Regulations-V3.pdf>

### 5.4 Plagiarism

Plagiarism is easy and attractive. Please refrain from any form of plagiarism. Kindly refer to page 29 of CPUT's General Handbook Academic and Student Rules and Regulations:

<https://www.cput.ac.za/storage/students/2024/2024-Student-Rules-and-Regulations-V3.pdf>

## 6. ASSESSMENT

### 6.1 Assessment policy and regulations

Assessments are administered via Blackboard. No email assessments are accepted.

#### Deliverables:

This subject has several both individual and group deliverables.

- Individual deliverables = 70% of the total marks
- Group deliverables = 30% of total marks

Deliverables will be based on your domain and the projects that you have agreed on with your supervisor.

#### Mark queries:

Last day for any queries regarding a deliverable is one week after the results discussed with the supervisor in the group. After that, the deliverable marks cannot be changed.

#### Missed assessments:

- Failure to deliver a milestone deliverable will result in a ZERO mark for that milestone. If the missed milestone forms part of the deliverable in the next milestone, marks for the missed milestone will not be retrospectively awarded for a previously missed milestone.
- A valid medical certificate or reason must be given to your supervisor within one week after the milestone delivery date has elapsed if a student is to claim marks or assessment for the missed milestone.
- Due dates must be strictly adhered to. NO late submissions are allowed for any subject in this Diploma.

### 6.2 Assessment Opportunities: Administration

This subject has four (4) assessment weights, namely **T1**, **T2**, **T3** and **T4**.

The table below summarises the marks weighting. There is a 10% bonus mark for an individual that shows leadership in providing the project and documenting the activities of the delivery process of the project.

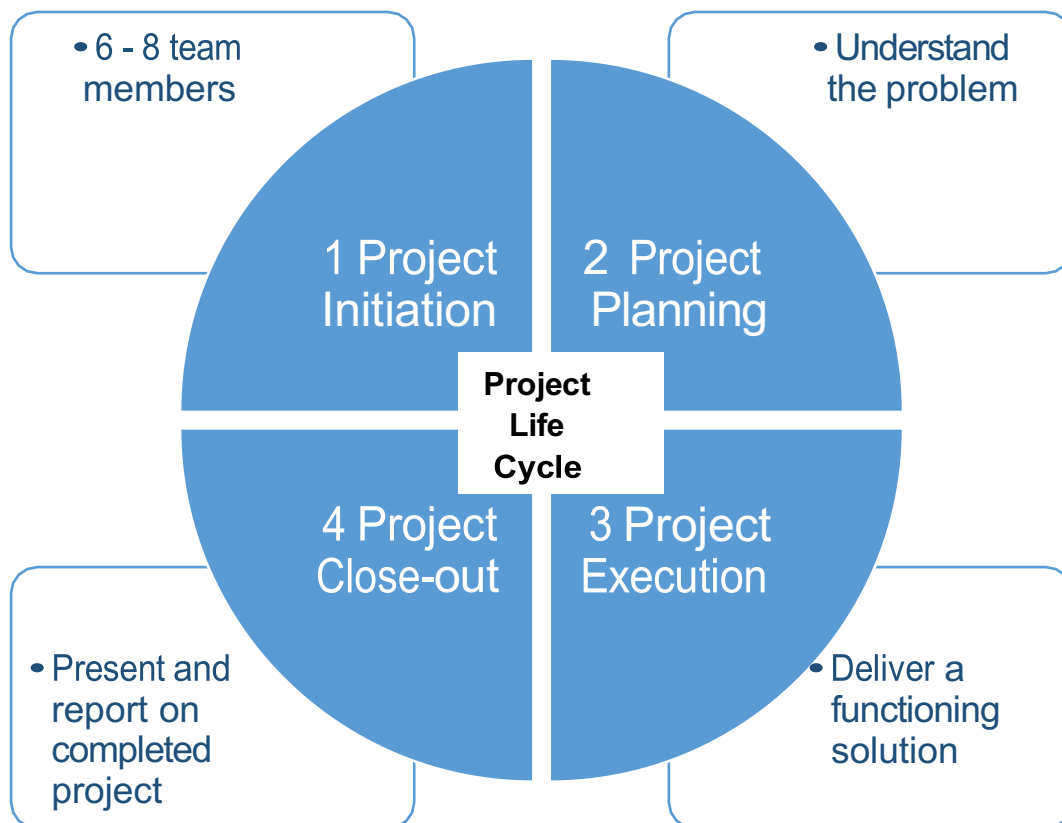
ASSESSMENT BREAKDOWN AND WEIGHTS							
ASSESSMENT CRITERIA	1 <sup>ST</sup> TERM (T1:10%)		2 <sup>ND</sup> TERM (T2:20%)	3 <sup>RD</sup> TERM (T3:30%)	4 <sup>TH</sup> TERM (T4:40%)		TOTALS
Nature of assessment	Group Deliverable	Individual Deliverable	Individual Deliverable	Individual Deliverable	Individual Deliverable	Group Deliverable	100%
Will the assessment be included in this term?	Yes	Yes	Yes	Yes	Yes	Yes	
Total assessment weight for the term	50%	50%	20%	30%	30%	70%	
Will the assessment be moderated?	Yes	Yes	No	No	Yes	Yes	

## 7. SUBJECT SPECIFICATIONS







### 7.1 Purpose of the Subject

The purpose of this subject is to gain some experience in the number of different aspects of working in a project team. These include:

<b>Tasks</b>	Identifying tasks. Allocating tasks to team members Managing tasks.
<b>Meetings</b>	Set-up meeting agendas. Conduct team meeting. Draft meeting minutes.
<b>Project Management</b>	Make collective team decisions. Manage the project timeline. Manage team members. Manage project resources.
<b>Documentation</b>	Compiling reports
<b>Demonstration</b>	Showcase the project.



## 7.2 Subject Structure

Project Phases	Activities	Team	Individual	Supervisor
Project Initiation	Project name Project scope			
Project Planning	Modularise project tasks			
Project Execution	Each member works to complete a task.			
Monitoring and Control	All tasks should be towards a common goal of solving the main problem. Team members need to check with other members to ensure that their tasks and solutions are aligned to the delivery of the Main Project Delivery.			
	Each individual tasks need to demonstrate the value addition to the main project clearly.			

Term 1 and Term 4 will require multiple deliverables, for the individual and the other for the group.

Term 2 and Term 3 will only require the delivery of individual tasks.

### 7.3 Subject Outcomes

1

#### **Problem-Solving Skills:**

Work in a Group on a large project of 6 to 8 individuals and develop a common shared understanding of the problem at hand by framing the ideas from a problem space, understanding needs of stakeholders seeking solutions, envisioning the solution, and minimizing and planning to identify tasks that form part of a viable solution.

2

#### **Organisation Skills:**

Understand the modularity of Project tasks by creating a set of standardized tasks or independent units that can be used to construct a more complex structure project enabling individual members to work independently and recombine the parts to produce the whole.

3

#### **Teamwork Skills:**

Work in a team and experience the turning of individual tasks or product features in increments of potentially workable solution a global problem space, and take responsibility for scheduling and running group meetings as delegated by group members

4

#### **Communication Skills:**

Develop a sense of self-reflection and contributions to the team by inspecting everyone's contribution to the project and identifying what worked and what areas need potential improvements before final delivery of projects through team meetings.

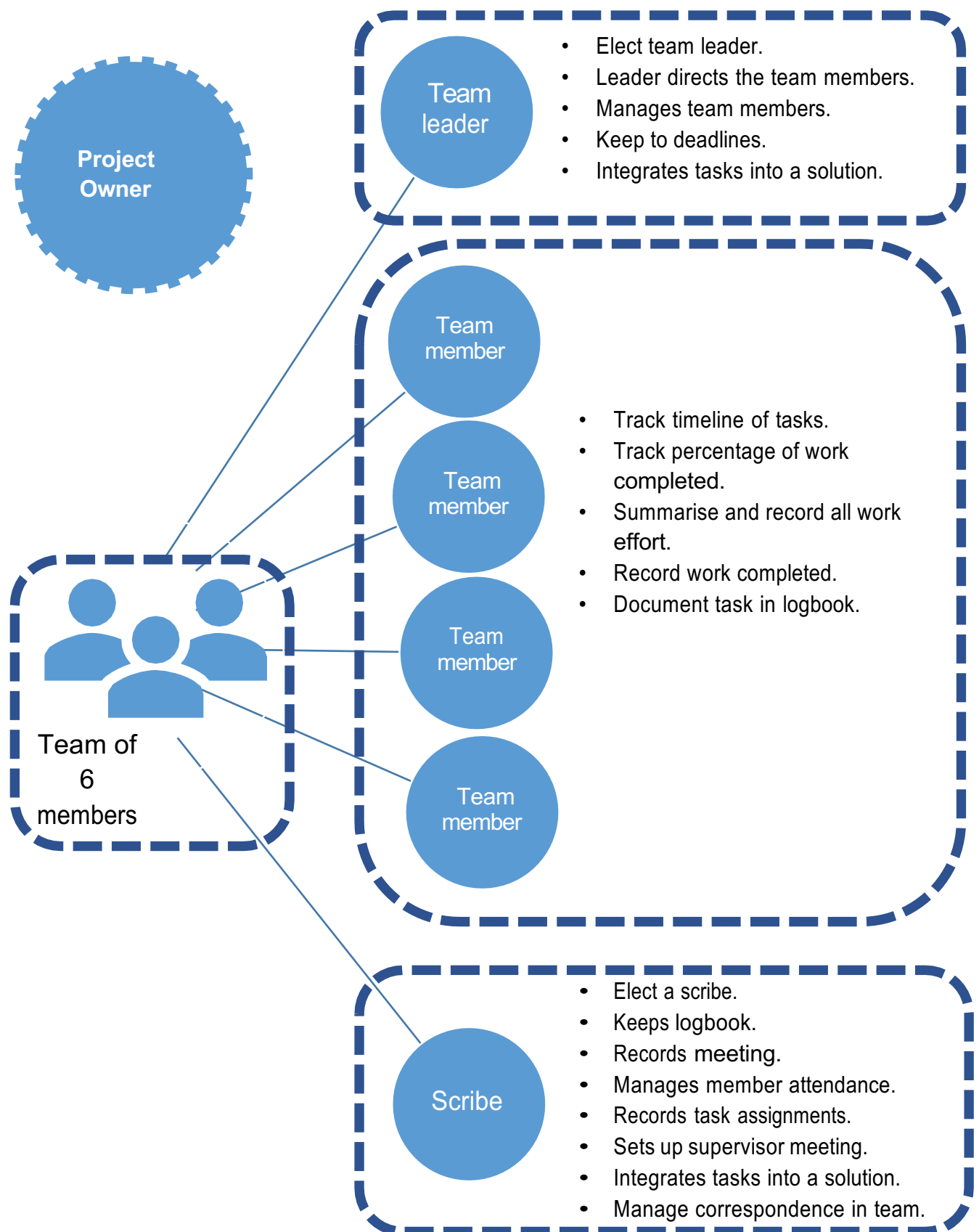
5

#### **Project Management Skills:**

Ability to manage and prioritise tasks based on the goals of the project and adjust as required by the group's delivery schedule, resources and demonstrate knowledge and understanding of Teamwork and time management, and appreciate the interdependence and conflict inherent in a group project



## 7.4 Team Organisation

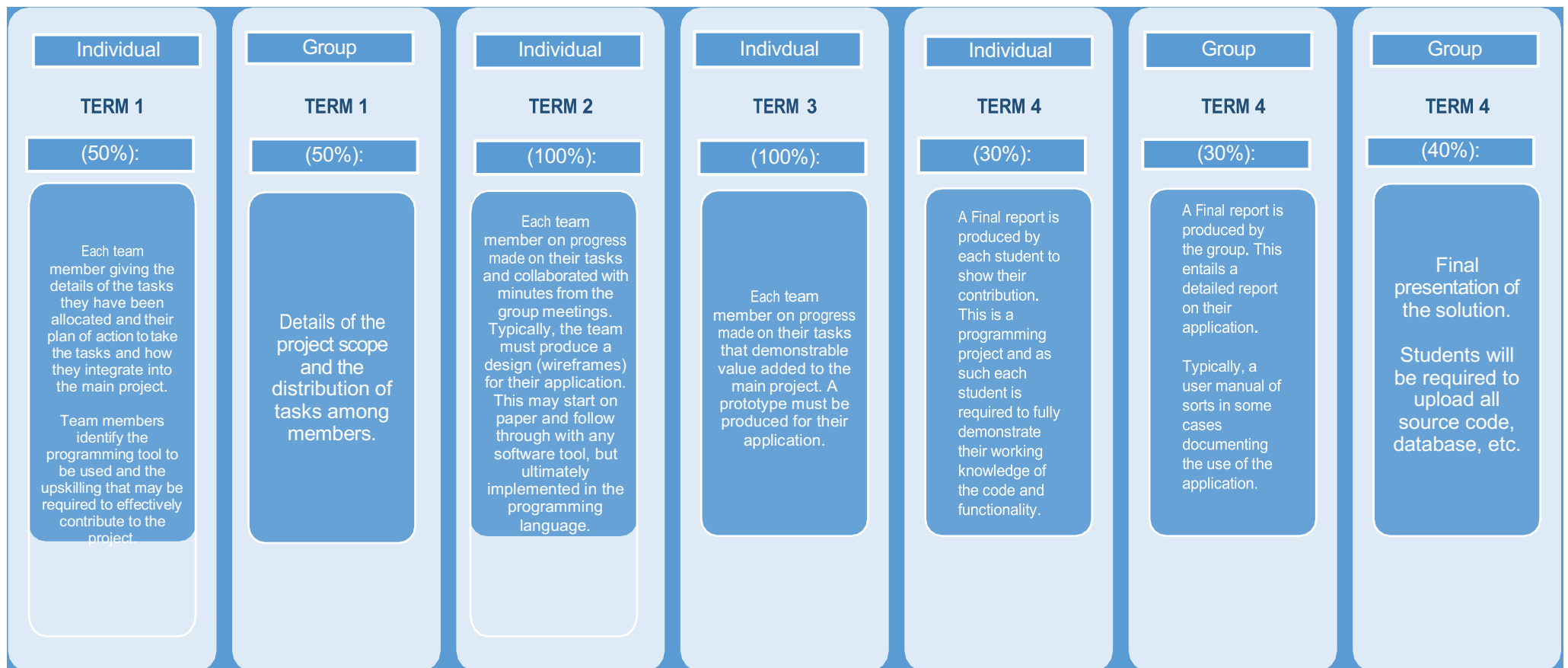


## 7.5 Assessments guidelines

There is a challenge in assessing team projects as several parameters that need to be considered:

- There is the final solution to assess, and there are team processes such as:
  - the ability to meet deadlines,
  - contribute fairly,
  - communicate effectively.
- There is also team performance that must be translated into individual **marks**, creating the need for fairness related to student input.
- Therefore, the assessment of this team project is by six (7) deliverables prescribed by the team supervisor and listed in the next section.
- The deliverable is structured in such a way that poor team members cannot broadly impact a good student's final mark.
- In the same vein, a poor student on the team cannot be carried over the line by the best performing team.
- The responsibility of passing the subject lies with the individual student doing the tasks allocated to them at the start of the project.
- The group mark is only 20% of the total mark.

## 7.6 Project Deliverables



Final group deliverable is a solution that can be demonstrated at the department exhibition event in the fourth term, a group report, and a report from each member.

## 7.7 Subject Breakdown Schedule

TERM SCHEDULE	
Term 1	Define the Project and Scope
	Elect Leader and Secretary and work to modularise the project into tasks Individual members will to for the rest of the year
	Students begin their tasks and regular interaction with Supervisors
Term 2	Students work towards the term submission.
Term 3	Students work towards the term submission.
Term 4	Students work towards the term submission.
	Presentation of the final solution.

## 7.8 Articulation with other subjects in the programme

This subject is linked to concepts taught in Application Development Theory III

## 7.9 Learning presumed to be in place

The prerequisite for this subject includes the passing of all majors at the second-year level.

## 7.10 Critical Cross-field Outcomes

CCFO1	<ul style="list-style-type: none"><li>• Identify and solve problems with responses which display responsible decisions, using critical thinking, have been made.</li></ul>
CCFO2	<ul style="list-style-type: none"><li>• Work effectively with others as a member of a team, group, organisation, or community.</li></ul>
CCFO3	<ul style="list-style-type: none"><li>• Organise and manage oneself and one's activities responsibly and effectively.</li></ul>
CCFO4	<ul style="list-style-type: none"><li>• Collect, analyse, organise, and critically evaluate information.</li></ul>
CCFO5	<ul style="list-style-type: none"><li>• Communicate effectively, using visual, mathematical, and/or language skills in the modes of written and/or oral presentation.</li></ul>
CCFO6	<ul style="list-style-type: none"><li>• Use science and technology effectively and critically, showing responsibility towards the environment and the health of others.</li></ul>
CCFO7	<ul style="list-style-type: none"><li>• Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.</li></ul>
CCFO8	<ul style="list-style-type: none"><li>• Contribute to the full personal development of each student and the social and economic development of the society at large, by making it the underlying intention of any programme of learning to create awareness in individuals about the importance of:</li></ul>
CCFO8	<ul style="list-style-type: none"><li>• i) reflecting on and exploring a variety of strategies to learn more effectively; ii) participating as responsible citizens in the life of local, national, and global communities; and iii) being culturally and aesthetically sensitive across a range of social contexts. (RSASAQA, 2001:24)</li></ul>

## 8. STUDY UNITS/STUDY THEMES

### 8.1 Study Units

Refer to 7.2.2 Subject Breakdown Structure.

### 8.2 Assessment Opportunities and Assessment strategy

Refer to 6.2 Assessment Opportunities: Administration for the linkages. Furthermore, a comprehensive rubric will be published on Blackboard for each assignment and project work.

### 8.3 Subject Outcomes and Associated Assessment Criteria

Refer to 7.2.2 Subject Breakdown Structure for the linkages. Furthermore, a comprehensive rubric will be published on Blackboard for each assignment and project work.

### 8.4 Self-study Activities

Use these links to deepen your knowledge.

- To be determined by your Project Supervisor

## 9. STUDENT ACKNOWLEDGEMENT

CAPE PENINSULA UNIVERSITY OF TECHNOLOGY  
STUDENT ACKNOWLEDGEMENT  
2025  
DIPICTA: INFORMATION TECHNOLOGY  
PROJECT 3

### ACKNOWLEDGE THAT YOU HAVE READ THE SUBJECT GUIDE AND UNDERSTAND ITS CONTENT

Please read the following statement and complete the spaces that follow. Make a copy of this page for your reference. Hand-in this original page during the next class session.

I have read the subject guide of **PROJECT 3** and understand the information and my responsibilities as a student for this subject. I am also aware that the Subject Guide may be revised due to unforeseen circumstances, and it remains my responsibility to adhere to the most recent guide.

Name & Surname:				
Student Number:				
Contact number:	Home:		Cell:	
Signature:				
Date:				