

ICT ITP Project Plan 2023

Each Team is required to submit a 1-4 page PDF into the relevant LMS Dropbox folder by 23:59 on the 21st of May 2023. It **MUST** be entitled “[ICT Programme initials]_[Team number]_[Plan]”; e.g. “SE_1_Plan”. (Page count does not include any of the following: cover page, contents page, bibliography, and appendices.)

NOTE: Failure to adhere to this **simple** naming convention, **page limit**, or failure submit a **PDF** will cost the team a 0.5 multiplier to their marks for the Plan.

This plan will be 5% of your overall grade. However, it will also be used as a reference for the final submissions. Specifically, in the final report you will be required to reflect on your project’s progress in relation to this plan, noting changes to it that occurred along the way.

Overall, the plan should be as comprehensive and realistic as it can be, based on the best information that you have at the time. You cannot be penalized for the client changing requirements, which subsequently alter your plan, but you will be marked on how well you mitigate changes and reflect on them in the final report.

Deliverables:

1. Firstly, the overarching **objective(s)** for the project must be clearly stated, and ideally in order of priority. These objectives must be complex enough to decompose into sets of tasks. Each set of tasks must specifically fulfill **objective(s)**.
2. The plan shall be assessed on how comprehensive the combined sets of **tasks** are; i.e., **tasks** ought to cover the duration of the project and lead to the fulfillment of its objectives.
3. There must be a **diagram** that illustrates the workflow order of all tasks, specifically involving time estimates and whether tasks are dependent or can be achieved independently, in parallel (recommendation is a Gantt chart).
 - This diagram does not need to be highly detailed. A general overview is fine. A more detailed version of the diagram may be linked to, or included in appendices, if needed.
4. Finally, there must be a section describing the **team’s organizational structure and specific roles of each member**—roles may overlap. Roles must be described in detail and cover the full set of responsibilities for each team member.

(NB, there is no template document provided; hence, you may structure as you see fit. However, you must cover all the above deliverables to stand a chance of achieving full marks. For any uncertainties regarding your plan, seek guidance from your Academic Supervisor(s).)

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