



ICT301 Industry Project

Lecture 2 : Introduction and Project Proposal

Learning Objectives

- Understand how to write an introduction for project report
- Learn the importance of project proposal and its structure

Class Details

You can find all class details and hybrid links on the Moodle page under the **“Class Schedule and Hybrid Class Links”** topic.

Industry Project Structure

- The project is divided into two phases
 - **Phase I:** Designing and Prototyping
 - **Phase II:** Implementation, testing and deployment
- A group of 4 - 5 students will be work together to design, develop and deliver the project to the industry client.

Note: The group should be made for whole period of the project (Phase I and Phase II)

Recap - Moodle Assessments

Assessment 1	Weekly progress and class participation	(Week 2 – 11)	20%
a.	Weekly submission on Moodle	1%	
b.	Weekly progress presentation in tutorial.	1%	
<i>*Each student needs to submit their weekly contribution file every week.</i>			
Assessment 2	Group Project Report having 3000 words	(Week 11)	50%
a.	Group Report	40%	
b.	Group Activity log	10%	
Assessment 3	Group Project Presentation	(Week 12)	30%

Recap - Client Communication and Submissions

Meeting 1 - Initial Introductory meeting

Week 1 or 2

a. ***Optional Meeting** - Questions regarding additional clarifications

Week 3

Meeting 2 - Requirement gathering meeting

Week 4 or 5

a. ***Optional Meeting** - Questions regarding additional clarifications

Week 6

Meeting 3 - Requirement analysis and project design meeting

Week 8 or 9

Meeting 4 - Presentation Phase 1 (Virtual Team Presentation & Feedback)

Week 11

(student please note all meetings are to be scheduled within business hours, except few special cases)

Recap

Task that are overdue

- Must be a member of a group and select the project. You can check the group details on the following link [ICT301 Group and client details](#)
- Create a Google Drive folder to maintain the project deliverables and share them with client.
- Conduct “First Meeting” with client and request the Industry agreement to be signed.
- Upload the meeting agenda and meeting minutes on Google drive



Chapter 1: Project Introduction

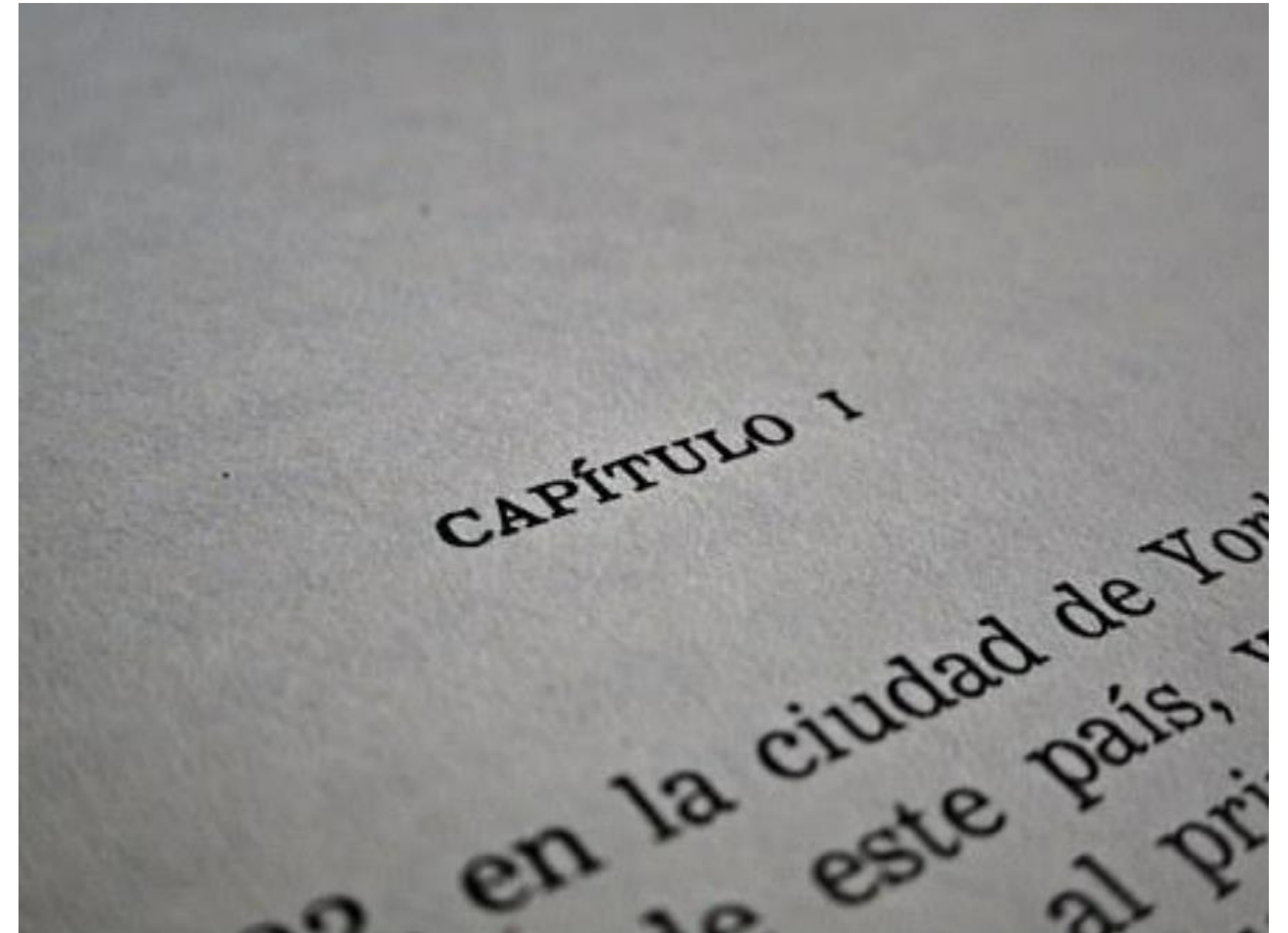
Introduction

- Introduction provides the broad overview of the topic
- Should be convincing enough so readers keep reading
- Very tricky to write
- A lot on stakes: you can lose your reader here easily.....
- Reasons for reading the rest..
- May need rewriting at the end of writing the whole report the project
- It is very important to manage workload and should have awareness of teamwork



Introduction

- Context or Background
- Purpose
- Description
- Objectives
- Scope/Limitations



Context or Background

- Purpose is to identify the need of the project by giving overview of the organisation's background.
- Should give a general overview
- The current problem face by the organisation and leads towards the purpose of the project
- The background of the project will place the study in context, and will justify the aims and objectives of the investigation.

Purpose

- The problems that are resolved by the project
- This gives a glimpse of the solution for the project.
- State the goals of your website.
- What is your business hoping to achieve with this project?

Objectives

- Desired results of the project
- General Objective
 - Linked to project title
- Specific objectives

SMART

- ☐ **Specific**
- ☐ **Measurable**
- ☐ **Achievable**
- ☐ **Relevant**
- ☐ **Timebound**

Scope

- What will be delivered at the completion of the project
- Inclusions/exclusions
- Summary of all required functionalities



Limitations

- What the project will not be delivering
 - Not a bad thing???

Clearly providing the aspects not covered by the project





Project Proposal

Proposal

A web/app development proposal is a written agreement between a **YOU** and your potential client.”

It contains detailed information about the requested development services, the client’s expectations, and the agreed timeline.

Narrowing down the project scope and objectives helps align your capacities and the client’s requirements, ensuring both parties are on the same page and get what’s agreed upon.

Proposal Structure

Your project proposal should have the following sections

1. Cover page that shows project name, group and team member details
2. Introduction
3. Literature and Technology review
4. Scope
5. Budget
6. Timeline

Introduction

Brief 1-2 paragraph introduction of the project based on the details provided in Week 1 and during your first meeting with the client

Literature and Technology Review

Review the existing similar website/applications on the internet and review their features

Review and compare the tools, languages, frameworks, and platform that are suited for your project

Need to summarise and justify your choices

Scope

Define the project scope by creating a list of features or functions or services that the client will receive.

- What is the total number of features?
 - What exactly do they do?
- How can the user reach from point A to point B?

This section holds both you and the client accountable for what you will agree upon.

As a service provider, you must deliver all the agreed services and compensate in case you fail to do so.

Cost / Budget

Break down the extra costs required to complete the project with pricing tables.

Consider the following costs

- Web Hosting and Domain
 - Developer Fee
- Monthly support Fee
 - Database cost
 - Etc.

Timeline

Now break down the project into smaller stages based on the scope of the project.

Clearly mention the time required to finish each task.

You can divide your Gantt chart in two parts: Phase I and Phase II

Phase I needs to be discussed into more details and show the task needs to be completed in Week 2.

Phase II only mention implementation, testing and deployment and the dates for Phase II trimester.

Timeline

- Examples
 - When do you need to have final copy and design?
 - How many weeks will it take in development?
 - What are the different stages of development.



Questions