GE2335 Team Project (30%)

You will work in a self-selected **group of 5 to 6** members to complete the group project using Microsoft Excel and VBA.

*** *Form your Team member in Canvas by Week 5 during class.*

The goal of this project is to study a real-life application of Business programming with Spreadsheet in retail industry, design and implement an Excel VBA application in this regard.

You and your group members are starting a business to open a retail shop. You will develop a user-friendly shopping application for this retail shop of your choice. This shop could be a brick-and-mortar or pure online shop. The application consists of customer interface and staff interface. The customer interface displays available items with corresponding prices, and collect necessary transaction information from customers, including items being purchased, delivery and payment information. The staff interface allows staff to see the transactions to prepare order dispatchment and shipping, and the manager to view information about sales performance to make various business decisions. Your application should look professional to attract angel investor. Note that different retail shops may require different interface or online shorefront and information.

Deliverables:

- **Progress Report Meeting (2%)**
  - A progress report meeting will be conducted in **week 9** to demonstrate the progress of your work. All group members MUST attend in the progress report meeting. No make-up meeting will be available. Marks will be deducted for the team member not showing up in the progress report meeting.

- **Excel VBA Application (15%)**
  - A professional error-free and virus-free application built in MS Excel and VBA.
  - Assessment criteria of the application will be based on your ability to perform the following tasks:
  - Use appropriate Excel functions and tools and/or charts to develop the basic model.
  - Write macros (sub procedures) using VBA in Microsoft Excel
  - Use appropriate data types to declare variables and/or constants
  - Use repetition, decision and/or selection structures in VBA code
  - Design professional-looking userforms to capture user input and perform data validation
  - Use appropriate event procedures for some Excel and VBA objects
  - Use other objects, e.g. chart, pivot table, as necessary

- **Written Report (4%)**
  - A cover page with course code, course name, session code, group name, and all members' student ID numbers and names in ascending order.
  - Application Design

o Detail description of interface design with screenshots of the application to explain how to navigate and maneuver through the application. This should also include any assumptions implemented in the application and data validation rules.

- **Self-Reflection and Project Contribution (5%)**
  o Every group member is required to submit an individual self-reflection form (see Appendix A) AND project contribution form (see Appendix B).

  o The self-reflection should highlight student's individual and team goals of the project, and how the team members communicate to achieve the team goal and resolve any conflicts, student's contribution in the project. In addition, each group member should state the challenges and difficulties encountered in this project, and the application of knowledge learnt from this or other courses to deal with the challenges and difficulties.

- **Team Project Presentation (4%)**
  o All team members will need to present and demonstrate their work in week 12 and 13 for NOT more than 15 minutes. It is to demonstrate the application and highlight the special functions or features of the application to the angel investor.

Submission Instructions:

o Soft Copy: **Submit all files via the submission links in Canvas <u>on or before 27 November 2022 (Week 13 Sunday) 11:59pm.</u>**

- **Group submission (1 group 1 submission)**
  1. Excel VBA Application - Name your Excel file as ***<your team number and project name>.xlsm***
  2. Written Report - Name your written report file as ***<your team number and project name>.docx***
  3. Presentation file - Name your written presentation file as ***<your team number and project name>.ppt***

- **Individual submission**
  1. Self-Reflection and Project Contribution - Name your self-reflection and project contribution file as ***<your student ID number>.docx or .pdf***

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For each of the deliverables, an incomplete submission or late submission will result in 0 mark.

Please check and confirm all files you submit on Canvas are correct and complete before submission deadline.

APPENDIX A

Individual Self Reflection Form (Max. 2 A4 pages)

Student Name: _____ **Student No.:** _____

Group Name: _____

Part A	What are individual goals and how are they achieved through this project?
Part B	What are the team goals and how are they achieved through this project?
Part C	How do you deal with the challenges and difficulties of this project?

APPENDIX B

Project Contribution Form

In order for each individual to be awarded the group marks. In this form, you will record (entirely from your own perspective) the contribution from each group member (including yourself) for the whole group project. The project contribution form is attached as follows:

Project Group Name:			
Student Name:		**Student ID:**	
Contribution of Each Member in the Group:			
Student ID	**Last Name**	**First Name**	**Contribution %**
		Total	100%