

# Monash

# FIT-IBL Placement

## IBL Student Reports Guidelines

The main reason why the reports are under specified is because we very much want to see how your written communications (content and formatting) have improved as a result of your placement. Having said this the report rubrics are not as impenetrable as many of you are making out. By the way the length requirements for each report are clearly stated in the unit guide of each IBL unit.

FIT2032 only requires the A and B reports but both FIT3045 and FIT4042 require an A and B and C report. These may be formatted separately or incorporated as major sections in just one report.

- **4A** (FIT2032, FIT3045, FIT4042)
  - Placement company's history, purpose, structure and organisation
    - [Suggested length: About 1 page of text plus an additional organisation chart](#)
- **4B** (FIT2032, FIT3045, FIT4042)
  - Describe and explain your role(s) and position(s) in the organisation structure.
  - Describe tasks undertaken, including their technical context but also be sure to describe why these task were performed i.e. their business context
    - Includes nominating and describing your legacy (It must be something tangible e.g. documentation, a template, a spreadsheet, some code or script etc. that will remain after your placement and continue to benefit your host organisation)
  - [Suggested length of all of the above: minimum 3 pages of text\\*](#)
  - Reflect on learning experience for each task performed and for the placement in general. In particular:
    - Analyse your placement's non-technical and technical experiences
    - Describe the strategies, attitudes, behaviours and techniques you have developed as a result of this analysis that you hope will increase your effectiveness and value as an IT professional
    - [Suggested length: minimum 1 page of text](#)

*continued ...*

[\\* Graphics are encouraged but not included in minimum page counts](#)

- **4C (FIT3045, FIT4042)**
  - FIT3045: Major Project Report
    - This report should include the following:
      - Executive (non-technical) summary
      - Description of the project including:
        - Business context
        - What problem/opportunity is the project attempting to solve/exploit.
        - A technical but clear description that could be understood by IT professionals outside of your immediate team. Keep jargon to a minimum or fully explain each use of it.
      - Formal stakeholder analysis
      - Your role and tasks in the project.
      - Status of the project at time of writing this report including:
        - If completed, were expected benefits realised? Future potential enhancement/changes.
        - If not completed because of issues what are these issues?
        - If not scheduled to finish yet explain what has been done and what needs to be done.
      - Suggested length of all the above: minimum 3.5 pages of text\*
      - Evaluation of the learning at university.
        - What units were useful in your placement? What was not? What needs to be added to your university studies? What needs to be removed? Explain why in all cases.
        - Suggested length: minimum 0.5 page of text
    - Notes:
      - If your placement role is operational rather than project-based treat your operational work as an ongoing project that never ends. Most of the above can then be easily adapted.
      - Any of the tasks described in 4B (including your legacy) can be expanded upon for 4C if substantial enough. If no single task is substantial enough tie together some related tasks.
  - FIT4042: Software Engineering Practices Report
    - For each SE practice you observed or participated in during your placement:
      - Describe it
      - Compare it with the theoretical and practical treatment of it at university if indeed it was covered
      - How well was it carried out in your company? Was it treated seriously and adhered to? If so how was this enforced/encouraged? If not, why not?
      - Did it work i.e. did it improve the quality of software created in your placement company. Explain.
    - Suggested length of all of the above: minimum 3 pages of text\*
      - At least 3 SE practices (multiple agile ceremonies count as 1 SE practice)
    - Evaluation of the learning at university.
      - What units were useful for each described SE practice? What needs to be added to your university studies? What needs to be removed? Explain why in all cases.
        - Suggested length: minimum 1 page of text
    - Notes:
      - If your placement does not expose you sufficiently to SE practices to write such a report contact the IBL Director via FIT-IBL@monash.edu