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<Project NAME> for <CLIENT NAME>

Project Proposal

Version <version number>

<Student Name>

BCIS309 – Work Integrated Learning PROJECT, <PAthwaY>

Semester x, 202x

Contents

[Executive Summary 1](#_Toc78191719)

[Halfway Report 1](#_Toc78191720)

[Final Report 1](#_Toc78191721)

[Introduction 1](#_Toc78191722)

[Project Details 2](#_Toc78191723)

[Project Name 2](#_Toc78191724)

[Overview of Industry Client 2](#_Toc78191725)

[Project Background 2](#_Toc78191726)

[Project Scope 3](#_Toc78191727)

[Project Goal(s) 3](#_Toc78191728)

[Benefits of Project 3](#_Toc78191729)

[Project Requirements 3](#_Toc78191730)

[Expected Deliverables 3](#_Toc78191731)

[Halfway Report 3](#_Toc78191732)

[Final Report 4](#_Toc78191733)

[Stakeholder Management 5](#_Toc78191734)

[Project Hierarchy 5](#_Toc78191735)

[Reporting and Meetings 5](#_Toc78191736)

[Halfway Report 5](#_Toc78191737)

[Final Report 5](#_Toc78191738)

[Student Skills 6](#_Toc78191739)

[General Skills Required 6](#_Toc78191740)

[ICT Specific Skills Required 6](#_Toc78191741)

[Skills from Relevant L6 and L7 Courses 6](#_Toc78191742)

[Approach to Learning New Skills 6](#_Toc78191743)

[Halfway Report 6](#_Toc78191744)

[Final Report 6](#_Toc78191745)

[Project Plan – High Level 7](#_Toc78191746)

[Phases 7](#_Toc78191747)

[Timetable 7](#_Toc78191748)

[Burndown Charts 7](#_Toc78191749)

[Resources/Access Required 7](#_Toc78191750)

[Detailed Project Plan 7](#_Toc78191751)

[Halfway Report 7](#_Toc78191752)

[Final Report 7](#_Toc78191753)

[Risk Management 8](#_Toc78191754)

[Approach 8](#_Toc78191755)

[Risk Table 8](#_Toc78191756)

[Halfway Report 8](#_Toc78191757)

[Final Report 8](#_Toc78191758)

[Quality Assurance 10](#_Toc78191759)

[Approach 10](#_Toc78191760)

[Quality Assurance Table 10](#_Toc78191761)

[Test Plan/Scenarios/Cases 10](#_Toc78191762)

[Halfway Report 10](#_Toc78191763)

[Final Report 10](#_Toc78191764)

[Methodology 11](#_Toc78191765)

[Overview 11](#_Toc78191766)

[Literature Review 11](#_Toc78191767)

[Critique (Pros and Cons) 11](#_Toc78191768)

[Halfway Report 11](#_Toc78191769)

[Final Report 11](#_Toc78191770)

[Professionalism 12](#_Toc78191771)

[Professional Standards 12](#_Toc78191772)

[Relevance of ITP Code of Ethics 13](#_Toc78191773)

[Relevant Legislation 14](#_Toc78191774)

[Halfway Report 14](#_Toc78191775)

[Final Report 14](#_Toc78191776)

[Sustainability, Inclusive Practice and Te Tiriti o Waitangi 15](#_Toc78191777)

[Relevance of Principles to Student and Industry 15](#_Toc78191778)

[Halfway Report 15](#_Toc78191779)

[Final Report 15](#_Toc78191780)

[Self-Assessments 16](#_Toc78191781)

[Halfway Self-Assessment 16](#_Toc78191782)

[Final Self-Assessment 16](#_Toc78191783)

[Reflections 17](#_Toc78191784)

[Approach 17](#_Toc78191785)

[Halfway Report 17](#_Toc78191786)

[Final Report 17](#_Toc78191787)

[Reference List 18](#_Toc78191788)

[Appendices 19](#_Toc78191789)

[Appendix A – Evidence of Industry Work Completed 19](#_Toc78191790)

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| dd/mm/yyyy | <Name of Student> | v0.1 | Document Creation |
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| dd/mm/yyyy | <Name of Student> | v1.0 | Signed Off |

**IMPORTANT INFORMATION ABOUT PROGRESS OF A PROPOSAL.**

Color coding

That color – it means It needs a little bit more work.

That color – it means I am unhappy with this and need to work on it.

**P.S. I do all the indents, font sizes, links, diagrams and wrapping up at the very end, a few days before the deadline. Please ignore, if possible, at this stage.**

# Introduction

This document will provide all the necessary information to get familiar with the project. This includes such important aspects as the background of the company and the project or the causes of the project, scope and deliverables. It will also describe the production methodology used, risk management and the timeline of the project and all deliverables. This Project proposal will cover all these areas and prepare stakeholders for the necessary start and progression of this project to full successful completion.

This project was carried out under the close supervision of Ara Te Pukenga tutors, industry mentor and a student (responsible for the report and project).

This proposal contains the following important aspects:

* Project plan and project details.
* Deliverables projects, both academic and industrial.
* Student background and requirements for the project success.
* The hierarchy of the project, which includes all stakeholders.
* Quality Assurance (Academic and Industrial) of the project.
* Risk Assessment.
* Time management and timeline.
* Methodology Used to carry out the project.
* Professionalism, which will provide all the necessary information about the fulfillment or non-fulfillment of all necessary aspects of the professionalism of the employee and the company.
* Personal reflection.

# Project Details

This section contains brief information about the project, scope, client background and current situation.

## Project Name

**“Sustainable Vegetable System - SVS” – winner so far**

“Reduce pollution – safe the planet”.

“A smart green future. Together.”

## Overview of Industry Client

Plant & Food Research (Māori: Rangahau Ahumāra Kai) is a New Zealand Crown Research Institute (CRI). Its purpose is to enhance the value and productivity of New Zealand's horticultural, arable, seafood and food & beverage industries. The interests of the institute are based in horticulture, arable and seafood research, specifically in the areas of sustainable production, bio protection, elite genetics & intelligent breeding, food and health science and biomaterials.

The institute was formed on 1 December 2008 by merging existing CRIs HortResearch and Crop and Food Research. Plant & Food has over 900 staff based at sites throughout New Zealand as well as science and business development staff working in the United States, Europe, Asia and Australia.

## Project Background

### Overview

### New Zealand has big problems with degraded water quality as a result of the overuse of fertiliser. To solve this problem, it was decided to create the Sustainable Vegetable Systems Project.

### Current Situation

Government have set strict water quality targets and farmers are having to reduce fertiliser to achieve these. As part of this project a model was developed that takes inputs of soil tests and other information about the crop and situation to determine exact fertiliser requirements. The model has been written as a standalone API. External contractor develop a web interface that farmers can use to configure and receive answers from the model (SVS - N-Sight). To gain substantial uptake it is critical that the model be accessible in multiple ways so in the future alternative interfaces will be developed. It is also critical that the accuracy of the model is established and can be demonstrated at any time.

### Future Situation

Project is aimed to provide an approach for minimising the amount of fertiliser that is applied to vegetable crops to reduce losses to the environment. A key part of achieving this is the delivery of tools to determine what is the right amount of fertiliser for specific crops.

For the industry, the successful completion of a project means the following:

The possibility of obtaining new grants from both the state and private individuals.

A sustainable product that aims to improve the environment.

# Project Scope

This section will describe the main goals and objectives of the project for both the client and the student. A list of deliverables projects will also be presented from both an industry and an academic point of view.

## Project Goal(s)

### Industry

Develop and test a model that can be used in the future by farmers.

Provide the student with a positive experience from the project.

### Student

The main goal for the student is to join the team, work hard and complete the tasks with high quality and on time. In addition to gain experience in programming, testing and working with databases, as well as collaboration with other employees of the company.

## Benefits of Project

For the industry, the main benefit from the project is a working and tested model. A secondary, but also important benefit is free labour in the form of a student for 300 hours.

### Industry

Working and tested model.

Free labour in the form of a student for 300 hours.

### Student

The main benefit of the project for the student is to gain indispensable experience in working in a large and real company, which will then be used to find a future job.

The project for the FPR company is aimed at improving the environmental situation in the country, as it aims to reduce soil and water pollution with fertilizers, which is consistent with the student's life principles.

## Project Requirements

Project requirements are prerequisites and features that you must enable in order for a project to be considered complete. Project closure can only happen when you meet customer and stakeholder needs. Project requirements can be business or technical requirements.

## Expected Deliverables

### Industry

* Weekly progress report.
* Test documentation.
* Creating Tests.
* Checking the received data with the calculated data.
* Working prototype model
* Better interface? Or at least some working idea of it.

### Academic

* W.I.L document signed by all involved parties
* Weekly progress report
* Methodology essay
* Project Proposal and related documents such as the sensitive data non-disclosure declaration
* Halfway report
* Full report
* Presentation to auditorium
* Poster and a short paper

# Stakeholder Management

This section will list all stakeholders directly related to the project. Their role for the company and their relationship to the project will be described.

## Project Hierarchy

**Industrial party:**

Name: **Hamish Brown.**

How involved in the project (Position): research science team leader/developer (mentor).

Contact details: Email: [hamish.brown@plantandfood.co.nz](mailto:hamish.brown@plantandfood.co.nz), Mobile: 0272261166

Name: **Irwin Taganas**.

How involved in the project (Position): Senior Desktop Engineer.

Contact details: Email: irwin.taganas@plantandfood.co.nz, Mobile: 021795180.

**Academic party:**

Name: **Dr David Weir.**

How involved in the project (Position): Course conveyor, lecturer.

Contact details: Email: [David.Weir@ara.ac.nz](mailto:%44%61vi%64.W%65%69%72@%61r%61%2eac%2enz), Phone: 940-8324.

Name: **Dr Luofeng Xu.**

How involved in the project (Position): tutor (mentor).

Contact details: Email: [Luofeng.Xu@ara.ac.nz](mailto:%4c%75o%66%65%6e%67%2e%58%75@%61%72a.ac.%6e%7a).

Name: **Amit Sarkar.**

How involved in the project (Position): tutor.

Contact details: Email: [amit.sarkar@ara.ac.nz](mailto:amit.sarkar@ara.ac.nz), Phone:940-8495.

Name: **Phillip Roxborogh.**

How involved in the project (Position): tutor.

Contact details: Email: phillip.roxborogh@ara.ac.nz, Phone: 940-8165.

Name: **Dr Ed Correia.**

How involved in the project (Position): tutor.

Contact details: Email: eddie.correia@ara.ac.nz, Phone:940-8272.

Name: **Sasha Stepanov.**

How involved in the project (Position): bachelor student, project owner.

Contact details: Email: [1989stepania@gmail.com](mailto:1989stepania@gmail.com), Mobile:0211842723

## Reporting and Meetings

At this stage, there is still no calendar of meetings between the student and the industrial mentor.

Meetings with an academic mentor are usually held weekly, unless specified. ???

Meetings about the project with all members of the project, including the IT sector and the Scientific sector, take place at the request of the project leader Hamish Brown. The next meeting is scheduled for August 8, 2023, 9:30 am.

The collaboration itself with an industrial mentor takes place in person, in a messenger, emails or MS Teams.

In addition to the formal meetings, there will be short (10 minute) face-to-face briefing meetings every Tuesday and or Friday.

# Student Skills

## This section will provide a list of all the required skills that a student must have or should have in order for the project to be successful.

## General Skills Required

To successfully complete a project, a student must have the following general skills:

* Punctuality
* Honesty
* Kindness
* emotional intelligence
* Creativity
* problem solving
* Self-motivated
* Self-organised
* Collaboration

## ICT Specific Skills Required

For a successful project process, the student should have such knowledge as:

* Database knowledge (MS SQL).
* Understanding how C# and unit testing work.
* Fundamentals of programming in python.
* Ability to use GitHub.
* Experience in using collaborative software (MC Teams).
* Experience with Visual Studio.
* Experience with Jupiter Lab and Anaconda preferred.
* Time management skills.

## Skills from Relevant L6 and L7 Courses

Skills obtained at level 6, which can be useful in working on a project.

* C# programming, including testing.
* Working with databases – MS SQL, MySQL.
* Experience with Visual Studio and Visual Studio Code.
* Experience with a version control tools (GitHub).
* Risk Management.
* Time Management.
* Prototyping.

Skills obtained at level 7, which can be useful in working on a project.

* Time management skills.
* Software Project Development skills.
* Thematic analysis for faster collection of information.
* Ability to work with documentation (project proposal)
* Collaborative teamwork.

## Approach to Learning New Skills

To obtain new skills necessary for the successful completion of the project, the following methods will be used:

* Obtaining new knowledge on the spot from other employees. Some points will be logged for future revision.
* Free resources like YouTube and Stackoverflow are programmers' best friends.
* Paid resource - Udemi, where it is possible to purchase the desired course of study.
* Collaboration with other students, exchange of knowledge and ideas.
* Teachers who are always helpful.

# Project Plan – High Level

Project planning is the process of determining the scope of the project, the goals, and the steps needed to get the job done. It is desirable that a high-level plan should include such important components as timeline management, deliverables, and other information related to the initial stage of the project – planning (How to Successfully Plan an IT Project, 2022).

## Phases

This category is little described as it is necessary to discuss the methodology with the teacher and the industrial mentor.

This subcategory will contain the main phases of the project. It is worth noting that the process is iterative, in which the number of iterations can vary from 1 until the model works properly. Also, the number of deliverables and phases directly depends on the number of iterations, fewer iterations - more deliverables.

* Working om Model.
* Creating a test for model.
* Testing the model with a real data.
* Working on Model, correcting the possible errors.
* Model testing.
* Interface creation/improvement.

## Timetable



## Burndown Charts

### Industry

Industry Burndown Chart



### Academic

*Academic Burndown Chart*



## Resources/Access Required

Hardware:

* PC/laptop, displays.
* Proper internet connection.
* Smartphone/recorder.

Software:

* Visual Studio Code
* Visual Studio
* Anaconda Python
* MS Teams – collaboration tool
* SharePoint

Assets and Resources required:

* Collected and generated crop and fertilizer data.

## Detailed Project Plan

**Academic timeline**

****

**Industrial timeline.**

****

# Risk Management

This section will present the main risks that are associated with the project, ways to mitigate and manage these risks to successfully complete the project.

## Approach

The chosen risk management approach is the Risk Management tool by Microsoft Corporation, which is presented a table in an Excel spreadsheet. Risk review is a very important and integral part of any project, so risk reassessment and review will take place on a weekly basis, even though nothing may change in a week.

The table consists of 8 main columns. Below is the information about the contents of these columns:

1. Risk Conditions or in other words the Name of the Risk (what must happen for the risk of an unsuccessful outcome of the project to appear).
2. Risk consequences. Result of the risk, should it happen.
3. Probability. The “likelihood” that the risk will happen is expressed as a percentage. Must be greater than zero but less than 100.
4. Impact. Amount of severity for project if risk is happened. In this case, it is measured on a scale from 1 to 99.99.
5. Exposure. Calculated automatically by multiplying two columns of Impact and Probability. Used to identify the most serious risk.
6. Mitigation. Includes an action plan to prevent or reduce the risk impact.
7. Contingency. Backup plan in case if risk became reality.
8. Triggers. Represents the reason for using a backup plan.

## Risk Table



# Quality Assurance

This section will provide information about the Quality Assurance of the model and project in general, testing and its results will also be presented in this section.

## Approach

To properly track the quality of a product, need a certain system, method. In this project, it was decided to use the Virginia Tech template (Division of Information Technology, 2023). This method will consider:

* Deliverables of the project.
* Stakeholder expectations and standards of quality processes.
* Activity itself. It can be evaluation, code review. In general, measures should be taken to control a certain phase in order to avoid poor product quality.
* Frequency of the process (phase) of the project.
* Who is responsible for the procedure.
* Date the Deliverable was accepted.

Some deliverables are reviewed several times during the course of a project due to the chosen methodology, which includes iteration.

## Quality Assurance Table

**Academic Quality Assurance Table**

| **Project Process (Deliverable)** | **Process Quality Standards/ Stakeholder Expectations** | **Quality Assurance Activity** | **Frequency/Interval** | **Who is Responsible** | **Date of Acceptance** |
| --- | --- | --- | --- | --- | --- |
| WIL and Confidentiality agreement | Should be signed by people who are involved in a project. | Download WIL agreement and send the document to my industry supervisor. After getting signed, I will submit it to my Academic Supervisor | Once | Dr David Weir,  Hamish Brown,  Luofeng Xu,  Sasha Stepanov, | TBA |
| Weekly meeting reports | Evaluation of the previous week's performance score. Submit risk management, burndown chart and quality assurance | All documents must be prepared and submitted before the meeting. | Weekly | Luofeng Xu,  Sasha Stepanov, | TBA |
| Project Proposal | Professionally collected set of documents and important information about the project. The document must comply with the standards of professional practice and the issued template. | Academic and Industry Supervisor  feedback.  Follow assessment marking rubric.  Must be unique in regards of plagiarism. | While proposal will not match the quality.  Ideally, once. | Dr David Weir,  Luofeng Xu,  Sasha Stepanov | TBA |
| Creating a project plan/timeline | The timeline is regularly updated with accurate information | Academic supervisor feedback | Daily/weekly. | Sasha Stepanov | TBA |
| Maintaining Burndown chart | Burndown chart which fairly reflects the process. Comments about the process. | Complete the template given by the tutor in a timely manner | Daily/weekly. | Sasha Stepanov | TBA |
| Risk analysis and management | Risks are regularly assessed and updated during the project | Submitting the risk management tool for assessment by tutor | Weekly or as needed until the end of the project. | Sasha Stepanov | TBA |
| Project Proposal checklist | Follows Ara provided proposal checklist | Everything should include from a provided by tutor checklist. | As necessary to completion | Sasha Stepanov | TBA |
| Project Proposal Sign of | Follows Ara’s proposal sign-off document. | Ensure that the proposal was created according to the standards and requirements of the project and Ara as a whole. | Once | Dr David Weir  Dr Luofeng Xu  Hamish Brown  Sasha Stepanov | TBA |
| Halfway Report | Documentation of progress being made. | Academic and Industry Supervisor  feedback.  Follow assessment marking rubric.  Must be unique in regards of plagiarism. | Once or As necessary to completion. | Dr David Weir  Dr Luofeng Xu  Sasha Stepanov | TBA |
| Quality Assurance plan | A complete plan in tabular format including all the deliverables, frequency, expectations and who is responsible for quality control. | Creation of a clear plan for assessing the quality based on the template. | Once with a possible review half way. | Project owner (Sasha Stepanov) | TBA |
| Methodology Essay | 3,000 words long that covers the topic listed in marking guide | Academic and Industry Supervisor  feedback.  Follow assessment marking rubric.  Must be unique in regards of plagiarism. | As necessary to completion | Dr David Weir | TBA |
| Final Report | A full report that meets IT standards. | Consolidation of all documentation into one final report, which would cover the entire project in detail. | Once or as necessary to completion. | Dr David Weir | TBA |
| Project Poster | Includes introduction, title, author, methodology, process conclusions, references | Academic and Industry Supervisor feedback and reviews | Once |  | TBA |
| Short paper on Poster | Includes introduction, title, author, methodology, process conclusions, references | Academic and Industry Supervisor feedback and reviews | Once |  | TBA |
| Short Bio | Professional written of backgrounds and achievements | Academic and Industry Supervisor feedback and reviews | Once |  | TBA |
| Panel Presentation | PowerPoint presentation must be submitted. Speech prepared. | Follow assessment marking rubric | Once | everyone | TBA |

Industrial QA table is missing yet.

## Test Plan/Scenarios/Cases

Software testing is a method of verifying that the actual software product meets the expected requirements and is also necessary to ensure that the product is free of defects. Involves the execution of predefined algorithms using manual or automated tools to evaluate one or more properties of interest. The purpose of software testing is to identify errors, gaps, or missing requirements specified during the product design phase.

If there are bugs or defects in the software, they may be detected early in the production of the software and corrected before it is released to production. A properly tested software product provides reliability, security and high performance, which further leads to savings in time, money and customer satisfaction (Logrocorn, 2021).

At the moment I am working on test cases and how to provide them. Most likely these will be cards with various cases for greater clarity. More information is needed from the industry mentor.

# Methodology

This section will describe the main production methodology that was used to carry out the project. Its pros and cons will be described.

## Overview

**Guidelines – provide a summary of the methodology you have chosen for this project, how you will use the methodology and the reason for choosing this methodology.**

The most popular methodology today is **Agile**, because often the production in IT is iterative, which coincides perfectly with the Agile process. Another important criterion for choosing a methodology is constant testing of the prototype, and agile is better suited to this role.

Need more information about how methodology will be used, maybe examples. And more information about methodology itself,

**Scrum.** more info about scrum.

## Literature Review

**Guidelines – provide a summary of the relevant literature/research relevant to the methodology – this summary must be made up of at least 3-5 referenced sources.**

## Critique (Pros and Cons)

**Guidelines – provide a summary of researched and referenced critique of the methodology**

# Professionalism

This section will describe generally accepted industry standards and rules for working in the company. In addition, the legal part of the project will be described.

## Professional Standards

### Reliability and Accountability

Reliability and Accountability are indispensable attributes of working professionalism. It is important to show up on time, be organized and ready to meet all the necessary deadlines. Every student is strongly encouraged to listen to instructions, follows directions, and accepts and acts on constructive criticism.

### Communication

Each student should be polite and intelligent when talking to others. It is important to clearly and correctly formulate questions, problems, tasks. It is important not to cross the set boundaries and be a professional.

### Attitude

Each student must be a professional in his field, not only at the level of ICT Specific Skills, but also in behaviour with others. It is important not to bring your personal problems to work so that it does not negatively affect the process. Inappropriate behaviour can also leave a bad impression on Ara Te Pukenga. The ability to be friendly, have a positive outlook and shows respect when dealing with peers, supervisors, industry and clients/contacts are indispensable components of a successful workflow.

### Teamwork

Each student should be a full-fledged team member who will be useful for the common good. This includes details such as:

* Do not hesitate to ask for help.
* To provide assistance to those in need in a timely manner, here it is worth clarifying that help is needed when asked, and not imposed.
* Perform the assigned share of the work, without throwing off duties on others.

### Motivation

Every student is strongly encouraged to take the initiative, to be motivated, because the lack of motivation leads to poor performance, which can lead to bad consequences, such as expulsion from the project.

### Open to Learning

It is important to be interested and proactive in learning new skills, as this is a great opportunity to gain experience. Initiative and problem-solving attitude will be welcome.

## Relevance of ITP Code of Ethics

In order for the project to be legal and ethically correct, so that there are no legal problems in the future, certain dogmas and laws should be followed. These tenets will be presented below (IT Professionals, 2017).

### Good Faith

Student shall treat people with dignity, good faith, and equality; without discrimination; and have consideration for the values and cultural sensitivities of all groups within the community affected by work.

### Integrity

This Principle is relevant to this project. Student shall act in the execution of profession with integrity, dignity, and honour to merit the trust of the community and the profession, and apply honesty, skill, judgement, and initiative to contribute positively to the well-being of society.

### Community Focus

This Principle is relevant to this project. Responsibility for the welfare and rights of the community shall come before my responsibility to my profession, sectional, or private interests or to other professionals.

For example, the project is called SVS- Sustainable Vegetable System and is aimed at the common good of both the country and the environment. The project also has an educational part, as farmers need to be explained and proved that the amount of fertilizer they use can be reduced, which will lead to less environmental damage and save them money.

### Skills

This Principle is relevant to this project. As a student I shall apply my skills and knowledge in the interests of the project’s client or employers for whom I will act without compromising any other of these Tenets.

For example, as a student of the third year, the owner of this proposal uses all possible resources and previously acquired skills to obtain the best result for the client.

### Continuous Development

This Principle is relevant to this project. I shall develop knowledge, skills, and expertise continuously through the project.

For example, a project implies an iterative process in which there will be testing which in turn includes work on bugs and continuous improvement of not only the product, but also skills.

### Informed Consent

This Principle is relevant to this project. I shall take reasonable steps to inform myself or my industry supervisor of the economic, social, environmental, or legal consequences which may arise from my actions.

The student signed a non-disclosure declaration as the project involves working with sensitive data. Should I attach it with a proposal???

### Conflicts of Interest

This Principle is not relevant as I do not have a conflict of interest in this project. However, I shall inform my industry supervisor of any interest which may be, or may be perceived as being, in conflict with the interests of my mentor, or which may affect the quality of service or impartial judgement, if such ever arise during the duration of the project.

### Competence

This Principle is relevant. Student shall follow recognised professional practice and provide services and advice carefully and diligently only within my areas of competence, which is in the case of this project is solely software/web development, database, and testing.

## Relevant Legislation

This section includes the laws and regulations that must be taken into account when working on a project. These laws and regulations may be applicable both to this project and to a specific situation.

### Privacy/Confidentiality

All collected information from farmers or potential users will be used only for the purposes of a specific project and only with permission. All date provided by farmers in the future will be by agreement and will contain metadata such as “crop yield”, “crop name”, “name of previous crops” and “amount of fertilizer” used. As a rule, this data is in the public domain and is not confidential. No personal data that could identify a specific person will be collected.

While it is not planned to use personal data, best practice is to be safe and follow the New Zealand Privacy Act 2020.

**Privacy Act**

The Privacy Act 2020 (Office of the Privacy Commissioner, 2020) stays about rules that user’s information can be collected, stored, shared, or viewed.

It guarantees that:

If you want - you can get an access to your information.

You must be notified if and when your information is collected.

All information that has been collected is used in shared in an appropriate way.

All information is secure and safe.

There are twelve main principles that create a whole act about privacy.

1. Principle is about reason for collection.
2. Principle is staying that information that collected must be from a source.
3. Principle saying that organization should be open for the reason of gathering information.
4. Principle is about way of collecting information.
5. Principle is about security and the way is information is going to be stored.
6. Principle is about person’s right to access his own information.
7. Principle staying that person is allowed to correct it in a right way.
8. Principle staying that organization must check for correctness of information they are collecting.
9. Principle staying that all information that has been gathered should have an expiration day.
10. Principle says that there are limits of the ways collected information can be used.
11. Principle states that the information collected may only be used for the purposes for which it was originally collected.
12. Principle states that the information collected may only be used for the purposes for which it was originally collected and do not leave New Zealand.
13. Principle states that organizations cannot assign an ID to a customer, unless specified.

Following these principles will help avoid any legal issues (Office of the Privacy Commissioner, 2020).

### Copyright

This legislation is not relevant to this project, since it is not planned to use someone else's creation, the entire model was created from scratch.

### Patents

Upon completion of the entire SVS project, the model will be patented in accordance with all standards. Since this is a research centre, the organization has a legal department that deals with patents and legislation in general.

# Sustainability, Inclusive Practice and Te Tiriti o Waitangi

This section will describe the measures taken to preserve the environment and cultural values. Particular attention should be paid to sustainability, respect for the environment and New Zealand's Māori national culture.

## Relevance of Principles to Student and Industry

### Kaitiakitanga

This project is aimed directly at improving the situation with the environment both in the country and at the international level. The essence of the project is to reduce the use of fertilizers where possible, in order to reduce the release of excess nitrogen into the soil and water bodies.

### Rangatiratanga

During the project agreement, it was established that the student will make decisions himself and gain new experience in this. Also, the client will act in his own interests, but everything remains within the framework of the project.

### Whanaungatanga

Although the project takes 300 working hours, students are encouraged to establish friendly relations with all project stakeholders, both for socialization purposes and for future cooperation. For example, despite the outcome of this project, the owner of the project will see and maintain friendly relations with the mentor, since both are engaged in judo in the same club.

### Mana Reo

It is highly recommended to use the Māori language as required by the project, such as greetings and farewells. This is done to maintain the Māori culture in New Zealand.

# Self-Assessments

This section will contain information about self-assessment at both the academic and industrial levels.

# Reflections

This section will describe my opinion on the project, its successes and failures. Will be discussed what could have been done better and what worked out very well. In order to keep some kind of record of the experience gained and my attitude towards the project, a special approach recommended by the Asana website will be used.

## Approach

Throughout the project, a journal will be used, where notes will be made about what is happening in the project. Notes will concern not only the practical part (coding, analysis, database), but also the social part, namely the use of soft skills in a large company.

## Approach

This approach consists of 5 steps:

* Identify. To accomplish this step three questions, need to be answered: What went wrong? What went right? What can be improved?
* Document. Report it in some form of documentation: summary, notes, recommendations.
* Analyse. Analysis and drawing conclusions. It can take place both in the middle of the project, and at the very end, so to make sure not to make the same mistakes in the future.
* Store. Analysis and drawing conclusions. It can take place both in the middle of the project, and at the very end, so as not to make the same mistakes in the future.
* Retrieve. In the event of a foreseen repeated error or difficulty, it is necessary to retrieve the documentation to mitigate this error (How to capture lessons learned in project management, 2022).

# References

**Guideline – APA v7, supported by in-text references.**

# Appendices

This section contains all additional and complete information regarding the project and its specification.

**Guideline - lead in sentence to describe this section e.g. Attached are screenshots, diagrams, or any relevant document views on a larger scale or as described in the report document.**

The Appendices are organised so that each Appendix contains information that is of the same kind.

An example of an Appendix organisation is given below:

Appendix A – Evidence of Industry Work - Halfway Report Phase

**Figure A6**   
*Test Page 2051, 104 lines of code – Halfway Report Phase*

![Text

Description automatically generated]()

Appendix B – Industry Project Plan

Appendix C – Academic Project Plan

Appendix D – Risk Registers

Appendix E – Issues Management

**Table E1**   
*Issues Management - 3 October 2022*



Appendix F – Industry Quality Assurance

Appendix G – Academic Quality Assurance

Appendix H – Methodology

Appendix I – Full Academic Burndown

Appendix J – Full Industry Burndown

Appendix L – Evidence of Work – Final Report Phase

Appendix M – Evidence of Meetings – Final Report Phase