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| **Task Title:** | | **Collaboration exercises** | | |
| **Task Number:** | | **1** | | |
| **Task Code:** | | **ProjMan-POR-ICTPRG502** | | |
|  | |  | | |
| Assessment type (): | | | | |
|  | Questioning (Oral/Written) | |  | Portfolio |
|  | Practical Demonstration | |  | Project |
|  | 3rd Party Report | |  | Other – Please Specify |
|  |  | |  |  |
| Assessment Resources: | | | | |
| You will require the following for this assessment task:   * PC with internet access * Cloud-based document editing tool (eg. OneDrive or Google Drive) | | | | |
| Assessment Instructions: | | | | |
| This assessment requires you to demonstrate using collaboration tools for teamwork.  You are being assessed on elements 1.4, 2.3 and 3.3 of ICTPRG502.   1. Complete all the assessment tasks below. 2. Observation by your lecturer of you doing your assessment is considered to be part of the assessment process. 3. Submit your assessment evidence into the Blackboard assessments area. 4. All skills must be demonstrated to achieve a satisfactory result. 5. All work submitted be your own individual effort or the effort of the team members involved. | | | | |
| Assessment Due Date(s) | | | | |
| ProjMan-POR-ICTPRG502 Week 08 | | | | |
| Overview | | | | |
| This is a GROUP assessment.  You are required to demonstrate the use of collaboration tools for team communication and documentation. | | | | |

|  | Assessment Instrument |
| --- | --- |
| TASK # | TASK TO PERFORM |
| 01 | Cloud Storage Determine which cloud document storage repository to use for collaborating on a document.  Also, determine what communications tool(s) you will use.  Set up these tools so that all team members have access to the appropriate folders. |
| 02 | Document Creation Create a shared document.  In this shared document, the team will answer the project management quiz questions listed in *Appendix: Questions*.  Assign work responsibilities to each team member equitably. |
| 03 | Quality Assurance Implement a quality assurance process to review and update answers provided by another team member.  Briefly describe the process the team implemented. |
|  | Submit Assessment Upload your assessment into the Blackboard assessment area.  Only one submission is required per group. |

# Appendix: Questions

## A. Project management principles and methodology

1. What are the responsibilities of a project manager?  
   (List at least 5)
2. What factors affect the likelihood of success of a project?  
   (List at least 5)
3. What skills should a good project manager have?
4. What is a methodology?   
   What are the advantages of following a methodology when developing an information system?
5. List a few examples of software development methodologies.
6. Describe the Project Life Cycle.
7. List one deliverable for each of the project life cycle phases.
8. Describe the Software Development Life Cycle (SDLC).
9. Explain the difference between the SDLC Waterfall model and an Agile approach.
10. Describe the Triple Constraint of project management.
11. What are the PMBOK (Project Management Body of Knowledge) areas?
12. Outline the stages of the PRINCE2 methodology.

## B. Collaboration and Communication

1. Give examples of cloud based Document Management collaboration tools.
2. What advantage do cloud document repositories have over shared network drives?
3. What type of collaboration software would be useful during project development?   
   Give a few examples.
4. What is a wiki?
5. What is a discussion board or forum useful for?
6. Who are stakeholders in a project?
7. Explain the difference between synchronous and asynchronous communication.
8. Describe the main features of the collaboration chat tool that you are using.
9. Describe the importance of software specifications.
10. Explain why source control tools are necessary for maintaining code.
11. Explain why branching is used while developing a project using source control?
12. List a few source control tools and online repository hosts.

## C. Project Planning

1. What is a Work Breakdown Schedule (WBS)?
2. What methods could you use for estimating the duration of project tasks?
3. What is the difference between Lag Time and Lead Time in a project plan?
4. What is meant by the Critical Path?
5. How would you define in your project plan that a resource (person) is only allocated to your project part-time?
6. What is a Gantt chart?
7. How do you enter costs associated with personnel and material resources?
8. What types of calendars are available in the tool you are using?
9. How do you identify and correct resource over-allocations?
10. How do you enter actual progress information into your Project schedule for tracking?
11. What is a baseline project plan and what purpose does it serve once the project team begins to execute the project plan?
12. What is the difference between Effort (Work) and Duration of a task?

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| **Qualification National Code and Title** | | | ICT50718 Diploma of Software Development | |
| **Unit National Code and Title** | | | ICTPRG502 Manage a project using software management tools | |
| **Assessment** **Number and Title** | | | Assessment 1: Portfolio | |
| **Student Name** | |  | **Student ID** |  |
| **Assessor Name: Paul Williams** | | |  | |
| **Date** |  | | **IMPORTANT NOTE:** Resubmissions are due within two weeks of this date | |

**Marking Guide**

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| --- | --- | --- | --- | --- | --- |
| **Activity Question** | **Student is able to …** | | | | **D or NYD** |
| A | Determine the software development methodology to be used by providing a screenshot of ASANA tasks | | | |  |
| A | Determine the project management software to be used by providing a screenshot of ASANA tasks and group contribution to shared document | | | |  |
| B | Determine the source-control system to manage the source code and to handle conflicts. | | | |  |
| A-C | Determine the source-control system by providing evidence of a quality assurance using the shared document comments feature. | | | |  |
| C | Determine the collaboration software to be used by providing a screenshot of ASANA tasks and group contribution to shared document | | | |  |
| **Assessment Result** | | | | |  |
| Final assessment result is indicated as **D**emonstrated or **N**ot **Y**et **D**emonstrated | | | | | |
| **Assessment Feedback** | | | | | |
| **Resubmission Requirements**  **Note:** Resubmissions are due **within two weeks** of the date specified (above) | | | | | |
| **Student and Assessor sign (below) to acknowledge the assessment result and further noted action to be taken, if applicable** | | | | | |
| **Assessor Name & Signature** | |  | **Date** |  | |
| **Student Name / Signature** | |  | **Date** |  | |