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| **Task Title:** | | **Client Project** | | |
| **Task Number:** | | **2** | | |
| **Task Code:** | | **ProjMan-PRJ-ICTPRG502** | | |
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| Assessment type (): | | | | |
|  | Questioning (Oral/Written) | |  | Portfolio |
|  | Practical Demonstration | |  | Project |
|  | 3rd Party Report | |  | Other – Please Specify |

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| Assessment Resources: |
| You will require a variety of resources to complete the “LIVEWORKS” client project.  The following are suggested resources. Your project may require a different set of resources to be available.   * Web server with relevant server side language * Database server * IDE(s) and/or editor(s) for mobile development, API development, User interface development. * Tools for testing as required * Version control tools * Project management tools * Client information * Project requirements specifications |
| Overview |
| This project is for the completion of required tasks for your LiveWorks project client.  The LiveWorks projects are team based and requires you to collaborate, communicate and reflect professional standards in all aspects of the project work.  You will be required to complete tasks as outlined in this project by an effective and substantial contribution to the project’s development, documentation, testing and deployment. |
| Assessment Context |
| The context for this assessment is the LiveWorks client project that you are implementing.  The project is a proof of concept, but as such implement the project to a standard that **befits final beta testing** with the stakeholders.  You are required to professionally project manage your LiveWorks Group Project. |
| Assessment Due |
| This assessment has a variety of dates that are significant. They are:   * Week 06 Project Plan, Final specifications * Week 07 Progress meeting with lecturer * Week 12 Progress meeting with lecturer * Week 15 Progress meeting with lecturer * Week 17 Demonstration of project Beta to client * Week 18 Documentation and final Beta release |
| Assessment Instructions |
| Complete all the assessment requirements as given on following pages.Observation by your lecturer of you doing your assessment is part of the assessment process.Submit your documentation, individual reflection reports and a compressed version of all the components of the project’s source code into the Blackboard assessments area.You must demonstrate all the required skills to achieve a satisfactory result.All work submitted must be your own individual effort. (In the case of a group project, then it must be the effort of the team members involved).Submission may include, but not be limited to:  * Compressed Project Source Code, * Link(s) to Project repositories, * Documentation   + User manual(s),   + Installation manual(s),   + API Documentation, * Project Management documentation, * Self-Reflection Report, and * Other relevant material. |

| Component | Task to perform |
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| Task 1:Methodology | Describe what software development methodology you used for managing the project and explain your justification for choosing that methodology.  Outline the main principles of this approach. |
| Task 2: Tools | Determine which source control tools you will be using to manage the project source code.  Specify what project management software or tools you chose.  You need to identify and setup/configure:   * A project planning tool, * Collaboration tools (for document writing and communication), and * Source-control tools.   Ensure you specify the version control tool(s) and the location of your web (remote) repository. |
| Task 3:Source Control | You should maintain your source using a suitable method that should include at least branching, committing of code, pull requests and merging – or the equivalent for the version control system you employ.  Define the source control procedures that you have used.  For example, the steps undertaken to:   * save changes, * undo changes, * view change history/status, * download or upload changes to a remote repository.   Also, explain how you would handle conflicts involving merging parallel development on different branches.  Provide evidence by including sample commands or by taking screenshots of your interaction or commit history.  Use your source control procedures to add and maintain your code in a version control repository that allows multi-user access. |
| Task 4:Plan (v1) | Create an initial project plan outlining the activities and work allocations involved in the SDLC (software development lifecycle) of your project.  You will also need to maintain the project plan during the project’s lifecycle to reflect adjustments and progress. |
| Task 5:Collaboration | Use collaboration tools for communicating with each other regarding tasks and issues related to your project.  You must also maintain a repository where you can store and collaboratively work on documents related to your project. (eg. requirements specifications, meeting minutes, project plan). |
| Task 6Progress Reports | Complete regular progress reports for the stakeholders plus the lecturer/assessor.  The progress reports will use the information maintained as part of the collaboration you will be continuously undertaking.  These progress reports will be approximately bi-weekly and must contain at least the following:   * Summary of feature(s) completed * Summary of testing and feedback * Issues encountered   The reporting will be conducted via short meetings (with the lecturer/assessor) and via an appropriate method with the external stakeholders.  The meetings, in all cases, must have an agenda and minutes taken for each meeting.  Submit the minutes to the lecturer/assessor and stakeholders as appropriate. |
| Task 7:Self-Reflection | Complete a Self-Reflection Report containing:   * A review of your impression of the project * A review of your contributions to the project * A review of the issues you faced in the project * A review of **each** of the team member’s contributions, work ethic, progress, professionalism and associated concepts. |
| Task 8:Documentation | Project the project with the required documentation that will include, but not be limited to:   * Project Plan * Back-End services Installation Manual * Mobile Application Installation Manual * Mobile Application User Manual * Source Control Procedures * Minutes of Meetings |

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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 2: Client Project | |
| **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** |
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| Task 1 | Determine the software development methodology to be used | | | |  |
| Task 1 | Determine the project management software to be used | | | |  |
| Task 2 | Determine the source-control system to manage the source code and to handle conflicts | | | |  |
| Task 2 | Determine the collaboration software to be used | | | |  |
| Task 4 | Create a project plan, according to the software requirement specifications | | | |  |
| Task 3 | Define the source-control procedures | | | |  |
| Task 5 | Create a collaboration environment | | | |  |
| Task 6 | Monitor, and adjust, the project plan to maintain progress according to the project plan | | | |  |
| Task 3 | Ensure that the code is correctly entered into the source-control system | | | |  |
| Task 7 | Monitor the collaboration environment, and resolve issues where required | | | |  |
| **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** |  | |