

Assignment 2: PLANNING REPORT + SELF AND PEER REVIEW

Type: REPORTS

Weighting: 30%

Links to Learning Outcomes: ILO1, ILO2, ILO3

Due:

- **Part A and Part B: Thursday 5pm 13th April 2023**
- **Part C: Friday 12 noon 14th April 2023**

Description:

PART A: PLANNING REPORT

Your team will develop a professional-style business report (including all relevant structural elements) that describes your team's plans for undertaking and completing the project described in your Initiation Report.

Drawing from Project Management documents of Project Brief and Business Case (introduced to you in KIT203), the planning report will include a description the following Project Management elements (as a minimum):

- System Users – identify and describe the types and characteristics of potential users of the system being developed.
- System Requirements – identify the functional and non-functional requirements of the system being developed and describe these in the form of a Requirements Trace Matrix.
- Project Schedule – Identify the schedule for the completion of the functional and non-functional requirements as well as other project deliverables and activities and describe this using Gantt charts.
- Risk Analysis – Identify and describe any risks associated with the project, their impact, and preventative and mitigation strategies that will be put in place throughout the project.
- Technical requests to support the project- Identify and describe any technical requests required to undertake the project (those not already supplied in UTAS labs or by the client).

PART B: SELF REVIEW

Each member of the team will complete a self-assessment activity template.

PART C: PEER REVIEW

Each member of the team will review the self-assessments of their teammates (PART B), and then complete a confidential peer assessment template, including a detailed assessment of the contributions of your teammates to the Initiation Report (PART A).

Notes:

- You should refer to your Initiation Report and its content to provide context for this report.
- There are three development cycles in ICT Project across the two semesters. The dates (to be used in your schedule) are:
 - Agile cycle 1: weeks 8-13 of semester 1
 - Agile cycle 2: weeks 1-6 of semester 2
 - Agile cycle 3: weeks 7-12 of semester 2
- You must undertake personal research to explore related issues.
- You must undertake interviews with your client and other stakeholders to explore these issues.
- You must refer to previous completed units to ensure you are employing skills and knowledge you have developed.
- A professional style business report includes the following elements: Title Page, Executive Summary, Table of Contents, Introduction, Main Body, Conclusions, References (where appropriate), Appendix (where appropriate). They should be professionally presented and include Headers and Footers, Numbered Headings, Tables and Figures, Table and Figure Captions, and be fully proof-read and free from spelling and grammatical errors.
- **All parts (A, B and C) need to be submitted before the deadlines.**

Assessment Criteria					
Assignment 2: Planning Report			Team:		
Assignment Criteria	HD	DN	CR	PP	Fail (NN)
System Users	Substantial evidence of research undertaken, reference to previous units, and application of best practice to thoroughly describe the types and characteristics of potential users of the system being developed, expertly using informative and engaging communication tools. Would provide substantial insight to the client and stakeholders.	Substantial evidence of research undertaken, reference to previous units, and application of best practice to describe in good detail the types and characteristics of potential users of the system being developed, using informative and engaging communication tools. Would provide good insight to the client and stakeholders although detail needs improving.	Some evidence of research undertaken, reference to previous units, and application of best practice to reasonably describe the types and characteristics of potential users of the system being developed, using communication tools other than just text. Would provide good insight to the client and stakeholders, although justifications need improving.	Little evidence of research undertaken, reference to previous units, and application of best practice to describe in limited detail the types and characteristics of potential users of the system being developed. Would provide only limited information to the client and stakeholders. Justifications and detail need significant improvement.	An insubstantial description of the types and characteristics of potential users of the system being developed. Would provide no useful insight to the client and stakeholders. This detail is not acceptable.
System Requirements	Substantial evidence of research undertaken, reference to previous units, and application of best practice to thoroughly describe the functional and non-functional requirements of the system being developed and describe these expertly and comprehensively in the form of a Requirements Trace Matrix. Would provide substantial insight to the client and stakeholders.	Substantial evidence of research undertaken, reference to previous units, and application of best practice to identify in good detail the functional and non-functional requirements of the system being developed and describe these expertly and comprehensively in the form of a Requirements Trace Matrix. Would provide good insight to the client and stakeholders although detail needs improving.	Some evidence of research undertaken, reference to previous units, and application of best practice to reasonably describe the functional and non-functional requirements of the system being developed and describe these comprehensively in the form of a Requirements Trace Matrix. Would provide good insight to the client and stakeholders, although justifications need improving.	Little evidence of research undertaken, reference to previous units, and application of best practice to describe in limited detail the functional and non-functional requirements of the system being developed and describe these in the form of a Requirements Trace Matrix. Would provide only limited information to the client and stakeholders. Justifications and detail need significant improvement.	An insubstantial description of the functional and non-functional requirements of the system being developed and describe these in the form of a Requirements Trace Matrix. Would provide no useful insight to the client and stakeholders. This detail is not acceptable.
Project Schedule	Substantial evidence of research undertaken, reference to previous units, and application of best practice to thoroughly identify the schedule for the completion of the functional and non-functional requirements as well as other project deliverables and activities and expertly and	Substantial evidence of research undertaken, reference to previous units, and application of best practice to identify in good detail the schedule for the completion of the functional and non-functional requirements as well as other project deliverables and activities and expertly and comprehensively	Some evidence of research undertaken, reference to previous units, and application of best practice to reasonably identify the schedule for the completion of the functional and non-functional requirements as well as other project deliverables and comprehensively communicate this using Gantt charts. Would provide good insight to the client and stakeholders,	Little evidence of research undertaken, reference to previous units, and application of best practice to describe in limited detail the schedule for the completion of the functional and non-functional requirements as well as other project deliverables and activities and describe this using Gantt charts. Would provide only limited information to the client and stakeholders. Justifications and detail need significant improvement	An insubstantial description of the schedule for the completion of the functional and non-functional requirements as well as other project deliverables and activities. Would provide no useful insight to the client and stakeholders. This detail is not acceptable.

	comprehensively communicate this using Gantt charts. Would provide substantial insight to the client and stakeholders.	communicate this using Gantt charts. Would provide good insight to the client and stakeholders although detail needs improving.	although justifications need improving.		
Risk Analysis	Substantial evidence of research undertaken, reference to previous units, and application of best practice to thoroughly identify and describe any risks associated with the project, their impact, and preventative and mitigation strategies that will be put in place throughout the project, represented expertly and comprehensively in the form of a Risk Log. Would provide substantial insight to the client and stakeholders.	Substantial evidence of research undertaken, reference to previous units, and application of best practice to identify and describe in good detail any risks associated with the project, their impact, and preventative and mitigation strategies that will be put in place throughout the project, represented expertly and comprehensively in the form of a Risk Log. Would provide good insight to the client and stakeholders although detail needs improving.	Some evidence of research undertaken, reference to previous units, and application of best practice to reasonably identify and describe any risks associated with the project, their impact, and preventative and mitigation strategies that will be put in place throughout the project, represented comprehensively in the form of a Risk Log. Would provide good insight to the client and stakeholders, although justifications need improving.	Little evidence of research undertaken, reference to previous units, and application of best practice to identify and describe in limited detail any risks associated with the project, their impact, and preventative and mitigation strategies that will be put in place throughout the project, represented in the form of a Risk Log. Would provide only limited information to the client and stakeholders. Justifications and detail need significant improvement.	An insubstantial description of risks associated with the project, their impact, and preventative and mitigation strategies that will be put in place throughout the project Would provide no useful insight to the client and stakeholders. This detail is not acceptable.
Professional Design of the Business Report /	A professionally presented business report that includes all standard structural and presentation elements, is free from spelling and grammatical errors and engages the reader. Includes supporting references and citations where appropriate and could be used in a professional context.		A business report that includes some standard structural and presentation elements, is mostly free from spelling and grammatical errors and engages the reader. Includes supporting references and citations where appropriate but would need editing to be used in a professional context.		An unprofessional business report that would not be acceptable in a professional context.
Grade:					
COMMENTS:					