

Assessment details.

Project Management Report (Group submission)

10%, Due Friday Week 5, 11:55 pm

Learning Outcomes

1. Work effectively in collaborative teams.
2. Write a report explaining the methodology, outlining your contributions and the contributions of others, and documenting the developed project from appropriate perspectives, for instance, that of a user, a researcher, or a developer.

Length of report: quality is more important than quantity. However, as an indication, the length of the report may vary *depending on the project team size*:

Team of 3, 2500 words +/- 10%

Team of 4, 3000 words +/- 10%

Team of 5, 3500 words +/- 10%

Word count excludes text in figures, tables, source code, cover sheet, references, appendices and annexes.

State the word count of your report clearly on your submission cover page.

Assignment Specification

Introduction

Project management encompasses “the application of knowledge, skills, tools and techniques to project activities to meet project requirements” (PMBOK® Guide, Sixth Edition, 2017). A major outcome for the Capstone unit is to demonstrate an understanding and application of appropriate project management principles and skills.

This assessment task requires students to produce a report explaining how you have handled project management tasks of your software development activities, including discussions of all applicable methodologies, planning, team coordination, communication activities, use of project management tools and any other relevant matters that have been encountered.

All team members will contribute to a single team report. It is important that the final report is cohesive and well-organised. The submission must be a cohesive document, rather than a disjointed compilation of sections created by different contributors.

The team must plan carefully to allocate sections to be written or created by each contributor. All team members must make valuable contributions.

Report Structure

1. **Front cover sheet**, including a table of contents, word count and possibly other elements. (e.g. team members' names, acknowledgements etc.)
2. **Introduction**: brief introduction to your project and team members.

3. **Main project management** section.

- a. A brief introduction to project management.
- b. Project management methodology. *Note:* It is acceptable for teams to develop their own methodology if they can demonstrate that it is adapted from standard methodologies.
 - i. What and why was the methodology selected, or how it was developed? If a standard methodology was adapted to your specific circumstances, what adaptations were made, and why?
 - ii. How was the methodology described in (i) executed, i.e. what are the specific activities that were undertaken and/or results achieved that demonstrate that you were following a methodology?
- c. Project resources used in execution, management, and planning.
 - i. Resource allocation approach: time, human, technical.
 - ii. What software tools were used related to project management (such as any tools used to monitor project progress).
- d. Risk management: has any risk been triggered and how was it handled? How were the top risks being monitored?
- e. Description and discussion of limitations (including technical and non-technical issues) encountered during project management. *Note:* this relates to limitations of project management, *not* limitations of the software being developed.
- f. An overall reflective assessment of the success (or shortcomings) of your project management, including what you may have done differently, and how you could improve next time.

4. **Conclusion:** short and cohesive summarising key insights and outcomes.

5. **References:** A bibliography provided in a standard and consistent format.

6. **Appendix:** Include all charts and tables in an appendix.

Note: You will need to exercise your own group judgment as to what you consider to be important matters to discuss in relation to your particular project.

Style and Presentation

Strong written and visual communication skills are expected, as are professional levels of document formatting and image, graph and diagram design. Document sections, figures and diagrams should be clearly laid out, labelled or captioned, and numbered.

Team Members' Contribution Declaration

Team members' contributions must be declared in the Team Members Contribution declaration spreadsheet.

IMPORTANT: Failure to include a final Team Members Contribution declaration will incur an automatic 10% penalty on the final mark for the assessment.

1. 1 week before submission or earlier: Pre-declaration
 - a. Download the contribution declaration spreadsheet from Moodle.
 - b. Fill it in and submit it on Moodle at least 1 week before the assessment submission date.
2. On submission day: Final declaration
 - a. Update the Pre-declaration spreadsheet with actual contributions.
 - b. Submit the updated declaration form on Moodle on the 'FINAL- Team contribution (Project Management report)' link by the same deadline.

Marking

All Team Members are expected to make equitable contributions to this team task. However, marks are adjusted if the contribution of individual team members differs significantly as presented in the first seminar of the unit (refer to the seminar slides).

Marking Guide

This assignment contributes 10% to the final unit marks. The maximum points allocated to each section are shown below:

Assessment Criteria	Total marks
1. Front Cover Sheet	2
2. Introduction	8
3. Project Management	
a) Introduction	5
b) Methodology	30
I. Explanation of methodology	(15)
II. Execution of methodology	(15)
c) Resources	15
d) Risk Management	10
e) Limitations	5
f) Reflection on success	10
4. Conclusion	5
5. References	5
6. <u>Style and Presentation</u>	<u>5</u>
Total	100

Late Submission

1. Submission must be made by the due date. Late submission penalties will be deducted according to Monash University policy. (See Moodle, “Additional information and resources” section).
2. If you believe that your assignment will be delayed because of circumstances beyond your control such as illness, apply for an extension prior to the due date. Extensions and individual alterations to the assessment regime will only be considered using the University Special Consideration Policy (See [Special Consideration website](#), and follow the procedure).

Use of Generative AI tools in Projects and Assignments

See this assessment’s Moodle module for the policy regarding use of GenAI in this unit.