

**Assessment details**

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Version 23082024

**End-user guide and Technical guide submission (Group submission)**

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

**Learning Outcomes**

1. Work effectively in collaborative teams.
2. Develop and test a substantial piece of software or hardware.
3. Write a report/guide explaining methodology, outlining your contributions and the contributions of others, and documenting the developed project from appropriate perspectives (e.g., that of a user, researcher, or developer).

**Introduction**

As part of the software deliverables, all teams must produce the following guides:

- Part 1. End user guide
- Part 2. Technical guide

**Assignment Specification**

- Submit both guides in one document, clearly labeling Parts 1 and 2.
- Include a table of contents that covers both guides.
- Format the guide as you wish. However, it must be clearly structured and easy to read.
- Diagrams must be numbered, titled, captioned, and cross-referenced from the text.

**Suggested structure**

**Cover Sheet**

**Table of Contents**

**Part 1:** End user guide

1. Section 1
  - a. Sub-section 1.1
  - b. Sub-section 1.2
  - c. ...
2. Section 2....
3. etc.

**Part 2:** Technical guide

Same structure as for end user guide.

**Appendix** (optional).

## **Content of guides**

End user guide: for the everyday user of your software.

Step-by-step instructions on how to carry out tasks using the software as a typical end user would. This may include screenshots of the software.

The document should demonstrate to the user how to access the software, use menus and other interactive features, which data to enter when required, any specification limitation/constraints on the data, how to exit the software, etc. Include instructions on how to deal with special situations, and indicate any limitations of your software.

Technical guide for a system administrator whose role is to set up and configure your software.

Step-by-step instructions on what has to be done to install and configure the software on a machine where it will be used. If there is more than one machine (e.g., a client and a server) then provide guides for each machine. You may include screenshots of your software.

If the software needs to be downloaded from the internet, indicate its URL.

Give instructions on configuration data needed for setup, how to set up user accounts, any initialization or routine maintenance that may be required, and any other processes that need to be conducted to set up your software.

## **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.**

**Make sure that ALL team members need to click the SUBMIT button for the submission to be marked for grading.**

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 (User Guide & Test 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 contributions of individual team members differ significantly.

## **Marking Guide**

**Each Guide** will be marked out of 10 marks and the total out of 20 marks.

<b>Criteria</b>	<b>Marks</b>
Completeness: does the guide cover all or most of the necessary and important tasks	4
Clarity and ease of reading and following instructions	3
Presentation and layout	3
<b>Total</b>	<b>10</b>

## **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.*