Faculty of Information Technology

FIT3161 Computer Science Project Part 1
FIT3163 Data Science Project Part 1

Assessment details.

Project Management Part 2 - Mind Map and Project Management

(Group submission)

20%, Due Friday Week 6, 11:55 pm

Learning Outcomes:

1. Understand and apply project management concepts, identify factors for successful system development projects, and evaluate and select software development methods.
2. Work together as a team to produce a written report.

Assignment Specification (2 sections)

Section 1.1: Mindmap

Tools: You may use any diagramming tool for this exercise as long as it exports diagrams in PDF / vector format for inserting into a document (a raster / bitmap / screenshot image will not be suitable). Indicate in your submission which diagram / mindmap editing tool you used. (e.g. Lucidchart, Visio, Xmind, Coggle, Freemind, Miro. Also see https://www.guru99.com/mind-mapping-software.html).

Task: Work with your allocated project team to produce a mindmap showing all important project management-related concepts introduced so far in the unit and how they relate to your project.

1.1.a Precede your diagram with a succinct, clear textual introduction to your project. This should include a brief overview of your project (e.g. explain what you are doing, why, how and who benefits) and the importance of project management. It should explain what a mindmap is (briefly) and introduce the content of the remainder of the document.

1.1.b The mindmap diagram should show the relationships between the project management concepts, as follows:

- Represent your project as the central concept node.
- Expand outward on branches showing nodes with the main project management knowledge areas related to software development, for example: project scope, project schedule, resource management etc.

- Develop and expand each knowledge area node to specific instances directly relevant to your project. For example, the project scope node will expand to show scope activities specific to your project.
- Label all nodes and connections clearly. Show inter-node relationships across different branches where they exist.
- Format / lay out the mindmap ensuring it is clear and easy to read. You may use a landscape layout or link multiple diagrams across pages with clear connector nodes. You may use different colours and other visual indicators if they help to clarify the diagram.
- Include all knowledge relevant to your project. You do not need to expand on any cost or financial information, but do show at least one cost or finance-related node.

Section 1.2: Mindmap explanation (1-2 pages)

As the mind map diagram is mostly labelled nodes and edges, further explain the diagram in short paragraphs cross-referenced to its main components. Don't repeat what is in the diagram, but explain the key information that is shown, and **why** connections between nodes and branches exist. Your explanation must clarify your mindmap, Do not just describe the content of the mind map in words.

Section 2: Short Essay

Task: Write a short essay of 500-600 words (and include relevant diagrams) to discuss how a project schedule and schedule management processes will be important for your specific team project. At this stage of your project, it is understood that you may not have a detailed schedule clearly developed. However, provide an overview of both your (intended) schedule and schedule management process.

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 Part 2 - Mind Map and PM assignment)' 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

This assignment is marked over 100 points and contributes 20% to the final marks for the unit. The marks allocated for each section are shown below:

Criteria	Marks
Cover sheet	1
Introduction	4
Mind map diagram	30
Explanation of diagram	30
Short essay on project schedule	30
Overall style and presentation	5
Total	**100**

Please note, there is also a detailed marking rubric under the additional files section on Moodle below the assignment specification.

Late Submission:

1. Submission must be made by the due date. For each day, or part thereof, an assessment task is overdue, a late penalty of 10% of the available total marks applies up to a maximum of seven days. Assessment tasks submitted more than seven days after the due date will receive a mark of zero for that task and may not receive feedback.

2. If you believe that your assignment will be delayed because of circumstances beyond your control such as illness, you should apply for an extension prior to the due date. Extensions and other individual alterations to the assessment regime will only be considered using the University Special Consideration Policy. Students should carefully read the Special Consideration website, and follow the Special Consideration application procedure.

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Use of Generative AI tools in Projects and Assignments
Policy for FIT316x Units (based on Monash University policy)

Use of Generative AI Tools is acceptable (unless explicitly forbidden in a particular assignment specification)

- The use of generative AI tools is allowed and is not penalized in marking.
- Students must **acknowledge** when generative AI is used
- Students must clearly indicate which part(s) of the assessment submission contain material where generative AI has been used.
- Students must indicate **how** generative AI was used e.g., what AI tool was used and what questions were asked.
- Students must show **critical thinking** when using generative AI responses. Any errors made by the AI will be assessed as if they were made by the students - i.e. "The AI made a mistake" is not a reason for submission of erroneous work. You will lose marks for this!

To correctly acknowledge the use of Generative AI, please see:

https://www.monash.edu/learning-teaching/TeachHQ/Teaching-practices/artificial-intelligence/policy-and-practice-guidance-around-acceptable-and-responsible-use-of-ai-technologies