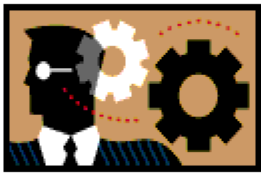
A Primer on the Project Component of the Project Management Class

SY 2013—2014

Table of Contents



What is an Acceptable Project?

As a capstone activity, the PM project is supposed to be complex enough to warrant a four-month planning period and a subsequent five-month implementation period. Therefore, simple databases, static websites and mere training roll outs using existing training packages are generally unacceptable.

As your final and most significant project, it is suppose to deliver **value** to the sponsoring organization; it should be aligned with the organization's strategies. Specifically, the project should aim to improve a core process and/or significantly contribute to the attainment of the organization's objectives. Mere automation – i.e. speeding up a process – in itself is unacceptable. Moreover, the group members (by themselves) must be able to defend the value of the project to both the instructor and the panelists. Simply stating during the project defense that the client requested for the project, even if the client is a first degree relative, an IT graduate or even an IT professor, is not enough. After all, this is the perfect time for the students' to demonstrate a core competency of MIS majors, the **identification of the appropriate IT solutio**n (if one indeed exists) to address a **compelling business need.**

Similarly, the group must select a project that requires the skills of an MIS major. Such is the reason why projects that require programming based on pre-assembled technical design specifications, video production or execution of an existing test plan – no matter how large scale or complex – are not appropriate. Your instructors favor projects that are end-to-end in two respects:

- As much as possible, the group should avoid engagements where they will act as resources of a larger project – for example, one where the students' will be responsible for data migration for an ERP implementation.

- The group should manage and execute both the design and the implementation phases. Therefore, if the project necessitates creating a system, then the group should preferably own all of the SDLC phases. The same applies for a training initiative, where groups should begin from training needs analysis and end with conducting the training per se.

Given that this is a Management Information Systems project, the students are expected to apply key frameworks from various classes they have taken in the past three years – e.g. SDLC for systems creation, the RFP process for vendor selection, and others whenever appropriate. Obviously, adherence to the project management methodology taught in class is expected. The students are also expected to be well versed in the subject domain that they are working on. For example, if they are working on a payroll system, all members should be well-versed in the payroll terms used by the client; if an HR system, they should be well-versed in the processes done by the HR department.

It is also important for the group to ascertain that it has the full support of its project sponsor. For one, the sponsor should agree that the first semester should be purely devoted to planning, and consequently implementation should only be expected during the second semester, or, at the earliest, August or September 2011. Moreover, the group should ensure that the sponsor can guarantee sustainability of the project during the school year and, ideally, after the implementation.

Finally, **it is required** that the system is up and running/being used by the organization/ executed by the last week of January 2011 to the first week of February 2012. This requirement differentiates the capstone project from your MIS 121-MIS 122 project. A project that is not up and running by the second semester will get a **maximum grade of C** for the project component of the second semester requirements.

Historically, here are some examples of projects that are not acceptable:

- A scheduling database for a dentist's office
- Creating a marketing website for a one time event
- A simple inventory system that monitors stock levels and produces stock reports.
- A simple contacts database
- Implementing an RFID-enabled inventory tracking system to prevent loss of goods, when hiring additional security guards would have been more practical and efficient

Historically, the following are examples of projects that are acceptable:

- A system that allows users to enter customer feedback, answer customer inquiries, address customer complaints and generate reports needed by the company to further R&D of new products
- Identifying the need of a company for a software, then creating a Request for Proposal (RFP) which will be sent to different vendors, then the students will evaluate and then recommend to the company.
- Performing a training needs analysis for a company, identifying the skills gap of the organization and then performing the training
- Creating a networked ITIL-compliant incident management system to support the helpdesk process of a large IT department
- Organizing a camp, preferably with the support and supervision of a non-government organization, to equip out of school youth with IT skills

Important Dates and General Submission Rules

Below are the key dates and **general submission requirements** for the each of the documents. Details of the content of the deliverables and other submission requirements are outlined in the succeeding pages.

Format Guidelines:

- All documents should have a cover page
- Document structure should have a header and footer. Arial 10 points, double spaced, 1 inch margins around
- There should be a table of contents and page numbers
- Always have the **PICS page** as the **first page** of your paper BEFORE the cover page.
- Always have the **Certificate of Authorship (PM)** as the **page after the cover page**

Submission Guidelines:

- Submit your paper to Ate Anna, the secretary of the QMIT department in JGSOM. Do not submit in DISCS. Papers submitted to DISCS will not be counted.
- The deadline will always be at 5:00 p.m. of the deadline day
- The official clock for deadlines will be the clock in the office of JGSOM.
- Late papers will receive a 5 point deduction for every 30 minutes late.

	Soft Deadline	Latest Deadline	Remarks
Project Grouping	Week of June 17		Once all groups have been formed, they will be assigned/raffled off to their mentors.
Project Proposal	Week of July 8	Week of July 15	In reality, the group can consult with me with regards to their projects as early as the group would like.
Project Scope	Week of July 29	Week of August 5	
Project Scope Defense	Week of Aug. 5	Week of Aug. 12	
First Deliverable	Week of Sept. 2	Week of Sept. 9	
Final Deliverable	**October 7or 8**		
Final Defense	**October 12**		

Project Teams

The teams should have no more than five (5) members. This is the optimal number of the team members — any number too small, then the group will be overworked, any number higher, then there will be a potential for slackers. For SY 2011-2012, you may choose group members from any class, regardless of instructor. Once all groups have been formed, they will be raffled off to be assigned to their mentors (who will be the PM teachers).

Each group should submit the following documents with the project proposal; all of these documents and activities are worth 20 points each.

I. **Team Information.** A one page group consolidation document containing:

- The group name
- The identified project manager
- Everyone's contact number
- A set of common time slots for **at least three of the group members** to meet with the instructor. The most important person that should be present is the project manager. Avoid the activity hours as a common schedule to meet with me.
- A group logo for your professional letters

The team information will allow me to contact the group should I need to talk to them about their projects or set a meeting with them.

II. **Team Contract.** A contract signed by the group members and the instructor that details:

- Agreed upon work details
- Agreed upon responsibilities
- Agreed upon penalties should a group member violate an agreement

The team contract ensures that penalties can be enforced once a member is deemed to be a liability to the team. The affected members should inform me personally or in writing that they want the contract to be activated and the instructor will enforce the penalties found in the contract

Please refer to the following templates in the course CD:

- PM — PTEMP Sample Group Consolidation Document
- PM — PTEMP Sample Contract

The Project Proposal

Each team will first submit one or more project proposals for the instructor to choose from. They may opt to search for their own projects or , in some instances, may choose from a portfolio of projects that the instructor will provide to them.

Each of the project proposals should contain the following information:

Company Overview

If your project is to be benefited by the **whole organization**, give the following information:

- Background and short history
- Company Mission and Vision
- What are the products of the company?
- Who are the customers of the company?

If your project is going to be used by a department or a unit of the company, give the following information:

- Company background and short history
- Organizational chart showing the relationship of the department to the whole organization.
- Department role in the company
- Department mission and vision
- What are the services offered by the department?
- Who are the customers of the department?

The Current Situation. Discuss briefly what are the circumstances that brought about the need for the project. At this section, you are to present the company problem that they want to solve or the opportunity that they want to take advantage of.

Project Summary. An over-all description of the project. By just reading this section, the reader should have a clear idea of what you want to achieve in the project and how you will carry out this project. This abstract should clearly state the goal of the project. Relate how the project potentially addresses the need of the company.

In the event that two or more proposals are submitted, the team should rank the projects in order of desirability. Remember that the instructor will use the following criteria for choosing a project – technical feasibility, timing, scope, and business benefits. Note that the project deliverable – be it a system, reengineering, training, or event – must be implemented by the first week of February 2012

The Project Scope

Once a project has been chosen by the instructor, the team's next step is to scope out the project and determine exactly what the project is about and set the expectations of the client. This is done through the creation of the project scope. The document to submit for this part has the following components.

Additional Guidelines:

- Submit three WIRE-BOUND with ACETATE FRONT COVER copies of the project scope.

BUSINESS CASE

Company Overview

If your project is to be benefited by the whole organization, give the following information:

- Background and short history
- Company Mission and Vision
- What are the products of the company?
- Who are the customers of the company?
- **<u>What value do the customers want from the company?</u>**

If your project is going to be used by a department or a unit of the company, give the following information:

- Company background and short history
- Organizational chart showing the relationship of the department to the whole organization.
- Department role in the company
- Department mission and vision
- What are the services offered by the department?
- Who are the customers of the department?
- **<u>What value do the customers want from the department?</u>**

The Current Situation. At this section, you are to present the company problem that they want to solve or the opportunity that they want to take advantage of. You have to include as much evidence of the existence of the problem, the impact that the problem is having on the organization and the need for solving the problem. Any additional information you have gathered that justifies addressing the problem now should be included here.(i.e., if you conducted an initial interview or gathered data about the project problem.)

The Possible Projects Identify possible projects that you may recommend to solve the problem you identified. Besides the "status quo," identify three other projects that you think will solve the problem. For each alternative, including the "status quo" alternative, identify the pros and cons of each.

Using a numeric/quantitative selection method and supporting it with a non-numeric/qualitative selection method to defend why your proposed project is the most feasible.

THE PROJECT SCOPE DOCUMENT

Project Title

Project Team. List down the group members and identify the project manager.

Project Summary. By just reading this section, the reader should have a clear idea of what you want to achieve in the project and how you will carry out this project. This should clearly state the goals of the project. Identify the real need that your project intends to address.

Rational or benefit of the project. Relate your project in terms of how it will solce the problem of the company and what the benefits will be. This section may draw upon some items from the **"The Possible Projects"** section.

Project Stakeholders. Identify your project stakeholders and discuss the impact of the project on their work

Measures of success. State, preferably in table form (see next page), how you intend to assess the success of your project, and what level of success you expect to achieve. Be sure that all project objectives are covered, meaning each should have a corresponding measure. An example is provided in the next page.

Deliverables. Outline the deliverables in bullet form. These are deliverables to the client.

Milestones Outline when you intend the major milestones to happen. Include the projected date of completion of the milestone

Technical Requirements What are the technical requirements of the project?

Limits and Exclusions. What are the limitations of the project

Client Review. At the end of the project, who are you going to discuss the project evaluation with.

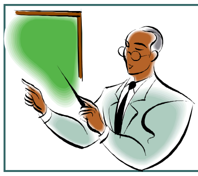
Templates

Please refer to the following templates found in the Course CD:

- PM—PTEMP Scope Document Template

Sample Measures of Success

Categories (Standard)	Objectives	Target
Project Financial	To acquire physical and human resources	Resources must sum up to the amount of P 35,000.00 and expenses must not exceed this said amount.
Project Timing	To implement all museum, training/ seminar, and quiz bee within the set schedules	The project should be closed by the third week of February 2012
Project Quality	To implement all museum, training/ seminar, and quiz bee using relevant, complete and accurate **information**, and **quality** materials	**Relevant**: meaning the information to be taught among students have been subject to intensive analysis of curriculums and survey forms **Complete** and **Accurate**: meaning the information to be taught must have approval of Mr. Ariel Maguyon. **Quality**: meaning it must adhere to requirement specifications made under the analysis of the survey results
	To administer a **survey** to participants and collect feedback from schools	**Survey**: 90% of the distributed forms for the culminating event and quiz bee are collected. A scale of 1-5 will be used to measure specific criteria. 5 being the highest. Overall Project Success: To achieve a 4.375 average in the evaluation form
Consumer Communication	To provide a series of updates to the client, Mr. Joselito Olpoc, regarding the project through the project manager	Full compliance with communications plan



The Scope Defense

The first major defense is the project scope defense. The main objective of the scope defense is to determine as early as possible if the project is viable as a capstone project. If the project is not vaiable, the group is recommended to either expand the project or change the project. This serves as a Go-No Go check point.

For SY 2011—2012, the proposal defense is scheduled on the week of August 1 or August 8, 2011. A sign-up sheet will be released the week before the defenses are scheduled.

Guidelines:

- Each group will have a maximum of 60 minutes for their presentations. **5 minutes to set up, 15 minutes to present, and 40 minutes for the panel defense.** This time frame is tentative and will be dependent on how well the project was communicated.

- Since this is a formal presentation, the dress code is formal. Formal dress code is defined as:
    - Guys: light colored long sleeves, dark slacks, leather shoes, tie;
    - Girls: neutral colored blouse, pencil-cut slacks or skirt, closed-toe shoes.

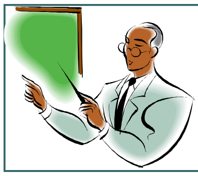
- It is highly recommended that everyone be color coordinated. The safest is always light tops, dark bottoms.

- Each member of the group should have a professional NAME TAG that contains their nickname and their last name.

- Each group must prepare the Print-outs of their slides in a folder, one each for the panelists

- The panel will consist of 2 to 3 members from industry as diverse as HP, IBM, Accenture, and Soluziona, to name a few. The panelists are a healthy mix of terror, kind, experienced and novice project managers. Be able to anticipate their needs and try to answer their questions to the best of your abilities

- You are to take note of the comments of the panelists. You may record your conversations with panel or assign a scribe who will take note of the panels recommendations. The project manager will then fill up a recommendation template that will be given to me the week after the exams.



The Project Charter

Once the project has been approved and passed the project proposal defense, the students are to create a project charter to formalize the start of the project. At this point in time, this will allow the students to initiate their data gathering to further refine what the project will involve.

The format of the project chart is located below. This format is from ProjectManagement-Docs.com and a softcopy of this is included in your CD.

Instructions in using this template:

- Remove the statements that are underlined
- Replace with the information needed on those statements that are indicated in italics.

PROJECT CHARTER
<PROJECT NAME>

<Paragraph 1: Formally authorize the project>

This Charter formally authorizes a project to <*complete the sentence with a descriptive of the project. For example, describe the project in one sentence here – is it to develop and implement a new system, upgrade an existing, perform research, etc.*>. A project plan will be developed and submitted to the Project Sponsor for approval. Commencement of project activities will begin upon approval of the project plan and the resources to execute it by the Project Sponsor. Included in the project plan are to be a scope statement; schedule; cost estimate; budget; and provisions for scope, resource, schedule, communications, quality, risk, and stakeholder management as well as project control.

<Paragraph 2: Project Scope - State the scope of the project, its deliverable and what business needs, problems or opportunities the project addresses – a market demand, business need, legal requirement, social need, customer request or technological advance >

The purpose of the <*Project Name*> project is to <*state the purpose of the project in more detail than stated in the first sentence of the previous paragraph*>. This project meets <*organizations' name*> for <*state the need that the project responds to (this is the reason the project was selected) and how this project will enable the organization to meet this need*>. The project deliverables shall include <*provide a high level description of the project deliverables in the form of a system description including functionality or expected results*>

<Paragraph 3: Identify the Project Manager and give him authority to apply organization resources to the project >

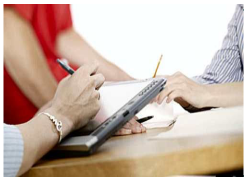
The Project Manager, *<Project Manager Name>,* is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all contractors and management, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action.

<Paragraph 4: Provide the summary milestone schedule >

A completed project plan will be developed and submitted to the Project Sponsor for approval by *<insert delivery date>*. Upon approval of the project plan resources will be assigned to the project and work will commence within <xx> days. Once the project commences, work on the project will be performed according to the schedule provided in the approved project plan. The Project Manager will obtain approval from the Project Sponsor for any schedule changes which impact the project completion milestone. *<if you have hard dates for milestones which the project must meet, include them here – for example a regulatory requirement could impose a hard date for a milestone>*

<Paragraph 5: Project Budget – state the budget for the project and identify funding sources >

The budget for the <Project Name> project is $<amount>. It is to be funded through <funding strategy>



Project Specifications: The First Deliverable

The succeeding pages details the contents of the specifications of the first deliverable. **Besides the general guidelines found in page 4** of the primer, the additional guidelines are found below:

Additional Guidelines:

- Submit 1 ring bound or wire bound copy of the deliverable. It should have an acetate front cover
- Below are the contents of the first part of the project plan document, make sure that you're submitting complete documents
- Make your plan as business like as possible. This is not a reflection paper.

The two sections below should be the improved and corrected version coming out of the project proposal defense:

THE BUSINESS CASE

THE PROJECT SCOPE DOCUMENT

The following has to be signed by the sponsor

THE PROJECT CHARTER

THE PROJECT PLAN

Project Organization and Team Organization

Using the Responsibility Matrix Template Identify the people who will part of your team and their responsibilities. Everyone in the team must have a role and should be responsible for some activity. You can put a generic role for people you will need to identify for certain roles (e.g. programmer 1, if you're outsourcing the project to a student). Discuss and analyze the responsibility matrix template — determine what are your strengths and weaknesses and how do you plan to address the weaknesses.

Present and discuss the organizational structure of your team and your relationship to the client. Identify the people who will part of the team on the client side (who will you liaison with, etc.). What are their positions in the organization? Considering both sides — your project team and the client — discuss the organizational structure of the team.

If needed, identify also any special skills, types of training needed, possible recruitment problems, legal or policy restrictions on work force composition, and any other security clearances should be noted here.

As part of the appendix, put the resume of the people involved in the project as part of the appendix. Use the standard format found in the templates.

Work Breakdown Structure

Identify and discuss the phases of your project, then create the WBS and use the template as a basis. Using Microsoft Project, create and print out the Gantt Chart.

Create a task description worksheet per task – use the template as basis. **Use 1 document per task**. Put these task description worksheets in the appendix

Project Estimation

Estimate the cost of the project. There are two estimates you are going to create, one is the **real estimate** (which includes all the cost that will be incurred if you were to propose this project professionally using realistic — or close to realistic — costs as possible). The second is the **academic estimate** (which is the actual project cost that you intend or will actually incur).

You are to explain your assumptions in your estimates and how you came up with the estimates.

Appendix:

Client Contact Information

Glossary of Terms:

Include key terms; this section helps ensure that the project plan will be understood the same way by everyone. Be sure to alphabetize!

Resumes

WBS Dictionary

Use the Task Description Worksheet Template as a reference

Team Contract

Templates

Please refer to the following templates found in the Course CD:

- PM—PTEMP Responsibility Matrix Template
- PM—PTEMP Scope Document Template
- PM—PTEMP Task Description Worksheet Template
- PM—PTEMP WBS Template

Project Specifications:
The Second Deliverable

The final deliverable will consist of the components and guidelines stated in the first deliverable plus the following:

Additional Guidelines:

- Submit 4 copies of the project — 1 original thesis bound copy, and three (3) ring or wire-bound acetate cover photocopies. The 3 copies will be distributed to the panelists BEFORE the project defense.
- Below are the ADDITIONAL CHAPTERS to the first deliverable. Your final deliverable should consist of the REVISED FIRST DELIVERABLE plus the content stated below.

Risk Management

Identify the process you will use to document the results/implementation of the risk response plan (i.e. the risk document). Identify who will be responsible.

Discuss the identified major risks involved and then the contingency plans that you will implement. Also, identify and list down the contingency budget/schedule amounts and rationale for such

Put in the appendix the risk documents using the template. One document per risk. Use the template as a basis

Change Request Management

What is your process of change requests? Who will be involved/responsible in confirming the change requests? How will you monitor the change requests?

Communications Management

How do you intend to communicate with each other, with the client and with the project auditor (me). What technologies will you use, how will it be utilized and set up. If applicable, how do you intend to distribute the information that you have gathered or processed to the other stakeholders of the projects (e.g. end-users who will be using the system)

What are your plans with regards to the archival of documentation?

Quality Assurance Plan

What is the process involved in ensuring the quality of the project? What quality standards will be put in place. (e.g. documentation format). What testing measures will be put in place?

Project Monitoring and Tracking

In general, how will you monitor and track the progress of your project? I.e. how do you collect the actuals of the project, when will you do status reports, meetings with the client, etc. What control measures are you willing to accept and why?

When appropriate: The current status of the project as of the date of the deadline of the final deliverable

Project Closure

A brief description on what you intend to do for the project to be accepted/signed-off by the client. after the project has been accepted, and any post-project review meetings that you intend to do. How will an acceptance test plan be implemented, etc.

Lessons Learned

Identify ten lessons learned with regards to what you have experienced with regards to project management: selling the project, planning for the project, documentation needs of the project.

Additions to the Appendix:

Risk Document Management Documents

Use the Risk Management Template as a reference

Status Reports

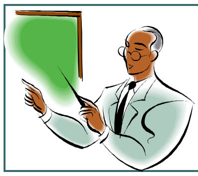
Minutes of the Meetings

Outputs and Finished Deliverables (if appropriate)

Templates

Please refer to the following additional templates in the Course CD:

- PM—PTEMP Change Management Log Template
- PM—PTEMP Change Request Form Template
- PM—PTEMP Problem Report Form Template
- PM—PTEMP Risk Management Template



The Project Defense

The culmination of the Project Management course is the presentation of the project plan to a panel of industry experts. The objective of the defense is two-fold:

- For the project team to experience having a group of practicing project management professionals to critique the project plan.
- For the project team to experience a formal presentation to a "management board"

For SY 2012 – 2013, The final defense is scheduled on October 13, 2011. There will be no sign-ups, since it is assumed that you will be available on the said day and time. Should some members of the group have exams on the said day, we will reshuffle the slots to accommodate the affected group/s. The project management defenses will happen in parallel sessions; so there could be 4 or 5 sets of defenses per time slot going on at the same time. Once one round of defenses are done, a second round with another set of panelists will be done.

Guidelines:

- Each group will have 90 minutes for their presentations. **5 minutes to set up, 25 minutes to present, and 60 minutes for the panel defense.** This time frame is tentative and will be dependent on the outcome of the Project Scope Defense.

- Since this is a formal presentation, the dress code is formal. Formal dress code is defined as:
    - Guys: light colored long sleeves, dark slacks, leather shoes, tie;
    - Girls: neutral colored blouse, pencil-cut slacks or skirt, closed-toe shoes.

- It is highly recommended that everyone be color coordinated. The safest is always light tops, dark bottoms.

- To ensure that the grading is standardized across the panelists, a benchmark group will be paneled by the instructors and is open to be viewed by the invited panelists. In that way, a standard is set across the whole batch. The benchmark group will be chosen at random by the instructors. The benchmark group will defend from 8:00 – 9:30 am on the same day.

- It is the responsibility of the group to give a copy of their project plan to their assigned panelists at least 3 days before the scheduled defense August 13, 2010. The groups will be given the panelists contact details and preferred method of receiving the document.

- Each member of the group should have a professional NAME TAG that contains their nickname and their last name.

- Each group must prepare the following for their presentation:
    - Print-outs of their slides in a folder, one each for the panelists
    - One copy of all of the outputs the group finished if they started the project in the first semester.

- The panel will consist of 2 to 3 members from industry as diverse as HP, IBM, Accenture, and Soluziona, to name a few. The panelists are a healthy mix of terror, kind, experienced and novice project managers. Be able to anticipate their needs and try to answer their questions to the best of your abilities

- It is highly recommended that you feed and thank the panel. Since the panel will be sitting in for one set at a time the groups per set can "chip in" to provide a more substantial meal (*merienda* and/or light dinner) and token to the panelists. A set is defined as half a day, so there is an AM set and a PM set.

- The panel will mainly be grading the presentation and the way you defend your decisions and strategies as outlined in your paper. NOTE: This is a defense of your PM strategies and decisions.

- You may schedule a MOCK Defense with your instructor during EXAM WEEK. But the definition of a MOCK DEFENSE means that you have to present to me the same thing you intend to present to the panelists.

- You are to take note of the comments of the panelists. You may record your conversations with panel or assign a scribe who will take note of the panels recommendations. The project manager will then fill up a recommendation template that will be given to me the week after the exams.

Grading System

The Group Project is **52%** of the final grade, broken down into the following components:

- Project Proposal 2%
- Project Scope & Defense 10%
- Deliverable I 10%
- Deliverable II 15%
- Project Defense 15%

In an ideal world, everyone will work on the project and put the same level of effort. Realistically though, we must admit that a few people will contribute a significant portion to the success of the project while one or two may be freeloaders.

To ensure that everyone contributes a significant amount of work, there are performance evaluation mechanisms embedded into the grading system. These mechanisms are enumerated below:

- Each member, including the project manager will give an evaluation at the end of each deliverable (excluding the project proposal). This will be averaged and will contribute to the 5% peer evaluation.

- There is a 5% peer evaluation defined as such:
  - The Project Manager controls 5% of the FINAL GRADE of his group members.
  - Each group member controls 1.25% of the FINAL GRADE of their project manager.

- The Project Defense has a Group Grade component (50%) and an Individual Grade component (50%). The panelists will question each member of the group to determine how well they know the project and of what value that member is to the group.

The following letter grade to numeric conversion will be used:

Letter Grade	Lower End of the Conversion
A	93
B	83
B+	88
C	69
C+	77
D	60
F	0

For requirements that may use intermediate letter grades, the following letter grade to numeric conversion will be used:

Letter Grade	Lower End of the Conversion
A+	98
A	95
B+/A	92
B+	89
B/B+	86
B	83
C+/B	80
C+	77
C/C+	74
C	69
D/C	65
D	60
F	50

Second Semester Previews

The capstone project spans the whole senior year, and as such, it should be fitting to give you a preview of what outputs and activities related to the project you will expect in the second semester.

Progress Reports

- There will be FOUR (4) progress reports, one for each of the (roughly)15th of each month of the second semester — November until February.

- Each of the progress reports will require a submission of the deliverables as promised in the schedule that they have outlined in the first semester.

- The first two — will be written status reports. The third will be **a written and oral presentation** of the status reports. The fourth is optional depending on the results of the third progress report.

- The third progress report includes an **oral presentation** of the project. Only the instructor will be the panel at this presentation. This may take as short as 30 minutes or take as long as an hour, depending on your progress. As of this point in time, it is expected that the system is at least in the testing phase of the project — i.e. close to being used by the client.

Final Paper

- The final paper is due on the second or third week of February. This is because you are expected to modify your paper depending on the comments and critique of the panel. Some may have minimal changes, others may require a total overhaul of their paper.

- For those who have minimal comments, there is no need to resubmit a revised paper.

- For those who have major comments, you will need to resubmit and/or redefend by exam week the revised paper. Failure to resubmit will get an **INC** for their second semester grade.

About the Final Project

- Bear in mind that it is required that the project be implemented by the second semester. This means that the client is actually using the system in some form. Should this requirement not be met, the **maximum grade that the team will get will be a C.**

Final Defense

- The final defense is tentatively scheduled on the Saturday before the final exams.

- As much as possible, the teams will have the same panelists as they had in the first semester.

- **A group who has not delivered a quality paper from the perspective of the panelists will be required to REDEFEND besides RESUBMITTING a new paper. They will tentatively get a grade of INC until they have fulfilled the project requirements.**

Notes

Notes

CLIPPINGS

Joselito "Bong" Olpoc