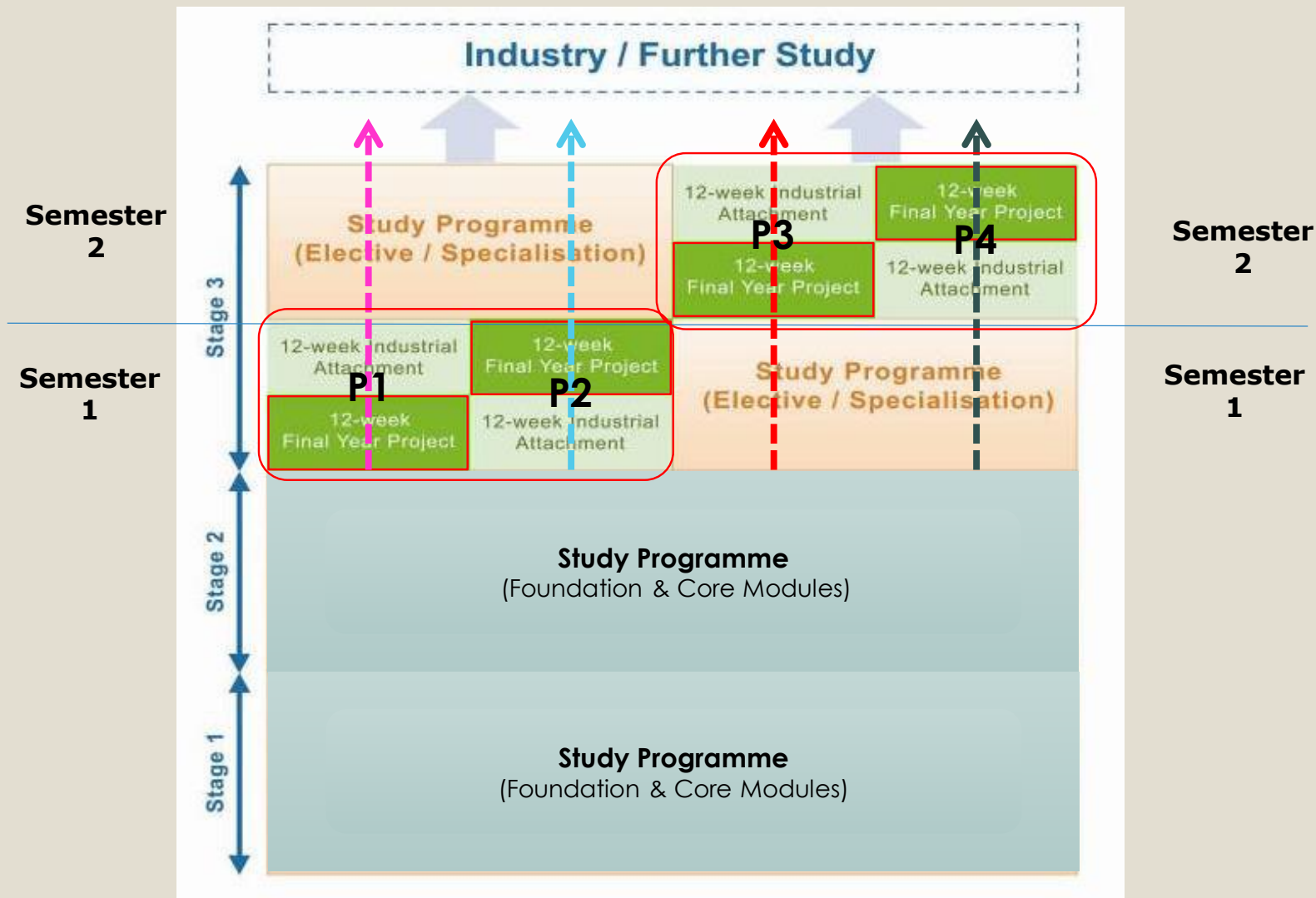


**AY2020/21**

# **FYPJ STUDENT BRIEFING**

school of  
**information  
technology**

By: Mr. Ang  
(FYPJ Coordinator)



# AY20 FYPJ Period Duration

Period	
P1	09 Mar - 29 May
P2	01 Jun – 21 Aug
2-week break	
P3	07 Sep – 27 Nov
P4	30 Nov – 19 Feb'21
2-week break	

# Know your School Directorate ...



**Mr. Daniel Wee**

Director/SIT (DSIT)



**Mr. Kelvin Ng**

Deputy Director (IT Infrastructure & Services)



**Ms. Tan Soon Keow**

Deputy Director (Academic Planning & Development)



**Mr. Graham Ng**

Deputy Director (Digital Innovation & Transformation)



**Mr. James Tey**

Asst Director (Progressive Curriculum & Technology)

# FYPJ Student Responsibilities

## Working Hours

- Mon to Thu: 8.30 AM to 6.00 PM
- Fri: 8.30 AM to 5.30 PM
- Lunch: 11.30 AM to 12.30 PM or 12.30 PM to 1.30 PM

## Communications

- Email
- WhatsApp/Business
- Skype for Business
- Telephone – [NYP Staff Directory](#)

## Task Management Tracker

- Google Keep
- Trello
- Azure DevOps
- Email ...

# Task Management Tracker

# Google Keep

The screenshot displays the Google Keep web application interface. At the top, there is a header bar with the 'Keep' logo, a search bar, and several utility icons. On the left side, a sidebar contains navigation options: 'Notes' (selected), 'Reminders', 'LABELS' (with a list of labels: 'blog', 'holiday', 'Inspiration', 'Personal', 'Work', and an 'Edit labels' option), 'Archive', and 'Bin'. The main content area features a 'Take a note...' input field with icons for checklist, edit, and image. Below this, several note cards are visible: a yellow 'Sample Notes' card; a light blue 'Becca & Ces | Weekend list' card containing a checklist of tasks like 'University work', 'All Bills list', 'Food Blog', and 'Postcards from Holiday'; a purple 'Shopping List' card with items like 'Broccoli', 'Butter', 'Bread', and 'Bananas'; a yellow 'Checklist for vacation' card with items 'Pack Sun lotion' and 'Passport'; a light blue 'Checklist Uses Shopping List' card; a light blue 'Feed the cat' card with a 'Things to do' button; an orange 'TRANSPORT:' card listing costs for Uber, Private hire, and Train; and a grey 'Ideas with Becca' card with a list of activities. At the bottom left, there are links for 'Privacy', 'Terms', and 'Open-source licences'. A timestamp '17-Jul-2016, 07:00' is shown at the bottom center.

Keep

Search

Notes

Reminders

LABELS

- blog
- holiday
- Inspiration
- Personal
- Work
- Edit labels

Archive

Bin

Privacy · Terms

Open-source licences

Take a note...

Sample Notes

Becca & Ces | Weekend list

- ☐ University work
- ☐ All Bills list: Water, Electricity, Gas, Broadband, Rent.
- ☐ Food Blog: Twitter, Cyprus Draft, Icons
- ☒ Postcards from Holiday
- ☒ Food Blog: Brand + 1st 10 Blogs
- ☒ Schedule when back
- ☒ Rome: To do list
- ☒ Rome itinerary
- ☒ List of house stuff (s/p) (kettle)
- ...

17-Jul-2016, 07:00

Shopping List

- ☐ Broccoli
- ☐ Butter
- ☐ Bread
- ☐ Bananas

Checklist for vacation

- ☐ Pack Sun lotion
- ☐ Passport

holiday

Ideas with Becca ❤️

- ☐ Walk Mountdgcombe
- ☐ Day @ Mount egus iffy
- ☐ Walk on Sharp Tor
- ☐ Day @ St Germans
- ☐ Cornwall Day Trip

Checklist Uses Shopping List

Feed the cat

Things to do

TRANSPORT:

- Uber: 60 euros
- Private hire: 40 euros
- Train: 12 euros

ACTIVITIES:


DAY ONE:

- Colosseum - £8.00 each
- Forum - inclusive.
- LUNCH = £10.00 pizza.
- Trevi Fountain - free.
- DINNER = Romantic home dinner. [Spaghetti with wine]/
- FILM NIGHT....

# Task Management Tracker

# Trello


**Taco's Tacos** ☆ | 📢 Taco & Co. **Free** | 👤 Team Visible ⋮ Show Menu


**Resources** ⋮  
  
Financials & Growth Data  
☰ 🔗 5  
2017 Goals And KPIs  
☰ 🔗 2  
Brand Guide  
☰ 🔗 1  
Employee Manual  
☰ 🔗 1  
Add a card...

**To Do** ⋮  

Build A Better Burrito: 7 Layers To Success  
☰ ☑ 0/7  
👤

Nacho Ordinary Birthday - Event Space Rentals  
☰  
👤


  
Taco Drone Delivery Service  
🕒 Nov 10 🔗 3 👤  
Superbowl Ad - "Super Salad Bowls"  
🕒 Dec 12 ☰ 👤  
Add a card...

**Doing** ⋮  
The Taco Truck World Tour  
🕒 Oct 5 ☰ 👤  
  
Operation "Awesome Sauce" - A Recipe For Profit  
🕒 Oct 18 ☰ 🔗 3 ☑ 2/5 👤  
#NoFiller Instagram Campaign  
🔗 3 👤  
Global Franchise Opportunities  
☰ ☑ 4/9 👤  
Add a card...

**Done** ⋮  
Focus Group: Corn vs. Flour Tortillas  
☰ 👤  
New Swag: Socks, Scarves & Salsa  
🔗 5 👤  

Eco Friendly Utensils & Napkins  
☑ 3/3  
👤

Update Yelp Listing  
☰ 🔗 1  
👤

  
Grand Opening Celebration  
🕒 Aug 11, 2016  
Add a card...

# Task Management Tracker

# Azure DevOps

The screenshot displays the Azure DevOps web interface for a team named 'ContosoIncorporated'. The left sidebar contains navigation links for Directory, Overview, Boards, Work Items, Backlogs, Sprints, Queries, Repos, Pipelines, Test Plans, Artifacts, and Project settings. The main area shows the 'Directory Team' 'Stories backlog'. A Kanban board is active, with columns for 'Backlog', 'Dev Design' (4/5 items), and 'Implementing' (5/10 items). The 'Expedite' section is expanded, showing tasks in the 'Doing' and 'Done' columns. Tasks include 'Account telemetry', 'Add user friendly message in case CodePush service is down due to errors/upgrades', 'When zooming zoompart is not rendering correctly', 'Mobile center support', 'AndroidMultiThreading leaks progress dialog', '.form-control-file breaks out of column if input's width is bigger than column's width', 'One-click setup of new directory nodes', 'Support for social registration and account linking', 'Honor dragger option when drawer is open on the form', 'Notification templates for custom schedules', 'Status bar overlaps with header', and 'Notify user of update availability'. Each task card shows the assignee's name, priority, and progress status.

**Backlog**

- Account telemetry** (Beth Johanssen)
- Add user friendly message in case CodePush service is down due to errors/upgrades** (Mark Watney)
- When zooming zoompart is not rendering correctly** (Beth Johanssen, Priority 2)
- Mobile center support** (Rick Martinez, 0/3)
- AndroidMultiThreading leaks progress dialog** (Rick Martinez)

**Dev Design (4/5)**

- .form-control-file breaks out of column if input's width is bigger than column's width** (Rick Martinez, Priority 1, 2/3)
- One-click setup of new directory nodes** (Chris Beck)

**Implementing (5/10)**

**Expedite**

**Doing**

- Support for social registration and account linking** (Aaron Bjork, Private Preview, Social, 2/3)
- Notification templates for custom schedules** (Rick Martinez)

**Done**

- Honor dragger option when drawer is open on the form** (Rick Martinez)
- Status bar overlaps with header** (Chris Beck, Priority 2)
- Notify user of update availability**



# FYPJ Supervisor Role

- 1<sup>st</sup> Meeting with Students
  - Students to know project background, expectations & task targets
- Progress Meetings
  - Supervisors to meet students at least once a week
  - Update supervisors on the progress via Minutes of Meeting on Task Tracking and Quarterly Milestones
  - Monitor and advise on student's project progress, attendance and attitude during FYPJ
- Assessment
  - **Presentation**: Students to prepare for interim & final presentations
  - **Deliverables**: Assess students based on achievement.
  - **Documentation**: Accumulated Experience Sharing (AES)

# FYPJ Assessment

- Students will be doing FYPJ (12 credits) for 12 weeks
- Students are graded in 2 stages by Supervisor & Independent Markers:
  - Interim progress assessment by Week 6
  - Final project assessment by Week 12
- Assessment components:

	Mid Term		Final Term		Total
	Supervisor	Ind. Marker	Supervisor	Ind. Marker	
Presentation	-	10%	-	10%	20%
Project Control	5%	-	5%	-	10%
Achievement	10%	5%	30%	5%	50%
Professionalism	5%	-	5%	-	10%
AES	5%	-	5%	-	10%
Total	25%	15%	45%	15%	100%

# FYPJ Assessment

- Presentation:
  - Slide design and organisation
  - Flow of presentation
  - System demo, ability to answer question during Q&A
- Project Control:
  - Able to complete/manage given tasks, project milestone on time
  - Able to catch up when there is a delay in schedule
- Achievement:
  - Number of tasks completed
  - Quality of work
  - Competency level

# FYPJ Assessment

- Professionalism:
  - Attitude (e.g. punctuality, conduct, willing to learn, can-do spirit)
  - Image (e.g. attire, attentiveness, ethics)
  - Communication (e.g. choice of words, tone, respect)
- AES:
  - Completeness/ Quality of project documentation (e.g. Use Cases, System Architecture)

# Assessment Rubric Descriptors

Assessment Criteria	Performance Level Definitions				
	Excellent [80 to 100%]	Very Good [70 to 79%]	Good [60 to 69% ]	Satisfactory [50 to 59%]	Unsatisfactory [0 to 49%]
Presentation	<ul style="list-style-type: none"> <li>• Logical presentation flow with smooth execution. Materials are very well organised</li> <li>• Speak well with confidence and able to respond to all the questions</li> </ul>	<ul style="list-style-type: none"> <li>• Logical presentation flow and presentation is well organised</li> <li>• Speak clearly with confidence and able to respond to most of the questions</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation flow is present and materials are organised.</li> <li>• Speak clearly and able to respond to some questions.</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation flow is present and materials are not very well organised</li> <li>• Speak clearly but lack of confidence in responding to questions</li> </ul>	<ul style="list-style-type: none"> <li>• No logical flow in presentation and materials are not organised</li> <li>• Unclear speech or unable to present the intended content</li> </ul>

# Assessment Rubric Descriptors

Assessment Criteria	Performance Level Definitions				
	Excellent [80 to 100%]	Very Good [70 to 79%]	Good [60 to 69% ]	Satisfactory [50 to 59%]	Unsatisfactory [0 to 49%]
Project Control	<ul style="list-style-type: none"> <li>• Complete all the assigned tasks independently</li> <li>• Demonstrate strong project control by prioritizing strategic tasks and completing them ahead of time given</li> </ul>	<ul style="list-style-type: none"> <li>• Complete most of the assigned tasks independently</li> <li>• Demonstrate good project control by completing tasks ahead of time given</li> </ul>	<ul style="list-style-type: none"> <li>• Complete most of the assigned tasks with minimum supervision</li> <li>• Demonstrate reasonable project control by completing the tasks on a timely basis</li> </ul>	<ul style="list-style-type: none"> <li>• Need close guidance to complete the assigned tasks</li> <li>• Need reminders to stay on schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Unable to perform the tasks independently.</li> <li>• Need constant reminders to stay on schedule</li> </ul>

# Assessment Rubric Descriptors

Assessment Criteria	Performance Level Definitions				
	Excellent [80 to 100%]	Very Good [70 to 79%]	Good [60 to 69% ]	Satisfactory [50 to 59%]	Unsatisfactory [0 to 49%]
Achievement	<ul style="list-style-type: none"> <li>Contribute significantly to the tasks assigned. Make suggestions for improvements</li> <li>Able to apply relevant technical skills to perform the tasks of high quality. Able to complete all tasks and deliver beyond expectation most of the time</li> </ul>	<ul style="list-style-type: none"> <li>Complete all of the tasks assigned with a confident level of skills</li> <li>Able to apply relevant technical skills to perform most of the tasks efficiently. Need technical advice for more complex tasks</li> </ul>	<ul style="list-style-type: none"> <li>Complete most of the tasks assigned with a moderate level of skills</li> <li>Able to apply relevant technical skills to the tasks of acceptable quality. Able to complete most of the tasks with a moderate level of skills</li> </ul>	<ul style="list-style-type: none"> <li>Complete less than half of the tasks assigned</li> <li>Faces difficulty in applying technical skills to the tasks assigned. Face challenges in completing tasks due to skill level</li> </ul>	<ul style="list-style-type: none"> <li>Showed little efforts to complete tasks assigned.</li> <li>Unable to apply technical skills to the tasks assigned. Unable to compete the tasks due to a lack of skills.</li> </ul>

# Assessment Rubric Descriptors

Assessment Criteria	Performance Level Definitions				
	Excellent [80 to 100%]	Very Good [70 to 79%]	Good [60 to 69%]	Satisfactory [50 to 59%]	Unsatisfactory [0 to 49%]
Professionalism	<ul style="list-style-type: none"> <li>Consistently demonstrates a professional, cooperative and respectful attitude toward others.</li> <li>Never late/absent for work</li> </ul>	<ul style="list-style-type: none"> <li>Often demonstrates a professional, cooperative and respectful attitude toward others</li> <li>Rarely late/absent for work with acceptable reasons given</li> </ul>	<ul style="list-style-type: none"> <li>Usually demonstrates a professional, cooperative and respectful attitude toward others</li> <li>Occasionally late/absent for work with acceptable reasons given</li> </ul>	<ul style="list-style-type: none"> <li>Occasionally demonstrates a professional, cooperative and respectful attitude toward others.</li> <li>Often late/absent for work <u>without</u> acceptable reasons given</li> </ul>	<ul style="list-style-type: none"> <li>Rarely demonstrates a professional, cooperative and respectful attitude toward others</li> <li>Consistently absent/late for work <u>without</u> valid reasons given</li> </ul>
AES	<ul style="list-style-type: none"> <li>Relevant content with details and well <u>organised</u>; All supporting details specific to topic</li> </ul>	<ul style="list-style-type: none"> <li>Relevant content with details; Most supporting details specific to topic</li> </ul>	<ul style="list-style-type: none"> <li>Relevant content but details sketchy; Do not support topic</li> </ul>	<ul style="list-style-type: none"> <li>Somewhat relevant but details sketchy; Do not support topic</li> </ul>	<ul style="list-style-type: none"> <li>Inadequate, missing content; Unable to find specific details.</li> </ul>



# Official Reasons (with supporting documents attached to SOA)

a) **Medical Leave**

Supported by an official medical certificate. Medical certificates must be obtained from a medical practitioner registered with the Singapore Medical Council or a dental practitioner registered with the Singapore Dental Council, who ought not be a family member. **Medical certificates from Traditional Chinese Medicine (TCM) practitioners are not accepted.**

b) **NYP Student Activities**

Representing Singapore/NYP at official events with prior approval from NYP

c) **Compassionate Leave**

Demise of immediate family members

d) **NS Obligations**

medical check-up at CMPB, reservist training

e) **GCE O Levels**

e.g. re-taking of GCE O-Level Examinations

f) **Public Transport Disruption**

g) **ITE/Secondary School Graduation**

h) **Statutory Obligations**

e.g. attend court hearings

# Contact Point – FYPJ MLs

Diploma	Staff
DIT	<ul style="list-style-type: none"><li>Ms Tay Siew Fong (<a href="mailto:Tay_Siew_Fong@nyp.edu.sg">Tay_Siew_Fong@nyp.edu.sg</a>)</li></ul>
DBI	<ul style="list-style-type: none"><li>Mr Jason Chung (<a href="mailto:Jason_Chung@nyp.edu.edu.sg">Jason_Chung@nyp.edu.edu.sg</a>)</li></ul>
DCS	<ul style="list-style-type: none"><li>Ms Lim Ai Hua (<a href="mailto:Lim_Ai_Hua@nyp.edu.sg">Lim_Ai_Hua@nyp.edu.sg</a>)</li></ul>
DSF	<ul style="list-style-type: none"><li>Mr Leyau Wie Leng (<a href="mailto:Leyau_Wie_Leng@nyp.edu.sg">Leyau_Wie_Leng@nyp.edu.sg</a>)</li></ul>
DFI	<ul style="list-style-type: none"><li>Mr Ho Wee Chong (<a href="mailto:Ho_Wee_Chong@nyp.edu.sg">Ho_Wee_Chong@nyp.edu.sg</a>)</li></ul>
DBA	<ul style="list-style-type: none"><li>Mr Kok Kay THAM (<a href="mailto:tham_kok_kay@nyp.edu.sg">tham_kok_kay@nyp.edu.sg</a>)</li></ul>
Other admin matters	FYPJ Coordinator – Mr Ang ( <a href="mailto:Ang_Jit_Hwee@nyp.edu.sg">Ang_Jit_Hwee@nyp.edu.sg</a> )

Q&A