KV6002 TEAM PROJECT AND PROFESSIONALISM

WEEK 1

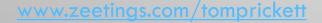# WELCOME BACK -7 MONTHS TO GO…….

AUDIENCE PARTICIPATION

- PLEASE SWITCH ON YOU MOBILE PHONE / MOBILE DEVICES

- PLEASE SWITCH TO SILENT MODE

- ACCESS WIFI
  - NU SIMPLY WEB: FOR LAPTOPS, IPADS AND TABLETS
  - NU SMARTPHONE: FOR MOBILES, SMARTPHONES AND IPHONES.

- HELP GUIDES AT: HTTPS://WWW.NORTHUMBRIA.AC.UK/ABOUT-US/UNIVERSITY-SERVICES/IT-SERVICES/IT-SUPPORT-365/STUDENT-IT-GUIDES/

- WE WILL ASK QUESTIONS VIA WWW.ZEETINGS.COM/TOMPRICKETT

- YOU ALSO ENCOURAGED TO PUT UP YOUR HAND AND ASK A QUESTION IN THE OLD TECHNOLOGY MANNER

THIS MODULE

- A CAPSTONE TO YOUR STUDIES
  - YOU WILL BE WORKING UPON TEAM PROJECT. WE HOPE YOU WILL MAKE THE PROJECT "LIVE"
  - WE HAVE PROVIDED SOME PROJECT IDEAS, WE ENCOURAGE YOU TO AMEND THESE OR SUGGEST YOUR OWN IN DISCUSSION WITH YOUR PROJECT SUPERVISOR
  - WE HOPE THE PROJECT WILL HELP YOU EVIDENCE SOME OF THE PRACTICAL SKILLS YOU HAVE ACQUIRED WHILST AT NORTHUMBRIA
  - THIS CAPSTONE PROVIDES THE CONTEXT FOR YOU TO FULLY CONSIDER THE PROFESSIONAL CONTEXT

www.zeetings.com/tomprickett

SCHEDULE AND BLACKBOARD

- WWW.ZEETINGS.COM/TOMPRICKETT

ON COMPLETION OF THIS MODULE THE STUDENT WILL BE ABLE TO:

Knowledge & Understanding:

1.   Plan appropriate requirements, design and implementation strategies and methods for the development of a significant computing product related to your programme of study (including consideration of commercial, economic, legal, ethical, social and professional factors)

2.   Critically apply a well-integrated requirements, design and development methodology to a computing problem

Intellectual / Professional skills & abilities:

3.   Develop a significant computing product using industrial standard development tools and techniques (including those related to information security) including the application of the required project management and team working skills

4.   Apply appropriate quality assurance techniques and work to appropriate professional standards for documentation, quality control and product integrity

Personal Values Attributes (Global / Cultural awareness, Ethics, Curiosity) (PVA):

5.   Critically evaluate project work in terms of the technical decision making, group work, processes and responsibilities, the final project deliverables as well as the professionalism, ethical and legal considerations and potential social impacts (including information security).

HOW WILL YOU BE ASSESSED

- TERMS OF REFERENCE (10%)

  - 50% INDIVIDUAL

  - 50% GROUP

- PRODUCT DEMONSTRATION (50%)

  - 80% INDIVIDUAL

  - 20% GROUP

- EVALUATION REPORT (40%)

  - 100% INDIVIDUAL

- THE ASSESSMENTS ARE ON BLACKBOARD

ANY QUESTIONS SO FAR

- WWW.ZEETINGS.COM/TOMPRICKETT

WHAT DO WE WANT YOU TO DO THIS WEEK

1. SIGN UP TO A GROUP ON BLACKBOARD

   I. GROUPS SHOULD NORMALLY BE OF 5 STUDENTS

   II. IF THERE ARE NOT THAT MANY OF YOU PLEASE SIGN UP ANYWAY. PLEASE BE AWARE OTHER STUDENTS MAY JOIN YOUR GROUP

   III. IF YOU HAVE NOT SIGNED UP TO A GROUP BY 9AM MONDAY 4TH FEBRUARY WE WILL ALLOCATE YOU ONE. ONCE YOUR GROUPS HAS BEEN ALLOCATED YOU MAY NOT CHANGE IT.

2. ARRANGE A TIME TO SEE YOUR SUPERVISOR

   I. YOUR GROUP SHOULD NORMALLY SEE YOUR SUPERVISOR ONCE A WEEK IN TERM TIME

   II. MEETINGS ARE NOMINALLY 25 MINUTES

3. DRAFT YOUR CODE OF CONDUCT AS A GROUP. THIS CAN THEN BE DISCUSSED WITH YOUR SUPERVISOR WHEN YOU SEE THEM

4. DRAFT YOUR PROJECT VISION. THIS CAN THEN BE DISCUSSED AND AGREED WITH YOUR SUPERVISOR WHEN YOU SEE THEM

5. SUBMIT TO BLACKBOARD BY 4PM ON THURSDAY 31ST

   I. CODE OF CONDUCT

   II. VISION FOR PROJECT

   III. IF YOU DO NOT DO SO WE RESERVE THE RIGHT TO IMPLEMENT A MARKS PENALTY AS DOCUMENTED IN THE ASSIGNMENT BRIEF

CODE OF CONDUCT

YOUR CODE OF CONDUCT IS EXPECTED TO PROVIDE THE GROUND RULES FOR HOW THE GROUP WILL OPERATE AND WOULD TYPICALLY INCLUDE:

- HOW YOU WILL WORK TOGETHER (RESPECT, PROFESSIONALISM, INCLUSIVE, ETC)

- WHEN AND HOW FREQUENTLY WILL YOU MEET?

- WHO WILL ATTEND MEETINGS (EVERYONE?)

- WHERE WILL YOU MEET?

- WHERE WILL YOU STORE WORK IN PROGRESS OF GROUP TASKS?

- WILL YOU WORK ON GROUP TASKS BETWEEN MEETINGS OR WILL YOU WORK ON THEM ONLY WHEN ALL TOGETHER?

- WHICH TASKS ARE YOU EACH GOING TO WORK ON? (SUGGEST ALL COMPLETE GROUP TASKS AND CLEARLY YOU EACH COMPLETE THE INDIVIDUAL TASKS SEPARATELY)

- HOW YOU ARE GOING TO MANAGE YOUR GROUP?

- WHAT ARE YOU GOING TO DO IF THERE ARE ISSUES?

- TIME MANAGEMENT / PROJECT PLANNING / DO NOW, DO LATER, DO LAST MINUTE

ANY QUESTIONS REGARDING THE CODE OF CONDUCT

WWW.ZEETINGS.COM/TOMPRICKETT

PROJECT IDEA / WHAT IS YOUR PROJECT GOING TO BE

- PROJECT IDEA – PROJECT IN ONE SENTENCE

- EXPLANATION – PROJECT IN ONE PARAGRAPH

- THE SUBSYSTEMS
  - SUBSYSTEM 1/ SUBSYSTEM 2 / SUBSYSTEM 3/ SUBSYSTEM 4 / SUBSYSTEM 5

- YOUR PROJECT NEEDS TO BE BASED ON SOMETHING SO, WHAT IS THE SOURCE OF THE STORIES THAT WILL DEFINE YOUR PROJECT?
  - CLIENT – DO YOU HAVE A CLIENT TO DRIVE THE PROJECT? IF SO WHO THEY ARE AND HOW YOU WILL GET ACCESS
  - STAKEHOLDERS – ARE YOU GOING TO DRIVE THE PROJECT BY THE NEEDS OF A SET OF STAKEHOLDERS? IF SO WHO THEY ARE AND HOW YOU WILL GET ACCESS?
  - EXISTING SYSTEM – ARE THERE EXISTING SYSTEMS YOU CAN ANALYSE TO DERIVE YOUR REQUIREMENTS FROM? IF SO WHAT ARE THEY
  - RESEARCH? – ARE YOU GOING TO DRIVE YOUR REQUIREMENTS FROM A LITERATURE REVIEW?

ANY QUESTIONS REGARDING THE PROJECT IDEA

WWW.ZEETINGS.COM/TOMPRICKETT

ETHICAL APPROVAL – FURTHER QUESTIONS PLEASE DISCUSS WITH YOUR SUPERVISOR

ALL PROJECTS REQUIRE ETHICAL APPROVAL - YOUR PROJECT WILL NOT BE MARKED IF YOU DO NOT HAVE ETHICAL APPROVAL.

SEE HTTPS://WWW.NORTHUMBRIA.AC.UK/RESEARCH/ETHICS-AND-GOVERNANCE/

READ THE HELP FILE PDF (UNDERGRADUATE) - HTTPS://NORTHUMBRIA-CDN.AZUREEDGE.NET/-/MEDIA/CORPORATE-WEBSITE/NEW-SITECORE-GALLERY/RESEARCH/DOCUMENTS/PDF/ETHICS-ONLINE-USER-GUIDE-UG-PGT.PDF?LA=EN&MODIFIED=20180912071004&HASH=2C9FE858965CBDCD14C7721F9E0A8889790890BF

YOU HAVE TO COMPLETE THIS APPLICATION IN ALL CASES

IF YOU HAVE NO USERS / STAKEHOLDERS (BESIDES YOU AND YOUR MARKERS) AT ANY STAGE SELECT LOW RISK

IF YOU ARE COLLECTING DATA OR TESTING WITH USERS OR THE PROJECT HAS ANY CONTACT WITH PEOPLE (BESIDES YOU AND YOUR MARKERS) IT IS MEDIUM RISK – THIS WILL BE MOST OF YOU

IF MEDIUM YOU HAVE TO SHOW WHAT YOU WILL DO TO PREVENT, MINIMISE OR MITIGATE AGAINST RISKS (E.G. CONSENT FORMS, ANONYMITY, INFORMATION SHEETS, SECURING/PASSWORD PROTECTING DATA)

IF YOUR MARKERS IDENTIFY IT AS HIGH RISK WE'LL WILL ASK YOU TO CHANGE IT!

DISCLAIMER FORM

- PLEASE SEE BLACKBOARD

- IF YOUR PROJECT INVOLVES A THIRD PARTY CLIENT, YOU WILL ALSO NEED TO ASK THE CLIENT TO SIGN THE UNIVERSITY DISCLAIMER

- THIS SHOULD BE SUBMITTED AS PART OF THE ETHICS APPROVAL PROCESS

WHO ARE YOUR ETHICS COORDINATORS?

Research Supervisor	Named Submission Coordinator (PGT/UGT only)
Alan Godfrey	Huseyin Seker
Edmond Ho	Lynne Conniss
Huseyin Seker	Christina Vasilou John Rooksby
Kamlesh Mistry	Edmond Ho
Jill Bradnum	Tom Prickett
Li Zhang	Alan Godfrey
Longzhi Yang	Li Zhang
Lynne Conniss	Kamlesh Mistry
Shelagh Keogh	Huseyin Seker
Tom Prickett	Shelagh Keogh
John Rooksby	Jill Bradnum
Christina Vasiliou	Longzhi Yang

THE TERMS OF REFERENCE ITSELF

THERE IS NO FORMAL REQUIREMENT REGARDING LENGTH OF DOCUMENTATION. HOWEVER A DOCUMENT IN THE REGION OF 15-20 PAGES IS ANTICIPATED.

1.   *THE VISION OF THE PROJECT (10 GROUP MARKS)*

2.   *TEAM SYSTEM SPECIFICATION – REQUIREMENT CAPTURE AND ANALYSIS (10 GROUP MARKS)*

3.   *SPECIFICATION OF MAIN FUNCTIONAL SUB-COMPONENTS (30 INDIVIDUAL MARKS)*

4.   THE PROJECT TASKS AND DELIVERABLES (10 GROUP MARKS)

5.   *THE LEGAL, SOCIAL, ETHICAL AND PROFESSIONAL DIMENSION (10 GROUP MARKS)*

6.   COSTING (10 GROUP MARKS)

7.   SUBSYSTEM SPECIATION – REQUIREMENT SPECIFICATION (20 INDIVIDUAL MARKS)

THE VISION OF THE SYSTEM (10 GROUP MARKS)

1. THE SCOPE OF THE PROJECT. WHAT REAL NEED IS THE PROJECT ADDRESSING

2. A STATEMENT OF THE OVERALL PURPOSE OF THE SYSTEM. A PARAGRAPH OR TWO.

3. THE MAIN FUNCTIONAL AREAS OF THE SYSTEM.
   I. A PARAGRAPH FOR EACH FUNCTIONAL AREA.
   II. THERE MUST BE AS MANY MAIN FUNCTIONAL SUB-COMPONENTS AS THERE ARE GROUP MEMBERS.
   III. EACH GROUP MEMBER WILL ULTIMATELY COMPLETE ONE OF THESE SUB-COMPONENTS.

4. IF ANY THIRD PARTIES ARE ANTICIPATED TO BE INVOLVED.
   I. WHO THESE THIRD PARTIES ARE?
   II. CONFIRMATION YOU HAVE AGREEMENT FROM THESE THIRD PARTIES TO BE INVOLVED.

TEAM SYSTEM SPECIFICATION – REQUIREMENT CAPTURE AND ANALYSIS (10 GROUP MARKS)

- HOW IS YOUR TEAM GOING TO DEFINE THE TEAM REQUIREMENTS
  - WHAT ARE THE SOURCES OF YOUR REQUIREMENTS
  - HOW ARE YOU GOING TO ELICIT THESE REQUIREMENTS
  - SUPPORTED BY REFERENCES AS APPROPRIATE
- THE REQUIREMENTS FOR THE COMMON ELEMENTS

SPECIFICATION OF MAIN FUNCTIONAL SUB-COMPONENTS (30 INDIVIDUAL MARKS)

- HOW ARE YOU GOING TO DEFINE YOUR INDIVIDUAL REQUIREMENTS

- WHAT ARE THE SOURCES OF YOUR REQUIREMENTS

- HOW ARE YOU GOING TO ELICIT THESE REQUIREMENTS

- SUPPORTED BY REFERENCES AS APPROPRIATE

THE PROJECT TASKS AND DELIVERABLES (10 GROUP MARKS)

- STATEMENT OF THE STRATEGIES ADOPTED INCLUDING
  - HOW WILL THE DEVELOPMENT LIFE CYCLE WORK IN THIS PROJECT
  - AGREED DELIVERABLES
  - RESOURCE LIST
  - TESTING PROCEDURE / STRATEGY
  - RISK ANALYSIS
  - PROJECT PLAN

THE LEGAL, SOCIAL, ETHICAL AND PROFESSIONAL DIMENSION (10 GROUP MARKS)

- WHAT ARE THE RELEVANT LEGAL, SOCIAL, ETHICAL AND PROFESSIONAL ISSUES RELATED TO THIS PROJECT

- HOW WILL RELEVANT LEGAL, SOCIAL, ETHICAL AND PROFESSIONAL ISSUES BE MITIGATED

- INCLUDE CYBERSECURITY

- SUPPORTED BY REFERENCES

COSTING (10 GROUP MARKS)

- A COSTING FOR YOUR PROJECT ASSUMING YOU ARE PAID A LIVING WAGE

SUBSYSTEM SPECIATION – REQUIREMENT SPECIFICATION (20 INDIVIDUAL MARKS)

- SPECIFICATION OF THE FIVE REQUIREMENTS OF THE SUBSYSTEM IS PROVIDED

- THREE MUST BE "MUST REQUIREMENTS" – THE MINIMUM VIABLE PRODUCT

- ONE MUST BE A "SHOULD REQUIREMENT"

- ONE MUST BE A "COULD REQUIREMENT"

ANY QUESTIONS REGARDING THE TOR

GENERAL

- THE DEADLINE IS 25TH FEBRUARY 2019 4PM

- YOU WILL SUBMIT TO BLACKBOARD AS ONE DOCUMENT FOR THE WHOLE TEAM (EITHER WORD OR PDF)

- PLEASE CLEARLY LABEL YOUR WORK SO IT IS CLEAR TO US WHO COMPLETED WHICH INDIVIDUAL SECTION

ANY QUESTIONS ABOUT THE MODULE