**Assessment 1:**

**INFT575 reper**

**Preparation of Final Business Case**

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| **Teacher(s):** | Tony Oakden | Conan Bourke |
| **Phone:** | 02 61625131 | 02 85148800 |
| **Email:** | tonyo@aie.edu.au | conanb@aie.edu.au |
| **Start Date:** | **9th February 2014** |  |
| **Due Date:** | **1th June 2014** |  |
| **1. Assessment Brief** |  |  |

During the period of this assignment, the student will work towards producing the complete set of documentation required in-order to produce the final project next semester.

A complete set of documentation will consist of at least:

* Research Journal
* Learning Plan
* Peer Reviews
* Design Documentation
* Technical Design Documentation
* System Analysis Plan
* Project Management Documentation
* Financial Outline

# Assessment Objectives

This assignment is designed to teach the student the volume and quality of planning that is required for even small scale commercial projects. Through this assessment, the student will obtain practical and applied experience in project design, management and planning.

Through completing this assessment the student will be able to demonstrate to a prospective employer:

* The ability to research, design and plan a game or simulation.
* The ability to thoroughly search for alternatives and identify best-fit solutions.

* The ability to identify gaps in the student’s own knowledge and self-teach accordingly  A full set of project documentation

# Assessment Detail

Each student will be required to hand in the following documentation in preparation for their final major work of the degree. All documentation must adhere to the **Documentation Requirements** as stated below:

***Research Journal*** – The research journal should be filled out early during this project. Initially, it should discuss the background of the idea, followed by solutions to major components of the project, as well as alternatives and reasoning behind the choices made. This journal **must** be heavily referenced as it is the only evidence of student research in the documentation.

***Learning Plans*** – A learning plan should consist of a declaration or goal, of the technology or concept the student wishes to know more about and the steps and time line for learning about the goal. Progress of learning should be recorded in the research journal along with evidence of the learning and a final summary about the goal upon completion.

***Peer Reviews*** – Seek out ideas, opinions and feedback from other members of industry and the public. The level of disclosure to public access is negotiable due to need to protect intellectual property. Take minutes for meetings discussing the business case. Log online conversations and summarise where needed for conciseness. Keep a public blog where the public can post feedback to the student’s concepts.

***Design Documentation*** – Complete game design or simulation design documentation. This document needs to contain the complete functionality of the project and a complete feature listing. It is also highly recommended that the student includes a written walkthrough from start to finish of a stage or a run-through of the simulation as well as some pre-visualisation images of in-game scenes, menus and layouts.

***Technical Design Documentation*** – Technical design documentation will consist of a complete systems and component listing, pseudo code for all systems and components, program design diagrams in UML and data flow diagrams in UML.

***System Analysis Plan*** – This will need to discuss the students chosen development methodology and why it is best suited compared to other methodologies. Requirement analysis will also need to be documented along with a well presented test plan for requirements validation.

***Project Management Documentation*** – Project Management Documentation will consist of a Work Breakdown Structure (WBS ) complete with resource allocations, a gantt chart with critical path and a risk assessment with contingency plan, especially if outsourcing content.

***Financial Outline*** – The student will document all costs involved with the project, Software licences, hardware costs, rent if applicable. A more detailed approach would involve producing a budget as though the student was applying for project funding from an institution or investors.

**Assessment Criteria –** The *Business Case* will be assessed on the following criteria:

* Documentation Presentation
* Documentation Completeness
* Documentation Accuracy and Conciseness
* Scope and Depth of Research of Existing Research and Alternative options

**Assignment Timeline –** The assignment takes place over 19 weeks.

The following is only a suggested timeline and is subject to negotiation:

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| Week 1 to 5 |  | Discuss and research initial ideas |
| Week 6 |  | Finalise Preliminary Idea |
| Week 7 to 12 |  | Research project and document drafting |
| Week 13 to 14 |  | Final Drafts |
| Week 15 |  | Final Documentation and Publishing |
| Week 16 |  | Submission |

# Documentation Requirements

Along with the documentation stated in **Assessment Detail**, there will be templates provided for most of these documents. However, they may not best fit the student’s business case and it is strongly suggested, that as part of the research undertaken, the appropriateness of these templates be reviewed.

* Each document should be submitted both digitally as a PDF, along with two printed and bound versions of each document ( One for AIE, One for CIT )
* The exception to this would be the *learning plans.* As each plan should be a single page summary and the actual learning itself, documented in the research journal.
* In addition, each document should contain a header, footer, page numbers, table of contents and an index.
* It is also recommended that there is a glossary and an overall guide document to assist in navigating between documentation.

# Submission Requirements

All documents will be submitted, printed and bound in duplicate (One for AIE, One for CIT)

The digital submission should be in the form of a single ZIP file consisting of the following items. Failure to do this may result in the assignment not being marked:

* Each document should be submitted digitally as a PDF within the Zip file.
* The exception to this would be the *learning plans.* As each plan should be a single page summary and the actual learning itself, documented in the research journal. Therefore, there will be a Learning Plans folder within the Zip file, with each individual *learning plan* as a PDF and named in order of subject discovery.
* There must be a readme.txt within the Zip file with a simple listing of all other files expected to be found within the Zip file to ensure all files are submitted.

The student’s assignment should be submitted to an SVN folder as advised by the teacher.

The student’s assignment printed documentation is deliverable to AIE Canberra campus by the close of business on the due date.

Submissions are due on the date specified at the top of this sheet. Late submissions will attract 5% penalty per day up to 1 week. After that a supplementary assessment will be required. Supplementary assessments will need to be arranged with the assessor and will be awarded a maximum of a pass grade. The student must advise the assessor of late submissions at least **1 week** before the due date so that other arrangements can be made.

**Naming, Format and Conventions:**

* The assignment submission should be submitted as a ZIP folder named

<StudentName>\_Business\_Case\_Documentation.zip

* Documentation must be professionally presented using Microsoft Office or Open Office and submitted in PDF form.
* It is highly recommended that the document binding be non-permanent. That is, the binds can be undone and reassembled without difficulty.

# Copyright and Plagiarism Policies

**For Programs**:

The student may not copy or simply re-word another person’s program for submission. This includes creating a program created entirely from sections of one or multiple people(s) code. The student may use another person’s code for part of their program provided:

* The student has permission from the author
* The student has correctly cited where the code came from
* It is less than 30% of the entire program (70% of the program must be the student’s own work)

* The student may reuse their own code from previous projects.

**For Documentation:**

The student must quote sources for their solution research using Harvard Style referencing.

<http://www.cit.act.edu.au/current/cit_learning_centre/research_and_resources/acknowledging_the_source>

**Bachelor of Games and Virtual Worlds 2014** 

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| **7.** | **Grading Rubric / Marking Matrix** | | | | | | |
| **Criterion** | | **Weight** | **Fail** | **Pass** | **Credit** | **Distinction** | **High Distinction** |
| **Documentation Performance** | | 25% | Documentation inadequate. Clearly not to industry standard. Fails to convey or omits the information required. Poorly organized. Difficult to navigate. Fails to address the brief. | Documentation adequate. Minimally meets industry standard. Marginally conveys and covers the information required. Scantily organized.  Navigation tools are scarce.  Brief covered to low standard. | Documentation reasonably good to industry standard. Conveys the content well and with good structure. Decent organization of information.  Brief covered sufficiently. | Excellent documentation to a high industry standard. Content is delivered to a high quality with solid structure.  Information is organized well and precisely. | Comprehensive documentation to an industry standard surpassing most. Content is delivered to an outstanding high quality with exceptional structure. |
| **Documentation**  **Accuracy &**  **Conciseness** | | 25% | Documentation lacks accuracy. Careless content. Faulty reasoning. Excessive and redundant text. | Documentation content is factual and relevant. Debate, argument and reasoning methods are sound. Content occasionally overly worded. | Documentation content is factual and precise. Debate, argument and reasoning methods are extensive and sound. Content is concise overall. | Documentation content is indepth, factual and precise. Debate, argument and reasoning methods are extensive and sound, including documentation of alternatives. | Documentation content is indepth, factual and precise. Debate, argument and reasoning methods are extensive and sound, including documentation and peer reviewed discussion of alternatives. |
| **Documentation Presentation** | | 25% | Documentation lacks consistency in style. Absent publication features such as Contents, header, footers, page numbers, index and glossary. No cover page. Illogical content ordering. Difficult to read. | Documentation contains consistency in style. Logically presented headings. Cover page and contents, header, footers, page numbers, index and glossary. Reasonable to read. | Documentation contains consistency in style. Style-guide included. No spelling or grammatical errors. Logically presented headings. Cover page and contents, header, footers, page numbers, index and glossary. Pleasant to read. | Documentation contains consistency in style. Style-guide included. No spelling or grammatical errors. Logically presented headings. Cover page per document and contents, header, footers, page numbers, index and extensive glossary. Pleasant to read. | Documentation contains consistency in style. Style-guide included. No spelling or grammatical errors. Logically presented headings. Cover page per document and contents, header, footers, page numbers, extensive index and glossary. Engaging to read. |
| **Research Scope and Depth** | | 25% | Documentation is void of any real research or factual content. Topics appear to be briefly discussed without depth. Discussion and debate non-existent. | Documentation contains minimal research and factual content. Topics appear to be briefly discussed with little depth. Discussion and debate, marginal. | Documentation contains adequate research and factual content. Topics appear to be discussed with reasonable depth. Discussion and debate, extended to the public and industry spheres. | Documentation contains extensive research and factual content. Topics appear to be discussed with great depth. Discussion and debate, extended to the public and industry spheres with input documented and analysed. | Documentation contains exhaustive research and factual content. Topics appear to be discussed with outstanding depth. Public feedback and opinions researched, analysed and embraced throughout research. |

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