ICT301 Information Technology Project 1

Tutorial 2

Topic: Project Management and Professional Communication Skills

Submission: Complete all the activities of the tutorial before the end of Week 2 and submit on Moodle.

Grade: 2 marks (1 mark presentation and 1 mark for submission)

1. Start work on the introduction chapter of the project report. The task needs to be divided among the team members and every member will submit a word document that includes the task allocated to them. The presentation of the task will be in the start of the lecture class. *(Introduction needs to be submitted on Moodle)*

    As discussed in the lecture the Introduction chapter has following subsections:

    Chapter 1: Introduction
    - 1.1   Context or Background
    - 1.2   Purpose
    - 1.3   Description
    - 1.4   Objectives
    - 1.5   Scope/Limitations

2. Each group need to start preparing the project proposal for their selected project. The project proposal needs to be uploaded on the **Google drive** by end of Week 3. You need to notify the client after uploading the proposal and request their feedback.

    "A proposal is a written agreement between you and your client. It contains detail information about requested services, the client's expectations, and agreed timeline"

    Your project proposal should have the following sections

    1. Cover page that shows:
        a. Name of the project
        b. Name of the team
        c. Team members name

2. Introduction: Brief 1-2 paragraph introduction of the project based on the details provided in Week 1 and during your first meeting with the client.
3. Literature and Technology Review: Summaries the main aspects of the literature review that will be conducted in next week. Make sure to add information about other applications and system related to the project. **(Due in Week 3)**
4. Budget/Expenditure/Cost: Break down the cost required to complete the project with pricing tables. As you will be working for a non-profit organisation the cost needs to be zero or minimal. Here you need to highlight all the costs related to resources need like web hosting, domain, developer ID fee, backend data hosting cost or monthly support cost etc.
5. Timeline: In this section breakdown the client requirements into stages and define the time required to complete each stage. Plan the timeline carefully so you can finish the project on time. For example

Chapters	Due date	Expectation outcome
Introduction	Week 2	
Literature and Technology Review	Week 3	
Requirement gathering	Week 4-5	
Requirement analysis-		
System Design and Flowcharts		
Database, UI and prototype design		
Presentation of the prototype to client		
Implementation, testing and deployment	Phase II (March 2023 – Jun 2023)	