



S1 2021 ASSESSMENT 2 – Written Report (30%)

PLEASE NOTE THAT THIS IS THE FINAL MAJOR ASSESSMENT DUE in WEEK 11

Please note that you will need to use the following documents (above) to complete this assessment:

- Assessment instructions (INFT3100S12022_A2INSTRUCTIONS-REPORT.pdf)
- Group Member rating form (INFT3100S12022_GRMEMBERRATING.pdf)
- Request for Proposal (INFT3100S12022_CASESTUDY.pdf)
- Project Proposal template (INFT3100S12022_UONPROJECTPROPOSAL.docx)

Rationale: This is final assessment for the course. Completion of this assessment task will allow you to demonstrate team collaboration, project management skill development, and an ability to present a project proposal using a commercially acceptable approach.

Due Date/Time : Week 11, PDF via Canvas submission links
by **Friday 5pm – 20th May 2022**

Marks : 30%

Individual/Team : Individual contributions to team submission

What to submit:

- Final Project Proposal (completed UoN Project Proposal template.docx) as a PDF (Team)
- Team Collaboration Reflection as a PDF (Team)
- Group member rating Form as a PDF (individual)

What	Individual/Team	Where
Final Project Proposal	Team – (completed INFT3100S12022_UONPROJECTPROPOSAL.docx) only one document submitted for all team members	Canvas
Team Collaboration Reflection	Team - only one document submitted for all team members	Canvas
Group member rating Form	Individual	Canvas

Teams: This assessment is completed as a team task; teams were assigned during the Week 2 Computer Lab class. You must attend the class you are enrolled in, and team swapping will not be permitted without written permission from your tutor or Course Coordinator.

Assessment 2 is the FINAL deliverable for this course and involves **three tasks**:

TASK 1: FINAL PROJECT PROPOSAL (60 MARKS) – REQUEST FOR PROPOSAL

Please refer to the Request for Proposal description and Project Proposal template document in Canvas.

For this final project proposal for the case study, you will complete the Project Proposal using the UON Enterprise Project Management Methodology (EPMM) template that you commenced in the previous progress assessment (Assessment 3). Completing this document as a team is a task that requires you to employ the project management processes and skills that are covered in this course.

For this final assessment, you will complete the all sections from the EPMM Project Proposal document on Canvas (INFT3100S12022_UONPROJECTPROPOSAL.docx). Your final submission should include the sections you completed from Assessment 3 (Project Details, Project Purpose & Objectives (Short Description), and Scope).

Submission: A team member to submit a single PDF copy of the completed EPMM Project Proposal for the Case Study via the Course Canvas site using the submission link in the Assessments tab. This is a team submission item – only one document per team.

TASK 2: TEAM COLLABORATION REFLECTION (40 MARKS)

Team collaboration is a vital part of Project Management, and how effectively a team is able to communicate and function to complete activities and produce deliverables is paramount to project success. For this task, your team should create a report that demonstrates the communication approach adopted by your team, and includes a team reflection on the success of this approach in this course. Your report should be produced using a standard word processing tool, and include as a minimum:

- The title of your project proposal to address the case study
- The names of all your team members, and their roles in the project
- Screenshots or samples from the project management tool(s) used by your team that provides examples of your team approach to:
 - o General team communication
 - o Allocation of tasks including time allocations and handling of task dependencies
 - o Progress tracking and reporting
 - o Learning of individual members as well as a group from this experience.
- A summary of the success (or not of your approach). This reflection should include detail on the effectiveness of your selected project management tool(s) and the use of the Group Pre-Action plan (completed in Assessment 3 – Progress Report).

The Team Collaboration Reflection should be between 6-10 pages in length.

Submission: A team member to submit a single PDF copy of the completed Team Collaboration Reflection via the Course Canvas site using the submission link in the Assessments tab. This is a team submission item – only one document per team.

TASK 3. GROUP MEMBER RATING FORM (TEAM WORK EVALUATION)

Each team member is to complete a team member rating form – this is provided as a PDF form on the Course Canvas site (INFT3100S12022_GRMEMBERRATING.docx). This is a confidential rating and will not be shared with team members. Evaluate yourself and the team members on their ability to work as a group.

Submission: Each team member to submit a single PDF copy of the Group Member rating form provided on the Course Canvas site using the submission link in the Assessments tab. This is an individual submission item.