

# Introduction to BCIS Project

Part 1- COMP702/COMP708

Dr Jing Ma & Dr Ramesh Lal

## Workshop Agenda

Provide Information on various key aspects of the R & D paper

1. Project allocation
2. BCIS project teaching team
3. Workshop & off-site schedules, assessments, worklog book, portfolio, teamwork
4. Project proposal- the first assessment
5. Things to do for the week

## Project Allocations S1 2024

- Team allocation will be done on Thursday; by the end of the week or early next week, notifications will be emailed to you.
- EOI for projects will close tomorrow at noon (Wednesday). If you do not submit one, we will assign you to a project based on your major
- Most likely, we will have between 35 to 40 new (Part 1) teams (over 150 students). The number of Part 2 Teams for this semester is 16.
- Team capacity (size) for R&D projects S1; 3 to 4 students per team
- We will look at your majors, GPA, and preferences if we have received your EOI on time
- Some projects will have more EOI
- Most people should get the project they listed in their EOI
- We do our best, but there are a lot of uncertainties in new projects. Part of your project journey is scoping and understanding the project – this means that what you started with may change as you work with your client.

# But I want to change my project...

As a general rule, we do not allow project changes – a lot of work will go into placing you in a team and project

## **When is a change request considered?**

- A personal conflict of interest and evidence must be supplied  
e.g. one of your parents is the client
- A workplace conflict of interest and evidence can be supplied  
e.g. I work for a company in the same industry, and my contract does not allow me to work with a competitor

## **When is a change request not considered? Common examples of requests we refuse include:**

- You want to work with people you have worked with before
- You don't like the project
- You don't want to work with one if not all the team members

# BCIS Project Teaching Team 2023 (Stakeholders)

## Paper leaders:

- Dr Ramesh Lal, [ramesh.lal@aut.ac.nz](mailto:ramesh.lal@aut.ac.nz) (WZ1114, 6323)
- Dr Jing Ma, [Jing.ma@aut.ac.nz](mailto:Jing.ma@aut.ac.nz) (WZ1106, 7070)
- Responsible for delivery of the BCIS R&D project course (COMP702/COMP703- 30 points) including the conjoint course (COMP708/COMP709-60 points).
- Contact us for aspects related to workshops, assessments, projects, clients, mentors, resources, or team issues.  
*Email one and CC the other person*

## Workshops:

- COMP702 (Part 1 Sem 1) - Ramesh
- COMP703 (Part 2 Sem 2) – Jing Ma
- COMP708 & COMP709- Ramesh & Jing Ma, we both will be jointly delivering these two conjoint courses

## Industry advisor: Leanne Bint WZ12, [leanne.bint@aut.ac.nz](mailto:leanne.bint@aut.ac.nz)

- She works with the industry to source R&D projects. Leanne will help us with any issues related to project clients.
- She wants us to have a solid working relationship with the clients and deliver what we agree to deliver.

## Project administrator:

Tanya Savage. Tanya handles enrolments, withdrawals & attendance records, etc. Her contact email- [cmsundergrad@aut.ac.nz](mailto:cmsundergrad@aut.ac.nz) or [tanya.savage@aut.ac.nz](mailto:tanya.savage@aut.ac.nz)

## Team mentor and moderator: for marking all the assessments

- Each team will have the same mentor and moderator for both semesters. Your team is expected to work closely with the mentor. Must aim for a weekly team meeting with the mentor
- A mentor's role is to understand how the team is functioning and work achievement to date for assessment marking purposes.
- He or she may support the team by giving feedback or may even provide some ideas or suggestions but will not do any work for the team or even micro-manage the team.
- Moderator helps with marking the assessments

# BCIS Project Teaching Team 2023 (Stakeholders)

## **Marking panel for the team's poster**

Team marking for the poster assessments consists of 3 academics (can include the team moderator) and may also include an industry person. Mentors will not be part of the panel which will mark your team's poster

## **Project client- project sponsor**

We expect your team will work closely (regular meetings) with the client. He/she or someone from the organization must validate your project deliverables throughout the project timeline.

## R & D paper (project)- why it is a critical paper?

- A core paper- a **requirement** for the BCIS qualification. This paper is about applying knowledge and skills to solve a client's problem to their satisfaction.
- Provides industry experience and understanding for undertaking IT project
  - Ability for continuous learning- self-learning and learning on the fly
  - New learnings and skills-  
technical skills, frameworks, tools and technology, WBS, processes, practices, project management, teamwork (task sharing), communication and interaction, negotiation skills, etc.
  - Develop emotional maturity and feel confident to apply for IT jobs
    - use the R & D experience (specific examples from above) to answer interview questions (have reality or facts)

### **Note:**

- Requires behavioural change
- Requires 100% effort on your part for two semesters
- Requires consistent effort, on average 12/15 hours per week
  - Not pushing the work to the last minute

## Your project deliverable- a functional prototype

**Not delivering for production environment- it is just a prove of concept that would be delivered to the client.**

- An initial release of artefacts or a product (**a functional prototype**) that can be learned from for a full implementation later
- Your team is not producing a working software or a product that could be deployed in the production environment
- The prototype will enable the client to test the artifacts, identify design improvements, and identify issues to be fixed, before it is fully implemented for the production environment. Hence, client will do a full implementation for their production environment.
- Expected approach to deliver the functional prototype
  - Use short cycle approach but not a big bang approach
  - Active involvement of the client for real-time information and feedback
  - It can be both, low-fidelity (paper design/screen shots) or high-fidelity (working software) prototype

Note: it is the team's responsibility to create this awareness with the client



## Canvas: Course materials and announcements

- Both **Part 1 & Part 2** are offered through a single instance on Canvas: COMP703 2024\_01 R & D Project-
  - BCIS R&D Project – COMP702 and COMP703;
  - Conjoint Research Project- COMP708 and COMP709
- **Part 1** - COMP702 & COMP708
- **Part 2** - COMP703 & COMP709
- You should have access to Canvas. If not, please email [cmsundergrad@aut.ac.nz](mailto:cmsundergrad@aut.ac.nz).
- It is your responsibility to keep up to date and to ensure you know what is required to succeed.

# Starting point- having a vision for all assessments (AUT requirements)

- Two semester, 30 points BCIS Project Course
  - Part 1- COMP702- undertaken in 1<sup>st</sup> sem
  - Part 2- COMP703- undertaken in the 2<sup>nd</sup> sem
- Assessments are over two semesters: the final grade for R & D paper is based on assessment marks achieved for COMP702 & COMP703
- This sem, the grade for COMP702 will be STC (pass) in Arion but will be updated with the overall grade that you get at the end of semester 2, once you have completed COMP703. Hence, COMP702 and COMP703 will have the same grade in Arion.

## COMP702, Sem 1: Part 1 (doing this in semester 1, 2024)

1. Project proposal (10%) - presentation in week 7 and proposal upload on Canvas by the end of Week 6)
2. Mid-term review (10%)- produce a status report and show/tell team portfolio in week 12- status report to be uploaded on Canvas by the end of week 11.

## COMP703, Sem 2- Part 2 (doing part 2 in sem 2 2024)

3. Client feedback (5%) due week 12
4. Poster presentation (10%) due week 13
5. Team portfolio (55%) due week 13 (Monday 11.59 pm)
6. Individual reflective report (10%) due week 13 (Monday 11.59 pm)
7. Worklog book due week 13 (Monday 11.59 pm)

### **Note:**

- Items 1 to 5 are team-based (90%), and items 6 (10%) & 7 (see the last bullet point) are individually based
- Team Portfolio- keep evidence of plans, documents, and work accomplished (research & technical), including all artefacts produced undertaking the project.
- Worklog book- captures evidence of your specific contribution to the project and learnings acquired on a daily basis. You must make real-time entries. Will help to decide whether you get a pass, fail or need to do more hours to get the required 300 hours to pass COMP702 and COMP703.

# Breakdown of assessments S1 & S2- all BCIS majors for COMP702 & COM703 students

	BCIS Assessments	%	Semester	Week due	Maker	Finalized marks and grad
1	Project proposal	10	1	6	Mentor & Moderator	Moderated by Teaching team
2	Mid-term review- status report and presentation	10	1	12		
3	Client feedback	5	2	12	Mentor/Moderator	
4	Poster presentation	10	2	13	Marking Panel	
5	Portfolio-		2	13	Mentor/Moderator	
	<i>a. Research and development activities and outputs; Quality assurance activities and outcomes; Final product</i>	25	2		Mentor/Moderator	
	<i>b. Project planning and control</i>	10	2		Mentor/Moderator	
	<i>c. Teamwork and communication, relationship with sponsor client and other stakeholders</i>	10	2		Mentor/Moderator	
	<i>d. Mentor feedback</i>	10	2		Mentor/Moderator	
6	Reflective report	10	2	13	Mentor/Moderator	
		100				

## Conjoint Students Only- Project Course (60 points)

Arion will show you are enrolled in COMP708 and COMP709 but not in COMP702 & COMP703. Regardless you will be undertaking two projects-

- 30 points BCIS Project (worth 50%) (refer to previous slides)
- 30 points **Conjoint Research Project** (worth 50%)- based on the other study (non-BCIS) major.
  - Part 1- COMP708- undertaken in 1<sup>st</sup> sem
  - Part 2- COMP709- undertaken in the 2<sup>nd</sup> sem
  - Assessments are over two semesters:
- The final grade for **Conjoint Project Course (60 points)** is based on assessment marks achieved for **COMP702 & COMP703 [50%]+ COMP708 + COMP709[50%]**
- This sem, the grade for COMP708 will be STC (pass) in Arion but will be updated with the overall grade that you get at the end of semester 2, once you have completed COMP703 + COMP709 and will include marks achieved for COMP702 and COMP708 assessments.
- Hence, COMP708 and COMP709 will have the same grade in Arion.

COMP708, Sem 1 based on the other study (non-BCIS) major.

1. Research project proposal (5%) – due in week 8 (Monday)
2. Mid-term research project review (5%)- produce a status report in week 14

COMP709, Sem 2- Part 2: based on the other study (non-BCIS) major.

3. Research report (40%) due week 14 (Monday)

- Conjoint research project (50%)

	Conjoint Assessments	%	Semester	Week due	Marker	Finalized marks and grade
1	Research proposal	5%	1	8	Mentor/Moderator	Teaching Team
2	Mid-term Review	5%	1	14		
3	Research Report	40%	2	14		
	Total	50%				
<b>Final Grade (100%) = BCIS Assessments (50%) + Conjoint Assessments (50%)</b>						



## BCIS R&D & Conjoint Projects and Assessment Guides

- Student Guides for both are on Canvas
- Individual Assessment Guides (a guide for each assessment) are also on canvas

# Schedule and topics for the workshop

- Workshops this semester- Tuesdays 2 to 4 pm
  - Weeks 1-5 and week 10 for COMP702 students
    - Note; week 2, 3 & 5, the 1<sup>st</sup> hour only for COMP702
  - The other teaching weeks, workshops are for part 2 (COMP703) students
  - No workshop for week- 6 and 12
- You will be informed of your workshops via announcements/email



## Workshops (Tuesday 2-4pm)

- Refer to Canvas on schedules and workshop topics
- Attending workshop creates a solid team culture. Teams that do well usually attend most of the workshops.
- *Note:* Workshops are part of your continuous learning



## R & D Offsite hours

- Offsite hours (this is not your workshop hours)
  - Offsite hours- Your team is **co-located** for teamwork
  - Allocated to improve your team's time management and coordination
  - Offsite hours- 8 to 2 pm and workshops 2 to 4 pm, every Tuesday
  - For Offsite hours, your team is either in the R & D Lab or at the client site, working on the project. Your team can also have mentor meetings during offsite hours.
  - Make sure you are all able to meet during offsite hours without clashes in your timetable.
- If enrolled in other papers during this time and if possible, you should shift streams or swap them, so they won't clash with your Offsite time.

## Offsite hours- team workspace & access

- R & D Project Labs on Level 7 WZ Building (WZ 701) is your team's workspace for the year.
  - The spaces provide shared computers, workspaces for laptops, and meeting spaces.
  - **All Desks are HOTDESK Unless Otherwise Marked**
  - If your team needs a dedicated PC then you need to apply specifying your needs and reasoning.
- Swipe cards- A list of new students has been provided to AUT Security so pick your access card from them. If any issues, email [cmsundergrad@aut.ac.nz](mailto:cmsundergrad@aut.ac.nz) (Tanya).

## Worklog book

- Have a worklog book (must be with you all time)
- Maintaining an **individual worklog**, is a **compulsory** part of your BCIS project. It should provide the evidence of your contribution to the project and must be available at all times for your mentor to see and for all project assessment items.
- Bring it to class, team and mentor including client meetings.
- Your worklog book can be a **physical book (exercise book)** or a **date stamped digital blog captured in word document or using any other tool**. Please discuss this choice with your mentor so that they are aware of what you are using. They will be marking it!
- Must show minimum of 300 hours of work at the end of the second semester. (each semester 150 hours)

# Worklog book

- Update on a real-time basis based on tasks you do as part of your R & D project.
  - Workshops, team & client meetings, research work, project work carried out for the day etc.
  - Time spent going over the project list to identify the five projects
- This workshop (including all workshops) (2-hour session) can be recorded as evidence in your worklog.
- Use it to capture your experience on plans and tasks/practices and reflect upon them as they happen. These will come in handy when you write your reflective report (worth 10%) at the end of part 2
- Document the actual evidence which you can mine for writing reflective the report and prepare for job interviews

*Real-time documentation- this skill you want to achieve from the R & D project*

- Success starts here
- Failure starts here too

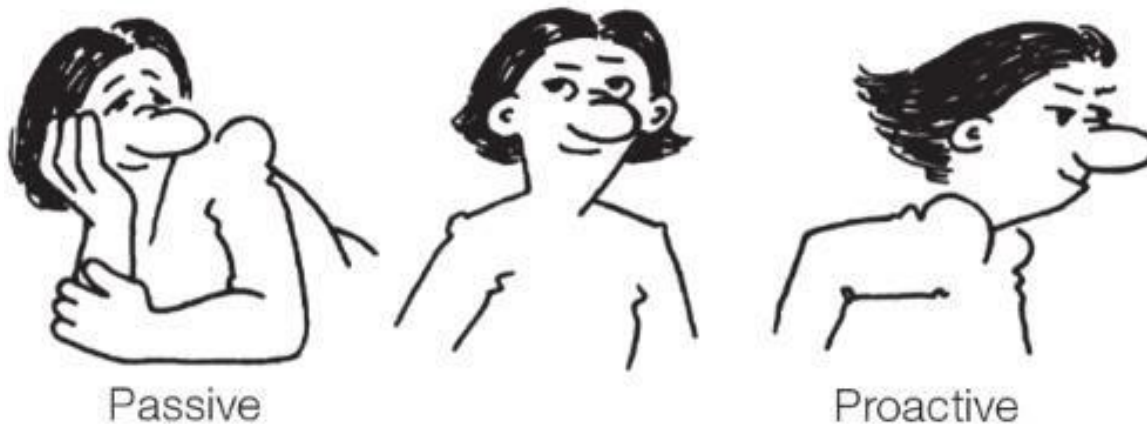


Figure 1.4.1 Passive and proactive

- What you choose to do now will impact on your destiny










Organizing Your Team



## How's the BCIS Project different?

- You won't be given the answers, maybe you'll get help with some of the questions to ask. You will transition into the unknown.
- You will need to become self-directed and peer-reliant. Need to become a **self-organizing & self-managing team. Mentor will not micro-manage your team**
- Team will need to learn new things that are needed for your project
- There will even be gaps to fill you aren't even aware of yet!

## Required for R & D teamwork

- Works well in a team environment  “plays nicely with others”
- Shows Initiative  “Sees what needs doing and does it” 
- Highly Motivated  “Wants to learn and isn’t scared of teamwork”
- Respectful  “to others”

**Technical skills are evaluated but secondary to above attributes**

**Evidence the above in your worklog book for reflective report and job interviews**





## Build a team culture

- Collective team effort
- Task sharing
- Leadership in tasks
- Coaching and mentoring
- Quality driven

# EVERY GROUP PROJECT



**DOES 99%  
OF THE WORK**

**HAS NO  
IDEA WHAT'S  
GOING ON THE  
WHOLE TIME**

**SAYS HE'S  
GOING TO  
HELP BUT  
HE'S NOT**

**DISAPPEAR  
AT THE VERY  
BEGINNING AND  
DOESN'T SHOW  
UP AGAIN TIL  
THE VERY END**

# IN SCHOOL YOU HAVE EVER DONE



# First R & D assessment- Prepare and present a R & D proposal- 10%

- What is a R & D proposal? (cover more on this next week)
- Due Week 7, panel presentation- team, mentor, moderator (plus R & D teaching team) and duration 45 minutes.
- Get started asap so that your team can come up with a reliable proposal
- Templates for plans- use PMI templates (provided on Canvas) or client templates

**Project proposal- the following plans and documents may be useful for your project.**

- Team contract (download PMI code of conduct)
- Project charter
- Conflict resolution process
- Stakeholder register
- Stakeholder management strategy
- Communication plan-
  - *template (agenda and minutes) for team, mentor, client meetings),*
  - *Off-site (R & D lab) schedule for the semester (12-15 hours per week)*
  - *Mentor meeting schedule for the semester*
  - *Client meeting schedule & project updates (status) for the semester*
- Feasibility study document (**technical, operational, economic, & schedule feasibility- fact-finding**)
  - *Will help to identify and justify the issue/opportunity-(rationale for project) , identify project scope, long and short-term benefits of the proposed solution, identify all stakeholders (client side) impacted by the project, infrastructure & skills needed to deliver the project, risks etc.*
- Requirements document (*capture all possible high-level requirements*)
- Scope statement document- *functional/non-functional/regulatory requirements; project/product deliverables; project success criteria*)
- WBS- Approach/Method including individual practices
- Project schedule
- Milestone Report
- Document that identifies required technical infrastructure, roles and skills to deliver the project
- Adopted team roles & tasks
- Team skills register, including missing skills
- Training plan
- Change management plan
- Quality assurance plan
- Risk register
- Issue log register
- Project review plan

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- Focus for the week once you know your project team

# 1. Team meeting

- Have a kick-off team meeting to get to know each other, discuss the project scope, client, mentor & offsite schedule, etc.
- Select a project manager. Your team will need a project manager (team leader)- for coordination and communication. However, all decision-making must be a collective team responsibility.
- **Write up your team contract**
- Think about the team structure- an appropriate structure must be adopted once a good understanding is gained of the project scope, stakeholders, method, and practices [WBS]). This may take a few weeks to sort out.
- Any role (job expectations and tasks) would be based on 12 to 15 hours of work per week

## Look into industry roles for your R & D project

- Based on your Major what industry role are you targeting when you graduate?
  - Identify skills requirements & tasks associated with the role
  - Adopt and practice the role as much as possible in your R & D project
  - What skills do you have now for the role? What skills are missing? Hence, identify the skills you would want to achieve.
  - M/C and document over the project timeline (two semesters) to identify what you have achieved or did not achieve.

*you will understand reality and have facts for writing the reflective report and information for job interviews- (*



## 2. Mentor meeting

- Contact your academic mentor **as soon as possible**. Provide your team contact details and schedule. Identify a schedule of the team's times when all members of the team are free to meet.
- Arrange for a mentor kick off meeting (short one 15-20 minutes)
  - Agenda- project and team intro, identify weekly meeting (day/time) & agenda items for weekly mentor meetings, **including when and how to approach the client** for the first meeting (target to meet the client by the end of next week).

Galaxy Team					
Members:	Email addresses				
Ford Prefect	<a href="mailto:fp@betelgeuse.gal">fp@betelgeuse.gal</a>				
Trillian	<a href="mailto:tr@betelgeuse.gal">tr@betelgeuse.gal</a>				
Marvin	<a href="mailto:marvin@betelgeuse.gal">marvin@betelgeuse.gal</a>				
Zaphod Beeblebrox	<a href="mailto:zaphod@betelgeuse.gal">zaphod@betelgeuse.gal</a>				
Table below indicates days and times when all team members are free to meet					
	Monday	Tuesday	Wednesday	Thursday	Friday
9am					
10am					
11am					
noon					
1pm					
2pm					
3pm					
4pm					
5pm					
	= available				



### 3. Understanding the scope

1. Research work & fact finding (most important thing in any project)
  - Heaps of similar types of products on the web for product ideas
  - Client meetings- extract information on the product ideas that they have including gathering information on their current IT infrastructure
2. Identify and capture all the possibilities for product ideas
  - Features, epics, or high-level requirements for the product, captured in the requirements document- keep updating this throughout the project as new ideas emerge.
  - Have client agreement on the ones which your team will deliver- Scope Statement document.

**Note- for the proposal, you don't need to create analysis and design models or a product backlog. These will be done when the plans in your proposal are executed and will be part of your mid-term project review.**



## Next week

- Focus more on Project proposal



# Referencing- use APA 7<sup>th</sup> Edition

- <https://aut.ac.nz.libguides.com/APA7th>