# R&D Part 2 Deliverables and Dates

## Version 1 – 04/08/24 - William

Create doc and collate information about due date and specifics from deliverables

## Version 2 – 05/08/24 - William

Finishing adding the content to the document and tidying up

## Version 3 – 19/08/24 - William

Added more to checklist

# Due Dates:

**Team Poster**

* Poster Canvas Submission - Tuesday 29th October 17:00 (Week 14)
* Poster Showcase - Thursday 31th October (Week 14) 8:00am to 12:00 (noon)

**Client Feedback**

* Friday Week 12, 20th October at 23:59
* Ideally by week 10 to ensure feedback is received within time

**Individual Reflective Report**

* Friday Week 12, 20th October at 23:59
* Note: Must also submit individual worklog book in the portfolio to provide evidence for a minimum of 300 hours of project work done in total.

**Team Portfolio**

* Friday Week 12, 20th October at 23:59

# Deliverables:

## Final Portfolio & Product -

* **Digital Portfolio Submission** | ✅
  + Create a shared folder on AUT OneDrive and a backup of the final portfolio
  + Folder shared with mentor, moderator, Ramesh and King Ma via email
  + Ensure markers have access to all portfolio content
  + Evidence on how products and how they were created, along with evidence of team and individual contributions.
* **Extra PDF file alongside Portfolio submission** **|**
  + Includes link to Portfolio
  + Any accounts and passwords that are needed by the markers
  + Snapshots showing project progress at key points to show a history of your work. (Keeping this history means that if the live tool is compromised you still have evidence of work done, and if your tool does not keep a history then this offline record provides it. Markers will look at the live tool and the snapshots)
* **Version history on all documents** **|**
  + Provide multiple versions of documents and artefacts to show changes and updates
* **Project Products |** 
  + Any products developed must be submitted
  + Any software/website/app developed requires all program source code and test cases to be submitted.
  + Ensure mentor and moderator can run and test
* **Final Product |**

### Assessment Criteria:

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| --- |
| Criteria |
| **Mentor Feedback on the Project, covering the dimensions of (10%):**  – Process, including a comprehensive audit trail where delivered products and artefacts can be traced back to the adopted PM methodology and practices.  – Product, considering client satisfaction, the scope of the delivered product(s), quality of the finished product, and potential of the delivered product(s) to meaningfully contribute to the client's business or research.  – Progression of Learning of both technical and non-technical skills and knowledge based on the project team mentor's observations over the course of the project |
| **Project Planning and Control, including (10%):**  – Evidence of reliable planning, such as regularly and as needed updated project schedule, tracking of requirements, and clearly documented rationale for project decisions or changes.  – Evidence of control, including milestone reports, monitoring of project progress |
| **Teamwork and Communication (10%):** Evidence of sound and effective communication and collaboration with:  – Team members, as exemplified by team self-organisation, task sharing, shared and collaborative upskilling activities, team culture and ability to manage change and issues that arose within the team.  – Mentor, as evidenced by weekly meeting records, communication trails (such as email, team chats etc.) , timely delivery of assessment items and clear communication issues encountered.  – Client, as evidenced by weekly meeting records, communication trails (such as email, team chats etc.) , regular and timely delivery of work, evidence of response to client feedback during meetings and core work deliverables. |
| **Development Activities and Work Product (25%):** Assessment of the quality and completeness of all development activities and outputs/products.  – Completeness of development activities, as evidenced by completed high-quality portfolio artefacts such as product backlog, burndown charts, requirements matrix, identification of future work, feasibility study reports, design models/architectures, lo-fi prototyping, research reports, work logbooks, upskilling logs, data cleaning, etc.  – Completeness of quality assurance & control activities, such as evidence of client feedback, and use and documentation of appropriate standards, testing, acceptance tests, pair/mob programming, Fagan inspections, code reviews, MoSCOW, defect reports, bug register, issues log, etc.  – Completeness of final product, the evidence includes such as evidence of final system testing, documentation such as user manuals, handover plan, training plan, systems documentation, and sufficient details for the next team to seamlessly takeover maintenance or further work. |

### Portfolio Checklist - ✅

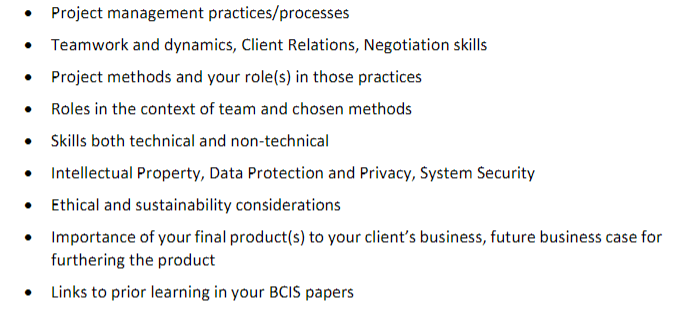
|  |  |
| --- | --- |
|  | ✅ |
| Coversheet |  |
| Final Product |  |
| Final Testing |  |
| User Manual |  |
| PDF to go With Portfolio | ✅ |
| GitHub Linked | ✅ |
| Backups of Critical Documents |  |
| Skills Analysis | ✅ |
| Logbooks (work and upskilling) |  |
| Review Portfolio Folder Tree and Index |  |
|  |  |
| E-Copy of Poster |  |
| E-Copy of Project Proposal | ✅ |
| E-Copy of Mid Project Review | ✅ |
| E-Copy of Client Handover |  |
|  |  |
| Gannt Chart, Burn Down Chart |  |
|  |  |
| Teamwork and Communication Documentation | ✅ |
| Team Roles and Responsibilities | ✅ |
| E-Copies of Meeting Minutes | ✅ |
|  |  |
| Project Planning and Control Documentation |  |
| Project Plan (timeline, milestone, deliverables) |  |
| Scope Statement | ✅ |
| WBS | ✅ |
| Project Rationale | ✅ |
| Changes Rationale |  |
| Research Report (of existing systems) |  |
|  |  |
| Risk Management Plan | ✅ |
|  |  |
| Requirement Doc | ✅ |
| Change Management Log (any major changes to scope/requirements) |  |
| Research (data, reports, method, tool feasibility, etc.) | ✅ |
| Technology Evaluations |  |
| Software |  |
|  |  |
| Testing Documentation (test strategies, expectations, plans, records, regression) |  |
| Review Records – Decisions Made |  |
| Bug and Issue Log |  |
| Client Feedback Form |  |
|  |  |
|  |  |
| Client and Mentor Feedback and Evidence |  |

## Individual Reflective Report -

* Reflect on what you have learnt, the work you have done, the problems you have overcome, and the significance of what you have achieved during your R&D project experience
* Reflection should have occurred throughout the life of your project and is evidenced by monitoring, controlling, and reflecting on all the processes throughout your project’s phases. This should have included reflections on the effectiveness and issues concerning plans, tasks, roles, and practices.
* Reflect what you have gained personally and professionally and identify where you still need further development.
* critical reflection on your project, you should reflect on lessons learned and identify and analyse critical incidents and learning points that occurred during your project.
* Provide specific examples, focuses on critical analysis, evaluation, and reflection that includes links to relevant literature (theories, conceptual frameworks, research papers etc.) that support your reflections.
* Should provide client with feedback form to improve Reflective Report

### **Reflective Report Critical Guidelines:**

1. **Critical Reflection Essay:**
   * Provide a detailed description of a concrete and significant incident from your project.
   * Analyze your current knowledge, experiences, and assumptions.
   * Relate your experience to your knowledge.
   * Communicate clearly with logical arguments and evidence.
   * Demonstrate deep thinking, questioning, and probing.
2. **Structure of the Reflective Report:**
   * Use the DEAL model for structured critical writing:
     1. **Describe:**
        + Provide a detailed account of the event or activity.
     2. **Examine:**
        + Integrate personal and academic content.
     3. **Articulate Learning:**
        + What did you learn?
        + How did you learn from the experience?
        + How will it affect your future work?

Examples of aspects for project context.

### Template

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| --- |
| **Font size 12 point, 1.5 spaced, no more than two standard fonts.**  Contents:  **Cover page with a Title, Project, Name, Student ID, Date, and Supervisor's Name.**  **Abstract (½ page)**  **Acknowledgements (½ page)**  **Table of contents (1 page)**  **Introduction (2-3 pages)**  **Project evaluation (2-5 pages)**  o Evaluation of the project achievements (scope, teamwork, and learning) against those outlined in the original project proposal. What do you plan to do? What did you actually do? Did this achieve the goals?  o Evaluation of the project and product(s) significance to the organization (including both the short-term and the long-term significance). Why does it matter to them?  **The link between theory and practice (2-5 pages)**  o Analysis of the project with regard to relevant theory (such as frameworks, models, and processes), including critical evaluation of the application of those theories to the project. Relevant areas of theory could include collaboration, project management, technology- related theory, tools, processes, practices, etc. Review the theory you learned in earlier papers in your degree and identify how your project experience supported or did not support the theories.  o Critique the research or PM methodology, including method, phases, tasks, and techniques adopted in the project. What worked? What did not? Why? Is this what the literature would predict?  **Personal and professional development (2-5 pages)**  o Evaluate your personal and professional growth against the originally expected skills and knowledge to be acquired as stated in the project proposal. Have you learned what you expected to learn? Are there other things you have learned that you did not expect?  o Identification of future learning needs. What do you think your current gaps and  weaknesses are? How could they be addressed?  o Evaluation of the team roles, the effectiveness of the team members, and your  interaction with team members. For individual projects, evaluate the limitations of  working alone, the nature of individual processes, and their impact on your project.  **Summary and conclusion of total project experience (2-5 pages)**  **References**  o A suitably comprehensive set of references from quality sources are required for works correctly cited in the body of the report. Note that references must be in APA 7th format. How many is enough? Quality and relevance count, so more irrelevant or low- quality references would not be better than fewer good relevant ones. However, it is expected that a minimum of ten references will be used.  **Index of appendices.**  If there is something that you believe is relevant and belongs in an appendix.  **Appendix(ices)** No formal limit on size or content  Note: Past students who have linked specific examples of issues or experiences to findings and  theories from academic journal articles, books or refereed conference papers have presented  higher critical thought and, as a result, have received significantly higher grades. |

## Poster:

The deliverables for this will include project artifacts and a demonstration of the software/system. Additional to this is in-depth knowledge about the project scope and work done, as this is crucial to be able to answer questions asked by the markers.

**Poster Content:**

Your team Poster must have the following items in the header:  
• Title – must be meaningful  
• Client organization name  
• Names of team members  
• Name of the team’s mento  
• Date (<Semester Year> is ok)  
• Approved AUT logo  
• Client organization logo if you have a written approval

**The Poster content should also include the following items to tell a story about your project:**

* Background – provide information on business operations/processes, including the existing IT infrastructure, customers/suppliers, etc., to introduce the client organization.
* Project rationale – identify the client's business opportunity or current operational  
  issues and problems due to IT infrastructure limitations, concerns, or challenges to  
  justify the project.
* Project objective – identify and explain the product the project will deliver based on  
  the problem or opportunity statement. List the key steps that needed to be undertaken (no more than 7) to develop the product.
* Project impact – Identify the long-term benefits the product will provide for the client and/or their organisation.
* PM methodology – provide information on plans and practices adopted to carry out  
  the project.
* Artefacts & results- the Poster must include vital and appropriate artefacts that  
  demonstrate the work done and the final product. Artefacts might include diagrams  
  (e.g., architecture, analysis, and design models), personas, and images to show the  
  results or product interface. The poster must also include recommendations for product improvement and/or ideas for future work. In addition, during the poster presentation the team is expected to show and tell the product. The product might include any valuable artefacts from your project reports, systems documentation, running software or hardware product, or manuals depending on the nature of your product.
* Quality assurance and control – provide information on how quality was assured,  
  including control measures that were adopted in the project
* Key challenges (technical & non-technical) – provide information on the main  
  project challenges encountered and strategies adopted to counter them
* Lessons learnt– provide information on the main challenges encountered during your project and the strategies adopted to counter these challenges, including key lessons learnt that have enhanced knowledge and understanding for successfully undertaking IT projects.
* References – Include relevant references in APA format (yes, you should have some  
  – these may include references to API’s, hardware, methods used, etc. ).
* Acknowledgements – Include acknowledgements (client, mentor, and any other  
  stakeholders who helped and supported your project)

**Style Recommendations**

* Use no more than two fonts
* Left-align your fonts, leave some breathing space around your text
* Put your most important information first
* Use short sentences – edit to make them smaller and Twitter-sized!
* Use images, graphs, illustrations, diagrams, and photos (at least 300 dpi) can communicate more than words; include informative captions
* Use no more than 3 colours; consider using a formal colour scheme

**Copyright**

We are responsible for obtaining the copyright. Use the **AUT Media Waver** form on canvas.

**AUT Logo**

Use the latest version of the AUT logo (available on canvas), refer to the branding guidelines as well.

### Assessment Criteria:

|  |  |
| --- | --- |
| **Criteria** | Check |
| **Poster Content:** | |
| **Clearly describes the project objectives and rationale, including:**  – situation (problem/opportunity) at commencement of project  – rationale for undertaking the project  – project's objectives |  |
| **Clearly describes how the delivered artefacts were produced, including:**  – project management methodology (WBS & phases) including project plans  – methods and practices used  – quality assurance and control methods |  |
| **Contains details and evidence of some of the key artefacts produced. For example:**  – architecture diagrams, analysis and design models, personas, interface designs  – software, reports, graphics, system documentation, manuals  – solution/product ideas or suggestions presented to client |  |
| **Details areas of greatest challenge, and lessons learnt. Shows some meaningful insights into issue causes and solutions, including:**  – technical challenges  – non-technical challenges  – key learnings |  |

|  |  |
| --- | --- |
| **Presentation of Poster:** | |
| **Poster has appropriate referencing:**  – Academic standards for referencing are used (APA 7th)  – Relevant literature is cited to support choices made  – Claims are supported with relevant citations from the literature |  |
| **Readable poster with appropriate font sizes, layout, and structure/flow. Images are readable and convey useful information** |  |
| **Poster has audience appeal** |  |
| **Poster is free of spelling and grammatical errors** |  |

# Check List:

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