[https://5ocs.google.com/document/d/1p97iCwbB](https://docs.google.com/document/d/1p97iCwbBBpQ3FGbI7JPKYYiS8cM9KKdwup0ANrZJVJo/edit?usp=sharing)

Assignment Specification

# 

# 1. Introduction

This assignment provides students with the opportunity to apply various project management skills. Students will work in teams of **4-5** members from the same tutorial class. Every member in the team is expected to contribute and participate actively in the entire process of completing the assignment tasks.

# 2. Learning Outcomes Assessed

| **CLO** | **Description** | **Weightage** |
| --- | --- | --- |
| **CLO2** | Assume responsibility to practice communication skills for project management. (A3, PLO5) | 20% |
| **CLO3** | Behave according to the code of ethics and professional conduct for project management. (A3, PLO11) | 80% |

# 

# 3. Assignment Tasks

Select **ONE (1)** business operation listed below and analyze one of its current processes then propose a computerisation / automation project to improve its services and/or operations.

In line with current trends and technology, you should incorporate aspects of web-based/app based systems to boost business or service efficiency where applicable. You should also consider the use of cloud computing services for further ease of administration.

* Healthcare service (Government or private)
* Universities (Intranet, Facilities, Departmental, etc)
* Customer Service in any fields (Bank, Telco, Courier, Government etc)
* Contract Electrical Appliances Services and Repair

# 4. Software Project Management Report

Your team is required to prepare a written report which includes all of the following:

* Introduction
* Project Goals, Objectives and Stakeholders
* Project Team and Communication Plan
* Project Scope and Exclusions
* Initial Tasks List in Project Plan (Gantt Chart includes a list of assumptions, dependencies and constraints) - Microsoft Project
* Goal Question Metric (GQM) specification (Each group prepare TWO (2) GQM spec)
* Initial Risk Log\*

**\***Note*:* each team member is responsible for **ONE (1) risk**.

https://instagantt.com/top-10-gantt-chart-software-for-project-management

Note: Refer to **Appendix 1** for more details.

- Work as a team to carry out the necessary research to complete this assignment. The students in the team will rotate on a weekly basis to play the role of the project manager. A project manager’s main concern is to achieve project objectives within the set time, budget and the required quality standard. As you carry out the required activities, you must think of appropriate strategies and best practices to ensure the project success.

- Refer to **Assignment Rubrics** for details on the assessment criteria and marks allocation.

# 

# 5. Submission details

* **11 September 2023**, Monday (Week 11) by 5.00pm.
* Softcopy submission to your **respective Tutor Classroom.**
* Fill in the **cover page information** with the **latest profile photo** and table of content.
* A representative of each group is required to submit the **5 items (in softcopy)** as below:

1. The **Assignment Report** (in GDoc & PDF format)

- Cover page: sign on the declaration and references using APA style in the report.

- Name your Assignment Report as:

**- Programme-Group - Studname1,Studname2,Studname3,Studname4,Studname5 - AR**

- e.g: RSW-G1 – Jack, James, Jim, John, Johnson – AR

1. The **Originality Report** (in PDF format)

- Name your Originality Report as:

**- Programme-Group - Studname1,Studname2,Studname3,Studname4,Studname5 - OR**

- e.g: RSW-G1 – Jack, James, Jim, John, Johnson – OR

1. The **Rubric** (in Google Sheet format)

* Fill in member's name in the Rubric and name your rubric as:
* **Programme-Group - Studname1,Studname2,Studname3,Studname4,Studname5-R**

1. The **Microsoft Project file** that contains the project tasks in the Gantt Chart.

- Name your Microsoft Project file as:

- **Programme-Group** **- Studname1,Studname2,Studname3,Studname4,Studname5 - MP**

- e.g: RSW-G1 – Jack, James, Jim, John, Johnson – MP

1. The group **Presentation Slides** with student name on each slide.

- Name your Presentation Slides as:

- **Programme-Group** **- Studname1,Studname2,Studname3,Studname4,Studname5 - PS**

- e.g: RSW-G1 – Jack, James, Jim, John, Johnson – PS

Note**:**

- **Originality Report Plagiarism Checking** for assignment report should be **less than 25%.**

* Each student is required to participate in an oral presentation in Week 11,12 and feedback on assignment on week 13.

# 6. Academic Integrity and Plagiarism

**Refer to the University’s Plagiarism Policy for details.**

There must be originality in your work, i.e. do not copy or refer to other teams. You may only work with your team member(s) to produce the solution of this assignment. You must not share with or refer to any part of the assignment of anyone else except your team member(s) and your tutor. Before submitting your assignment, ensure that you have complied with TarUMT’s plagiarism policy. Any cheating, attempt to cheat, plagiarism, collusion and any other attempts to gain an unfair advantage in assessment will cause the students concerned to be penalized.

Students found to be dishonest are liable to disciplinary action.

# 7. Late Submission

Refer to TAR UMT’s Guideline on Late Submission of Coursework.

<https://docs.google.com/document/d/1UR9zOmGAIjIf948Tz5XmLeMuo3VHuchb3lPDyPmWCm0/edit#>

# 8. Appendix 1

Guidelines for preparing the Software Project Management Report

*(you may include any other relevant information into your report)*

| Deliverables | Coverage |
| --- | --- |
| **1. Introduction**   * Project background * Project description * Stakeholders | In one paragraph, describe the company’s current business process and its problems and the way in which you want to propose solutions to solve those problems.  Include the following information:   * What you plan to carried out in this project * Estimated amount of timeneeded for the project * Estimated projectcost * A list of project objectives and goals   Give a list of individuals, groups or organizations, who may affect, be affected by, or perceive itself to be affected by this project. |
| **2. Project Team**   * Team members * Communication plan | Illustrate the project team structure graphically and provide a list of member name, role, skills, responsibility, position and contact email address.  Create a weighted scoring model for new members to join the project team.  Refer to lecture slides |
| **3. Project Scope**   * System, modules and the functions in each module * Exclusions * Software Process model | Illustrate graphically the system to be developed and briefly describe each module. Create a Work Breakdown Structure (WBS)  List of services/jobs and/or hardware/software that will not be provided or covered in this project.  The process model chosen for this project and justify reason. |
| **4. Initial Tasks List in Project Plan** (Gantt Chart includes a list of assumptions, dependencies, resources and constraints) | Show the project tasks list in the project plan (Gantt chart). State any assumptions that you may have, resources and explain what are your dependencies and constraints.  Revise the project plan (Gantt Chart) to address the identified requirement changes of the project scope. |
| **5. Goal Question Metric** (GQM) **Specification** | Identify goals related to the system / project objectives, list out the questions asked and explain suitable metrics applied to each question.  *Each group prepare TWO (2) GQM specification* |
| **6. Initial Risk Log\*** | \*Individual work (others are group work)  Risk impact, probability, category, mitigation, monitoring & management.  *Each team member prepares for ONE(1) risk log.* |

**END**