CSG3301 - Applied Project

# Assignment 1 – Project Proposal

**Brief assignment description**: Describe what you propose to accomplish in your project and how you will accomplish it within the semester.

**Marks Allocation:** 20% of Unit Total Mark.

**Due**: See Canvas for due date and time.

**Page Limit:** 5 Pages.

**Method of Submission**: Upload to Canvas, 1 submission per team.

# Introduction

Each project and project team have their unique challenges. When starting a new project, the first task involves **understanding the problem** you are trying to solve and then planning how to solve it within the given time frame and the available resources. The document produced in this assignment should demonstrate that you have completed the above.

Note that the page limit for this assignment is intentionally tight to make you think about what is important. You will need to spend a lot of time on this assignment to be able to understand the problem, and you will need to – please focus on the concrete facts rather than providing a set of generic statements, otherwise you will fill up the page limit without meeting the requirements of this assignment.

**Note: For projects that include the collection of data from subjects (such as surveying people in the general population), no data collection can occur without the appropriate ethics approval in place. Obtaining ethics approval can be a lengthy process and thus is generally not recommended unless the project supervisor has already made arrangements prior to the unit starting.**

# What the Assignment Should Contain

The document you submit should be structured as follows, allocation of marks indicated. Sections with no allocated marks are compulsory, incomplete documents will not be marked.

* **Project Name**
* **(1 Mark) Project Goal** - Single sentence summary of the aim of the project. (E.g.: To develop an app that will allow police to locate the user in case of an emergency based on GPS location.)
* **Supervisor**: Name of Project Supervisor and/or Client
* **Team**: Names and student numbers of team members
* **(3 Marks) Background**: Background to the **problem** (i.e. not about what you propose to do, but what is the problem/issue/gap you are proposing to address). Provide appropriate references.
* **(7 Marks) Scope**: What do you propose to produce? This section should include (marks breakdown provided):
  + (1 mark) A brief description of your proposed work.
  + (3 marks) A set of requirements – Aim for clear, precise, and unambiguous requirements.
  + (3 marks) A table listing the deliverables that will be produced by the end of the project. For example, a software development project may include deliverables such as:
    - Final executable that can run on [insert platform] devices.
    - Source code
    - User guide
    - Developer manual
    - Report on how the product meets the requirements, etc.

Please discuss the requirements and deliverables with your supervisor, as what is agreed to here (subject to singed off amendments during the project) is how your project final deliverables will be marked.

* **(3 Marks) Schedule**: How will you produce it within the given time (by the end of the unit)? This should be in the form of a schedule (e.g. Gantt chart), but no MS Project documents please – for a 12 week project a table should suffice. The chart should start from Day 1 of semester (i.e. you would have completed some of the work by the time you submit this) and include the work being undertaken and milestones. Things to consider in the schedule:
  + Will you need to allow time for learning a particular technology?
  + Will your deliverable be produced in increments, where features are added to a series of successive prototypes?
  + For each deliverable or feature how many iterations will there be?
  + When will you have evaluation points of the deliverable? (internal to the team, supervisor, client)
  + What are the most important and least important requirements, or is there a logical sequence of what should be done first?
* **(3 Marks) Team Capability Alignment**: For each team member, what will be their role, what course are they enrolled in, and which of their Course Learning Outcomes align with the tasks they will be completing.
* **(3 Marks) Tools and Technical Requirements**: What will be used to implement the project? If you need access to any particular hardware or software, how will this be obtained?
* **Team Contract (see separate document for template)**.