

Please note: “Checked” items contribute to the participation mark. Moodle will contain information about all deliverables. The current due dates are displayed below and may be updated. This schedule is a working schedule . See “Assessment Schedule” on Moodle for the current dates.

Submission details will be on deliverable guidelines. **Fixed deliverables must go into your Project Governance Portfolio, before the following studio.** Interim grades will be broadcast in weeks 5, 7, 10 as an indication of where you are at that time.

FIT 3048 Project Deliverables (team) - 75% of final mark

Item	Due date	%age	Grade back at end of	✓
Trello always up to date Proj. Gov Portfolio up to date	Feedback given within 2 days of submission			
Conceptual ER/Data/Class model of organisation, team rules, new team processes	Week 1 in studio 2	Chkd		
Business Vision plus iteration 1 priorities 1 Report plus presentation Grade given for complete deliverable after standardisation	Week 2 Wed 3rd August 11.55 Bus. Vis and IT 1 Week 2 , graded from Moodle in studio 2, corrected version into PGP by week 3, studio 1 Week 2 Studio 2- Presentation to client in studio (slides to PGP before presentation) (Bus. vision and iteration 1 priorities)	12%	week 4	
Iteration 1 (inc. PGP and trello Board) Grade given for complete deliverable after standardisation. live by the end of week 6.	Week 2 -Studio 2 Iteration 1 presentation (see above, part of bus. vision presentation) (slides to Moodle before presentation) Week 4 Updated acceptance testing doc. - I.Details/Link in Proj.Gov.Portfolio,in studio 2 Week 4 - Build end of Studio 2 ,integ./usability/QC tested (Review Server) Week 5-Studio 1 Retrospective after feedback, into Moodle By Week 6 Studio 2- Client acceptance testing chkd Week 7 - PIR/ feedback checked	18%	week 8	
Implementation Plan for completion	End of Week 4 Sun. 11.55pm 21st August (Report to Moodle) Week 5 , Reviewed from Moodle in studio 1 Week 6 Imp plan agreement by clients sighted	10%	week 6	
Iteration 2 (inc. PGP and trello Board) live by the end of week 9	Week 6 - sun 28 th August 11.55 , Iteration 2 Report , Moodle Week 6 - Studio 1 Iteration 2 Presentation to client. Week 7 - Updated acceptance testing doc. - I.Details/Link in Proj.Gov.Portfolio,in studio 2 Week 7 Build end of Studio 2 ,integ./usability/QC tested (Review Server) Week 8-Studio 1 Retrospective after feedback, into Moodle BY week 9 Studio 2- Client acceptance testing chkd Week 10 - PIR/ feedback checked	20%	week 11	
Iteration 3 i (inc. PGP and trello Board) live by the end of week 12	Week 9 - Wed 19th Sept 11.55 , Iteration 2 Report , Moodle Week 9 - Studio 1 Iteration 2 Presentation to client. Week 10 -Updated acceptance testing doc. - I.Details/Link in Proj.Gov.Portfolio,in studio 2 Week 10 -Build end of Studio 2 ,integ./usability/QC tested (Review Server) Week 11 Studio 1 Retrospective after feedback, into Moodle BY week 12 Studio 1- Client acceptance testing chkd Week 14 - PIR/ feedback checked	20%	week 14	
Expo	Week 11 - Thursday	Chkd		
User/Tech Documentation	Week 12 -, Sunday 16th october 11.55 Moodle	10%	week14	
Handover package / Proj. j. governance Portfolio	Week 12 - Studio 1 checked	Chkd	Go or No Go	
Handover	Week 14 (To suit students' exam timetable) Final acceptance test results confirmed .Client Review and Handover arranged with mentors and clients Feedback from client considered	10%		
1. Handover Package to client and Final Feedback on process and product by client				
2. Handover Package to Monash. Exit interview by team with mentor. Final	Week14 (To suit students' exam timetable) - End of semester - by appointment and			

overall professionalism mark from mentor	Handover . Must be after the PIR has been completed, any changes fixed and signed off by the client.		
<i>All team "Project Deliverable" grades will be adjusted for each individual student based on the following factors</i> Throughout the semester	1. Peer evaluation (Feedback Fruits Questionnaire) 2. Evidence of studio participation 3. Mentor feedback for professionalism consisting of: <ul style="list-style-type: none"> • Student interviews • Homework completed • In-class group discussion <ul style="list-style-type: none"> ◦ re: progress, teamwork, and taking on feedback • Stand-up meetings • Equitable contribution across all deliverables • Engagement and performance in various studio activities 	Resulting in Plus or minus 100% of marks allocated to team deliverables (max. 100% for total deliverables)	
TOTAL		100%	

Weekly Reflection (individual) - 15% of final mark

Item	Due date	Grade back on to Moodle	Weighting
Weekly Reflections	Every 2 weeks by Sunday 11.55pm (Moodle), Please note marks will be standardised.	following Wednesday	100%

Client Engagement and Professionalism (individual) - 10% of final mark

Item	Due date	Grade back on to Moodle	Weighting
Professionalism within the unit throughout the semester inc. lecture/topic information participation	Demonstrated throughout the project: <ul style="list-style-type: none"> • Commitment and participation (based on results of weekly quizzes, engagement with activities, necessary work completed before studios) with respect to lectures/seminars • Professionalism demonstrated to and observed by studio mentors, towards product owners, students, clients, staff, etc. 	Quizzes Weekly Material engagement /homework + Professionalism Week 14	100%

An Iteration consists of: (see iteration review checklist, iteration specs, guidelines and marking guide) and On-going: In studio - iteration reviews All must be available for weekly review Trello and PGP up to date	<ul style="list-style-type: none"> • Initial <u>analysis</u> and <u>design</u> report with product Owner Acceptance Testing Report for that iteration presentation • Trello boards and current Project Governance Portfolio • System build will be integrity tested by studio mentors • Retrospective artefact after feedback • Build acceptance testing by product owners in "Post Completion Review" (equiv. to PIR) • QC check 	Part of iteration marks
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Feedback will be given on every component of your iteration, when you submit to Moodle within 1 or 2 working days. You will fix and resubmit to your PGP, by the next studio.

You must note (write) feedback and place it in your PGP, under "Feedback folder" for each deliverable.

Any changes to the product should also be on your Trello Board, in order that they can be planned to be fixed.

Team grades will be given at completion of each deliverable, via Moodle, after standardisation.

As individual grades for this unit depend on an individual component (professionalism, participation in studios and lectures, contribution to the deliverables and the team and your diaries), an interim grade of exactly where you are at that time will be given to you after weeks 4, 7 and 9, in order to check your progress. Should your progress be unsatisfactory and there is a risk that you may fail the unit, then your mentors will help you by recommending actions and resources to help. if you respond appropriately to these suggestions, then you should get your progress back on track.