

Department of Computing
PROJECT DESIGN AND MANAGEMENT 3000 (PRJM3000)
PROJECT REPORT GUIDELINES AND MARKING GUIDE
Semester 1, 2016

Category	Mark
Abstract (max 500 words or one page) A brief summary of the contents and structure of the report, the way the work was performed, and what the main outcomes were. It should be understandable in isolation from the main text.	/2
Introduction and Objectives (max 2 pages) State what the report is about, covering the project objectives, constraints, scope and delimitations, approach used to perform the work, and structure of the report. Introduction should set the scene for the rest of the report.	/4
Background (max 5 pages) Describe your initial project management approach and plan (as discussed at the Week 2 tutorial session). Discuss the solution approaches considered; briefly describe other similar systems and possible solutions you have looked at. Briefly describe the tools you considered for development of the product and for management of the Scrum project. Provide the rationale for your choice of tools. Include pictures/photos of your project mockup.	/7
Product Backlog (max 7 pages) Describe your analysis/grouping of the user stories provided by the Product Owner and any modifications made to the user stories before the Sprints. Use pictures/photos of your work as appropriate.	/5
Overall Design (max 10 pages) <ul style="list-style-type: none"> Details of the design. Include relevant details of the design (may use UML, ER diagram for the database, etc.). Provide reasons for decisions made. Report any changes to the user stories that occurred during the design process (in consultation with the Product Owner). Implementation details. Document the implementation including (planned and actually completed) tasks, effort, features and task distribution. Provide screen shots of the various functions as appropriate. Describe any changes made to the initial design. Describe the testing that was carried out. 	/15
Documenting the Sprints: For each Sprint, describe the following: <ul style="list-style-type: none"> Sprint planning: User stories chosen for sprint backlog. Describe initial high-level task breakdown and effort estimation. Sprint review. Report on the review meeting including user stories completed, unfinished items on the sprint backlog, any additional items completed that were not in the initial sprint backlog. Include velocity charts, burn down charts, etc. Sprint retrospective. Describe what worked and what did not compared to the plan. Describe the lessons learned while working on the Sprint and any changes in the process planned for the next Sprint. 	
Documenting Sprint 1 Document sprint planning, scrum meetings, sprint review and sprint retrospective as discussed above. THIS SHOULD BE SUBMITTED AT THE END OF SPRINT 1 AND ADDED TO THE PROJECT REPORT.	/7
Documenting Sprint 2 Document sprint planning, scrum meetings, sprint review and sprint retrospective as discussed above. THIS SHOULD BE SUBMITTED AT THE END OF SPRINT 2 AND ADDED TO THE PROJECT REPORT.	/7
Documenting Sprint 3 Document sprint planning, scrum meetings, sprint review and sprint retrospective as discussed above. THIS SHOULD BE SUBMITTED AT THE END OF SPRINT 3 AND ADDED TO THE PROJECT REPORT.	/7
Documenting Sprint 4 Document sprint planning, scrum meetings, sprint review and sprint retrospective as discussed above. THIS SHOULD BE SUBMITTED AT THE END OF SPRINT 4 AND ADDED TO THE PROJECT REPORT.	/7
Project Review (max 5 pages) Post-mortem discussion on product development and the Scrum process: what went right, what went wrong, what was learned from using the Scrum process. Any suggestions for improving the project experience for future students.	/7
Conclusions and Summary (max 2 pages) A summary of what the report has covered. Briefly describe what was achieved in product development and what was gained in project experience. Suggestions for Product Owner to consider in future releases of the product.	/5
References and bibliography (1 page) Include references made in the text to any technical articles (reference section) and general resources relevant to the report (bibliography). References should be cited in the text and contain the necessary details in the reference and bibliography sections.	/2

Quality of report writing Report should be well organized with the sections specified above and a table of contents. Detailed material on design or implementation that does not fit in the main text can be included as Appendices. Use continuous page numbering starting from the Introduction Section. Tables and figures should be appropriately numbered and captioned. Text should be written with correct punctuation, grammar and spelling.	/10
Project presentation Demonstration of the solution to the product owner. Max time 15 minutes. In the demonstration, the group should highlight design considerations and project management issues. The group should briefly reflect on the project experience including what went well, what did not work, how significant issues were handled, and what could have been done better.	/15
Total:	/100