

CSIT214 – IT Project Management

Group Project

Project title: Developing a room booking system for UOW

Total marks: 50

Submission deadline: 20th May 23:59pm Singapore time

Submission method: The report is to be submitted to the Moodle site. The software is to be demonstrated and marked in the lab during the last lab session.

Project description:

In this assignment, a team of 5-6 students will create a **working prototype** for a room booking system for UOW. In developing this system, students need to exercise various project management skills in different project management knowledge areas. As group interaction is important, requests to undertake individual projects or projects involving less than three group members will be denied.

Each group is contracted by the CIO of UOW to develop a room booking system for UOW staff and students. As a minimum requirement, the system should provide the following functions:

- Room creation and management : only done by a staff user, he/she can create and launch (make available for reservations of a newly created room), or adjust the price (each booking is chargeable), date/time, promotional codes, capacities of room.
- Room booking : only done by a student user, he/she can view the list of room, make a booking of one or more rooms, and modify or cancel an existing booking.

The system can be developed in any programming language and database, so that you may demonstrate your system to your tutor in the **last lab session**. In place of a physical presentation, project teams must submit a video of their solution for this demonstration instead. The video must demonstrate all the features of the prototype. The tutor would arrange a 10-minute virtual Question and Answer (Q&A) session during the last lab session, where project groups would be assessed on their ability to answer all questions related to the project.

Each group is to submit a compressed file (.zip format) to the Moodle site, including of the final report and all source codes. The final report should be a single report, comprising of all the required documents listed in the following sections below. Supporting documents can be included as annexes in the final report.

The evaluation of the assignment is based on the quality of the project product, i.e., the system (20 marks), and the quality of the report that demonstrates your ability to apply project management skills (30 marks).

Your report must include the following

1. A project charter (4 marks)

A project charter should include at least the project's title and date of authorization, the project manager's information, a summary schedule, a summary of budget, project objectives, project success criteria, a summary of the planned approach for managing the project, roles and responsibilities. It should be reviewed by all project stakeholders.

2. Project plans (8 marks)

Each team must develop a project plan for the room booking system. Your project plan must include the following in the report: project scope statement, project schedule, cost management plan, human resource plan, and risk management plan. You may also include quality management plan, project communication plan, etc. Your report must include appropriate Microsoft Project outputs for project schedule, cost management and human resource allocation. Appropriate work breakdown structure (WBS) must be included in the project plan. Include at least two milestones in your project plan (you may want to include the deliverables for each milestone).

3. Project execution (14 marks)

Each team should provide sufficient details about how the project is executed. Thus, using the milestones you have identified in your project plan, you are required to demonstrate how your team has executed the project. For each milestone, you should update your project progress in terms of schedule, cost and risk. For each milestone, appropriate project progress reports need to be generated and you should use Microsoft Project to track your project progress (appropriate baseline should be used to track the project progress). In addition to the outputs from Microsoft Project (please print MS Project outputs in pdf format), you should also include the following in the report: project staff assignment updates, change requests, project management plan updates, deliverables, screenshots of the solution, test cases, test data and results, and any other documents you wish to include, and at least 4 meeting minutes in the report.

4. Project closing and Lessons-learnt (4 marks)

This part of the report should evaluate your project success against your initial plan. It includes an overall team reflection and a compilation of individual member's reflection. It should also answer questions like "Did the project meet scope, time, and cost goals?", "What went right and what went wrong on this project?", "What will you do differently on the next project based on your experience working on this project?".

5. Individual contribution of the team member.

In the cover page of your report, please indicate the contribution of each team member, and everyone in the team should sign the cover page. Different team members may receive different marks based on their individual contribution. The "individual contribution" of each team member is assessed by all the other members (the scale is: "contributed", "very little", and "almost no contribution"). For a team member who has "contributed", he/she will receive 100% of the group mark; for a team member who contributed "very little", he/she will receive 50% of the team mark; for students who made "almost no contribution", he/she will receive 0 marks for the entire group project. Your tutor may make adjustment to this marking criterion based on practical situations.

Other information:

1. To simulate a real world scenario, your tutor will act as the project sponsor, i.e., the CIO of UOW. Whenever a signature is required from the project sponsor, e.g., for the project charter, you must obtain a signature from your tutor.
2. Team members are encouraged to play the role of the project manager in turn. For example, each team member can chair at least one meeting.

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Group Project Marking Sheet

Group members: Name (student id)		
Software		
Criterion	Marks	Comments
Required system functionalities implemented (5 marks)		
Feature/usability/reliability/robustness (5 marks)		
Question and Answer (5 marks)		
Video Submission (5 marks)		
Report		
Criterion	Marks	Comments
Project charter (4 marks)		
Project plans (8 marks)		
Project execution (14 marks)		
Project closing (4 marks)		
Overall comments		