IT7351 Project

**Revised assessment rationale**.

In brief, the Project is a capstone activity – wherein assessment is aligned to recognise:

1. Pulling together diverse skills (from other courses), using these skills in a co-ordinated manner
2. Displaying self-management (self control, accountability, responsibility to lead and/or drive a process forward)
3. Relationship management – teamwork, clients, advisors, assessors)
4. The use of appropriate professional practices
5. Personal learning and insights arising from that experience

Given the diversity of the projects and appropriate methodologies, there are no standardised solutions or assessment items possible to cover all situations – choices for every part of the project are evaluated against how suited that selection is to the situation as it develops. As we cannot guarantee the opportunity to drive a project to the completion of the product, due to many reasons well beyond WelTec’s influences, then the only reasonable assessment is to assess process, not product. We leave some marks for the client to use (supported with review questions) to reward the Project product, or at least reward the professional relationships maintained.

Formerly, all marks are awarded at the end of the Project, and reflects ‘suitability and adequacy to task’ for what was needed. Formative feedback is currently given in the form of 1-2 proposal reviews, 2 (or more) audits, several instances of required advisor involvement (that the students have selected).

The following assessment schedule revision is to provide summative assessment during the project, to indicate to the student actual success and trends, where previously the feedback has been formative only. In effect, we have taken the current fixed formative feedback evaluation sessions and placed actual marks around them. This does necessitate a rebalance of the project marks (at least some category changes). Of particular concern is maintaining the administrative assessment marks within a typical proportion of the administrative work. Technical assessments are impossible to predict at stages throughout a project as the methodology producing them can vary so widely.

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| Work Item | % | Timing |
| Proposal | 10 | Week 3 |
| Audit 1 | 5 | Week 5-6 |
| Audit 2 | 5 | Week 7-8 |
| Implementation of Systems Methodology | 10 | Assessed at end |
| Analysis and Design | 10 | Assessed at end |
| Testing | 5 | Assessed at end |
| Development Practices | 15 | Assessed at end |
| Training | 5 | Assessed at end |
| Implementation support | 5 | Assessed at end |
| Project Management Report | 5 | Assessed at end |
| Individual Report | 10 | Assessed at end |
| Marketing presentation | 5 | Assessed at end |
| Client Evaluation | 10 | Assessed at end |

**Note:**

As all projects will not necessarily contain all components, this is an indicative schedule only. The assessment panel may adapt or amend the above to best recognise the student achievement against reasonable outcomes given the situation that developed in each case. This is invariably conducted in the student’s best interest. Any marks allocated prior to the end of the project may be overturned by the Panel where issues of confidence about the suitability/authenticity of that activity arises in their overall review.

**The proposal:**

A standardised format business proposal.

**Audits 1 and 2:**

A risk-based audit of the implementation of business practices (all are discussed in the published Guidelines). The selection, quality and thoroughness of implementing business practices to manage the project appropriate to its situation. The second audit revises all recommendations and assesses responses to issues raised at the first audit. These are, effectively, project management marks, but must be cogniscent that very seldom are ideal practices selected and implemented well in the initial stages. We also cannot afford to have extreme levels of effort assigned to these activities, when other activities should also be the main area of focus. If the audit discovers very poor management or understanding of technical implementation issues, they may require a formative Anaylsis and Design assessment.

**Implementation of Systems Methodology:**

Whilst methodology choice is critiqued at the proposal stage, the actual implementation of the planned methodology (and any approved variations that develop) are assessed at the conclusion of the Project.

**Analysis and Design:**

Whilst these are often separate considerations and usually developed early in a project, various popular methodologies develop these practices in a more blended way and over several stages in a project process. Selection, quality of implementation and appropriateness are assessed at completion.

**Testing:**

This involves the thorough planning, design, establishment of test data, planning test outcomes, testing implementation and testing conclusion documentation according to the needs of the specific methodology. Documentation of this helps to enable on-going development of a system. This is designed and implemented at varying stages through a project, and is thus assessed at the completion of the project.

**Development Practices:**

This is where all other development activities (not recognised above) are assessed against suitability to task and situation. Quality of actual implementation, tasks falling outside technical and project methodologies, and practices that dealt with particular challenges are recognised here.

**Implementation Support:**

This reviews the various administrative support documentations that enable a system to survive beyond client hand-over. This can include administrative systems, technical specifications, explanations of technical challenges and solutions, product of a FAQ, backup and disaster recover provisions etc.

**Training:**

This recognises the quality of all training materials, services, and in-build support provided. This can include user, administrative, developer training. As well as maintaining good practices, we look for insight into the planning, estimation and management challenges.

**Project Management Report:**

This closeout report identifies the project achievement, explains all the issues and critiques all processes used. Actual day to day management is reviewed, and is supplemental to the 2 audit marks for covering the implementation of project management practices. Proposal marks may be amended here based of suitability of the proposal overall, implementation of change control and any improvements (signed by the client) implemented after the initial proposal review.

**Individual Report:**

This report identifies personal growth and learning during the project, and covers technical, managerial, and personal areas, linked back to actual project events.

**Marketing Presentation:**

Herein the students produce marketing-style materials describing the achievement of their project, designed to be shown to employers, parents and prospective students. This prepares students to utilise their achievements in promoting both themselves, their qualification and WelTec.

**Client Evaluation:**

The Client answers a series of reflective questions designed to explore the relationship and achievement of the student, and provides a mark based on that. The question responses both inform the panel, and also act as a mechanism to review the appropriateness of the client’s allocated mark.

Failing students

In our experience most students that fail overall fail to achieve well at the audit stages. The key element is actually the second audit, where their inability to improve processes as required shows significant weaknesses in following instructions, making good decisions, and poor engagement with their own processes. Often these behaviours indicate poor engagement with technical processes, and thus to eventual failure to deliver, and failure to manage the resulting issues. Some students fail at the first audit due to obsession with technical work, and recover well by the second audit when refocused.

Occasionally, students do fail that have passed the audit process. These students have been good at following instructions (the guidelines), but were poor at making quality decisions independently and failed to select and use processes well. They usually have poor work habits and project progress issues that the audits will identify.

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| **COURSE TITLE:** | Project |
| **Course Number:** | IT7351 |
| **Level:** | 7 |
| **Credits:** | 45 |
| **Prerequisites:** | 240 credits at levels 5 and above with one level 7 paper and IT6268 |

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| **Learning Hours:** (Complete for each  delivery mode) | Face to Face |  |  |
| Face-to-face tuition | 25 |  |  |
| Self-directed with tutorial support available | 424 |  |  |
| Online |  |  |  |
| Distance (not online) |  |  |  |
| Resource based learning (not online) |  |  |  |
| Workplace learning |  |  |  |
| Supervised work experience |  |  |  |
| Self-directed (out of class without direct tutorial support) |  |  |  |
| Workplace project |  |  |  |
| Tests and examinations | 1 |  |  |
| Other  (State) ................................... |  |  |  |
| Total learning hours | 450 |  |  |

**Aim(s):**

To provide students the opportunity to research, select, integrate and apply a range of techniques and technology to solve a workplace problem

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| **Topic(s) or summary of content:** |
| The students will form project teams and undertake a significant and independent piece of work towards a solving a business or industrial problem.  The students will research, analyse, design, develop, test and produce a solution based on skills already attained in their studies. The students will self-manage using project processes, with guidance from teaching staff. The students will present the outcome to the sponsor in an appropriate manner, with typical business-grade documentation for the nature of the work undertaken. All materials will be reviewed by an assessment panel.  Topics include:   * Produce a Business Proposal or Specification * Communicate Effectively * Integrate and apply knowledge * Manage the Project * Deliver the project * Document the project to industry standards * Promote the project outcome |

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| **Topic 1:** | **Undertake project planning** |
| **Learning Outcome(s):** | |
| Students will be able to produce a proposal for the project | |
| **Assessment criteria:**  Students will be able to:   1. Determine the project sponsor’s and the major stakeholder’s needs 2. Produce a business plan or a research plan that meet sponsor and stakeholder needs. | |

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| **Topic 2:** | **Communicate Effectively** |
| **Learning Outcome(s):** | |
| Students will be able to communicate effectively with team members, project sponsor and advisor. | |
| **Assessment criteria:** | |
| Students will be able to:   1. Apply interpersonal communication skills 2. Work effectively in a team 3. Work cooperatively with team members and project stakeholders 4. Assess the effectiveness of project communications and manage issues as they arise | |

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| **Topic 3:** | **Integrate and Apply knowledge** |
| **Learning Outcome(s):** | |
| Students will be able to apply the techniques and knowledge gained during the whole degree programme to produce the system/application | |
| **Assessment criteria:** | |
| Students will be able to:   1. Research, select, integrate and apply a range of appropriate techniques from previous study, based on an appropriate methodology. 2. Record and reflect on personal skills and values, and apply these to developing situations with a project. This includes technical, managerial, personal, and interpersonal areas. | |

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| **Topic 4:** | **Manage the Project** |
| **Learning Outcome(s):** | |
| Students will be able to manage and control all aspects of the project | |
| **Assessment criteria:** | |
| Students will be able to:   1. Apply project management techniques to specify and manage the project 2. Analyse and report project progress, issues, and achievements. 3. Research, select, integrate and apply a range of appropriate techniques from previous study, based on an appropriate methodology. | |

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| **Topic 5:** | **Deliver the Project** |
| **Learning Outcome(s):** | |
| Students will be able to carry out a concluding review of the project with the sponsor | |
| **Assessment criteria:** | |
| Students will be able to:   1. Select and produce project documentation as required by the sponsor, and as would represent good business practice 2. Integrate and deliver the project product into the sponsor’s system as required. 3. Design and perform appropriate testing to ensure the delivery is effective 4. Attain the sponsor’s agreement that the deliverable meets the agreed standards. | |

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| **Topic 6:** | **Document the Project to Industry Standards** |
| **Learning Outcome(s):** | |
| Students will be able to produce relevant documentation that fully describes the project  Range: may include design, implementation, installation, testing, training, support, maintenance, administration, user manual and help documents. | |
| **Assessment criteria:** | |
| Students will be able to:   1. Determine, design and produce documentation for each aspect of the project that reflects good business practice, and meets the sponsor’s requirements. | |

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| **Topic 7:** | **Promote the Project Outcome** |
| **Learning Outcome(s):** | |
| Students will be able to make an effective presentation about the project experience and achievement | |
| **Assessment criteria:** | |
| Students will be able to:   1. Design and produce a presentation that encapsulates the project experiences, challenges, and achievements suited to a range of audiences. 2. Discuss the experience, documentation and system produced with an expert panel. | |

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| **Student Resources:** |
| Textbooks and readings from previous courses undertaken. |

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| **Assessment:** |
| |  |  |  | | --- | --- | --- | | **Method** | **Learning Outcomes** | **Weighting** | | **Coursework** |  |  | | Proposal | 1 | 10% | | Audit Reviews | 3, 6 | 10% | | Panel Assessment | 1-7 | 80% |   **Typical Assessment Breakdown (not required in all projects)**   |  |  |  | | --- | --- | --- | | **Category** | **Learning Outcomes** | **Weighting** | | **System Proposal** | 1 | 10% | | **Audits Reviews** | 3, 6 | 10% | | **Development** |  |  | | *Implementation of systems methodology* | 3 | 10% | | *Analysis and Design* | 3,6 | 10% | | *Testing* | 3,6 | 5% | | *Development practices* | 3 | 15% | | **Delivery** |  |  | | *Training* | 3 | 5% | | *Implementation support* | 6 | 5% | | **Self Assessment** |  |  | | *Project Management* | 2,4 | 5% | | *Individual Report* | 3 | 10% | | *Presentation* | 7 | 5% | | **Client Evaluation** | 2,5 | 10% | |

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| **Reporting Grades:** |
| Grade Key 3 |

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| **Successful Completion of Course:** |
| In order to pass the student must gain 50% or more of the total marks available. |