

# Information & Communication Technology Project

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|-----------------------|---|
| Unit code and version | 9785.2  |
| Unit offering option  | 217805  |
| Study level           | Level 3 - Undergraduate Advanced Unit               |
| Credit points         | 6   |
| Faculty               | Faculty of Science and Technology                   |
| Discipline            | Academic Program Area - Technology                  |
| Unit offering details | Semester 2, 2024 , ON-CAMPUS , UC - Canberra, Bruce |

**Unit convener name and contact details****Unit Convenors:**

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## Academic content

### Unit description

The unit integrates the theory, knowledge, and skills learned in the individual units of the course, and it offers students the opportunity to apply them to solve industry standard projects. Through the projects, students will reflect, synthesize and apply the professional and the generic skills learned; in particular, students will reinforce and further develop their independent research skills, team working skills, project management skills, and critical thinking and problem solving skills. Through working on sizable industry standard projects, the unit is aiming at transforming the mindsets of the students from coursework study to performing professional tasks. The unit prepares students ready for jobs or further higher degree studies.

### Learning outcomes

On completion of this unit, students will be able to:

1. State and analyse a problem related to the latest development and challenges in the ICT industry;
2. Formulate a solution based on the synthesis of knowledge and skills acquired throughout the course, and propose a project to address

it;

3. Implement an ICT project taking into consideration professional practice, code of ethics and professional standards of the industry;
4. Illustrate and evaluate the context of ICT projects, such as social and economic constraints, legal and ethical issues, risk and benefit balance, technology availability and stakeholders' acceptance; and
5. Demonstrate professional skills, such as teamwork, communication and project management in the development of an ICT project, including an understanding of the role of professional bodies and societies.

## Graduate attributes

1. UC graduates are professional
  - communicate effectively
  - display initiative and drive, and use their organisation skills to plan and manage their workload
  - employ up-to-date and relevant knowledge and skills
  - take pride in their professional and personal integrity
  - use creativity, critical thinking, analysis and research skills to solve theoretical and real-world problems
  - work collaboratively as part of a team, negotiate, and resolve conflict
2. UC graduates are global citizens
  - adopt an informed and balanced approach across professional and international boundaries
  - behave ethically and sustainably in their professional and personal lives
  - communicate effectively in diverse cultural and social settings
  - make creative use of technology in their learning and professional lives
  - think globally about issues in their profession
  - understand issues in their profession from the perspective of other cultures
3. UC graduates are lifelong learners
  - adapt to complexity, ambiguity and change by being flexible and keen to engage with new ideas
  - be self-aware
  - evaluate and adopt new technology
  - reflect on their own practice, updating and adapting their knowledge and skills for continual professional and academic development

## Skills development

As students of the University of Canberra, you will develop your critical thinking skills, your ability to solve complex problems, your ability to work with others, your confidence to learn independently, your written communication skills, your spoken communication skills and a number of work-related knowledge and skills.

## Prerequisites

Must have passed 48 credit points including unit 11408 Technological Innovation and Entrepreneurship AND must have passed unit 7173 Systems Project and Quality Management OR 9789 Technology and Engineering Management. This unit is only available to students in 322AA Bachelor of Information Technology 560AA Bachelor of Software Engineering 706AA Bachelor of Business Informatics 815AA Bachelor of Information Technology/Bachelor of Commerce 998AA Bachelor of Information Technology / Bachelor of Media Arts and Production 838AA Bachelor of Software Engineering/Bachelor of Business Informatics ITB101 Bachelor of Engineering Technology MGIT01 Bachelor of Commerce/ Bachelor of Information Technology MGIT02 Bachelor of Business/ Bachelor of Information Technology MGIT03 Bachelor of Business/ Bachelor of Business Informatics

## Corequisites

None.

# Accreditation Mapping

## ACS Accreditation

This unit is part of courses accredited by the [ACS](#). This is the capstone unit for the involved courses. Students are working in teams on projects by applying, synthesizing, and reflecting the theories, skills, and knowledge learned previously in the courses.

## Skills framework for the Information Age (SFIA)

This unit aligns with the following SFIA professional skills:

- Business Situation Analysis BUSA
- Project Management PRMG

Specific projects vary and will cover various SFIA professional skills, however the following skills are commonly applied:

- Organisational Change Management CIPM
- Emerging Technology Monitoring EMRG
- Requirements Definition and Management REQM
- Software Design SWDN
- Testing TEST
- User Experience Analysis UNAN.

SFIA skills are defined by levels of responsibility, based on autonomy, influence, complexity, business skills, and knowledge. Although this unit may cover knowledge and skills at higher levels, it is expected that graduates of undergraduate degrees will be capable of operating at Level 2 overall.

## Seoul Accord

The UC generic attributes address graduate attributes 1, 6, 7, 9, and 10 of the [Seoul Accord](#). The remaining graduate attributes that are covered in this unit are::

2. Knowledge for Solving Computing Problems
3. Problem Analysis
4. Design/Development of Solutions
5. Modern Tool Usage
8. Computing Professionalism and Society

This unit addresses complex computing problems that have one or more of the following characteristics:

- involves wide-ranging or conflicting technical, computing, and other issues;
- has no obvious solution, and requires conceptual thinking and innovative analysis to formulate suitable abstract models;
- a solution requires the use of in-depth computing or domain knowledge and an analytical approach that is based on well-founded principles;
- involves infrequently encountered issues;
- is outside problems encompassed by standards and standard practice for professional computing;
- involves diverse groups of stakeholders with widely varying needs;
- has significant consequences in a range of contexts;
- is a high-level problem possibly including many component parts or sub-problems;
- identification of a requirement or the cause of a problem is ill defined or unknown.

These complex computing problems are assessed in the following assessment items:

A. Project Proposal and Plan (Group)

B. Engagement and Participation (individual)

E2. Oral Presentation (Group)

E3. Final Report (Group)

## Timetable of activities

| Week | Topics, Activities And Assessments Submission Deadlines   |
|------|---|
| 1    | Lecture and Workshop -1 <ul style="list-style-type: none"><li>• Introduction to capstone project unit and project management; Problem definition, Requirement analysis.</li><li>• Clarification of unit objectives, expectations, work arrangements and team formation.</li></ul> |
| 2    | Lecture and Workshop 2 <ul style="list-style-type: none"><li>• Project planning and group work</li></ul>  |
| 3    | Lecture and Workshop-3 <ul style="list-style-type: none"><li>• Innovation Essentials- Key method that innovators and entrepreneurs use to test and refine their ideas.</li><li>• Requirement analysis, Review and fine-tuning project scope and plan (Assignment A)</li></ul>     |
| 5    | Lecture and Workshop-4 <ul style="list-style-type: none"><li>• Teamwork, Group Dynamics and Networking</li><li>• Presentations and posters: how to communicate your core message effectively (Assignments E1 and E2)</li><li>• Cv360 and Interview Prep tools</li></ul>           |
| 7    | Lecture and Workshop-5 <ul style="list-style-type: none"><li>• Agile Approach &amp; Lean Six Sigma Continuum</li><li>• Current trends, disruption and slowdown in Technology Sector</li></ul>   |

|       |  |  |  |
|-------|--|--|--|
| 10    | <p>Lecture and Workshop -6</p> <ul style="list-style-type: none"> <li>• ACS Professionalism and ACS Code of Ethics</li> <li>• Future Challenges: Globalisation, Culture &amp; Ethical Dilemma</li> <li>• Tutorial workshop: Remaining assessments &amp; Peer evaluation</li> </ul> |  |  |
| 12,13 | <p>Review and Reflection</p> <ul style="list-style-type: none"> <li>• Poster and Oral Presentations</li> <li>• Peer Evaluation</li> <li>• Final Project Report Submission</li> </ul>   |  |  |

**Note:** Workshops will be held on alternative weeks. First, one and half hour will be utilised for workshop/guest lecture and the following one and half hour (optional) will be used for group discussion on the progress of project and consultation/ clarification with the lecturer. Participation in workshops will be noted and the record will be provided to course convenor/mentor. Please ignore the official allocation of room for tutorial workshops, which will be announced in the class based on the project team formed.

## Unit resources

### Required texts

No required text. Students can consult any standard and relevant texts on the following topics: project management, requirement analysis, risk management, agile development, quality assurance and testing, time management, stakeholder analysis, communication and presentations

### Materials and equipment

Access to computers, laptops and printers. Access to Internet. The hardware and software requirements will vary depending on requirements and nature of the projects. Some sponsoring organisations may provide supporting resources (e.g. server, storage, accounts, software), students are encouraged to be self-sufficient and make use of open source products as much as possible.

Each capstone project being undertaken as part of this program can request up to \$300 (including GST) of financial support to purchase required equipment. The request must be submitted through the supervisor

### Unit website

Each unit you are enrolled in has an online teaching site in the learning management system UCLearn. You access UCLearn through [MyUC](#).

To find your unit site online, login to UCLearn (Canvas) using your student ID.

Unit Canvas website contains useful project templates that students can use at their own discretion.

There are a number of excellent online project management training courses available on Lynda.com that are freely available to UC students.

Students are encouraged to conduct their own online research for materials that are relevant to their projects. UC provides access to a number of online databases such as Gartner which students can consult.

## Social Media

Social media will be used as part of the teaching and learning of this unit, and relates to websites and applications that allow students and staff to create and share material, or interact via social networking activities. This can take many forms including text, images, audio, video, gestures (such as 'liking', 'favouriting', 'following') and other multimedia communications. Students and staff should be aware that social media creates an environment for limitless communication, collaboration, dialogue and information exchange but that there should be an awareness of the 'amplificatory' effect of popular content, which can portray both positive and negative outputs. Students should note that social media is not at the control of the University and, therefore, changes may be made to learning or assessment materials at late notice as a consequence of changes to content or access to the social media platform. Students are warned that there may be possible disturbing content that can be viewed when using social media, that is outside the control of the University. Students who are concerned with the use of social media for privacy or other issues are advised to speak with their unit convener as soon as possible.

For further information please refer to the section on Social Media in the [Assessment Procedures](#).

In order to strengthen the support to students, an academic supervisor will be assigned to each approved/allocated project. The academic supervisor is the key person to provide advice, support and guidance to the team.

## Assessment

### Assessment item details

A. Project Proposal and Plan (Group) A1. Team formation and EOI submission (2%) A2. Project Proposal Report (15%)

#### Due date

A1. Wednesday 23:59, Week 1

A2. Friday 23:59, Week 4

#### Weighting

A1. 2%

A2. 15%

### Additional information

To successfully complete this assignment, students must have a project allocation done per the "Project Proposal and Plan (Group)" assignment. All projects and group allocations must receive approval from the unit convenors by week 3. Students who do not have an approved project will receive a zero mark for this assignment, as group work components are required throughout the semester in order to demonstrate that the learning outcomes of this unit have been met.

### Assessment details

A1. Team formation and EOI submission (2%)

Detailed instructions on team formation and submission will be provided on Canvas. Timely submission of this assessment item is required to attempt each of the other assessments, including the second part of this assessment A2 Project Proposal report. All projects and group allocations must receive approval from the unit convenors by week 3.

A2. Project Propsal report

This report should be submitted through the Unit canvas before the due date. Late submissions will incur a penalty unless an exception has been granted by the unit convener. While there is no fixed format for the project proposal and plan, as a guide

it is expected the following key components will be addressed:

1. A clear understanding of the requirements and the scope of the project (in scope and out of scope, project boundary).
2. A well-considered analysis of the requirements (specifications)
3. Analysis of the alternative options and justifications of why the preferred option is recommended (if applicable).
4. A detailed project plan outlining the resources requirements, timelines, task and activities (WBS), dependencies of tasks.
5. Estimate the number of hours you or your group will need to put into each task/activity and the duration of each.  
Populate the Gantt chart with identified timelines.
6. Proposed governance arrangements of the project.
7. Risk analysis and mitigation strategies.
8. Stakeholder engagement and communication plan
9. Quality assurance criteria and measures.
10. Key performance indicators (KPIs) or Critical success factors (CSFs) – to measure/determine success.

One project report per team, accounting for 15%. All team members receive the same marks, based on the evaluation of the report.

## Addresses learning outcomes

On completion of this unit, students will be able to:

- 1. State and analyse a problem related to the latest development and challenges in the ICT industry;
- 2. Formulate a solution based on the synthesis of knowledge and skills acquired throughout the course, and propose a project to address it;
- 3. Implement an ICT project taking into consideration professional practice, code of ethics and professional standards of the industry;
- 4. Illustrate and evaluate the context of ICT projects, such as social and economic constraints, legal and ethical issues, risk and benefit balance, technology availability and stakeholders' acceptance; and
- 5. Demonstrate professional skills, such as teamwork, communication and project management in the development of an ICT project, including an understanding of the role of professional bodies and societies.

## Related graduate attributes

1. UC graduates are professional
  - communicate effectively
  - display initiative and drive, and use their organisation skills to plan and manage their workload
  - employ up-to-date and relevant knowledge and skills
  - work collaboratively as part of a team, negotiate, and resolve conflict
2. UC graduates are global citizens
  - make creative use of technology in their learning and professional lives

### B. Weekly reflection (Individual)

## Due date

End of each week (Sunday 23:59) from week 1 to 10; Will be marked on week 12

## Weighting

## Additional information

To successfully complete this assignment, students must have a project allocation done per the "Project Proposal and Plan (Group)" assignment. All projects and group allocations must receive approval from the unit convenors by week 3. Students who do not have an approved project will receive a zero mark for this assignment, as group work components are required throughout the semester in order to demonstrate that the learning outcomes of this unit have been met.

## Assessment details

Each student is required to submit a personal weekly reflection in the form of e-Journal on canvas (half page) on the key takaways and lessons learnt during the week from a personal perspective.

At the end of each week:

- Create a new entry of e-journal each week (1-10).
- Describe an aspect of your project that you worked on during that week (e.g. researching, testing a piece of software, writing some part of report) or an worthy experience. Limit this to a maximum of 200 words. You may include images, videos and any other relevant multimedia if necessary. When writing this episode, time to time reflect on the lessons related to cost, benefit to society, value to organisation and ethical issue(s), including team conflict and resolution, fairness in workload allocation, proper use of resources etc.
- Use the submit/resubmit button to submit your weekly entries.

While weekly reflection will be marked at the end, the timely submission of reflection (preferably at the end of each week) will be taken into account for marking.

More resources about how to write weekly reflection will be provided in the class/canvas.

## Addresses learning outcomes

On completion of this unit, students will be able to:

- 1. State and analyse a problem related to the latest development and challenges in the ICT industry;
- 2. Formulate a solution based on the synthesis of knowledge and skills acquired throughout the course, and propose a project to address it;
- 3. Implement an ICT project taking into consideration professional practice, code of ethics and professional standards of the industry;
- 4. Illustrate and evaluate the context of ICT projects, such as social and economic constraints, legal and ethical issues, risk and benefit balance, technology availability and stakeholders' acceptance; and
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## Related graduate attributes

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2. UC graduates are global citizens
  - adopt an informed and balanced approach across professional and international boundaries

- make creative use of technology in their learning and professional lives

#### C. Engagement and Participation (individual)

### Due date

Throughout; will be marked in week 13

### Weighting

10%

### Assessment details

A mark is awarded for engagement with the project stakeholders. Project sponsors will provide the unit convener/mentor with the mark (out of 10) and relevant comments on participation and engagement for each member during the project lifecycle. A marking rubric will be used for this assessment.

### Addresses learning outcomes

On completion of this unit, students will be able to:

- 1. State and analyse a problem related to the latest development and challenges in the ICT industry;
- 2. Formulate a solution based on the synthesis of knowledge and skills acquired throughout the course, and propose a project to address it;
- 3. Implement an ICT project taking into consideration professional practice, code of ethics and professional standards of the industry;
- 4. Illustrate and evaluate the context of ICT projects, such as social and economic constraints, legal and ethical issues, risk and benefit balance, technology availability and stakeholders' acceptance; and
- 5. Demonstrate professional skills, such as teamwork, communication and project management in the development of an ICT project, including an understanding of the role of professional bodies and societies.

### Related graduate attributes

#### 1. UC graduates are professional

- communicate effectively
- display initiative and drive, and use their organisation skills to plan and manage their workload
- employ up-to-date and relevant knowledge and skills
- work collaboratively as part of a team, negotiate, and resolve conflict

#### 2. UC graduates are global citizens

- adopt an informed and balanced approach across professional and international boundaries
- make creative use of technology in their learning and professional lives

#### D. Peer evaluation (Individual)

### Due date

Week 12

### Weighting

3% for valid peer evaluation

### Assessment details

## Introduction

Peer evaluation is an important component of group assessment. The objective is to ensure fairness which will reflect the participation and contribution of each student in the group project. As a project manager you must manage and evaluate the performances of your team members, which is critical to manage human assets efficiently. Group dynamics amongst the project members is a complex issue, which plays an important role in the project outcome. In a real-life situation, you'll have to work with project teams of diverse team members with different personalities. Finally, the two aspects of learning outcome or assignment, i.e., Product (what is the answer/ deliverables) and the second one is Process (how you do/achieve it) are equally important. While the assessor will mark the product/report, the process part will be largely reflected through your peer evaluation so that it can accurately reflect individual contributions.

## Process

Peer evaluation will be administered using a well-designed questionnaire consisting of 10 items (each with a range of 1-10 scale). The aggregated mean of peer evaluation of an individual member will be the determinant of individual marks for the project report. For example, if a student obtains 80% in peer evaluation, that means he/she will get 80% of the total marks obtained by the group for the report. If anyone fails to submit the peer evaluation or submits an unconstructive/ casual submission (which is almost like submitting a blank paper in the exam) undermining the spirit of this peer evaluation he/she will not only miss the 3% allotted mark for peer evaluation, also his/her evaluation paper will not be calculated to determine the average. By doing this, the student will miss the opportunity to have his/her valuable input to the evaluation process. If the evaluation is done diligently, everyone in the group is not supposed to get equal marks in every item of this survey, as the items capture various aspects of team participation and individual attributes.

Note : Average percentage score, i.e. peer evaluation index (PEI) will be used to obtain individual score for final group assignment. To recognise both the team efforts and individual contributions of the final group assignments, only 50% of the final group assignment mark (E1+E2+E3) will be moderated by the PEI.

PEI = Average Peer Evaluation/Max Average Peer Evaluation in Group

Individual Score for Final assessment (E) will be calculated according to the following formula:  $E = ((E1+E2+E3)/2 \times PEI + (E1+E2+E3)/2)$

## Addresses learning outcomes

On completion of this unit, students will be able to:

- 1. State and analyse a problem related to the latest development and challenges in the ICT industry;
- 2. Formulate a solution based on the synthesis of knowledge and skills acquired throughout the course, and propose a project to address it;
- 3. Implement an ICT project taking into consideration professional practice, code of ethics and professional standards of the industry;
- 4. Illustrate and evaluate the context of ICT projects, such as social and economic constraints, legal and ethical issues, risk and benefit balance, technology availability and stakeholders' acceptance; and
- 5. Demonstrate professional skills, such as teamwork, communication and project management in the development of an ICT project, including an understanding of the role of professional bodies and societies.

## Related graduate attributes

1. UC graduates are professional
  - communicate effectively
  - display initiative and drive, and use their organisation skills to plan and manage their workload

- employ up-to-date and relevant knowledge and skills
- work collaboratively as part of a team, negotiate, and resolve conflict

## **E1. Poster (Group)**

### **Due date**

Week 12-13, the venue and time will be announced on Canvas in due time

### **Weighting**

15%

### **Additional information**

To successfully complete this assignment, students must have a project allocation done per the "Project Proposal and Plan (Group)" assignment. All projects and group allocations must receive approval from the unit convenors by week 3. Students who do not have an approved project will receive a zero mark for this assignment, as group work components are required throughout the semester in order to demonstrate that the learning outcomes of this unit have been met.

The top ten posters will be selected as finalists for the Capstone expo at the end of the semester.

### **Assessment details**

Quality of the complete project plan with clear articulation of business value through content, style and structure with the help of a poster. The poster sizes should be A0 (841x1189 mm). The detail instruction will be posted on Canvas.

The poster worth 15% will be assessed by the panel of judges

### **Addresses learning outcomes**

On completion of this unit, students will be able to:

- 1. State and analyse a problem related to the latest development and challenges in the ICT industry;
- 2. Formulate a solution based on the synthesis of knowledge and skills acquired throughout the course, and propose a project to address it;
- 4. Illustrate and evaluate the context of ICT projects, such as social and economic constraints, legal and ethical issues, risk and benefit balance, technology availability and stakeholders' acceptance; and
- 5. Demonstrate professional skills, such as teamwork, communication and project management in the development of an ICT project, including an understanding of the role of professional bodies and societies.

### **Related graduate attributes**

1. UC graduates are professional
  - communicate effectively
2. UC graduates are global citizens
  - communicate effectively in diverse cultural and social settings
3. UC graduates are lifelong learners
  - adapt to complexity, ambiguity and change by being flexible and keen to engage with new ideas
  - reflect on their own practice, updating and adapting their knowledge and skills for continual professional and academic development

## **E2. Oral Presentation (Group)**

## **Due date**

Week 12-13, the venue and time to be confirmed

## **Weighting**

15%

## **Additional information**

To successfully complete this assignment, students must have a project allocation done per the "Project Proposal and Plan (Group)" assignment. All projects and group allocations must receive approval from the unit convenors by week 3. Students who do not have an approved project will receive a zero mark for this assignment, as group work components are required throughout the semester in order to demonstrate that the learning outcomes of this unit have been met.

## **Assessment details**

Each project team will present its product/deliverable to the panel comprising the unit convenor/ mentors and project sponsors. There is no fixed format and approach for the presentation. However, some guidelines and best practice tips on presentations will be provided in the lectures/ tutorials. .

The project team is encouraged to impress the panel through the presentation by demonstrating:

- A good understanding of the project requirements.
- A solid project plan and how it was executed.
- Good teamwork among team members (participation by all team members is mandatory).
- Good engagement with the sponsor.
- High quality of the products/ deliverables
- Broader and future implications of the outcome

The presentation worth 15% will be assessed by the panel following a specific marking rubric.

## **Addresses learning outcomes**

On completion of this unit, students will be able to:

- 1. State and analyse a problem related to the latest development and challenges in the ICT industry;
- 2. Formulate a solution based on the synthesis of knowledge and skills acquired throughout the course, and propose a project to address it;
- 3. Implement an ICT project taking into consideration professional practice, code of ethics and professional standards of the industry;
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## **Related graduate attributes**

1. UC graduates are professional
  - communicate effectively
  - work collaboratively as part of a team, negotiate, and resolve conflict
3. UC graduates are lifelong learners
  - adapt to complexity, ambiguity and change by being flexible and keen to engage with new ideas

2. UC graduates are global citizens
  - make creative use of technology in their learning and professional lives

### E3. Final Project Delivery and Report (Group)

## Due date

Friday 23:59 hrs, Week 13

## Weighting

25%

## Additional information

To successfully complete this assignment, students must have a project allocation done per the "Project Proposal and Plan (Group)" assignment. All projects and group allocations must receive approval from the unit convenors by week 3. Students who do not have an approved project will receive a zero mark for this assignment, as group work components are required throughout the semester in order to demonstrate that the learning outcomes of this unit have been met.

## Assessment details

The project report tests the student's collective effort in delivering a quality product to the sponsor and demonstrates the teamwork required to deliver a successful project outcome. While there is no fixed format for the project report, as a guide, it is expected that the following issues will be addressed in the report:

- A brief restatement of the scope and requirements (indicate any changes and revisions).
- Report on deliverables – demonstrate how project outcomes are achieved against each key requirement set by the sponsor.
- Report on resources.
- Report on outstanding issues.
- Report of risks mitigated.
- Report on lessons learnt (one issue must be an ethical issue).
- Hand over materials to the sponsors.
- Recommendations to sponsor.
- Opportunities for future development.

## Addresses learning outcomes

On completion of this unit, students will be able to:

- 1. State and analyse a problem related to the latest development and challenges in the ICT industry;
- 2. Formulate a solution based on the synthesis of knowledge and skills acquired throughout the course, and propose a project to address it;
- 3. Implement an ICT project taking into consideration professional practice, code of ethics and professional standards of the industry;
- 4. Illustrate and evaluate the context of ICT projects, such as social and economic constraints, legal and ethical issues, risk and benefit balance, technology availability and stakeholders' acceptance; and
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## Related graduate attributes

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  - communicate effectively
  - employ up-to-date and relevant knowledge and skills
  - display initiative and drive, and use their organisation skills to plan and manage their workload
  - work collaboratively as part of a team, negotiate, and resolve conflict
  - take pride in their professional and personal integrity
  - use creativity, critical thinking, analysis and research skills to solve theoretical and real-world problems
2. UC graduates are global citizens
  - adopt an informed and balanced approach across professional and international boundaries
  - make creative use of technology in their learning and professional lives
  - behave ethically and sustainably in their professional and personal lives
  - understand issues in their profession from the perspective of other cultures

#### Academic Integrity Module

### Due date

Friday 23:59 Week 5

### Weighting

0%

### Additional information

This assessment completion is required for a pass grade in the unit (and non-completion of this assessment in a unit will result in an NC grade, regardless of the students' final numerical result)

### Addresses learning outcomes

### Related graduate attributes

1. UC graduates are professional
  - take pride in their professional and personal integrity
2. UC graduates are global citizens
  - behave ethically and sustainably in their professional and personal lives

### Submission of assessment items

Late submission

Late submission of assignments without an approved extension will result in a penalty as per university policy. An assignment submitted over seven days late will not be accepted unless a special arrangement is made with the conveners

### Extensions

Students can apply for an extension to the submission due date for an assessment item due to extenuating, evidenced circumstances (specific details are found in the [Assessment Procedures](#)). An extension must be applied for before the due date. Documentary evidence (e.g. medical certificate) will be expected for an extension to be granted, however this will not guarantee that the application will be successful. The Unit Convener or relevant Program Director/Course Convener will decide whether to grant an extension and the length of the extension.

An Assignment Extension form is available from the [Student Forms](#) page.

## **Late submissions**

The following late submission period and penalty is applicable to any teaching period commencing after 1 April 2024.

To support the provision of timely feedback to students within the unit, late penalties will apply for summative assessments where late submission is permitted. Late submissions without an approved extension or reasonable adjustment will result in a penalty of a mark reduction of 10% of the maximum available marks for the assessment item per day (or part thereof) up to and including three calendar days. If a student submits more than three calendar days late without an approved extension or reasonable adjustment, the student will be allocated a mark of zero for that assessment, with no feedback provided.

Approval of extensions based on extenuating circumstances will be dependent upon the production of supporting documentation and at the discretion of the unit convener.

For teaching periods commencing prior to 1 April 2024, a late penalty of 5 % of the maximum available marks for the assessment item per day (or part thereof) was applied up to and including seven calendar days. An assignment submitted over 7 days late will not be accepted.

## **Special assessment requirements**

Pass grade

In order to pass this unit, students must achieve an overall pass (50 out of 100) of the total final moderated marks (which includes individual grades). Moderated marks will be calculated based on the formula provided under 'Peer Evaluation'.

Completion of the Academic Integrity Module is required for a pass grade in the unit (and non-completion of this assessment in a unit will result in an NC grade, regardless of the students' final numerical result).

Timely submission of assessment item A1 is required to attempt each of the other assessments, including the second part of assessment A (A2 Project Proposal report). All projects and group allocations must receive approval from the unit convenors by week 3.

To successfully complete the unit, students must have a project allocation done per the "Project Proposal and Plan (Group)" assignment. All projects and group allocations must receive approval from the unit convenors by week 3. Students who do not have an approved project will receive a zero mark for the subsequent assignments as group work components are required throughout the semester in order to demonstrate that the learning outcomes of this unit have been met.

The unit convenor reserves the right to question students on any of their submitted work for moderation and academic integrity purposes, which may result in an adjustment to the marks awarded for a specific task.

## **Supplementary assessment**

Refer to the [Assessment Policy](#) and [Assessment Procedures](#)

## **ITS Capstone Project Expo (TBA)**

The ITS Capstone Project Expo will showcase a mix of student groups presenting, showcasing posters and displaying demos on the expo day, which will be judged by a panel from the industry. Out of all the capstone projects of the semester, three categories (ten groups in each category) of projects will be selected to participate in the expo based on the final assessment by the supervisory/ examiner board. The categories are:

- Best Presentation
- Best Posters
- Best Overall Project

The best from each category will be given an award from the school/ faculty along with a certificate. All the finalists will also receive a certificate signed by Dean.

## Academic integrity

Students must apply academic integrity in their learning and research activities at UC. This includes submitting authentic and original work for assessments and properly acknowledging any sources used.

Academic integrity involves the ethical, honest and responsible use, creation and sharing of information. It is critical to the quality of higher education. Our academic integrity values are honesty, trust, fairness, respect, responsibility and courage.

UC students have to complete the [Academic Integrity Module](#) annually to learn about academic integrity and to understand the consequences of academic integrity breaches (or academic misconduct).

UC uses various strategies and systems, including detection software, to identify potential breaches of academic integrity. Suspected breaches may be investigated, and action can be taken when misconduct is found to have occurred.

Information is provided in the [Academic Integrity Policy](#), [Academic Integrity Procedure](#), and [University of Canberra \(Student Conduct\) Rules 2023](#). For further advice, visit [Study Skills](#).

## Student responsibility

### Learner engagement

#### Workload

The amount of time you will need to spend on study in this unit will depend on a number of factors including your prior knowledge, learning skill level and learning style. Nevertheless, in planning your time commitments you should note that for a 3 credit point unit the total notional workload over the semester or term is assumed to be 150 hours. These hours

As the units are capstone units, students are expected to devote significant number of hours in the project activities. The following table provides an indicative guide of the number of hours students should commit to their projects:

| Project activities   | Hours |
|--|-------|
| Attendance and participation of workshops (3 x6)                         | 18    |
| Meetings with various stakeholders (including mentors/ sponsors)         | 22    |
| Project initiation and planning including the completion of Project Plan | 50    |
| Project execution  | 100   |
| Project management including the completion of assignment B, C & D       | 50    |
| Project closure and presentation (Completion of assignment E)            | 60    |
| Total  | 300   |

## Inclusion and engagement

It is strongly recommended that students who need assistance in undertaking the unit because of disability or an ongoing health condition register with the [Inclusion and Engagement Office](#) as soon as possible so that reasonable adjustment arrangements can be made.

## **Participation requirements**

The professional nature of this unit requires self motivation, active participation and team work at all learning activities for the successful completion of this unit . If attendance and group work requirements cannot be satisfied, it is recommended that you meet with your Unit Convener to schedule this unit for a future semester. Attendance to workshops and meetings will be recorded. Lack of participation may result in your inability to satisfactorily pass assessment items and poor PEI (Peer evalutaion Index) from your peers..

## **Withdrawal**

If you are planning to withdraw please discuss with your Unit Convener. UC College students must also seek advice from the College.

## **Required IT skills**

Varies due to the nature of the project the student undertakes. Students are strongly encouraged to form teams with diverse/ complementary skill sets required for the chosen project.

## **Work integrated learning**

Some capstone projects may lead to some internship opportunities. It may involve actual ICT practice in workplaces, and therefore, extra student responsibilities are required in addition to those described in this section

## **Additional information**

### Intellectual property (IP) deed poll

Depending on the project sponsors /industry partners requirements and noting the contributions provided by the project sponsors/industry partners to this unit and project, students involved in this unit may be required to enter into a Deed Poll to assign any intellectual property created by the student to the project sponsor/industry partner. Students are encouraged to acquire independent legal advice on the Deed Poll, the legal consequences of signing this and to clarify any queries or concerns they may have about signing the Deed Poll.

The deed poll agreement template will be available in the unit Canvas site/ Unit website.

### Use of Generative AI in assessment tasks

The University of Canberra (Student Conduct) Rules encompass the unauthorised use of AI in assessment or the preparation of assessment, and depending on the use of the AI services, may be considered as collusion, contract cheating, plagiarism, and/or submitting for assessment the work of another person or third party.

Please read through [UC's position paper on Artificial intelligence \(AI\): University of Canberra Approach 2023](#) and [UC's Academic Integrity Policy](#) for further clarification.

## **Student feedback**

All students enrolled in this unit will have opportunities to provide anonymous feedback on the unit through the InterFace Student Experience Questionnaire (ISEQ). The request for your feedback will be posted on your InterFace page at least twice during a teaching period. InterFace can be accessed through MyUC.

## **Changes to unit based on student feedback**

A common feedback from students has been the need for more time to complete the projects within the semester. Therefore, we emphasise planning and clarify the project scope clearly from the sponsors. We strongly encourage the project teams to select their projects ASAP within the first week of the semester. The deadlines for each activity are given in the Unit Outline.

All the capstone projects of the school will follow a similar structure, where a more refined assessment system has been introduced based on the feedback and suggestions received. The assessment regime with a clear marking guide will also facilitate evaluating the projects for Capstone

Expo Event at the end of the semester. Further, fine-tuning has been done, particularly in the project proposal, weekly reflections and activities based on the feedback and experience of previous semesters.

An approach of consistent mentorship has been adopted to improve students' engagement experience.

## Authority of this unit outline

This unit outline must be read in conjunction with the University of Canberra's Policies and Procedures, including the [Assessment Policy](#) and associated [Procedure](#). The Assessment Policy and Assessment Procedure include information on matters such as plagiarism, grade descriptors, moderation, feedback, and deferred exams.

Any change to the information contained in the Academic content and Assessment sections of this document, will only be made by the Unit Convener if the written agreement of the Program Director and a majority of students has been obtained; and if written advice of the change is then provided on the teaching site in UCLearn. If this is not possible, written advice of the change must be then forwarded to each student enrolled in the unit at their registered term address. Any individual student who believes themselves to be disadvantaged by a change is encouraged to discuss the matter with the Unit Convener.

## Authority Text

Main

Exception – Potential changes to a unit's learning activities and assessment items (Approved Academic Board 2020)

In the event of Australian Government and/or ACT Government directive, such as those requiring physical distancing and restrictions on movement because of a pandemic, learning activities and/or assessment items in some units may change. These changes will not be updated in the published Unit Outline but will be communicated to students via the unit's UCLearn (Canvas) teaching site. The new learning activities and/or assessment items will continue to meet the unit's learning outcomes, as described in the Unit Outline.

New learning activities and/or assessment items will be available on the unit's UCLearn (Canvas) teaching site. Please contact the Unit Convener with any questions.

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UC acknowledges the Ngunnawal people, traditional custodians of the lands where Bruce campus is situated. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of Canberra and the region. We also acknowledge all other First Nations Peoples on whose lands we gather.