Dear Students,

You are required to prepare a written report on one of the fields related to our course "project management".

Please form groups consisting of **five students**. Each group must select one of the specified topics and prepare a report of **exactly five pages**, in addition to **one separate page for references and cover page**. <u>The chosen topic must be approved by the course instructor **before** you begin working on the report.</u>

The final submission deadline is <u>30/11/2025</u> **at 23:59**. Reports submitted after this date will not be accepted.

Report Format and Requirements

Cover Page

The cover page must include:

- Names and ID of all group members
- Course name and course number
- Report topic
- University name
- Faculty name
- Instructor's name

Report Formatting

- Submission format: Two files **(Microsoft Word & pdf)**
- Title font: **Times New Roman, size 14, bold**
- Body text: **Times New Roman, size 12**
- Margins: **2 cm on all sides**
- A separate **references page** must be included after the five pages of the report

---

Presentation Requirement

Each group will present and discuss their final report in class. The presentation will be considered as part of the final grade evaluation.

Presentation time will be 15 minutes for each group

Approved IT-Related Project Management Topics

1. Software Development Life Cycle (SDLC) Models
2. Requirements Engineering
3. Change & Configuration Management
4. IT Governance & Compliance
5. IT Infrastructure & Systems Deployment
6. Technology Risk Management
7. Testing & Validation
8. Project Monitoring Tools
9. Waterfall Model
10. Agile Model

Good Luck

Report & Presentation Rubric (Total: 20 Marks)

Group ID:

#	Criteria	Description	Marks
1	Topic Relevance	The selected topic clearly aligns with IT project management	1
2	Depth Understanding	Students understanding, discussion of concepts, and Topics	2
3	Audience Interaction	Engages classmates through questions, discussion, or activities	2
4	Research & References	Uses good sources and proper referencing style	1
5	Formatting Requirements	Follows all formatting rules: fonts, margins, page limits, cover page, references	3
6	Presentation Quality	Clarity, voice, confidence, time management, and visuals (if used)	3
7	Team Collaboration	All members contribute equally and participate in presentation	3
8	Instructor General Thoughts	Instructor evaluation notes, impressions, special remarks	5