Outline of ITPM1 Coursework

# Submission date:

Group report and Individual report: 8th Dec 2017 by 4PM to school office (M209, George Moore building)

Make sure your **Turnitin** result is not greater than **20%.**

The submission folders are created in GCULearn under “submit coursework” folder.

Please note that you are required to submit your coursework reports i.e. Group reports, Gantt chart reports etc. in both hard copy and on a pen drive or CD. You need to submit your individual report in both hard copy and email it to me. All submissions must be electronically submitted through Turnitin on GCULearn.

Submit hard copy and pen drive or CD for your Group report to the ITPM1 box in M209 (school office) by 16h00 Friday 8th December 2017. You must also submit your work electronically on GCULearn (Please make sure that only one of your group members submits your group report on GCU Learn).

Submit hard copy for your individual report to the ITPM1 box in M209 (school office) by 16h00 Friday 8th December 2017. You must also submit your work electronically on GCULearn and email your individual report to me (All students must submit your individual report).

If you require any assistance in the meantime, please email me on [e.gray@gcu.ac.uk](mailto:e.gray@gcu.ac.uk) or Lisa.Liu@gcu.ac.uk

# Overall Presentation

The report presentation should be well laid out with good use of main text and appendices.

There should be a good flowing narrative/level of explanation. It exhibits the following aspects of layout, such as:

* Group report’s cover page: Module title; project title; group name/number; student names/emails; student IDs; lab day/time, submission date
* Use of the third person for most of the time in the narrative for your group report.
* Generate table of contents/ list of figures/ list of tables Automatically
* Use full margin justification
* Font type: Times New Roman
* Font size: 12
* Line spacing: 1.5
* Contents page with page numbers
* List of tables/list of figures
* Take a new page for each section
* Use sub-sectioning
* Add heading
* Add page numbers
* Numbering sections and sub-sections
* Need "linkage" in the writing, i.e. there was a brief “introduction” to either each section/full report setting out its basic coverage or connection with a previous related section.
* Need to citations and references well for your group/ individual report.

# Code of Assessment rules for your coursework submission

Deadlines for the submission of coursework are formally assessed. Coursework which is submitted later than 7 days after the deadline will be automatically marked as 0. Penalties for late submission of coursework will not be imposed if good cause is established for the late submission.

You need to certify this is your own work on your cover page.

# Group Report:

# Introduction

## Part 1: (5 marks)

Project proposal

## Part 2: (5 marks)

The project clearly scoped in terms of:

1. A brief description of the industry, company, and specific facility of your client is
2. A brief description of your company e.g. special skills and key business
3. Describe the problems which your stakeholders have
4. Project purpose and goals
5. Identify Stakeholders by name, contact information, position and responsibility
6. Identify/list functional requirements
7. Estimate initial the timeline, budget for project deliverables

# Project Organisation (10 Marks)

1. Discussion of the proposed systems life cycle you intend to use in carrying out the project.
2. The system lifecycle should provide a clear description, justification for your choice of systems lifecycle. (add lifecycle diagrams to support the explanation)
3. The basic details of the organisation of your project team and the allocation (with some basic description) of the specific project roles, the organisational structure type. (Each of you need to pick two roles in your project and what responsibilities you have.)
4. Project organisation diagram

# Risk Analysis (10 Marks)

What is risk management?

Why risk management is important to your project?

How to identify risks? Discussion/justification of each risk identified

Add Risk register

Add Probability and impact matrix

Contingency plan for the risks which are both high in probability and impact matrix table

Each of group members needs to pick one of risks from your risk register. Write a scenario for the risk you have selected which details when and how you triggered this risk, the status and what is the strategy plan you have in order to solve this risk.

# Quality Assurance (10 marks)

1. Define what is quality management
2. Why it is important for your project?
3. What quality standard you are following, e.g. ISO 9000
4. What are the three processes for your quality management?
5. What are the quality factors (focus on the non-functional requirements) in your project? (e.g. the system response time is 3 seconds, or backup data every week etc.)
6. What type of testing do you need for your project? You need to give examples for your testing plan. You should include the testing of functional and non-functional requirements.

# Conclusion

A brief section concluding the group report, indicating briefly what you have learned.

# References

Harvard style

# Appendix

* Project proposal
* Meeting notes
* List hardware and software resources and the cost (use Microsoft excel software)
* Work breakdown structure (WBS)
* Network diagram (Microsoft project will generate this diagram for you once you have finished your Gantt chart
* Gantt Chart
* Other documents that you think are necessary for your report

# Work Breakdown, Resource and Schedule

## Part 1: (5 marks)

# Weekly meeting notes.

## Part 2: (25 marks)

# Need to identify the hardware requirements have been identified for:

# The development environment and the release environment?

# Skills to master Microsoft project (schedule, hardware, software, staff resources) if you are using Gantt chart. Or skills to master Microsoft excel if you are using burndown chart for your project (hardware, software, staff resources).

Add 4 or 5 risk IDs, risk owners, risk status in your Gantt chart.

1. Work breakdown structure (WBS)
2. Separate work Package Specification for each. (4 task forms per student)
3. Give a reasonable attempt at depth in the WBS.
4. Network activity diagram
5. Gantt chart should be consistent with the chosen life cycle.

# Individual Report:

* Cover page: Module title; individual report, project title; group name/number; student name/email; student ID; lab day/time and submission date

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You need to certify this is your own work on your cover page.

## Part 1 (10 marks)

* Use of the first person for most of the time in the narrative for part 1 of your individual report only.

1. Peer assessment
2. Individual role assessment
   1. Describe the two roles you play in your project, what were your responsibilities for each role? What key personal skills have you built up for each role? What the key technical skills did you require for each role?
   2. What are your strengths/weaknesses?

## Part 2: (15 marks)

Use of the third person for most of the time in the narrative for this part 2 of your individual report only.

1. Assessment of the legal issues in relation to the project

You should discuss each aspect of software law in turn and provide an appropriate analysis, possible advice and solutions. Please make sure you only need to discuss these laws based on the job roles you play.

* Software contract law and confidence
  + - * 1. confidence:
        2. contract
        3. data protection law
        4. Computer misuse etc.

1. Miscellaneous legal and other aspects (e.g. H&S, Games age regulations etc.)
2. Need to provide citations and references well for your individual report.

## Part 3: (5 marks)

Tutorial attendance and discussion