Onboarding Specification and Guidelines

Important Note:* Generative AI** *tools are* ***NOT *allowed to be used in this unit's assignments unless it is specified in their instructions and guidelines.*

Ensure you also review the Iteration Progress Review Checklist

Due Dates & Weighting

The below deliverables should be uploaded to your Project Governance and Moodle where stated.

All teams must produce an onboarding product. Your team's performance will be assessed as part of your professionalism.

Deliverable	Weighting	Due date
To be uploaded to Project Governance System Analysis & Design Proposal presentation Completed build Retrospective Project Governance Expo	0%	 Week 2 - Monday 11.55pm AEST Week 2 - Studio 1, in class Week 3 - Monday 11.55pm AEST Week 3 - Friday 11.55pm AEST Reviewed during Studio Week 3 Studio 2
Onboarding Team Reflection Onboarding Team Reflection Video (Project Governance)	12%	Week 3 - Thursday 11.55pm AEST

Learning Outcomes for this deliverable

1.Critically analyse complex information relevant to an advanced specialist domain and identify information requirements interpreting how they may be of benefit to an organisation or a community, including addressing security needs and ethical concerns.
2.Analyse how specialist domain projects are developed and evaluate the underlying principles and reasons underpinning each aspect of the development process, proposing the need for and then using a context driven methodological approach to deliver, ensuring security considerations in order that the final product is not only effective but also resilient against potential threats and vulnerabilities.
3. Differentiate and synthesise the interrelated roles and responsibilities of all stakeholders of a project and assess and analyse why these roles are important for a successful project.
4. Apply, in an industry standard setting, new concepts as well as aspects of theoretical approaches already learned, selecting the most appropriate fit for a specific situation and the rationale for that selection applying investigative research, while ensuring the end result has a responsible impact on society.
5. Demonstrate discernment and judgement in effective two-way communication to all stakeholders/audiences, both specialist and generalist, by using innovative, relevant and meaningful mechanisms to disseminate knowledge and ideas
6.Contrast and apply the most suitable professional practice skills on issues relevant to the chosen area of practice and operate effectively as a member of that practice team; including understanding the ethical and social responsibilities of IT professionals and teams.

7. Evaluate, assess and communicate both personal and team progress and learning, thus engaging in meaningful reflective practice of one's self and the outcomes and process of the project..

Aims

The aims of this deliverable are to:

- Demonstrate your understanding and document as required the detailed requirements for the defined set of functions specified for this 'Onboarding Iteration';
- Design a system to satisfy the Monash mentors expectations specified for onboarding
- Demonstrate the ability to listen and take on board feedback or discuss appropriately and knowledgeably why you do not;
- Demonstrate the ability to interact with senior executives from industry and present accordingly;
- Demonstrate the ability to manage on-going changes to requirements;
- Adhere to the standards developed for the system and the project;
- Demonstrate that this 'Onboarding Iteration' works as specified;
- Demonstrate the ability to develop a system to industry strength standards, including maintainability (system and build), testing and so on;
- Facilitate comprehensive feedback and acceptance from mentors for this 'Iteration';
- Evaluate, assess and communicate through reflection of achievements through using retrospectives.

The Onboarding Iteration deliverable is intended for all of the project's major stakeholders: the mentors, the academic supervisors and the development team.

The academic supervisors (Monash mentors) will check that the work performed is of appropriate quality and has incorporated appropriate feedback, having already provided feedback on the deliverable (during studio).

Submission

- The submission will take the form of an onboarding analysis and design artefact and deployed build for review (**the build link for that iteration must not to be changed after submission**) and artefacts/notes from the retrospective.The onboarding analysis and design report must be submitted to the Project Governance. Access (via links) must also be available for all supporting artefacts, such as, Leankit etc on your Project Governance.. The retrospective artefacts will be added to the Project Governance after feedback from the mentors.

- You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process. Late submission without approval will be subject to a 10% deduction per day (including weekends) of the mark received for the submission. Please note extensions are unlikely to be given due to the nature of the unit requirements.

Description

This submission has three major components:

1. Analysis & Design Artifacts include:
    a. Analysis & Design Report
    b. Project Governance including Leankit
    c. The Build

Guidelines / template

The following guidelines provide an indication of content that should be included in each section of your Onboarding deliverable.

Part 1A. Analysis & Design Artefacts (Week 2 - Monday 11:55PM)

Section A. Iteration Analysis & Design Report (1 to 2 pages)

Title Page

Introduction

This contains four lines or so of what this document is to be used for. (Important: The report along with all our analysis and design artefacts informs your build and will be reviewed throughout the build process.)

Project Overview

The project overview gives:

- Brief description of the project and the problem statement
- Target Audience - Brief description of your intended audience (2 or 3 lines) the WHO in your problem statement.

Onboarding iteration

What is being delivered, this **intent** for this iteration and what are the **benefits** of each of the requirements. A brief description of what you **plan to deliver** in this iteration which aligns with your User Stories and Acceptance criteria defined for this iteration in LEAN KIT.

Section B: Epics / User Stories (Leankit)

Link to your Leankit. Refer to the Iteration Guidelines and specifications in Moodle

Important note LEAN KIT will be used for Acceptance Test build. Your leankit must have user stories and acceptance criterias and any tasks your team is working on.

Section C: Project Governance (Ongoing during studio)

Refer to Project Governance Guidelines in Moodle

The Monash teaching staff will view your Leankit, Industry Mentor Mahara, Project Governance your minuted industry mentor communications, for this Iteration during the Iteration reviews in the studio. (It is expected that most will be in electronic format.) These documents will need to be shared with the Monash staff.

Part 1B. Iteration Proposal Presentation Guidelines (Week 2 Studio 1)

Please refer to the Iteration Proposal Presentation Guidelines. Presentations will be delivered during the studio (class).

Part 2. The Build (software) (Week 3 - Monday 11:55PM)

A web-link to a deployed build for review or to downloadable executable app files along with any necessary instructions in the Project Governance. This build must match what is described in the onboarding analysis and design report, as the build should have been built from this report.

Reviews will be carried out regularly in the weekly studios during the development. The build must be innovative and useful.

The acceptance criteria defined in your Kanban board (Leankit) will be used ultimately as an acceptance list for the iteration. These acceptance criteria should be used to construct your test cases and to start the development, ensuring that the test cases also cover all eventualities that might arise for each of the acceptance criteria.

Iteration Build Guidelines

The build that is presented must be robust. Changes that are suggested in feedback should be changes that will make the use of the system better, both from a functional point of view and an ease of use point of view, not fixes for errors.

- The software (build) part will fail, should it have errors when viewed by the mentors.
- The software (build) part will fail if it does not match the Kanban board.

Following viewed in Project Governance Repository and accepted tested by mentors:

- Current working system - No errors, fit for purpose expected functionality (i.e. size of build, number of functions)
- User experience appropriate;
- Code - orderly and documented;
- Mandatory Database / Data Scripts
- Web-based application
- System/ Maintenance Information: (where necessary) (Inappropriate or unnecessary documentation will lose marks)
- Use case/ Use case narratives/ User journey mapping/ User flow/Class diagram / Sequence diagrams/ Any other specifications; Data models.
  (if any used. - **do not create just for our purpose**)

Part 3. Expo (Week 3 Studio 2)

Refer material in Moodle

Part 4. Onboarding Team reflection (Week 3 - Thursday 11:55pm AEST)

Aims

The educational aims of this deliverable are to:

- Reflect upon and analyse your team experience during the Onboarding process (week 1 - 3)and learn from them; with a view to improving future practice for upcoming deliverables

The project-based aims of this deliverable are to:

- Develop a range of transferable strategies and techniques to work with others effectively when developing IT systems, working in a team
- Share your project and the team experiences with teaching staff, so that these issues can be followed up and monitored

The **audience** for this deliverable is:

- The teaching team (Mentors) - who will use the deliverable to assess your ability to reflect on your learning and to identify any issues to be followed up;
- Team – to reflect on your team's personal growth and learning over the three weeks

Week 3 Team Video Retrospective (10 mins)

To be submitted in a video (vlog) format. Ensure the following questions are addressed and submitted to your project governance folder. This retrospective should involve reflecting on your team's learnings from the Onboarding Process from Week 1 to Week 3.

As a team, collectively consolidate your answers and ensure each member contributes to the video discussion.

Avoid reading directly from a script or PowerPoint slides. Instead, elaborate on each point, sharing your team's insights and perspectives .Practice this presentation as a team beforehand. Record the video collectively, ensuring all team members are visible on camera.

Please make sure you have each team member's retrospective notes in your PGP for your mentors to review.

The retrospective must address the following:
Suggested template: https://miro.com/templates/start-stop-continue-basic/

What will you start doing?

- Identify and explain a comprehensive analysis of your Agile approach, identifying specific strengths within team behaviors and processes.

What will you stop doing?

- Identify and explain with examples a deep understanding of the underlying weakness of the team's behaviours and team's process that impacted the team's performance.
- Explain the root causes of the challenges encountered.

What will you continue doing?

- Identifying and explaining the positive aspects of the team's work or processes that you want to maintain and build upon.

What actions will you take?

- Outline potential solutions that address the root causes and demonstrate a high level of critical thinking and problem-solving skills through an actionable improvement plan.
- Clearly assign responsibilities for each action(s) to each individual team member.

Submission

- Team Video Reflection to be uploaded into the project governance folder and will be viewed during Week 3 Friday studio.
- This is a team assessment and feedback will be provided during the applied session.
- ***As this grade is a reflection on your first three weeks, you can only be graded if you were present for those three weeks.***
- Late submissions without a formal extension will receive a 0 mark. You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process: https://www.monash.edu/exams/changes/special-consideration

Guidelines and Rubrics

The scope of your retrospective is about your team and processes, **it is NOT about your product, or the technology you are using.**

Criteria	HD Excellent Reflects the highest level of performance, beyond what is required	D Good Reflects a mastery of what is required	C Expected Basic understanding and delivery of what is required	P Basic Reflects the beginnings of understanding what is required	N Unacceptable Fails to identify what is required
The Build - Retrospective Artifact Critical Reflection, Insight,	Demonstrates exceptional critical reflection, insightful analysis of the build process, team and behaviour process	Provides a thorough retrospective analysis of the build process, team and behaviour process with clear and actionable	Provides a retrospective analysis of the team and behaviour process, but	Retrospective analysis present but may be superficial or lack clear	Fails to provide a meaningful retrospective analysis on the build

Actionable Recommendations	and actionable recommendations for improvement.	recommendations.	recommendations may lack depth or actionability.	recommendations.	process, team and behaviour processes not in a retrospective format.
Evidence of team collaboration	Evidence of individual notes in the PGP of actively participating in the retrospective process, sharing honest and constructive feedback on individual and team performance. Identified personal strengths and weaknesses in teamwork and collaboration.	Evidence of individual notes in the PGP of participating in the retrospective process, sharing feedback on individual and team performance. Identified personal strengths and weaknesses in teamwork and collaboration.	Evidence of individuals participating in the retrospective process in the PGP, but may have been hesitant to share feedback or identify personal areas for improvement.	Limited evidence in the PGP of participation in the retrospective process. Did not actively share feedback or identify personal areas for improvement. Did not develop an action plan for improving individual teamwork skills.	No evidence of individual notes in the PGP participating in the retrospective.