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|-------------------|--------------------------------------|
| Module Code:      | CET257 Enterprise Project            |
| Module Leader:    | Dr Becky Allen                       |
| Assessment Title: | Assignment 2: Final Group Assignment |
| Moderated:        | January 2024                         |

Please read **all** instructions and information carefully.

This assessment contributes **40%** to your final module mark and will assess the following learning outcomes:

3. Employ techniques to support the provider/client professional relationship (e.g., responding to an invitation to tender, pitching, presentations, interviewing, expectation management, legal/social/professional and ethical issues, etc.).

### **Important Information**

You are required to submit your work within the bounds of the University Infringement of Assessment Regulations (see your Programme Guide). Plagiarism, paraphrasing and downloading large amounts of information from external sources, will not be tolerated and will be dealt with severely. Although you should make full use of any source material, which would normally be an occasional sentence and/or paragraph (referenced) followed by your own critical analysis/evaluation. You will receive no marks for work that is not your own. Your work will be subject to checks for originality which can include use of an electronic plagiarism detection service.

- Where you are asked to submit an individual piece of work, the work must be entirely your own. The safety of your assessments is your responsibility. You must not permit another student access to your work.
- Where referencing is required, unless otherwise stated, the Harvard referencing system must be used.

|                           |   |
|---------------------------|---|
| Submission Date and Time: | Detailed within the Canvas assignment area      |
| Submission Location:      | Electronic submission to Canvas assignment area |

## Introduction

Your team is required to provide a response to the 'Client Brief' issued by your client, and other associated tasks as detailed on the pages which follow.

## Assessment Details

This is a group submission – a zipped compressed folder should be uploaded and submitted by **ONE member of the team only**.

The folder should be:

- clearly labelled / titled with team number and company name
- sectioned in sequence, with each sub folder clearly titled (this should be the same format as the table below)

## Tasks for completion:

|    |   |                  |
|----|---|------------------|
| B1 | High level design documents   | 10 Marks         |
| B2 | Promotional website   | 10 Marks         |
| B3 | Report evaluating client interactions                                 | 10 Marks         |
| B4 | Report on security of application                                     | 10 Marks         |
| B5 | Self and Peer Assessment Sheets                                       | 10 Marks         |
| B6 | Prototype System – including presentation and demonstration to client | 30 Marks         |
| B7 | Team Poster   | 20 Marks         |
|    | <b>Total:</b>   | <b>100 Marks</b> |

*Marking rubrics are detailed at the end of this document.*

### Task B1: High Level Design Documents

In order to clarify requirements for your project and in keeping with professional software engineering standards, your team is required to produce documentation to support requirements gathering, development and testing for your application. This section should build on your initial hand in (Assignment 1, Task: A1) and must include:

- Evidence of user design and development (e.g. Use Cases, User Stories)
- Evidence of system design and development (e.g. Structured Flowcharts, UML Diagrams, Testing Plans)
- User guides for your system
- Discussion of changes made to your system in light of client feedback if appropriate

### Hand in instructions

Documentary evidence of system planning, design and operation.

### **Task B2: Promotional Website**

Your team are required to develop a website to advertise and promote your business. Your site should incorporate your company's corporate identity (logo, mission statement etc.) and provide suitable information to advertise the skills and services you can provide for prospective clients.

#### **Hand in instructions**

You will need to submit a copy of your websites URL and an electronic copy of your website files in a ZIP file.

Any updated design documentation used in the creation of your site

Your finalised 'zero budget' marketing plan

### **Task B3: Report Evaluating Client Interactions**

In the initial weeks of the project you were asked to email your clients to introduce yourselves. Your team were also required to conduct a consultancy session with the client, evaluate how it went, and discuss the findings. The purpose of the session was to seek advice and clarify any relevant points arising out of the initial project brief. You have had the opportunity to interact with your clients throughout the lifecycle of your project. You should now produce a report evaluating all of your interaction with the client, this should:

- discuss the best and worst aspects of the consultancy sessions, and other client interactions
- make recommendations as to how communication could have been improved
- include an appendix detailing all of your client interaction presentation plans, meeting minutes and emails etc.

#### **Hand in instructions**

A report which evaluates your client interactions (indicative word count for this report is **750 words**).

Documentary evidence of all client interactions

### **Task B4: Report on the Security of the Application**

A short report detailing the security of your prototype system. This should include considerations taken into account throughout the development stages as well as any future security measures or strategies that need to be taken or applied to ensure the secure and safe use for the client and end users of the application. It may be that you are unable to apply security measures, but you have to consider this from the client and user perspective.

#### **Hand in instructions**

A report which evaluates security of your prototype system (indicative word count for this report is **750 words**).

### **Task B5: Self and Peer Assessment Sheets**

Your team is required to carry out a rigorous self and peer assessment exercise, to determine the distribution of team marks around the members. To do so, as near to the hand-in time for both group assignments as possible, your team is required to do the following:

Consider the following assessment categories:

- A - Motivation/Responsibility
- B – Time Management
- C – Adaptability
- D – Creativity/Originality
- E- Communication Skills
- F - General Team Skills
- G – Technical Skills

Discuss as a group each team members contribution to the project using the categories above and decide on their individual percentage contribution. When added together, the total contribution for the full team should be 100%.

Please use the Self and Peer assessment document on Canvas to record the scores.

*Further instructions will be presented in the module lectures.*

#### **Hand in instructions**

All spreadsheet marks for each member of the group are collated and submitted in the ZIP folder.

### **Task B6: Prototype System – Including Presentation and Demo to Client**

Your team is required to plan, prepare and run a formal presentation to your client, which includes a demonstration of your final application or system. The whole session should last a maximum of 20 minutes, including the opportunity to ask questions. Every team member should be present, with each prepared to answer questions and engage with the session in whatever way is felt appropriate. The session must have a properly drafted plan, together with written notes / PowerPoint slides / handouts as thought appropriate. These, along with a copy of your application/system along with any instructions for its proper execution should be submitted.

#### **Hand in instructions**

Your plan for the system/application demonstration and presentation, including individual responsibility chart for these activities.

A copy of your presentation, with notes

A copy of your final application with any instructions needed for its operation.

### **Task B7: Team Poster**

Each team must produce a poster that captures their group project and team working experience. You are expected to portray the team working activities that you have been involved in, along with the product/system that you have developed for your clients. You will be assessed on how well this is planned and presented.

For example:

- Demonstrate what you have done and achieved (the whole group process), explaining the different elements involved such as planning, system development, team working etc.
- The final product or system will be the main focus

As a group you will use the poster to communicate your project experiences to the assessors. It's an opportunity to sell your group and how you have worked as a team to produce the final deliverable for your clients.

**Your poster MUST be designed to the following dimensions:**

- *Size: (A1 image size) Dimensions 841 x 594 mm (33.1 x 23.4 ins)*
- *Landscape orientation– (best for the TVs)*

#### **Hand in instructions**

Submit a copy of your poster within the submission folder and via email to the module leader [becky.allen@sunderland.ac.uk](mailto:becky.allen@sunderland.ac.uk) by the date specified in the Canvas assessment area.

### **Marking Schemes and Feedback Sheets**

The marking schemes for this assessment are included below.

**CET257 – Enterprise Project**  
**Assignment 2– Final Group Submission**  
**(Worth 40% of Module total)**

**Team Name** \_\_\_\_\_

| Section   |  |  | Range                    | Mark | Comments |
|-----------|--|--|--------------------------|------|----------|
| <b>B1</b> | High level design documents (10 Marks)   | <ul style="list-style-type: none"> <li>• Evidence of user design and development (e.g. Use Cases, User Stories)</li> <li>• Evidence of system design and development (e.g. Structured Flowcharts, ERD's, UML Diagrams, Testing Plans)</li> <li>• User guides for your system</li> <li>• Discussion of changes made to your system considering client feedback</li> </ul> | 0-3<br>0-3<br>0-2<br>0-2 |      |          |
| <b>B2</b> | Promotional website (10 Marks)   | <ul style="list-style-type: none"> <li>• Website</li> <li>• Your company's corporate identity</li> <li>• Your finalised 'zero budget' marketing plan</li> </ul>  | 0-5<br>0-2<br>0-3        |      |          |
| <b>B3</b> | Report evaluating client interactions (10 Marks)                                 | <ul style="list-style-type: none"> <li>• A report which evaluates your client interactions</li> <li>• Documentary evidence of all client interactions</li> </ul>   | 0-7<br>0-3               |      |          |
| <b>B4</b> | Report on security of application (10 Marks)                                     | A report which evaluates security of your prototype system.  | 0-10                     |      |          |
| <b>B5</b> | Self and Peer Assessment Documentation (10 Marks)                                | 2 sets of accurately completed peer review sheets  | 0-10                     |      |          |
| <b>B6</b> | Prototype System – including presentation and demonstration to client (30 Marks) | <ul style="list-style-type: none"> <li>• Your plan for the system/application demonstration and presentation, including individual responsibility chart for these activities.</li> <li>• A copy of your presentation, with notes</li> <li>• A copy of your final application with any instructions needed for its operation</li> </ul>                                   | 0-30                     |      |          |
| <b>B7</b> | Team Poster (20 Marks)   | A copy of your team poster, which must adhere to the formatting set out in the assessment brief  | 0-20                     |      |          |
|           |  | Assignment Total   |                          | /100 |          |

\*Assessment element B6 is marked by your client

**Assessor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CET257 – Enterprise Project

### Final Presentation Session Feedback Form

Team Number: \_\_\_\_\_ Team Name: \_\_\_\_\_

Please rate the following aspects of the presentation on a scale of 1- 5

|  | Poor (1) | OK (2) | Good (3) | Very Good (4) | Excellent (5) |
|--|----------|--------|----------|---------------|---------------|
| Quality of team introduction and team interactions.                              |          |        |          |               |               |
| Quality of slides, layout, flow of presentation and visual elements              |          |        |          |               |               |
| Content of presentation and full use of time allocation                          |          |        |          |               |               |
| Demonstration of the finished system and its ability to meet the client's needs. |          |        |          |               |               |
| Demonstration of technical excellence, interface design and innovative ideas     |          |        |          |               |               |

| General feedback and comments |
|-------------------------------|
|                               |

Client Signature: .....