Assignment Specification

1. Introduction

This assignment provides students with the opportunity to apply various project management skills. Students will work in teams of 5 members per group. (or any number deemed appropriate) from the same tutorial class. Every member in the team is expected to contribute and participate actively in the entire process of completing the assignment tasks (refer to the appendix section).

2. Learning Outcomes Assessed

CLO	Description	Weightage
CLO2	Assume responsibility to practice communication skills for project management. (A3, PLO5)	20%
CLO3	Behave according to the code of ethics and professional conduct for project management. (A3, PLO11)	80%

3. Examples of Software Projects

- Jobs Recruitment or Internship System
- Appointment or Reservation System
- Public Transport Scheduling System
- Customer Service or Delivery Tracking System
- Government Clinic or Hospital System
- Self-service Kiosk or Self-checkout System
- Student's own choice _____ (note: subject to approval)

4. Assignment Tasks

A client has awarded a software project to your team. Now your team is required to produce a written report which shall include all the following content (refer to Appendix for more details):
- Project background
- Project development team
- Project scope
- Project schedule
- Quality Plan
- Risk table

Notes:
- You have to make an assumption on who the client is.
- The software project awarded to you can be chosen from above or your tutor may assign one to you.

Refer to Appendix for more details of the assignment tasks. Work as a team to carry out the necessary research to complete this assignment. **The students in the team will rotate on a weekly basis to play the role of the project manager.** A project manager's main concern is to achieve project objectives within the set time, budget and to meet the required quality. As you carry out the required activities, apply appropriate strategies and best practices to ensure the project's success.

5. Deliverables Submission

A representative from each team is required to submit:

(a) An **ASSIGNMENT REPORT** (Cover Page + Assignment Report + Originality Report) in Google Doc & PDF format.

-Use the Assignment Report *Template* provided.

-Name your Assignment Report as:

Programme-Group - Studname1,Studname2,Studname3,Studname4,Studname5 - REPORT

*E.g: RSW3S2-G1 – Jack, James, Jim, John, Johnson – **REPORT***

Format:use 1.5 line spacing, font size: 11(content), font style: Times New Roman and should contain proper headings and sub-headings.

(b) The team **PRESENTATION SLIDES** with student name on each slide in PPTX/Google SLIDES format. Name your Presentation Slides as:

Programme-Group - Studname1,Studname2,Studname3,Studname4,Studname5 - SLIDES

E.g: RSW3S2-G1 – Jack, James, Jim, John, Johnson – **SLIDES**

(c) The team **ASSIGNMENT RUBRIC** in Google Sheet format. Fill-in your project title, programme, group and student's name. Name your assignment rubrics as:

Programme-Group - Studname1,Studname2,Studname3,Studname4,Studname5 – RUBRICS.

E.g: RSW3S2-G1 – Jack, James, Jim, John, Johnson – **RUBRIC**

Note**:**

- Submit all the above to your respective Tutor's Google Classroom.

- Originality Report Checking for assignment report should be less than 30%.

6. Submission Deadline

Week 11

Oral presentation: start from week 12,13

Feedback on Assignment: week 14

7. Late Continuous Assessment Submission

Refer to TAR UMT's Guideline on Late Submission of Continuous Assessment (CA).

8. Academic Integrity and Plagiarism

There must be originality in your work, i.e., your works are not copied from or referred to other teams. You must work with your team member(s) to produce the solution for this assignment. Before submitting your assignment, ensure that you have complied with TAR UMT's plagiarism policy. Any cheating, attempt to cheat, plagiarism, collusion, and any other attempts to gain an unfair advantage in assessment will cause the students concerned to be penalized. Students found to be dishonest are liable to disciplinary action.

Appendix

Guidelines for preparing the **Software Project Management's Assignment Report**.

1. Project Background
a) Briefly describe the project development team (the project development team is your group) -come from which software company

b) Briefly describe the project **client**, client's **nature of business** and the **reasons** the client wants to undertake the project (min 5, 1 member 1 reason).

c) Estimate the **project costs** (This may include hardware, software, manpower, etc. The entire project development duration should be between 3 to 5 months).

d) State one **objective** of this project (must conform to the SMART criteria)

2. Project Team Structure, Stakeholders and Communication Plan
a) Illustrate your **project team structure** graphically. Provide a list of team members' names, job positions and roles.

b) **Stakeholders Register**

No	Stakeholder Individual/Group	Job position	Role (client's side only)	Expectation
1				
. .				
4-6				

Note:
- must include the project team and client (e.g. project sponsor, potential users of the system, etc)
- you only need to fill-in the role column, if the stakeholder is from the client side.

c) **Communication plan**

No	Name of communication	Purpose	Frequency	Method	Audience	Owner
1						
. .						
4-6						

3. Project Scope, Exclusions and Software Process Model
a) Illustrate graphically the **scope of the system to be developed** (show 3 levels: system, modules and functions). Briefly describe the functionalities of each module.

b) **Exclusions:** List 2 items/services/jobs and/or hardware/software that will not be provided or covered in this project.

c) **Software Process Model:** Select a suitable software process model for this project. Explain two advantages and two disadvantages of the selected model.

4. Project Schedule and Assumptions
a) Develop a **project schedule** using Microsoft Project to illustrate the project timeline.

b) Describe any **2 assumptions** you made while creating the project schedule

5. Quality Plan
Identify and **justify** 1 important software quality attribute for the system. For the quality attribute, specify the **quality assessment process**.

6. Risk Table
Identify 1 potential risk in your project. Briefly **describe the risk and estimate its probability and impact.** Lastly**,** your **risk mitigation, monitoring** and **management** plans need to be included in the risk table.

7. Ethics and professional conduct for project management
a) Based on the Stakeholder Register, describe two appropriate strategies for **engaging key stakeholders** (specifically, the most influential/powerful stakeholder *and* potential end-users of the system)

b) Referring to the selected software process model, explain why it is also important to **disclose the disadvantages** of the chosen model to relevant stakeholders.

c) If your project is significantly behind schedule, propose two **corrective actions** to bring the project back on track. For each action, evaluate two advantages and two disadvantages.

Refer to Assignment Rubrics for details on the assessment criteria and marks allocation